

ACTION FOR FAMILY CARERS

England & Wales · Charity number 1127164

Details

Other names	ACTION FOR FAMILY CARERS LIMITED
Status	Registered
Legal form	Charitable company
Company number	06680960
Registered	2008-12-12
Register	View on the Charity Commission register

Contact

Address	Action for Family Carers Brickhouse Farm Community Centre Poulton Close Maldon CM9 6NG
Phone	01621 851640
Email	info@affc.org.uk
Website	www.affc.org.uk

Activities

Objects: TO PROMOTE THE RELIEF OF PERSONS WHO ARE ILL, DISABLED, INCAPACITATED OR ELDERLY BY THE PROVISION OF INFORMATION, EDUCATION, SUPPORT, RESPITE CARE, RECREATION AND ADVOCACY FOR THEIR CARERS.

Activities: The relief of persons who are ill, disabled, incapacitated or elderly by the provision of information, education, support, respite care, recreation and advocacy for their Carers

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,315,413	£1,223,865	£524,377	46
2024-03-31	£665,802	£790,266	£432,829	40
2023-03-31	£735,349	£666,211	£557,294	39
2022-03-31	£906,937	£832,781	£488,156	42
2021-03-31	£806,546	£789,420	£414,000	53

Trustees

Name	Role	Appointed
Tony Dixon	Chair	2018-01-25
COLIN BENNETT		
DENISE FIELDING		2011-10-27
David J Petts		2026-03-12
Duncan Lumley		2019-10-16
Georgia Alice Setchell		2024-12-05
Jillian Fletcher		2024-06-06
Paul Edwards		2025-10-08
Pauline Haggerty		2016-10-20
Sharon Schofield		2025-10-08

Accounts

ACTION FOR FAMILY CARERS

Registered charity number: 1127164

Registered in England and Wales: 06680960

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025



ACTION FOR FAMILY CARERS

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ACTION FOR FAMILY CARERS

LEGAL AND ADMINISTRATIVE INFORMATION YEAR ENDED 31 MARCH 2025

Company number:	06680960 (England and Wales)
Date of incorporation:	26 August 2008
Charity number:	1127164
Registered office:	Brickhouse Farm Community Centre Poulton Close Maldon Essex CM9 6NG
Auditors	Larking Gowen LLP 8 The Courtyard, Wyncolls Road Colchester Essex CO4 9PE
Bankers:	Lloyds Bank Plc Chelmsford Branch PO Box 1000 Essex BX1 1LT
Solicitors:	Birkett Long LLP Essex House, 42 Crouch Street Colchester Essex CO3 3HH

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2025

The Trustees, who are also Directors for the purposes of company law, have pleasure in presenting their Report and the Financial Statements of the Charity for the year ended 31 March 2025. This is also the Directors' Report, as required by s415 of the Companies Act 2006.

Legal and administrative information set out on Page 1 forms part of this Report. The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practices applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS102) (effective 1 January 2019).

Action for Family Carers follows and applies key guidance principles as recommended by the Charity Commission for organisations that provide services for public benefit. The Board ensures that all intended activities support the Charity's Aims and agreed Strategic Objectives by using robust reporting standards which support all decision making.

The Trustees

The Directors of the Charitable Company ("the Charity") are its Trustees for the purposes of charity law. Action for Family Carers has a strong, robust and effective Board of Trustees made up of individuals with a range of qualifications, skills, knowledge, experience, expertise, and current practice that enable a positive contribution to the governance of the Charity. The Board annually reviews the Charity's strategic direction, ensuring the focus remains on Carers, and that it delivers on the agreed priorities with the range and quality of support and services meeting need now and for the future. At each Board meeting, Trustees receive and consider Business Objectives and Progress Reports, Carer Services Report and Financial Reports, which highlight the performance and progress against the Delivery Plan and agreed Business Priorities. These processes ensure that the Charity is on target and working to the agreed standard and outcomes for Carers.

The Trustees continue to review the skills required on the Board to ensure the Charity remains focused and purposeful, enhancing its contribution to support for unpaid Carers in Essex. Every Trustee has undergone a rigorous selection and recruitment process providing assurance to the Board and for election at the Annual General Meeting.

All Trustees undergo formal training and induction regarding Trusteeship in general, together with a familiarisation process of the Charity and its activities. There are ongoing learning and training opportunities to help and support Trustees carry out their role effectively.

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The Board is mindful at all times of its governance role and the duties and responsibilities of Trustees.

The Charity continues to strengthen its commitment to Equality, Diversity and Inclusion having identified 'accessibility' as one of its objectives, with a continued focus on improving its communication via the website and other social media platforms. The Board recognises the value of diversity and the importance of being representative of the communities that the Charity serves, and to this end has actively searched to recruit a more diverse cross-section of Trustees. The Charity has reviewed and prioritised data collection, analysis and reporting to improve its performance, identify gaps and address needs.

The Board of Trustees meets 5 times per year and operates a Remuneration Committee to oversee the Chief Executive Officer's remuneration. The Trustees hold most of its meetings face-to-face enabling them to regularly receive service presentations and build a comprehensive picture and understanding of the charity and its services. Some meetings will however continue to take place remotely as part of the Charity's contribution and support for the Green Agenda and its commitment to reducing the carbon footprint e.g. efficiency savings of time and fuel as well as being as inclusive as possible i.e. open to those working, with dependants and/or who are less able to travel can attend and play a full part in the work of the Board. Trustees also chair and actively participate in a variety of Working Groups and Task Groups. In 2024/2025 the Board continued to operate its two significant Sub Groups focused on strategy and driving forward key priorities: Business Continuity and Development Sub Group and Services, People and Quality Sub Group.

The Board of Trustees delegates authority for the day-to-day operation of the Charity to the Chief Executive Officer. The Board has agreed a Scheme of Delegation which sets out the decision-making responsibility of the Board and that of the Chief Executive Officer. The Board annually reviews and approves the Scheme of Delegation including those actions in relation to the Chief Executive Officer.

The Trustees who served the Charity during the period were as follows:

Chair of Trustees

Tony Dixon

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Vice Chair of Trustees

Colin Bennett

Treasurer

Pauline Haggerty

Company Secretary

Denise Fielding

Other Trustees

Sue Bailey (until 9 October 2024)

Duncan Lumley

Paul Osman

Jill Fletcher (Co-opted from 14 June 2024 and Elected 9 October 2024)

Georgia Setchell (Co-opted from 13 December 2024)

Chief Executive Officer

James Clarke

Senior Executive Remuneration

A Remuneration Committee of Trustees makes recommendations on the Chief Executive Officer's pay. These are based on Appraisal and Performance Review in the context of the Strategic Objectives and Business Priorities, meeting financial and achievement targets and objectives, demonstrating leadership and management, maintaining differentials and the successful leadership, management, and delivery of the Charity's programmes.

Objects of the Charity

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The Charity's Objects are to promote the relief of persons who are ill, disabled, incapacitated or elderly by the provision of information, education, support, respite care, recreation, and advocacy for their Carers.

Our Mission

Action for Family Carers makes a positive difference to the lives of Carers including Young Carers.

Our Vision

Action for Family Carers believes that unpaid Carers of all ages should be recognised, respected and valued, and have opportunities to achieve their own goals in life.

Our Values

- Compassion
- Commitment
- Empowerment
- Trust
- Collaboration

Our Strategic Goals

By March 2027 we will:

- Support more than 3,500 Unpaid Carers each year
- Achieve an annual increase in positive impact felt by Carers we support
- Increase the number of Young Carers we support
- Be ready to secure extension/ alternatives to existing grants and contracts

INTRODUCTION

Action for Family Carers is proud to maintain a range of face-to-face and online support for Carers of all ages in Essex via its Adult Carer and Young Carer services and additionally providing Respite services in Maldon and in West Essex.

Having regained the local authority contract for Adult Carer support in West and North-East Essex, the charity swiftly mobilised its resources to ensure all elements of the contract were operational and accessible from April 2024. Since that date the charity has delivered the contract efficiently and effectively in partnership with Essex Carers Support, meeting all the contract's key performance indicators.

Securing and successfully delivering the local authority contract has facilitated our ambition and also contributed to increasing our reach as a charity as we supported over 3,500 Carers by the end of March 2025, thereby surpassing the strategic target we had set ourselves to achieve by 2027 two years early!

We continue to recognise the importance of respite breaks for Carers through delivery of our Activity Groups for people experiencing dementia and Day Care for vulnerable older people in Maldon. The Maldon Day Centre saw a 45% increase in attendances compared to the previous year reflecting the local need and the efforts of the manager and team to promote the service and to ensure that all those attending have a safe, enjoyable and stimulating day.

Supporting Young Carers remains a priority for the Charity, and we have continued to operate regular Young Carer Clubs for children aged 8-16 in 8 locations across Essex alongside one-to-one and group support in primary and secondary schools.

As part of its commitment to continuous improvement, the charity undertook assessment for Carers Trust's Excellence for Carers Quality Award which included site visits in several locations whereby assessors met with Carers, Young Carers, staff, volunteers and the local authority commissioner as well as senior managers and trustees. Carers Trust subsequently awarded the Excellence for Carers Award to Action for Family Carers at its annual conference in York. Their report stated that "the passion, commitment and enthusiasm of the team, at all levels, to provide excellent services for Carers, was very clear."

ACTIVITIES AND ACHIEVEMENTS

Adult Carer Services

A total of **2458** adults accessed support from Action for Family Carers during the year across all our projects and services with over **29,600** individual interactions taking place.

Essex Carers Core Offer of Support (ECCOS)

In partnership with Essex Carers Support, Action for Family Carers was commissioned by Essex County Council to deliver support for Adult Carers aged 18+ in West Essex, (Epping, Harlow & Uttlesford districts) and Northeast Essex (Colchester & Tendring districts) from April 2024. This service, provides Carers with:

- Information, advice and guidance
- Coaching
- Counselling
- Support groups
- Access to wellbeing grants

There was a high demand for all aspects of the service, and we exceeded our annual target of 1,837 by 13%, having provided a total of **2069** Carers with personalised support. This includes **1126** Carers living in Northeast Essex (110% of target of 1020), **922** Carers living in West Essex (113% of target of 817) and 14 Carers who live outside of our areas but for whom it was deemed appropriate to deliver a service.

Information, advice and guidance

The information that we provided included: help to access services, devices, and equipment to assist in the caring role; information on local support and services; help with understanding the condition of the person being cared for; and support for Carers to prepare for a Carers Assessment.

Coaching

Coaching is a series of purposeful conversations which enable Carers to identify and move towards goals. For example, a Carer may have barriers to achieving a specific goal e.g. balancing work with their caring role or staying connected with friends and not becoming socially isolated. A coaching approach shifts from providing facts to actively supporting the Carer in developing their own skills, capabilities, and solutions. Over the year more than **570** Carers received coaching. One Carer who received coaching told us, "Having the knowledge, support and relevant tools has helped me get to where I am now. I feel confident in my caring role and positive going forward".

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Counselling

The dedicated Carer counselling service enables Carers to receive up to 6 free counselling sessions with a trained counsellor. Counselling is offered face to face, online and over the phone to ensure that it is as accessible for as many Carers as possible. **185** Carers had access to our counselling service last year. After a recent counselling service evaluation form, of those who responded:

- o 77% of Carers said 'I feel more positive'
- o 76% of Carers said 'My mental wellbeing has improved'
- o 70% of Carers said 'I feel better able to continue caring'

Support Groups

We facilitated **14** Support Groups across Essex, with **263** Carers having attended groups throughout the year. Our Carer Support Groups provide a safe and understanding space where Carers can connect with other Carers, share experiences, and find support from others who truly understand what they're going through. We have also offered a variety of activities for our groups, ranging from appreciation events like a Christmas party to personal development opportunities such as Police Fraud Prevention Team, Fire Safety, and Hearing Help attending.

Wellbeing Grants

723 Carers accessed Wellbeing Grants enabling them to take a break and spend time doing something to help improve their wellbeing, build resilience and support them to continue in their caring role.

Carer and Family Response

We continued to develop and deliver our Carer and Family Response project working closely with families across Chelmsford to identify issues and concerns, and to help secure solutions taking a whole family approach.

Over the year the team worked closely with **233** Carers and their families, almost 3 times as many as the target agreed by the funder. They provided holistic support for Carers including emotional support and practical solutions and followed up to ensure support was in place for both the Carer and the cared-for. The support provided also included helping Carers to access welfare and financial benefits, prescribing care tech to keep the cared-for safe and support with housing issues.

Of those who completed the project evaluation:

- o 100% of Carers were satisfied with the support they received
- o 100% of Carers felt more confident
- o 95% of Carers felt valued and listened to

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2025

- o 91% of Carers felt more positive
- o 91% of Carers felt better able to plan

One Carer commented, “Everything was explained to me in detail, and I could pick up the phone anytime to ask for help and for someone to listen to me, when I had no one else to talk to”.

Carer-Friendly GP Project

Funded by the NHS in Mid Essex, the aim of this project was to support GP surgeries develop systems and processes which enable them to identify and respond to the needs of those with caring responsibilities; this is key to reducing health inequalities associated with having a caring role. The project was informed by the NHS England document Supporting Carers in General Practice: A Framework of Quality Markers, 2019.

During this reporting period, identification and registration of Carers has been a priority. Whilst engagement with GP practices has continued, there was a focus on raising awareness of Carer identification and registration with the wider health community namely GP Trainees, Community Nurses, School Nurses and Social Prescribers as well as social care and education.

Carer awareness was offered to all surgeries and delivered in 30% of surgeries. 80% of Social Prescribers received Carer awareness training or 1:1 discussion with the project lead. 25 of 43 surgeries now have a named Carer Champion to be the voice for Carers following the end of the project in March 2025. An e-learning resource was developed and shared, enabling practices to continue with their own training.

Befriending

Although grant funding from Essex County Council for our Essex Befriends provision ended on 31 March 2022, Action for Family Carers has continued to provide a service for **31** Carers through regular contact from our volunteer befrienders helping those Carers to reduce their sense of social isolation and loneliness. The charity recognises the immense contribution of its team of volunteer befrienders who provide this much-needed regular personal contact for Carers across Essex.

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Respite Services

Day Care

The Day Care service at Brickhouse Farm in Maldon provides an opportunity for older people to mix socially in a safe environment and to engage in stimulating activities with the support of trained staff and volunteers. A varied activity programme is organised for a wide range of interests including quizzes, singing and gentle exercises, and a cooked lunch is also provided.

The introduction of a new Action Plan established a focus on 4 key areas of development:

- o further developing service delivery – resulted in an enhanced entertainment programme with the introduction of external visitors to lead a variety of musical entertainment and sports activity
- o increasing visibility in the community – increased local awareness of the service through attendance at local community events and seasonal opportunities such as the Maldon carnival
- o strengthening relationships with local referrers – saw referrals rise as local agencies and professionals gained a better understanding of the support available
- o increasing support for Carers – added value to the service through the introduction of Carer Information days and tailored events to support with common challenges

This approach enabled the Day Care service to grow throughout the year as demand increased, resulting in the service being open now 5 days a week. A total of 56 families were supported with **2,539** individual attendances (an increase of 45% on the previous year).

Day Care provides a vital respite break for family Carers. Of those who responded to a recent service evaluation:

- o 94% of Carers said 'I get a break from caring that I otherwise would not have'
- o 94% of Carers said, 'I have time to look after my own health and wellbeing' e.g. to attend health appointments
- o 88% of Carers said 'I feel better able to manage my caring role'

One Carer explained the difference the service made to them: "It's a lifeline, it gives the whole family some time off from caring and worrying. I definitely look forward to it you are all amazing! Thank you"

Activity Groups

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Our Activity Groups in West Essex provide physically and mentally stimulating activities for people with memory problems or dementia. Over the past year a total of 83 families were supported with **3,259** individual attendances in the Keeping Active and Active Minds sessions across the localities of Epping, Great Dunmow and Harlow, an increase of 7% compared to last year.

The Activity Groups provide a vital break for family Carers as well as additional support for them. After a recent service evaluation form, of those who responded:

- o 93% of Carers said, "I have access to information and advice"
- o 78% of Carers said, "I feel less stressed"
- o 78% of Carers said, "I get a break from caring that I otherwise would not have"

One family member said: "They have enabled us to delay (by years) Mum needing to go into residential care. We wish the groups ran 7 days a week and through all the holidays!"

Another said, "It gives Dad a change of scenery and opens him up to social, physical and mental activities that he wouldn't have otherwise."

And another Carer said, "As a Carer any time to myself is precious and knowing that my 'cared for' is well looked after is one less stress."

Young Carer Services

Our aim is to ensure Young Carers in Essex are safe, able to participate fully in education and social activities, to enjoy their childhood, and to fulfil their potential.

During the year, **1,262** Young Carers aged under 18 accessed support from Action for Family Carers, which represents a 25% increase on the previous year. **7,821** individual interactions took place including attendance at a Young Carer Club, one-to-one or group support in schools, counselling, and participation in trips and activities.

We provided breaks for over **250** Young Carers via regular club nights in Chelmsford, Clacton, Colchester, Harwich, Harlow, Loughton, Maldon, Stansted and Witham. The venue in Great Dunmow remained unavailable, so we combined Dunmow and Stansted clubs into the venue at Stansted, this has meant running one club but with all Dunmow Young Carers still being able to access a club.

We worked in and with primary and secondary schools across West, Mid and Northeast Essex to ensure Young Carers are identified and receive appropriate support to participate and achieve their potential in education. Over **700** Young Carers accessed support in schools.

A new Young Carer Service Manager joined the charity in Autumn 2024, bringing experience in education, management – and as a Young Carer – to the role. This

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2025

followed previous Service Manager Chris Vince's election as MP for Harlow and his continued advocacy for Young Carers in parliament, including as Chair of the All-Party Parliamentary Group on Young Carers.

Mid Essex

Over 250 Young Carers were supported through school-based work and direct family contact in Braintree, Chelmsford, Maldon and Witham. In Chelmsford and Maldon, we supported **190** children across 8 schools, and in Witham and Braintree, over **100** children were supported across 9 schools.

Support was offered one-to-one and in groups, including sessions on anger management, resilience, and emotional wellbeing. Peer support groups were run for older Young Carers, often ending the sessions with fun activities and games like Uno or Dobble.

We participated in SEND (Special Educational Needs and Disabilities) roadshows, distributed information to families, organised a cinema respite trip, and provided Christmas presents to Young Carers through additional donations.

Northeast Essex

Our enhanced provision for Young Carers in Colchester and Tendring was coordinated by Young Carer Leads who developed local knowledge and insight and directed resources where they were most needed. Outcomes are measured using My Star.

Over the last calendar year, we supported **515** Young Carers across these two districts, working closely with schools, colleges, and other local organisations such as the Fire Service. This represents a 54% increase compared to the previous year.

Colchester District

The team supported Young Carers in **10** secondary and at least **25** primary schools, primarily through one-to-one support and occasional group work. The Young Carer Lead also built strong partnerships with local services to extend available support.

Tendring District

We increased our reach within Clacton primary schools and expanded professional networks across the district. The growing visibility and trust helped us identify and support more Young Carers in the district.

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West Essex

Thanks to a National Lottery grant, we have continued to offer a comprehensive Young Carer offer across West Essex. A dedicated Support and Development Worker engaged with **15** schools to identify and support local Young Carers, supporting a total of **140** children across West Essex. Originally concentrating on Harlow due to relatively high levels of deprivation, they broadened the geographic focus, adding 1 new school in Epping and 3 in Uttlesford.

Young Carer Clubs

Chelmsford Club

Launched in June 2023 at Galleywood Youth Centre, this club attracted **24** Young Carers. Activities included fancy dress, taste tests, Halloween, and visits to Jump Street, Ninja Warriors, and Chelmsford Museum.

Clacton Club

20 attendees at Green Lodge Youth Centre enjoyed cooking, arts and crafts, a painting party, and a trip to Amazing Activities in Clacton amongst other activities.

Colchester Club

68 Young Carers attended the Club at Stanway Youth Centre, participating in visits from Rocky's Petting Zoo, trips to Jump Street, and a variety of creative activities like smoothie making, fruit kebabs, and movie nights. We organised a sleepover for 60 Young Carers at Jungle Adventure for Young Carers Action Day in March 2025. One of the Young Carers who attended said:

“I'm so proud of myself for actually staying. It was an experience I will never forget, and I didn't think I would be able to do it being a Carer.” - Lucas, age 14

Great Dunmow and Stansted Clubs

8 Young Carers attended in Great Dunmow and **8** in Stansted, with most activities delivered offsite whilst we secured an appropriate venue. Activities included cinema, bowling, nature walks, cooking, arts and crafts, and time to relax with friends.

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Harlow Club

36 Young Carers attended at the Xperience Centre, enjoying raft building, pantomimes, adventure play, walks, board games, tag, and picnics amongst other activities.

Harwich Club

21 Young Carers attended at the Vibe Youth Centre, engaging in games, a STEAM Fair, and a rounders tournament within the local community.

Maldon Club

36 Young Carers attended at the Maldon Activity Centre, taking part in bingo, smoothie making, petting zoo visits, a trip to Promenade Park, took part in a joint party with Essex Youth Service, visits from Essex Therapy Dogs and more.

Witham Club

23 Young Carers met at Parkway Youth Centre, enjoying indoor play at Monkey Puzzle, and trips to Danbury Outdoors, Jump Street, and Ninja Warrior.

The Difference We Made

We use nationally accredited tools to assess need and measure impact, including the My Star outcome measurement tool. This tracks progress in areas such as education, health, confidence, and relationships. This year, 87% of Young Carers made progress in at least one outcome area, 76% in two areas, and 54% made positive progress in at least three areas.

In September 2024, we circulated our Young Carers Survey, with **104** responses. Young Carers told us about the difference our support has made to them:

- o 87% now had somebody to talk to
- o 86% felt happier
- o 75% felt more positive
- o 80% had made new friends,
- o 73% got a break from caring
- o 78% felt valued and listened to
- o 50% have thought about what they want to do in the future
- o 52% felt happier at school

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The Charity continued to work with individual Young Carers and in partnership with schools and others to address barriers and challenges which are often complex and wide-ranging in nature.

Volunteering

Volunteers remain at the heart of our Charity's operations, and their generous support made a significant impact across all our services throughout the year. Without their time, dedication, and passion, we simply could not deliver the level of support that Carers across Essex rely on.

Over the past year, **118** volunteers supported the Charity, with the majority contributing on a regular basis. Their involvement spanned a wide range of services, including:

- Counselling services
- Support at the Day Care Centre in Maldon
- Assistance with Activity Groups in West Essex
- Engagement at our Young Carer Clubs
- Helping run our Peer Support Groups in Northeast and West Essex

Despite the absence of dedicated funding, our befriending volunteers continued to offer a vital service that reduces isolation and loneliness for Carers, while also providing much-needed emotional support. Whilst the number of volunteer befrienders fell, those that remained provided a vital role in helping to reduce social isolation which is a significant issue for many Carers.

Amongst our regular volunteers, some individuals supported the Charity on an ad-hoc basis, assisting with fundraising events, administrative tasks, and promotional activities.

The Board of Trustees focus on governance ensuring a strategic steer and that the services the Charity delivers remain effective, accountable, and of the highest standard. As volunteers they also support fundraising, awareness raising and other activity.

Recruiting new, skilled and dedicated volunteers remains a challenge. We continued to advertise with CVS groups across Essex and attended various volunteering events. We had new marketing materials printed in the form of postcards and posters to inform potential volunteers of the opportunities that we can offer. We also created new volunteer Role Profiles which outline expectations for each role, ensuring that we match people with the role that is most suitable to them and have refreshed the volunteer content on our website.

As ever, we are deeply grateful for the dedication of our volunteers. Their contributions make a lasting difference to the lives of Carers and their families throughout Essex.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2025

REVIEW OF FINANCIAL ACTIVITIES

Action for Family Carers receives funding from a range of sources including grants, contracts and donations plus monies from a range of fundraising activity. The Charity submits applications and bids in line with the strategy agreed by the Board of Trustees to diversify our income and reduce the over-reliance on a large or single funder thus reducing risk and increasing the capacity, capability, resilience and sustainability of the Charity for the benefit of unpaid Carers.

All figures below are correct to the nearest £k.

Income

Income during 2024/2025 was £1,315k (2023/2024 £666k). The significant increase in income compared to the previous year is due to gaining a new contract with Essex County Council for the provision of Adult Carer support services in West and North-East Essex.

Expenditure

Expenditure during 2024/2025 was £1,224k (2023/2024 £790k). The increase reflects expenditure on delivery of the new Adult Carer support contract.

Funds

Total funds at the end of the year were £524k (2023/2024 £433k) which includes £178k in restricted funds. Unrestricted funds increased slightly to £347k (2023/2024 £342k).

Financial Reserves Policy

The Board of Trustees is cognisant of the importance of having sufficient cash reserves to ensure the sustainability and resilience of the Charity for unforeseen circumstances, uncertain times and ongoing challenges, reviewing and investing funds to meet needs and address gaps.

The Charity's Financial Reserves Policy requires reserves to be maintained at a minimum level of total liabilities plus a minimum of 25% and a maximum of 50% of annual budgeted overhead costs, which was between £123k and £246k in 2024/25. The Charity currently has £347k which represents sufficient funds to cover these costs and liabilities in line with the Financial Reserves Policy.

Investment Policy

The purpose of The Investment Policy is to ensure that any investments prioritise the safety of the principal investment while maximising the after-tax investment return and maintaining adequate liquidity. The Charity will ensure that at least 50% of unrestricted reserves are immediately available and that all investments are risk assessed and covered by the Financial Conduct Authority and Financial Services Compensation Scheme.

Future Plans

The Board of Trustees recognises the need to diversify income and to strengthen the capacity of the Charity to identify and respond to local needs.

The Charity remains committed to improving Carer support and to its ambition to lead all-age provision across Essex. We will build on the successful partnership and delivery of the Essex County Council contract in meeting the needs of a growing number of Adult Carers. We will develop and deliver a consistent and professional approach to support for Young Carers in schools across the county built on our NHS-funded provision in Northeast Essex and alongside continuation of our Young Carer Clubs. Our commitment to provision of respite care via Day Care Centre in Maldon and Activity Groups in West Essex remains a key component of our offer for Carers and their families.

The Charity remains a robust organisation that demonstrates quality, strong leadership and management and sound financial discipline and is one which also puts unpaid Carers needs at the centre of everything it does.

Fundraising

We are deeply grateful to our funders, donors, fundraisers, and community partners. Their generosity has made it possible for us to deliver vital services and support to family Carers across Essex. Thanks to their continued support, we are making a lasting difference in the lives of unpaid Carers.

As funding and grants become more difficult to secure, we strengthened our capacity with the recruitment of a Grants & Fundraising Officer.

The majority of our income came from grants awarded by charitable trusts and foundations, alongside contracted work. We saw an increase in support from individuals, companies, and community groups, as well as from those who raised funds through a wide variety of activities and challenges.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2025

We are especially thankful to the many local groups, sports clubs, and schools who raised funds on our behalf. These include the Danbury Bell Ringers, Heybridge Regatta, Maldon Carnival, Maldon Promenaders, Maldon Rotary Club, New City Girls, and St John's Wives among many others. A special thank you also goes to our incredible supporters who donated and took on exciting challenges, such as SUSsect, who completed the Chelmer Challenge by paddling the length of the Chelmer canal, and the Mayor of Maldon, who chose Action for Family Carers as one of his two charities of the year. We are truly thankful to all of you - far too many to name individually - for your dedication and generosity. As a small charity which achieves positive impact with limited resources, we remain ambitious to do more with your support, be it fundraising, gifts, donations or time.

Action for Family Carers is registered with the Fundraising Regulator. We follow the Code of Fundraising Practice and uphold our own Ethical Funding Statement. We comply with all relevant statutory regulations, including the Charities Act 2011, General Data Protection Regulation (GDPR), and the Privacy and Electronic Communications Regulations. Donor information is stored securely and is never shared with third parties without explicit consent.

We work with trusted partners such as JustGiving and event organisers like Global Adventure Challenges, and we support our fundraisers with advice and information via our website and email. We guide fundraisers to keep their events safe, legal, and well-documented and we do not employ professional telephone or street fundraisers or commercial participators. No direct fundraising appeals were sent out during the 2024/2025 period.

We are committed to protecting vulnerable people and members of the public from undue pressure, persistent fundraising, or invasion of privacy. We also honour the wishes of our donors and fundraisers regarding how their contributions are used.

Finally, we have a clear complaints policy that ensures all concerns are investigated thoroughly, outcomes communicated, and lessons learned. We are pleased to report that we received no complaints about our fundraising activities in 2024/2025.

Our funders

Active Essex

Alchemy Foundation

Astor Foundation

BBC Children in Need

Bengtsen Family Fund

Braintree District and Eastlight
Community Fund

Carers Trust

ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2025

Chelmsford Bowls Club

Chelmsford City Council

Colchester Catalyst Charity

Danbury Bell Ringers

Dunmow Town Council

Epping Forest Community Lottery

Essex Association of Local Councils

Essex Community Foundation

Essex County Council

Fowler Smith & Jones

Garfield Weston Foundation

Golbourn Family Fund

Groundwork UK / Tesco

Harlow Recreation Trust

Hawthorne Charitable Trust

Jack Petchey Foundation

John Laing Charitable Trust

John Lewis

Maldon & Witham Swans

Maldon Carnival

Masonic Charitable Trust

Maldon Mud Race

Mulberry Trust

National Lottery Community Fund

NHS Mid Essex

NHS North-East Essex

Provide Foundation

The Essex Club

The Essex Lottery

The Hawthorn Trust

The Mako Foundation

Tiptree Road Runners

Uttlesford District Council

Warburtons Community Grants

William & Gladys Pudney Memorial Fund

The William John Cook Charity

Witham Bowls Club

Our grateful thanks go to all the above, to Maldon District Council for the provision of premises at Brickhouse Farm Community Centre, and to all those groups and individuals that contributed through donations or fundraising events.

Risk Review

The Board of Trustees has reviewed the major risks to which the Charity is exposed, and systems have been identified to mitigate those risks. External risks regarding the continuation and continuity of voluntary funding have resulted in a Strategic Plan which continues to promote the diversification of funding and activities. Internal risks are minimised by the implementation of financial controls, regulation procedures and

quality standards. These procedures are regularly reviewed to ensure that they still meet the needs of the Charity.

A Significant Risk Register and Annual Management Plan as part of the Disaster Management and Business Continuity Plan is maintained and regularly reviewed. Areas of potentially significant risk identified include Finance, Funding, Governance, Health and Safety, HR, IT, Premises, Quality of Services/Reputational and Safeguarding. Mitigation, Actions and Lead Responsibility are identified for each of these areas and the level of risk then rated as High, Medium, or Low. The key risk is continuity of funding which is being addressed as described in the Future Funding section of this report.

ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2025
RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the Directors of Action for Family Carers for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the 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 these financial statements, the Trustees are required to:

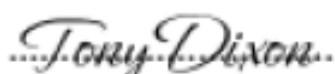
- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable UK Accounting Standards have been followed, subject to any material departures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

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

We, the Directors of the company who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as we are aware, that:

- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as Directors to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

This report was approved by The Board of Trustees on **19 Sep 2025** and signed on its behalf.



T DIXON
Chair

ACTION FOR FAMILY CARERS
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACTION FOR FAMILY CARERS

Opinion

We have audited the financial statements of Action For Family Carers (the 'charitable company') for the year ended 31 March 2025 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other matter

The Company was not required to have a statutory audit for the period ended 31 March 2024 and, accordingly, the 2024 comparative figures in these financial statements are unaudited.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

ACTION FOR FAMILY CARERS
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACTION FOR FAMILY CARERS
(CONTINUED)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

ACTION FOR FAMILY CARERS
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACTION FOR FAMILY CARERS
(CONTINUED)

Responsibilities of Trustees

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

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Due to the field in which the Charity operates, we identified the following areas as those most likely to have a material impact on the financial statement: health and safety; employment laws; GDPR, safeguarding, serious incident reporting and compliance with the UK Companies Act.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- Enquiries with management about any known or suspected instances of non-compliance with laws and regulations, accidents in the workplace and fraud;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Challenging assumptions and judgments made by management in their significant accounting estimates; and
- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

ACTION FOR FAMILY CARERS
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACTION FOR FAMILY CARERS
(CONTINUED)

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Larking Gowen LLP

Giles Kerkham FCA (Senior statutory auditor)

for and on behalf of

Larking Gowen LLP

Chartered Accountants

Statutory Auditors

8 The Courtyard, Wyncolls Road

Colchester

Essex

C04 9PE

Date: 26 September 2025

ACTION FOR FAMILY CARERS

STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account) YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Income from:					
Donations and legacies	4	29,962	22,375	52,337	30,834
Charitable activities	5	218,453	1,018,685	1,237,138	624,461
Income from Investments		20,938	-	20,938	9,794
Other trading activities		4,500	500	5,000	713
Total income		<u>273,853</u>	<u>1,041,560</u>	<u>1,315,413</u>	<u>665,802</u>
Expenditure on:					
Raising funds		50	-	50	758
Charitable activities	6	268,488	955,327	1,223,815	789,508
Total expenditure		<u>268,538</u>	<u>955,327</u>	<u>1,223,865</u>	<u>790,266</u>
Net income		<u>5,315</u>	<u>86,233</u>	<u>91,548</u>	<u>(124,465)</u>
Transfer between funds		-	-	-	-
Funds as at 1 April 2024		341,515	91,314	432,829	557,294
Funds as at 31 March 2025		<u><u>346,830</u></u>	<u><u>177,547</u></u>	<u><u>524,377</u></u>	<u><u>432,829</u></u>

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

The notes on pages 27-35 form part of these financial statements

ACTION FOR FAMILY CARERS

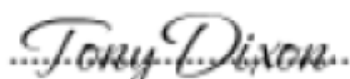
BALANCE SHEET AS AT 31 MARCH 2025

	Note	Total 2025 £	Total 2024 £
Current assets			
Debtors	12	66,265	52,636
Cash at bank and in hand	13	685,007	780,897
		<u>751,271</u>	<u>833,533</u>
Current liabilities			
Creditors: amounts falling due within one year	14	<u>226,894</u>	<u>400,704</u>
Net current assets		524,377	432,829
Creditors: amounts due in more than one year	14	-	-
Net assets		<u><u>524,377</u></u>	<u><u>432,829</u></u>
Accumulated funds			
Unrestricted funds	17	346,830	341,515
Restricted funds	17	<u>177,547</u>	<u>91,314</u>
Total Funds		<u><u>524,377</u></u>	<u><u>432,829</u></u>

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

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on **19 Sep 2025** and signed on their behalf, by;



T DIXON

Chair

Company Number 06680960

The notes on pages 20-27 form part of these financial statements.

ACTION FOR FAMILY CARERS
STATEMENT OF CASH FLOWS
AS AT 31 MARCH 2025

	Notes	Total 2025 £	Total 2024 £
Cash flows from operating activities:			
Net cash provided by / (used in) operating activities	15	<u>(116,828)</u>	<u>(286,132)</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		20,938	9,794
Purchase of property, plant and equipment		<u>-</u>	<u>-</u>
Net cash provided by / (used in) investing activities		<u>20,938</u>	<u>9,794</u>
Change in cash and cash equivalents in the reporting period		(95,890)	(276,339)
Cash and cash equivalents brought forward		780,897	1,057,236
Cash and cash equivalents carried forward		<u><u>685,007</u></u>	<u><u>780,897</u></u>

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2025

The Charitable Company has no share capital but is limited by guarantee. Every member of the Charitable Company is a guarantor and undertakes to contribute such amounts as may be required to the assets of the Charitable Company in the event of it being wound up. Each guarantor's liability is limited to £10.

1. Accounting policies

1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Action For Family Carers is a Charitable Company limited by guarantee, incorporated in England and Wales which meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Assets and liabilities are initially recognised at historical cost of transaction value unless otherwise stated in the relevant accounting policy.

1.2 Going Concern

Managements forecasts show that that the charity has sufficient reserves and cash headroom for the period. Based on this information the Trustees have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future, being not less than 12 months from the date of approval of these financial statements. They therefore continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Income and expenditure

Donations and similar incoming resources

Income is recognised and included in the accounts when all of the following criteria are met:

- (a) The Charity has entitlement to the funds;
- (b) Any performance conditions attached to the items(s) of income have been met or are fully within the control of the Charity; and
- (c) There is sufficient certainty that receipt of the income is considered probable;
- (d) The amount can be measured reliably.

Grants and fees receivable

These are credited to the Statement of Financial Activities (SOFA) in the year in which they are receivable. Receipts from Service Level Agreements are recognised as income as the Charity becomes entitled through performance of services. Deferred income is released to income in the period in which it has been applied.

Investment income

Income from investments is included in the SOFA in the year in which it is receivable.

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for the expenditure, and it is probable that settlement will be required and the amount of the obligation can be measured reliably. All costs have been directly attributed to one of the categories of resources expended in the SOFA. The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2025

1.4 Debtors

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

1.5 Liabilities

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide

1.6 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.7 Financial Instruments

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

1.8 Funds

Unrestricted funds comprise those funds which the Trustees are free to use in accordance with the Charitable Objects.

Restricted funds are funds which have been given for particular purposes.

1.9 Operating Lease

Rentals in respect of operating leases, where substantially all the benefits and risks of ownership remain with the lessor, are charged to the Statement Of Financial Activities as incurred.

2. Income

In this period, all of the Charity's income was derived from charitable activities performed within the UK.

3. Taxation

The Charity is exempt from tax on income and gains to the extent that such income and gains are applied to its Charitable Objects. No corporation tax charge arises for the year.

4. Donations and legacies

	Total 2025 £	Total 2024 £
General	22,862	17,235
Respite Services	7,100	440
Young Carer Services	22,375	13,159
	52,337	30,834

5. Income from charitable activities

	Total 2025 £	Total 2024 £
General	129,569	144,176
Essex Carers Core Offer of Support	557,090	18,105
Respite services	191,129	139,744
Adult Carer Services	-	78,000
Young Carer Services	359,350	244,436
	1,237,138	624,461

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2025

6. Expenditure on charitable activities	Total 2025 £	Total 2024 £
<u>Direct Costs</u>		
Staff costs	820,302	610,469
Staff expenses (travelling, DBS's)	21,773	14,011
Volunteer Expenses	6,274	7,256
Food, transport and direct costs	66,448	64,673
Rent of halls	16,703	20,253
Payments to partners	212,037	-
<u>Support Costs</u>		
Bookkeeping and accountancy fees	13,716	9,893
Telephone, postage and stationery	17,851	18,186
Consultant	3,852	11,081
Insurance	6,623	6,232
Advertising	6,116	7,624
Printing	1,687	3,860
Cleaning	1,070	506
Miscellaneous Office Costs	12,565	12,464
Return of grant	2,798	-
Governance	14,000	3,000
	1,223,815	789,508
Miscellaneous office costs include storage, office refurbishment and general running costs. Governance costs include audit fees		
7. Expenditure on charitable activities (continued)	Total 2025 £	Total 2024 £
General	169,846	267,132
Respite Services	186,236	153,725
Adult Carer Services	-	78,000
ECCOS	557,090	18,105
Young Carer Services	309,573	272,546
	1,222,745	789,508
8. Net income/(expenditure) for the year	2025 £	2024 £
This is stated after charging:		
Audit fees	14,500	-
Examination fees	-	3,000
	14,500	3,000

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2025

9. Expenditure on charitable activities (continued)	Total 2025 £	Total 2024 £
Staff costs		
Gross salaries	749,851	559,995
Employers NIC	48,460	32,965
Pensions	21,991	17,689
	<u>820,302</u>	<u>610,649</u>
Average number of employees	<u>46</u>	<u>40</u>

No staff member was paid in excess of £60,000 per annum.

The Average headcount expressed as full-time equivalents was:

	2025 no.	2024 No.
Operational staff	21	15
Office (including management)	<u>7</u>	<u>3</u>
	<u>28</u>	<u>18</u>

10. Key Management Personnel disclosure	Total 2025 £	Total 2024 £
	<u>116,000</u>	<u>101,129</u>

The Key Management Personnel of Action for Family Carers are the Chief Executive Officer and the Head of Business Development and Partnerships

11. Tangible fixed assets	Computers, equipment & furniture £	Fixtures & Fittings £	Total £
Cost			
As at 1 April 2024	57,537	15,406	72,943
Disposals	<u>(57,537)</u>	<u>(15,406)</u>	<u>(72,943)</u>
As at 31st March 2025	-	-	-
Depreciation			
As at 1 April 2024	57,537	15,406	72,943
Disposals	<u>(57,537)</u>	<u>(15,406)</u>	<u>(72,943)</u>
As at 31st March 2025	-	-	-
Net Book Value			
As at 31 March 2025	<u>-</u>	<u>-</u>	<u>-</u>
As at 31st March 2024	<u>-</u>	<u>-</u>	<u>-</u>

The disposals of tangible fixed assets has been completed upon a review of the register.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2025

12. Debtors	2025	2024
	£	£
Accounts receivable	63,632	52,636
Accrued income	2,633	-
	66,265	52,636
13. Cash and cash equivalents	2025	2024
	£	£
Current accounts	275,428	131,225
Deposit accounts	409,415	649,509
Petty cash	164	164
	685,007	780,898
14. Creditors: amounts falling due within one year	2025	2024
	£	£
Deferred income	178,330	370,373
Taxes and social security	13,520	13,755
Other creditors and accruals	35,044	16,575
	226,894	400,703
Deferred income analysis	Total	Total
	2025	2024
	£	£
Balance at 31 March 2024	581,611	581,611
Amount released to incoming resources	(558,895)	(581,611)
Amount deferred in the year	155,614	370,373
Balance at 31 March 2025	178,330	370,373

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2025

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

	Total 2025 £	Total 2024 £
Net movement in funds for the reporting period (as per the statement of financial activities)	91,548	(124,465)
Adjustments for:		
Dividends, interest and rents from investments	(20,938)	(9,794)
(Increase) / decrease in debtors	(13,629)	61,558
Increase / (decrease) in creditors	(173,809)	(213,462)
Net cash provided by / (used in) operating activities	(116,828)	(286,163)

Analysis of Net Debt

	At 1 April 2024	Cash flows	At 31 March 2025
Cash at bank and in hand	780,897	(95,890)	685,007
	<u>780,897</u>	<u>(95,890)</u>	<u>685,007</u>

16. Gift in kind

The premises at Maldon occupied by the Charity are kindly provided free of rent and certain overhead costs by Maldon District Council. These costs are not included within the numbers of the accounts.

17. Reconciliation of funds	As at 01/04/24	Incoming resources	Outgoing resources	Transfer between funds	As at 31/03/25
Unrestricted funds					
General	341,515	71,124	(82,302)	-	330,337
Respite	-	202,729	(186,236)	-	16,493
Total Unrestricted	341,515	273,853	(268,538)	-	346,830
Restricted funds					
Other Carer Services.					
Includes the GP Project	30,012	102,245	(88,664)	-	43,593
Young Carer Services	61,302	382,225	(309,573)	-	133,954
ECCOS	-	557,090	(557,090)	-	-
	<u>91,314</u>	<u>1,041,560</u>	<u>(955,327)</u>	<u>-</u>	<u>177,547</u>
Total funds	432,829	1,315,413	(1,223,865)	-	524,377

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2025

18. Comparative note of reconciliation of funds 2024

	As at 01/04/23	Incoming resources	Outgoing resources	Transfer between funds	As at 31/03/24
Unrestricted funds	418,379	188,160	(265,024)	-	341,515
Restricted funds					
Other Carer Services.					
Includes the GP Project	62,663	123,941	(156,591)	-	30,013
Adult Carer Services	-	78,000	(78,000)	-	-
Young Carer Services	76,252	257,595	(272,546)	-	61,301
ECCOS	-	18,105	(18,105)	-	-
	138,915	477,642	(525,242)	-	91,314
Total funds	557,294	665,802	(790,266)	-	432,829

19. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2025 £
Current assets	23,341	42,924	66,265
Cash at bank and in hand	358,534	326,472	685,007
Current liabilities	(35,045)	(191,849)	(226,894)
	346,830	177,547	524,377

Comparative of analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2024 £
Fixed assets	-	-	-
Current assets	12,494	40,142	52,636
Cash at bank and in hand	359,656	421,241	780,897
Current liabilities	(30,635)	(370,069)	(400,704)
	341,515	91,314	432,829

20. Operating lease commitments

As at 31st March 2025 the charity had future minimum lease payments under non-cancellable operating leases as follows:

	2025 £	2024 £
Within 1 year	-	284
	-	284

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2025

21. Related party transactions

No Trustees in 2025 (2024: 0) were reimbursed £0 (2024: £0) in respect of travel costs.

No emoluments or any other transactions (2024: no emoluments) were paid to any Trustees during the year.

There are no further related party transactions which are required to be disclosed (2024: None)

22. Pension commitments

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independent administered fund. The pension cost charge represents contributions payable by the Charity to fund the amount to £21,991 (2024: £17,689). Contributions of £4,090 (2024: £3,976) were payable to the fund at the year end.

23. Agency arrangements

The Charity acts as an agent in distributing grants to qualifying individuals in Essex. In the year, the Charity received £582,330 (2024: £Nil) and disbursed £582,330 (2024: £Nil) and those amounts were not included in income and expenditure (2024 - £Nil). No amounts were payable at the year end (2024 - £Nil). The charity charged an administration fee of £62,404 (PY - £Nil).

24. Controlling party

There is no ultimate controlling party

Accounts

ACTION FOR FAMILY CARERS

Registered charity number: 1127164

Registered in England and Wales: 06680960

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024



ACTION FOR FAMILY CARERS

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ACTION FOR FAMILY CARERS

LEGAL AND ADMINISTRATIVE INFORMATION YEAR ENDED 31 MARCH 2024

Company number: 06680960 (England and Wales)

Date of incorporation: 26 August 2008

Charity number: 1127164

Registered office: Brickhouse Farm Community Centre
Poulton Close
Maldon
Essex
CM9 6NG

Independent examiners: Larking Gowen LLP
8 The Courtyard, Wyncolls Road
Colchester
Essex
CO4 9PE

Bankers: Lloyds Bank Plc
Chelmsford Branch
PO Box 1000
Essex
BX1 1LT

Solicitors: Birkett Long LLP
Essex House, 42 Crouch Street
Colchester
Essex
CO3 3HH

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2024

The Trustees, who are also Directors for the purposes of company law, have pleasure in presenting their Report and the Financial Statements of the Charity for the year ended 31 March 2024. This is also the Directors' Report, as required by s415 of the Companies Act 2006.

Legal and administrative information set out on Page 1 forms part of this Report. The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practices applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS102) (effective 1 January 2019).

Action for Family Carers follows and applies key guidance principles as recommended by the Charity Commission for organisations that provide services for public benefit. The Board ensures that all intended activities support the Charity's Aims and agreed Strategic Objectives by using robust reporting standards which support all decision making.

The Trustees

The Directors of the Charitable Company ("the Charity") are its Trustees for the purposes of charity law. Action for Family Carers has a strong, robust, and effective Board of Trustees made up of individuals with a range of qualifications, skills, knowledge, experience, expertise, and current practice that enable a positive contribution to the governance of the Charity. The Board annually reviews the Charity's strategic direction, ensuring the focus remains on Carers, and that it delivers on the agreed priorities with the range and quality of support and services meeting need now and for the future. At each Board meeting, Trustees receive and consider Business Objectives and Progress Reports, Carer Services Report and Financial Reports, which highlight the performance and progress against the Delivery Plan and agreed Business Priorities. These processes ensure that the Charity is on target and working to the agreed standard and outcomes for Carers.

The Trustees continue to consider the key skills required on the Board to ensure the Charity remains relevant and can enhance its contribution to serve the unpaid Carers of Essex. Every Trustee has undergone a rigorous selection process, and Trustees are appointed by the Board and formally elected at the Annual General Meeting. All Trustees undergo formal training and induction in relation to trusteeship in general and of the Charity's activities with a thorough induction as well as learning development, formal training, and support opportunities to enable them to carry out their role. Trustees continued to use various online training resources and technology to update their knowledge and skills as necessary or desirable.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2024

The Board is mindful at all times of its governance role and the duties and responsibilities of Trustees. In 2023/2024, it has prioritised impact and outcome measurement, data collection, analysis and reporting to improve its performance, identify gaps and address needs.

The Charity continues to strengthen its commitment to Equality, Diversity and Inclusion having identified 'accessibility' as one of its objectives, with a continued focus on improving its communication via the website and other social media platforms. The Board recognises the value of diversity and the importance of being representative of the communities that the Charity serves, providing services and supporting unpaid Carers across Essex.

The Board of Trustees meets 5 times per year and operates a Remuneration Committee to oversee the Chief Executive Officer's remuneration. The Trustees have agreed to hold some meetings face-to-face particularly where this allows for visits to services and/or to build strong relationships. Some meetings will however continue to take place remotely as part of the Charity's contribution and support for the Green Agenda and its commitment to reducing the carbon footprint i.e. efficiency savings of time and fuel, and in order to be as inclusive as possible so that those working, with dependants and/or who are less able to travel can attend and play a full part in the work of the Board. Trustees also chair and actively participate in a variety of Working Groups and Task Groups. In 2023/2024 the Board continued to operate its two Sub-Groups focused on strategy and driving forward key priorities: firstly, Business Continuity and Development and secondly Services, People and Quality.

The Board of Trustees delegates authority for the day-to-day operation of the Charity to the Chief Executive Officer. The Board has agreed a Scheme of Delegation which sets out the decision-making responsibility of the Board and that of the Chief Executive Officer. The Board annually reviews and approves the Scheme of Delegation including those actions in relation to the Chief Executive Officer.

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The Trustees who served the Charity during the period were as follows:

Chair of Trustees

Rebecca Loader (until 11th October 2023)

Tony Dixon Interim (from 11th October 2023)

Vice Chair of Trustees

Tony Dixon (until 11th October 2023)

Colin Bennett Interim (from 7th March 2024)

Treasurer

Pauline Haggerty

Company Secretary

Denise Fielding

Other Trustees

Sue Bailey

Colin Bennett

Duncan Lumley

Paul Osman

Gail Partridge elected 11th October 2023 and stood down 9th January 2024

Brian Potter stood down 11th October 2023

Julie Price stood down 9th January 2024

Chief Executive Officer

James Clarke

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2024

Senior Executive Remuneration

A Remuneration Committee of Trustees makes recommendations on the Chief Executive Officer's pay. These are based on Appraisal and Performance Review in the context of the Strategic Objectives and Business Priorities, meeting financial and achievement targets and objectives as set out in the Annual Delivery Plan, demonstrating leadership and management, maintaining differentials and the successful leadership, management, and delivery of the Charity's programmes.

Objects of the Charity

The Charity's Objects are to promote the relief of persons who are ill, disabled, incapacitated or elderly by the provision of information, education, support, respite care, recreation, and advocacy for their Carers.

Our Mission

Action for Family Carers makes a positive difference to the lives of Carers including Young Carers.

Our Vision

Action for Family Carers will be recognised as a Centre of Excellence which campaigns for and achieves positive outcomes for Carers.

Our Values

Carer-Centred - We will engage with Carers at every opportunity, listening to their feedback and input so that our actions and decision-making focus on the service, support, and benefits for unpaid Carers.

Integrity - We will apply this personally, professionally and in all aspects of the Charity and its business operations.

Quality - We will aim for excellence and do the best that we can do, in all that we do, at all times.

Our Strategic Goals

By March 2026 we will:

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- Deliver an annual increase in the positive impact felt by the Carers supported
- Support more than 3,500 Unpaid Carers in Essex per year
- Increase the focus on Young Carers

INTRODUCTION

Making a Positive Impact for Carers in Essex

For 2023/2024 the Trustees and the Chief Executive Officer with the Senior Management Team continued to focus on face-to-face services whilst making information and advice available to all via digital platforms. We recently introduced new branding to refresh our offer, enhance the Charity's recognition, and to enable better quality images on social media. We have also increased the use of social media to ensure Carers know that we are there for them and available to help.

We have maintained existing services in Day Care and Activity Groups. These services provide organised support for the Adult 'Cared-for' enabling some respite for their Carers. Numbers remain lower than before the pandemic, but Action for Family Carers knows the need is still greater than ever and we continue to look for more ways to ensure Carers know about our services and can access them.

Key to our strategy is Family-Friendly Care and helping Young Carers from the age of 5 to access our services and receive support in several different ways for as long as they need it. Our enhanced Young Carer service in North-East Essex is recognised as best practice and that approach built upon in Mid and West Essex. We also focus on other family members providing Counselling services and working with GPs to help identify Carers and their needs. These services are very successful, and we have already helped many families. There is a general recognition from commissioners that we are the provider of choice for face-to-face services for Young Carers in Essex.

Perhaps the biggest change for 2023/2024 has been that the Charity has successfully secured a contract with Essex County Council to provide a variety of services to Adult Carers in West and North-East Essex. Not only did the Charity have to demonstrate the quality of services requested but also its ability to deliver them in a cost-effective manner and in partnership with other organisations. A key part of realising this opportunity was the decision to strengthen the Senior Management Team with the recruitment and appointment of a new Head of Business Development and Partnerships position. Delivery of the new services commenced in April 2024.

The Charity continued to hold Trusted Charity Mark at Level 2, which is the highest level available. There are very few organisations that have achieved this award at that level. As a Network Partner of Carers Trust, we are currently working towards the Carers Trust Excellence for Carers award as part of our efforts to provide assurance of the high quality and consistency of our services and to allow the Charity to demonstrate its strength, value, breadth and depth, both internally and externally in the sector.

The Charity has continued to welcome and retain volunteers across all services. We value each volunteer and benefit greatly from their time and support as well as life

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skills. Volunteers enable the Charity to continue to grow and develop countywide volunteer-led services such as Counselling for Adult Carers and Befriending.

The economic environment continues to place challenges on commissioners and charities. Action for Family Carers has responded to them extremely well, maintaining existing services such as the Day Care Centre in Maldon, expanding its face-to-face Young Carer services across Essex and launching new Adult Carer services in North-East and West Essex. We continue to believe that face-to-face intervention with Carers is the best way forward.

Finance is always a challenge, but the Trustees have invested more resource to ensure we are able to respond and apply for funding as well as to manage projects effectively and mobilise resources. Action for Family Carers remains committed to making a difference and providing much needed support for Carers of all ages and their families.

ACTIVITIES AND ACHIEVEMENTS

Adult Carers

655 Adults accessed support from Action for Family Carers during the year across all projects and services with over 9,000 individual interactions taking place.

Carer and Family Response

We continued to develop and deliver our Carer and Family Response project working closely with families across Chelmsford to identify issues and concerns to secure solutions taking a whole family approach. The service expanded in August 2023 with the appointment of an additional Family Support Worker. Over the year the team worked closely with 212 Carers and their families, almost 3 times as many as the target agreed by the funder. They provided intensive and, in some cases, long term support with complex issues and concerns ranging from housing, referrals for other support including Carer's Assessments and counselling, welfare benefit, attendance allowance and blue badge applications, as well as emotional support. The team also trained as Tech Prescribers and ordered equipment including falls pendants, bed sensors, tracker watches, pill dispensers and door sensors. According to a recent feedback form, of those who completed the evaluation, 100% were satisfied with the support they received, felt better able to continue caring, felt more confident and felt less stressed and anxious.

The following quotes from Carers that we worked with demonstrate the effectiveness of this project:

"I felt supported and less isolated. Knowing there is somebody to talk to who understands what you're going through and is there to encourage you is invaluable."

"That someone has listened and actioned. Someone to help navigate a difficult social care and NHS system."

"More confidence to see the problem through and not to give up."

Carer-Friendly GP Project

The aim of the project is to support GP surgeries to more effectively identify and respond to the needs of those with caring responsibilities; this is key to reducing health inequalities associated with having a caring role. This is supported by a framework outlined in the NHS England document *Supporting Carers in General Practice: A Framework of Quality Markers*, 2019.

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During this reporting period, the identification and registration of Carers has been a priority. Whilst the engagement with GP practices has continued, there has been a focus to raise awareness of Carer identification and registration with the wider health community namely GP Trainees, Community Nurses, School Nurses and Social Prescribers as well as Social Care and Education. A Carer Identification Protocol has been developed, ratified and circulated to GP surgeries in Basildon and Brentwood as well as Mid Essex to provide a consistent approach to the registration of Carers; this will ensure Carers receive information (A Guide for Carers), signposting for specialist support, contingency planning and health assessments.

Carer registration data for the two areas is as follows:

Basildon and Brentwood: GP Carer registration has increased from 6411 to 6990, which represents an increase of 9% in the reporting period.

Mid Essex: GP Carer registration has increased from 8572 to 11,308 which represents an increase of 32% in the reporting period.

Counselling

We provide free, countywide, dedicated counselling provision for Adult Carers funded by Essex County Council. A team of trained Volunteer Counsellors working with the Charity's Lead Counsellor, provide up to 6 individual counselling sessions for each Carer either face-to-face, by telephone or virtually. There is significant demand for this provision from Carers who may be experiencing emotional or mental health problems and who feel they would benefit from exploring issues relating to their caring role and identifying strategies to help achieve a better balance in their caring role.

Last year we provided 1089 counselling sessions for 222 Carers; a 19% increase compared to the previous year and above the required targets. We received a total of 99 completed Warwick Edinburgh Evaluation Questionnaires which indicated Carers felt a 96% improvement in one or more areas. The areas of most improvement included thinking more clearly, dealing with problems well and feeling optimistic.

The effectiveness and value of this service can be seen in the following quotes from Carers:

"Just can't thank you all for this wonderful service, it has given me a whole new way of life. I feel so much stronger and confident."

"I've stopped doubting myself. I feel valued and understood. I'm carrying less emotional guilt."

"Thank you for listening. The last 6 weeks have been so hard I don't know what I would have done without you."

Befriending

Although grant funding for this project from Essex County Council ended on 31 March 2022, Action for Family Carers has continued to provide a Befriending Service to 88 Carers through our Volunteer Befrienders supporting those Carers to reduce their sense of social isolation and loneliness as well as offering a listening ear. The Charity recognises the immense contribution of its team of Volunteer Befrienders, who provide this much-needed regular personal contact for so many vulnerable people across Essex.

Respite Care

Day Care in Maldon

Maldon Day Care Service provides an opportunity for older people to mix socially in a safe environment and engage in stimulating activities with the support of trained staff and volunteers. A varied activity programme is organised for a wide range of interests including quizzes, singing and gentle exercises, and a cooked lunch is also provided. The Day Care service opens 4 days each week. A total of 49 families were supported with 1749 individual attendances. Day Care also provides a vital respite break for family Carers.

Carers explained the difference the service made to them as follows:

“It gives me respite and he is in good hands.”

“It is such a relief having my loved one happy, she enjoys coming, it's her happy place. She would come every day if you were open.”

Activity Groups

Our Activity Groups in West Essex provide physically and mentally stimulating activities for people with memory problems or dementia. A total of 84 individual service users participated in the Keeping Active and Active Minds sessions across the localities of Epping, Great Dunmow and Harlow.

One family member said:

“Just to confirm mum moved into the care home last Friday and she's settling in ok. She won't be returning to the group, but I wanted to thank you so much for the kindness you and all your staff and volunteers showed to my mum and me. I always

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knew she was happy, safe, and content with you and it was such a relief for me.
Thank you for everything.”

Young Carers

Our aim is to ensure Young Carers in Essex are safe, able to participate fully in education and social activities, to enjoy their childhood and to fulfil their potential.

During the year, 1023 Young Carers aged under 18 accessed support from Action for Family Carers with 5,748 individual interactions taking place. Those interactions included attendance at a Young Carer Club, 1 to 1 or group support in school, counselling and participation in trips and activities.

We provided breaks for over 300 Young Carers via regular club nights in Chelmsford, Clacton, Colchester, Harlow, Harwich, Maldon, Stansted and Witham. Whilst the venue we use in Great Dunmow was out of action we provided access to the Club in Stansted plus additional local activities. We subsequently moved our Great Dunmow venue to the Dourdan Pavilion. We secured funding to relaunch a Young Carer Club provision in Loughton from June 2024.

We worked in and with primary and secondary schools across Mid, North and West Essex to ensure that Young Carers are identified and receive appropriate support. Over 700 Young Carers accessed support in school.

We use nationally accredited tools to assess needs. We use an outcome measurement tool - My Star, which evidences progress against 8 areas such as education and learning, health, confidence and self-esteem and relationships both at the outset of our intervention and then at the end to identify the impact of our service and support. 87% of Young Carers made progress in at least one outcome area, 68% made progress in two and 45% made positive progress in at least three outcome areas.

Mid Essex

Over 300 Young Carers were supported by Young Carer Leads via contact in primary and secondary schools across Mid Essex, as well as through direct contact with their families.

In Chelmsford and Maldon, we worked in and with 8 schools supporting 190 children. In the Braintree and Witham area we supported 9 schools and over 100 Young Carers. There is a very high level of need identified in certain schools, where we work with high numbers of Young Carers and help navigate some complex matters including safeguarding issues to ensure children are safe and receive appropriate support.

Our support is delivered both one-to-one and through group work. These include managing anger, developing resilience and positive wellbeing. With older groups we do more in the form of peer support. In all groups we have fun and normally finish with a quick game e.g., Uno or Dobble.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2024

We attended several local Special Educational Needs and Disability Roadshows for promotion and awareness raising as well as providing families of children with additional needs with information to support Young Carers within the family. Through additional donations and fundraising, we facilitated a respite trip for Young Carers to go to a cinema, and provided presents at Christmas.

Chelmsford Club

We launched a new Young Carers Club in June 2023 based at Galleywood Youth Centre. This became popular and very quickly with 36 Young Carers attending by the end of March 2024.

Club activities included the egg drop challenge, taste testing, smoothie-making, Halloween fancy dress and a movie night in pyjamas with popcorn and ice-cream. Young Carer trips included Jump Street, Ninja Warriors, and a visit to Chelmsford Museum.

Maldon Club

43 Young Carers attended the Maldon Club held at Maldon Activity Centre.

Activities included bingo with prizes, making smoothies, decorating biscuits, and making fruit kebabs to dip in the chocolate fountain. Rockys Petting Zoo visited the Club and the Young Carers went to Promenade Park and to the local Fire Station. The Young Carers also had an ice-cream bar with a film night where all came in their pyjamas.

Witham club

26 Young Carers attended the Harwich Club held at Parkway Youth Centre.

Activities included hiring Monkey Puzzle Indoor Play for a party, trips to Ninja Warrior and Jump Street and a day of activities at Danbury Outdoors.

North-East Essex

Our enhanced provision for Young Carers living in Colchester and Tendring Districts is centrally coordinated and driven with a Young Carers Lead role for each district. The Lead develops local knowledge and insight into the local situation and priorities facing Young Carers and their families. The Lead then works with a Young Carer Support and Development Worker to direct resources to where they are most needed and can make the greatest impact. Outcomes are measured using the accredited My Star tool.

Over the last year, we supported 335 Young Carers across Colchester and Tendring district working in and with schools and colleges as well as with other local statutory and voluntary sector organisations. This represents a 60% increase compared to the previous year.

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Colchester District

The team has supported Young Carers in 10 secondary schools and more than 25 primary schools across Colchester mostly through one-to-one support and on occasion in groups. The Young Carer Lead has established strong relationships with other local organisations to increase the support and opportunities available to the most vulnerable Young Carers and their families.

Tendring District

Our work with schools has increased over the last year and in particular with the number of Clacton primary schools. We strengthened our local professional networks helping build a positive reputation within the community to reach more Young Carers.

Harwich Club

26 Young Carers attended the Harwich Club held at the Vibe Youth Centre.

Activities during the year included a variety of games and visits including to the STEAM Fair at Harwich Club in partnership with Tendring Place on Young Carers Action Day with the creation of a mural for Carers Wee. This is now displayed at the Youth Centre in Harwich, which displays the message - 'We are Young Carers hear us ROAR'!

Clacton Club

27 Young Carers attended the Clacton Club held at Green Lodge Youth Centre.

Activities included cooking, arts and crafts and a Painting Party in which the Young Carers had the opportunity to follow an artist and paint a picture to take home with them. They were all very proud of their final results which were outstanding! We also held a trip to Amazing Activities in Clacton, a soft play/gymnastics centre.

Colchester Club

66 Young Carers attended the Colchester Club held at Stanway Youth Centre.

Activities included a visit from Rockys Petting Zoo and a trip to Jump Street. The Young Carers played Bingo, made Sherbert and smoothies as well as decorated cakes and biscuits. They also made fruit kebabs, which they dipped in a chocolate fountain and had a movie night with an ice-cream bar.

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West Essex

During the year we secured a grant from the National Lottery to provide Young Carer support across West Essex. The programme was launched in the Autumn and a new Young Carer Support and Development Worker has been working in and with local primary and secondary schools to identify and support local Young Carers.

Harlow Club

45 Young Carers attended Harlow Club, based at the Xperience Centre.

Activities during the year included raft building at Essex Outdoors, a pantomime, time spent in the adventure playground and having ice cream at the Town Park, and a simple walk near the town centre. The Young Carers also enjoyed a picnic, had a pizza night, played board games and bingo, and lots of tag and murder wink.

“It feels like a busy year in which I hope we have enriched the lives of our Young Carers, if only by bringing them all together to share each other’s company.” (Young Carer Lead)

Uttlesford (Stansted and Dunmow) Clubs

10 Young Carers attended the Stansted Club held at Stansted Youth Centre. 7 Young Carers attended the Great Dunmow Club although for most of the year that was facilitated via offsite activities due to the closure of the Great Dunmow Youth Centre.

Activities included cinema trips, bowling and country park walks, arts and crafts e.g. pinata building, jewellery making and themed craft activities as well as cooking e.g. pizza making, baking cakes, cookies and doughnuts. The children also enjoyed their free time where they can just mingle with their friends and chat, while playing pool or air hockey.

Volunteering

Our volunteers continue to generously offer their time to the Charity and without their dedication and support we would not be in a position to offer the services we do. Volunteers enable us to provide high quality support to Carers throughout Essex.

The majority of our 148 volunteers offer their time on a regular basis to support our services. During the year, volunteers provided counselling, assisted at our Day Care Centre in Maldon, the Activity groups in West Essex and at our Young Carer Clubs. We continue to have Volunteer Befrienders despite there being no dedicated funding for that service.

A smaller number of our volunteers offer help on an “ad-hoc” basis e.g. setting up events, administrative tasks in the back office, promotional activities, and providing refreshments at fundraising events etc. The efforts of former Chair of the Board of Trustees, Rebecca Loader

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2024

were recognised with an award by the Lord Lieutenant and Rebecca continues to volunteer in support of the Charity and local Carers.

As a Charity, we are indebted to the support that our fantastic army of volunteers willingly offer and recognize the difference that they make to Carers and their families across Essex is immense.

“My husband will tell you how much I enjoy my Wednesday afternoons - I come back from the Harlow Group full of smiles. It's a joy to spend time with these lovely people, listen to their stories and share memories, and I'm privileged to be part of it.” Gilly, Activity Group Volunteer.

“I became a volunteer the second I was too old to be a Young Carer. I still wanted to be part of this community and I wanted to help children who are going through the same thing that I did when I was their age. So, I still get to stay with these amazing people and I get to help others as well.” Lisa-Marie, Young Carer Club Volunteer.

REVIEW OF FINANCIAL ACTIVITIES

Action for Family Carers receives funding from a range of sources including grants and donations plus monies from a range of fundraising activity. The Charity submits applications and bids in line with the strategy agreed by the Board of Trustees to diversify our income and reduce any over-reliance on a large or single funder thus reducing risk and increasing the capacity, capability, and sustainability of the Charity for the benefit of unpaid Carers.

All figures below are correct to the nearest £k.

Income

Income during 2023/2024 was £666k (2022/2023 £735k). The decrease in income was mostly due to lower income from grants compared to the previous year.

Expenditure

Expenditure during 2023/2024 was £790k (2022/2023 £666k). This increase in expenditure included a planned investment in the Charity's infrastructure to support longer term sustainability for the benefit of Carers. That investment contributed to the creation of a new senior management role to focus on income generation. Further investment was made to enable successfully securing and mobilising for delivery of a new local authority contract.

Funds

Total funds at the end of the year were £433k (2022/2023 £557k) which is £120k lower than the previous year reflecting the planned investment during the year in building the Charity's development capacity. Unrestricted funds decreased by £76k to £342k (2022/2023 £418k).

Reserves Policy

The Board of Trustees is cognisant of the importance of its reserves to ensure the sustainability and resilience of the Charity for unforeseen circumstances and uncertain events in the future.

The Charity's Reserves Policy requires reserves to be maintained at a minimum level of total liabilities plus a minimum of 25% and a maximum of 50% of annual budgeted overhead costs. Current unrestricted funds on 31st March 2024 are £342k, which is in line with the Reserves Policy.

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Investment Policy

The purpose of The Investment Policy is to ensure that any investments prioritise the safety of the principal investment while maximising the after-tax investment return and maintaining adequate liquidity. The Charity will ensure that at least 50% of unrestricted reserves are immediately available and that all investments are risk assessed and covered by the Financial Conduct Authority.

Future Plans

The Board of Trustees recognises the need to diversify income and to strengthen the capacity of the Charity to identify and respond to local needs. Investment in the Charity's business development capacity was pivotal to securing a new multi-year contract from Essex County Council to provide Adult Carer support in North-East and West Essex as well as a grant from the National Lottery Community Fund for Young Carer support in West Essex for five years.

The Charity continues to evaluate its services to provide the most effective services for unpaid Carers. A review of the 2023-2026 Strategic Plan was undertaken in 2023/2024 by the Board of Trustees with the Chief Executive Officer. The Trustees reaffirmed their commitment to offer face-to-face services wherever possible and practicable, including Day Care in Maldon, Activity Groups and Young Carer Clubs.

The Charity remains a robust organisation that demonstrates quality, strong leadership and management and sound financial discipline and is one which also puts unpaid Carers needs at the centre of everything it does.

Fundraising

We are grateful for the support of our funders, donors, fundraisers and community partners. Their generosity enabled us to provide vital services and support to family Carers across Essex. It is with their help that we continue to make a significant impact on the lives of unpaid Carers.

Most of Action for Family Carers' income came through grants from charitable trusts and foundations and contracts. Action for Family Carers also received donations from individuals, companies, community groups and from supporters who took part in activities to raise money.

We recognise the contribution made by many local community groups, sports clubs and schools who raised funds on our behalf including Braintree Golf Club, Chelmer

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2024

Ladies Club, Essex Police & Fire Charity, Maldon Rotary Club, Ormiston Academy and WEA Billericay Branch and Care 2 Project to name but a few.

Thank you also to our fantastic supporters who organised a range of fundraising activities including a very enjoyable Charity Dance & Music Event. Others raised funds by taking part in some fantastic challenges including a Charity Parachute Jump and the Maldon Mud Race.

Action for Family Carers complies with all relevant statutory regulations, including the Charities Act 2011, General Data Protection Regulation and Privacy and Electronic Communications Regulations. We store donor information securely and responsibly and do not share donor information with any third-party organisations without explicit consent. We are registered with the Fundraising Regulator and our fundraising activities follow both the Code of Fundraising Practice and our own Ethical Funding Statement.

We have agreements in place with third parties such as JustGiving and event organisers such as Global Adventure Challenges. We provide supporters with help and information via our website, email or post. Fundraisers are advised that it is their responsibility to keep their event safe and legal and to keep good records of all activity.

Action for Family Carers does not employ professional telephone or street funders, or commercial participators to carry out our fundraising. We did not send any direct fundraising appeals during this period.

We are committed to protecting vulnerable people and other members of the general public from unreasonable intrusion on a person's privacy, unreasonably persistent fundraising approaches and placing undue pressure on a person to give money.

We seek to respect the wishes of donors and fundraisers in terms of how funds raised are spent. We have a clear complaints policy that requires us to thoroughly investigate any complaints, communicate results, record results and review our work, enabling improvements to be made, if required. We have received no complaints about our fundraising activities in 2023/2024.

Our Funders

Cambridgeshire Community
Foundation
Carers Trust

Chelmsford City Council
Chelmsford Lions Club
Colchester Catalyst Charity

ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2024

Essex Association of Local Councils

Essex Community Foundation

Essex County Council

Essex Police Fire and Crime

Garfield Weston Foundation

GM Marriage Trust

The Grand Charity

Groundwork UK / Tesco

Harlow Recreation Trust

Jack Petchey Foundation

John Laing Charitable Trust

Maldon Mud Race

Masonic Charitable Trust

Mulberry Trust

National Lottery Community Fund

NHS Basildon and Brentwood

NHS Mid Essex

NHS North-East Essex

Rotary Club of Maldon

Uttlesford District Council

William and Gladys Pudney Memorial
Fund

William John Cook

Witham Town Council

Our grateful thanks go to all the above, to Maldon District Council for the use of premises at Brickhouse Farm Community Centre, and to all those groups and individuals that contributed through donations or fundraising events.

Risk Review

The Board of Trustees has reviewed the major risks to which the Charity is exposed, and systems have been identified to mitigate those risks. External risks regarding the continuation and continuity of voluntary funding have resulted in a Strategic Plan which continues to promote the diversification of funding and activities. Internal risks are minimised by the implementation of financial control and regulation procedures. These procedures are regularly reviewed to ensure that they still meet the needs of the Charity.

A Significant Risk Register and Annual Management Plan as part of the Disaster Management and Business Continuity Plan is maintained and regularly reviewed. Areas of potentially significant risk identified include Funding, Premises, Safeguarding, Health and Safety, Quality of Services/Reputational, HR, IT, Finance and Governance. Mitigation, Actions and Lead Responsibility are identified for each of these areas and the level of risk then rated as High, Medium, or Low. The key risk is continuity of funding which is being addressed as described in the Future Funding section of this report.

ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2024
RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the Directors of Action for Family Carers for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the 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 these financial statements, the Trustees are required to:

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

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

We, the Directors of the company who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as we are aware, that:

- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as Directors to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

This report was approved by The Board of Trustees on 5 September 2024 and signed on its behalf.

T DIXON

Chair

P HAGGERTY

Treasurer

ACTION FOR FAMILY CARERS INDEPENDENT EXAMINERS REPORT YEAR ENDED 31 MARCH 2024

Independent Examiner's Report to the Trustees of Action For Family Carers ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and Basis of Report

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England & Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:



Dated: 24 September 2024

Giles Kerkham FCA DChA

Larking Gowen LLP
Chartered Accountants
1 Claydon Business Park
Great Blakenham
Ipswich
IP6 0NL

ACTION FOR FAMILY CARERS

STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account) YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Income from:					
Donations and legacies	4	17,235	13,599	30,834	29,832
Charitable activities	5	160,419	464,042	624,461	702,086
Income from Investments		9,794	-	9,794	2,282
Other trading activities		713	-	713	1,149
Total income		<u>188,160</u>	<u>477,641</u>	<u>665,802</u>	<u>735,349</u>
Expenditure on:					
Raising funds		758	-	758	65
Charitable activities	6	264,266	525,242	789,508	666,146
Total expenditure		<u>265,024</u>	<u>525,242</u>	<u>790,266</u>	<u>666,211</u>
Net expenditure		<u>(76,864)</u>	<u>(47,601)</u>	<u>(124,465)</u>	<u>69,138</u>
Transfer between funds		-	-	-	-
Funds as at 1 April 2023		418,379	138,915	557,294	488,156
Funds as at 31 March 2024		<u><u>341,515</u></u>	<u><u>91,314</u></u>	<u><u>432,829</u></u>	<u><u>557,294</u></u>

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

The notes on pages 28-34 form part of these financial statements

ACTION FOR FAMILY CARERS

BALANCE SHEET AS AT 31 MARCH 2024

	Note	Total 2024 £	Total 2023 £
Fixed assets			
Tangible fixed assets	11	-	-
Current assets			
Debtors	12	52,636	114,224
Cash at bank and in hand	13	780,897	1,057,236
		<u>833,533</u>	<u>1,171,460</u>
Current liabilities			
Creditors: amounts falling due within one year	14	<u>400,704</u>	<u>455,166</u>
Net current assets		432,829	716,294
Creditors: amounts due in more than one year	14	-	159,000
Net assets		<u><u>432,829</u></u>	<u><u>557,294</u></u>
Accumulated funds			
Unrestricted funds	17	341,515	418,379
Restricted funds	17	91,314	138,915
Total Funds		<u><u>432,829</u></u>	<u><u>557,294</u></u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the act. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on 5 September 2024 and signed on their behalf, by:

T Dixon

P Haggerty

Company Number 06680960

The notes on pages 20-27 form part of these financial statements.

ACTION FOR FAMILY CARERS
STATEMENT OF CASH FLOWS
AS AT 31 MARCH 2024

	Notes	Total 2024 £	Total 2023 £
Cash flows from operating activities:			
Net cash provided by / (used in) operating activities	15	<u>(286,132)</u>	<u>370,062</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		9,794	2,282
Purchase of property, plant and equipment		<u>-</u>	<u>-</u>
Net cash provided by / (used in) investing activities		<u>9,794</u>	<u>2,282</u>
Change in cash and cash equivalents in the reporting period		(276,339)	372,344
Cash and cash equivalents brought forward		1,057,236	684,892
Cash and cash equivalents carried forward		<u><u>780,897</u></u>	<u><u>1,057,236</u></u>

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024

1. Accounting policies

1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

Assets and liabilities are initially recognised at historical cost of transaction value unless otherwise stated in the relevant accounting policy.

1.2 Going Concern

Managements forecasts show that that the charity has sufficient reserves and cash headroom for the period. Based on this information the Trustees have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future, being not less than 12 months from the date of approval of these financial statements. They therefore continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Income and expenditure

Donations and similar incoming resources

Income is recognised and included in the accounts when all of the following criteria are met:

- (a) The Charity has entitlement to the funds;
- (b) Any performance conditions attached to the items(s) of income have been met or are fully within the control of the Charity; and
- (c) There is sufficient certainty that receipt of the income is considered probable;
- (d) The amount can be measured reliably.

Grants and fees receivable

These are credited to the Statement of Financial Activities (SOFA) in the year in which they are receivable. Receipts from Service Level Agreements are recognised as income as the Charity becomes entitled through performance of services. Deferred income is released to income in the period in which it has been applied.

Investment income

Income from investments is included in the SOFA in the year in which it is receivable.

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for the expenditure, and it is probable that settlement will be required and the amount of the obligation can be measured reliably. All costs have been directly attributed to one of the categories of resources expended in the SOFA. The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024

1.4 Tangible fixed assets and depreciation

These are stated at cost or valuation less depreciation.

Only individual assets costing more than £1,000 are capitalised to the fixed asset register.

Depreciation is provided at rates calculated to write off the cost of valuation of assets, less their estimated residual value, over their expected useful lives on the following basis:

Computer equipment	25%/33% Straight line
Fixtures and fittings	20% Straight line

1.5 Financial Instruments

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

1.6 Funds

Unrestricted funds comprise those funds which the Trustees are free to use in accordance with the Charitable Objects.

Restricted funds are funds which have been given for particular purposes.

1.7 Operating Lease

Rentals in respect of operating leases, where substantially all the benefits and risks of ownership remain with the lessor, are charged to the Statement Of Financial Activities as incurred.

2. Income

In this period, all of the Charity's income was derived from charitable activities performed within the UK.

3. Taxation

The Charity is exempt from tax on income and gains to the extent that such income and gains are applied to its Charitable Objects. No corporation tax charge arises for the year.

4. Donations and legacies

	Total 2024 £	Total 2023 £
General	17,235	17,000
Respite Services	440	600
Adult	-	30
Young Carer Services	13,159	12,203
	30,834	29,832

5. Income from charitable activities

	Total 2024 £	Total 2023 £
General	144,176	212,756
ECCOS	18,105	-
Respite services	139,744	150,807
Adult Carer Services	78,000	74,000
Young Carer Services	244,436	264,523
	624,461	702,086

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024

6. Expenditure on charitable activities

	Total 2024	Total 2023
	£	£
Staff costs	610,469	483,839
Staff expenses (travelling, DBS's)	14,011	17,808
Volunteer Expenses	7,256	6,988
Food, transport and direct costs	64,673	67,197
Telephone, postage and stationery	18,186	25,937
Rent of halls	20,253	21,844
Bookkeeping and accountancy fees	9,893	11,466
Consultant	11,081	5,337
Insurance	6,232	5,557
Advertising	7,624	1,097
Printing	3,860	1,634
Cleaning	506	571
Payments to partners	-	-
Miscellaneous Office Costs	12,464	13,871
Depreciation	-	-
Governance	3,000	3,000
	789,508	666,146

Miscellaneous office costs include storage, office refurbishment and general running costs.

Governance costs include Independent Examination fees

7. Expenditure on charitable activities (continued)

	Total 2024	Total 2023
	£	£
General	267,132	190,820
Respite Services	153,725	128,509
Adult Carer Services	78,000	93,472
ECCOS	18,105	-
Young Carer Services	272,546	253,345
	789,508	666,146

8. Net income/(expenditure) for the year

	2024	2023
	£	£
This is stated after charging:		
Depreciation	-	-
Independent Examination Fees	3,000	3,000
	3,000	3,000

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024

9. Expenditure on charitable activities (continued)	Total 2024 £	Total 2023 £
Staff costs		
Gross salaries	559,995	447,510
Employers NIC	32,965	22,464
Self Employed Staff	-	-
Pensions	17,689	13,865
	<u>610,649</u>	<u>483,839</u>
Average number of employees	<u>40</u>	<u>39</u>

No staff member was paid in excess of £60,000 per annum.

The Average headcount expressed as full-time equivalents was:

	2024 no.	2023 No.
Operational staff	15	15
Office (including management)	3	3
	<u>18</u>	<u>18</u>

10. Key Management Personnel disclosure	Total 2024 £	Total 2023 £
	<u>101,029</u>	<u>56,633</u>

The key management personnel of Action for Family Carers are the Chief Executive Officer and the Head of Carer Services.

11. Tangible fixed assets	Computers, equipment & furniture £	Fixtures & Fittings £	Total £
Cost			
As at 1 April 2023	57,537	15,406	72,943
Additions	-	-	-
As at 31st March 2024	<u>57,537</u>	<u>15,406</u>	<u>72,943</u>
Depreciation			
As at 1 April 2023	57,537	15,406	72,943
Charge for the year	-	-	-
As at 31st March 2024	<u>57,537</u>	<u>15,406</u>	<u>72,943</u>
Net Book Value			
As at 31 March 2024	<u>-</u>	<u>-</u>	<u>-</u>
As at 31st March 2023	<u>-</u>	<u>-</u>	<u>-</u>

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024

12. Debtors	2024	2023
	£	£
Accounts receivable	52,636	114,224
Accrued income	-	-
Prepayments	-	-
	52,636	114,224
13. Cash and cash equivalents	2024	2023
	£	£
Current account	131,225	660,907
Deposit account	649,509	396,129
Petty cash	164	200
	780,897	1,057,236
14. Creditors: amounts falling due within one year	2024	2023
	£	£
Deferred income	370,373	422,611
Taxes and social security	13,755	9,097
Other creditors and accruals	16,575	23,458
	400,704	455,166
14. Creditors: amount due in more than one year	2024	2023
	£	£
Deferred income	-	159,000
	-	159,000
Deferred income analysis	Total	Total
	2024	2023
	£	£
Balance at 31 March 2023	581,611	192,526
Amount released to incoming resources	(581,611)	(192,526)
Amount deferred in the year	370,373	581,611
Balance at 31 March 2024	370,373	581,611

Deferred income comprises of Grant payments for Essex Community Foundation, Garfield Weston Mulberry Trust, National Lottery, Essex County Council, Fowler smith Jones.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024

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

	Total 2024 £	Total 2023 £
Net movement in funds for the reporting period (as per the statement of financial activities)	(124,465)	69,138
Adjustments for:		
Depreciation charges	-	-
Dividends, interest and rents from investments	(9,794)	(2,282)
(Increase) / decrease in debtors	61,588	(78,056)
Increase / (decrease) in creditors	(213,462)	381,262
Net cash provided by / (used in) operating activities	(286,132)	370,062

Analysis of Net Debt

	At 1 April 2023	Cash flows	At 31 March 2024
Cash at bank and in hand	1,057,236	(276,339)	780,897
	<u>1,057,236</u>	<u>(276,339)</u>	<u>780,897</u>

16. Gift in kind

The premises at Maldon occupied by the Charity are kindly provided free of rent and certain overhead costs. These costs are not included within the numbers of the accounts.

17. Reconciliation of funds

	As at 01/04/23	Incoming resources	Outgoing resources	Transfer between funds	As at 31/03/24
Unrestricted funds	418,379	188,160	(265,024)	-	341,515
Restricted funds					
General	62,663	123,941	(156,591)	-	30,012
Adult services	-	78,000	(78,000)	-	-
Young carer services	76,252	257,595	(272,546)	-	61,302
ECCOS	-	18,105	(18,105)	-	-
	<u>138,915</u>	<u>477,641</u>	<u>(525,242)</u>	<u>-</u>	<u>91,314</u>
Total funds	<u>557,294</u>	<u>665,802</u>	<u>(790,266)</u>	<u>-</u>	<u>432,829</u>

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024

18. Comparative note of reconciliation of funds 2023

	As at 01/04/22	Incoming resources	Outgoing resources	Transfer between funds	As at 31/03/23
Unrestricted funds	399,785	192,127	(173,533)	-	418,379
Restricted funds					
General	17,137	191,387	(145,862)	-	62,663
Adult Carer Services	19,442	74,030	(93,472)	-	-
Young Carer Services	51,791	277,806	(253,345)	-	76,253
	88,370	543,223	(492,678)	-	138,915
Total funds	488,155	735,349	(666,211)	-	557,294

19. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2024 £
Fixed assets	-	-	-
Current assets	12,494	40,142	52,636
Cash at bank and in hand	359,656	421,241	780,897
Current liabilities	(30,635)	(370,069)	(400,704)
	341,515	91,314	432,829
Comparative of analysis of net assets between funds			
	Unrestricted funds £	Restricted funds £	Total 2023 £
Fixed assets	-	-	-
Current assets	101,771	12,453	114,224
Cash at bank and in hand	348,278	708,958	1,057,236
Current liabilities	(31,670)	(582,496)	(614,166)
	418,379	138,915	557,294

20. Operating lease commitments

As at 31st March 2023 the charity had future minimum lease payments under non-cancellable operating leases as follows:

	2024 £	2023 £
Within 1 year	284	486
Operating lease ending 2 to 5 years	-	284
	284	770

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024

21. Related party transactions

No Trustees in 2024 (2023: 1) were reimbursed £0 (2023: £29) in respect of travel costs.

No emoluments or any other transactions (2023: no emoluments) were paid to any Trustees during the year.

There are no further related party transactions which are required to be disclosed (2023: None)

22. Pension commitments

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independent administered fund. The pension cost charge represents contributions payable by the Charity to fund the amount to £17,689 (2023: £13,865). Contributions of £3,976 (2023: £0) were payable to the fund at the year end.

Accounts

ACTION FOR FAMILY CARERS

Registered charity number: 1127164

Registered in England and Wales: 06680960

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023



ACTION FOR FAMILY CARERS

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YEAR ENDED 31 MARCH 2023

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ACTION FOR FAMILY CARERS

LEGAL AND ADMINISTRATIVE INFORMATION YEAR ENDED 31 MARCH 2023

Company number: 06680960 (England and Wales)

Date of incorporation: 26 August 2008

Charity number: 1127164

Registered office: Brickhouse Farm Community Centre
Poulton Close
Maldon
Essex
CM9 6NG

Independent examiners: Larking Gowen LLP
8 The Courtyard, Wyncolls Road
Colchester
Essex
CO4 9PE

Bankers: Lloyds Bank Plc
Chelmsford Branch
PO Box 1000
Essex
BX1 1LT

Solicitors: Birkett Long LLP
Essex House, 42 Crouch Street
Colchester
Essex
CO3 3HH

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2023

The Trustees, who are also Directors for the purposes of company law, have pleasure in presenting their Report and the Financial Statements of the Charity for the year ended 31 March 2023. This is also the Directors' Report, as required by s415 of the Companies Act 2006.

Legal and administrative information set out on Page 1 forms part of this Report. The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practices applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS102) (effective 1 January 2019).

Action for Family Carers follows and applies key guidance principles as recommended by the Charity Commission for organisations that provide services for public benefit. The Board ensures that all intended activities support the Charity's Aims and agreed Strategic Objectives by using robust reporting standards which support all decision making.

The Trustees

The Directors of the Charitable Company ("the Charity") are its Trustees for the purposes of charity law. Action for Family Carers has a strong, robust, and effective Board of Trustees made up of individuals with a range of qualifications, skills, knowledge, experience, expertise, and current practice that enable a positive contribution to the governance of the Charity. The Board annually reviews the Charity's strategic direction, ensuring the focus remains on Carers, and that it delivers on the agreed priorities with the range and quality of support and services meeting need now and for the future. At each Board meeting, Trustees receive and consider Business Objectives and Progress Reports, Carer Services Report and Financial Reports, which highlight the performance and progress against the Delivery Plan and agreed Business Priorities. These processes ensure that the Charity is on target and working to the agreed standard and outcomes for Carers.

The Trustees continue to consider key skills required on the Board to ensure the Charity remains relevant and can enhance its contribution to the unpaid Carers of Essex. In 2022 three Trustees were co-opted strengthening areas in Strategic and Business Development, Performance Monitoring, and the Health Care Service Sector. In early 2023, another Trustee was co-opted bringing additional strengths in Health Care Service Sector and Quality. In all cases, there is a rigorous selection process and Trustees are appointed by the Board and formally elected at the Annual General Meeting. All Trustees undergo formal training and induction in relation to trusteeship in general and of the Charity's activities with a thorough induction as well as learning development, formal training, and support opportunities to enable them to carry out their role. Trustees continued to use various online training resources and technology to update their knowledge and skills as necessary or desirable.

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The Board is mindful at all times of its governance role and the duties and responsibilities of Trustees. In 2022/2023 the work of The Search, Review and Development Group together with the Policy Task Group continued to develop policies, systems, and the schedule of reports to further strengthen governance. The Board annually reviews the Summary Trustee Audit Skills Report and in 2022 focused on key development and training areas improving its performance and scores regarding Strategy and Quality Governance.

In 2022/2023 the Charity continued to strengthen its commitment to Equality, Diversity and Inclusion having identified 'accessibility' as one of its objectives, with a continued focus on improving its communication via the website and other social media platforms. The Board recognises the value of diversity and the importance of being representative of the communities that the Charity serves, providing services and supporting unpaid Carers across Essex. The Charity has reviewed and prioritised data collection, analysis and reporting to improve its performance, identify gaps and address needs.

The Board of Trustees meets 5 times per year and operates a Remuneration Committee to oversee the Chief Executive Officer's remuneration. The Trustees have agreed to hold some meetings face to face particularly where this allows for visits to services and or to build strong relationships. Some meetings will however continue to take place remotely as part of the Charity's contribution and support for the Green Agenda and its commitment to reducing the carbon footprint i.e. efficiency savings of time and fuel as well as being as inclusive as possible i.e. open to those working, with dependants and/or who are less able to travel can attend and play a full part in the work of the Board. Trustees also chair and actively participate in a variety of Working Groups and Task Groups. In 2022/2023 the Board continued to operate its two significant Groups focused on strategy and driving forward key priorities: Business Continuity and Development Group and Services, People and Quality Group.

The Board of Trustees delegates authority for the day-to-day operation of the Charity to the Chief Executive Officer. The Board has agreed a Scheme of Delegation which sets out the decision-making responsibility of the Board and that of the Chief Executive Officer. The Board annually reviews and approves the Scheme of Delegation including those actions in relation to the Chief Executive Officer.

The Trustees who served the Charity during the period were as follows:

Chair of Trustees

Rebecca Loader

Vice Chair of Trustees

Tony Dixon

Treasurer

Pauline Haggerty

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2023

Company Secretary

Denise Fielding

Other Trustees

Sue Bailey

Colin Bennett

Wendy Deller (co-opted 16 June 2022 and resigned 12 October 2022)

Duncan Lumley

Paul Osman

Gail Partridge (co-opted 9 March 2023)

Brian Potter (co-opted 16 June 2022 and elected 12 October 2022)

Julie Price (co-opted 16 June 2022 and elected 12 October 2022)

Judy Spiceley (stood down 16 June 2022)

Chief Executive Officer (non-Trustee)

James Clarke

Senior Executive Remuneration

A Remuneration Committee of Trustees makes recommendations on the Chief Executive Officer's pay. These are based on Appraisal and Performance Review in the context of the Strategic Objectives and Business Priorities, meeting financial and achievement targets and objectives, demonstrating leadership and management, maintaining differentials and the successful leadership, management, and delivery of the Charity's programmes.

Objects of the Charity

The Charity's Objects are to promote the relief of persons who are ill, disabled, incapacitated or elderly by the provision of information, education, support, respite care, recreation, and advocacy for their Carers.

Our Mission

Action for Family Carers makes a positive difference to the lives of Carers including Young Carers.

Our Vision

Action for Family Carers will be recognised as a Centre of Excellence which campaigns for and achieves positive outcomes for Carers.

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Our Values

Carer-Centred - We will engage with Carers at every opportunity, listening to their feedback and input so that our actions and decision-making focus on the service, support, and benefits for unpaid Carers.

Integrity - We will apply this personally, professionally and in all aspects of the Charity and its business operations.

Quality - We will aim for excellence and do the best that we can do, in all that we do, at all times.

Our Strategic Goals

By March 2026 we will:

- Deliver an annual increase in the positive impact felt by the Carers supported
- Support more than 3,500 Unpaid Carers in Essex per year
- Increase the focus on Young Carers

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INTRODUCTION

Making an Impact for Carers in Essex

For Action for Family Carers the year 2022/2023 has been one of thinking ahead to find longer term and sustainable services for Carers. The focus has been about strategies for the next 3 years to maintain and open services that meet the Charity's aims and objectives.

We have maintained existing services in Day Care and Activity Groups. These services provide organised support for the 'Adult Cared for' enabling some respite for their Carers. We are still experiencing the effects of the pandemic in these services with numbers remaining lower than before the pandemic. Action for Family Carers knows the need is still greater than ever and we continue to look for more ways to ensure Carers know about our services and can access them.

The Trustees and Senior Management Team have decided to continue to focus on face-to-face services whilst making information and advice available to all via digital platforms. We recently introduced new branding to refresh our offer, enhance the Charity's recognition, and to enable better quality images on social media. We have also increased the use of social media to ensure Carers know that we are there for them and available to help.

Key to our new strategy is Family Friendly Care and helping Young Carers from the age of 5 to access our services and receive support in several different ways for as long as they need it. Our new Young Carer services started this year in North East Essex and will provide a template for the other services we wish to offer in every part of Essex where a need is identified. We also focus on other family members providing Counselling services and working with GPs to help identify Carers and their needs. These services are very successful, and we have already helped many families. We plan to increase our Young Carer services in Mid and West Essex as soon as possible as we have been awarded funding for these areas. There is a general recognition from commissioners that we are the provider of face-to-face services for Young Carers in Essex.

The Charity continues to focus on Quality. A new Trustee with extensive relevant experience has been co-opted to the Board as the Lead Trustee Quality. In April 2021 the Charity was awarded The Trusted Charity Mark at Level 2, which is the highest level available. There are very few organisations that have received this award at that level. This Charity mark is valid for 3 years. We are currently considering what other assessments are appropriate to provide assurance of the high quality and consistency of our services and to allow the Charity to demonstrate its strength, value, breadth and depth, both internally and externally in the sector.

The Charity has continued to welcome and retain volunteers across all services. We value each and every volunteer and benefit greatly from their time and support as well as life skills. Volunteers enable the Charity to continue to grow and develop countywide volunteer-led services such as Counselling for Adult Carers and Befriending.

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The development of enhanced support for Young Carers in Mid and West Essex is an exciting opportunity to increase the reach of services for local Young Carers. These new services provide the next opportunity to expand our offer as part of an increasing focus on Young Carers. The Charity will continue to respond where there are areas of need and apply for funding to improve the number of services available for Young Carers across the County for the longer term. County provision is very variable, and many third party services have closed or they have been withdrawn from running face to face activities such as clubs. Finance is always a challenge, but the Trustees have invested more resource to ensure we are able to respond and apply for funding as well as to manage projects effectively and mobilise resources. Many Young Carers continue to suffer with mental health issues through lack of awareness and lack of support, particularly post-pandemic. Action for Family Carers is committed to making a difference and providing that support for Young Carers and their families.

Rebecca Loader - Chair

James Clarke - Chief Executive

**ACTION FOR FAMILY CARERS
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ACTIVITIES AND ACHIEVEMENTS

Adult Carers

1,506 Adults accessed support from Action for Family Carers during the year across all of our projects and services with well over 10,000 individual interactions taking place.

Carer and Family Response

We continued to develop and deliver our Carer and Family Response project working closely with families across Chelmsford to identify issues and concerns in order to secure solutions taking a whole family approach. Our Family Support Worker worked closely with 78 Carers and their families during the year providing intensive and, in some cases, long term support with complex issues and concerns ranging from housing, referrals for other support including Carer's Assessments and counselling, welfare benefit, attendance allowance and blue badge applications, as well as emotional support. The following quotes from carers that we worked with demonstrate the effectiveness of this project: "It helps to talk to someone who is not judging and will just listen", and "Support had been 'a lifeline' while I (carer) dealt with Adult Social Care and got Mum into a home".

Carer Friendly GP Project

This project seeks to develop best practice by GP surgeries in identifying and responding to the needs of people with caring responsibilities by using the NHS England Quality Markers.

We worked with GP Practice staff across Mid Essex to agree the baseline, priorities and approach, identifying and sharing examples of best practice plus offering training and support for practice staff.

The ambition is to ensure that Carers are identified as early as possible and are registered with their GP practice so that they have access to appropriate support and services such as annual health checks. The number of Carers registered with their GP surgeries has increased significantly in Mid Essex and an additional new project will focus on GP practices in Basildon and Brentwood.

Counselling

We provide free, countywide, dedicated counselling provision for Adult Carers funded by Essex County Council. A team of trained volunteer counsellors working with the Charity's Lead Counsellor, provide up to 6 individual counselling sessions for each Carer either face to face, by telephone or virtually.

There is significant demand for this provision from Carers who may be experiencing emotional or mental health problems and who feel they would benefit from exploring issues relating to their caring role and identifying strategies to help achieve a better balance. Last year we

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provided 1335 counselling sessions for 187 Carers – a 28% increase compared to the previous year and above the required targets. The effectiveness and value of this service can be summed up in the words of one carer - “I reached complete 'burn out' but now feel able to continue my role”.

Feeling Good, Caring Well

Funded by the National Lottery Community Fund, our Carer Well Being Programme - ‘Feeling Good, Caring Well’ consisted of activities to help Carers manage their own Health and Well Being, thereby supporting them to continue in their caring role for longer. The project continued until October 2022 when the funding was completed.

During the final year of the project 84 individual carers attended multiple wellbeing sessions. Evaluations showed that 100% of Carers that participated in a relevant Feeling Good Caring Well activity or session and who completed a Project Evaluation Sheet reported that being part of the project helped them to:

- maintain their physical health and wellbeing;
- maintain their mental health and wellbeing;
- feel more able to continue in their caring role;
- feel less lonely or isolated.

The following quote helps to demonstrate the effectiveness of the project: “The mindfulness walk taught me how to take a moment and breathe...it has had a lasting impression. Then the reflexology, sheer bliss, a moment away from my care duties made me feel so relaxed and I slept really well – the first full night’s sleep for a long time”.

Befriending

Although grant funding for this project from Essex County Council ended on 31 March 2022, Action for Family Carers has continued to provide a service to 213 carers through providing befriending support from our volunteer befrienders thus helping to support those carers to reduce their sense of social isolation and loneliness. The Charity recognises the immense contribution of its team of 62 volunteer befrienders who provide this much-needed regular personal contact for so many vulnerable people across Essex.

Young Carers

764 Young Carers accessed support from Action for Family Carers during the year with well over 3,000 individual interactions taking place.

Our new Strategic Plan sets out the intention to increase the focus on identifying and supporting Young Carers. The last year saw a significant step forward in support for Young Carers in Colchester and Tendring Districts with funding from the NHS in North-East Essex and from Colchester Catalyst.

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The positive impact of our work with Young Carers is evidenced through use of the accredited My Star outcome measurement tool. This helps us to assess where those young people are when they come to us for help and where they are and what support they need at key stages in their journey.

We also continue to work with other organisations in Essex as well as continuing to develop our links with schools across the county to increase awareness about Young Carers and through Carers Trust, Action for Family Carers will be providing evidence to a Cross-Party Parliamentary Committee on Young Carers, feeding back the experiences of some of the Young Carers and Young Adult Carers we support.

With new funding from the NHS in Mid Essex focusing on health inequalities we have been able to provide more support by enhancing our service for Young Carers in Maldon, Braintree and Chelmsford Districts. We are also now able to provide a new service and launch a new Young Carers club in Chelmsford.

To celebrate Carers Week, we took part in an Essex County Council film about Young Carers and, for Young Carers Action Day, we launched a successful photo competition to represent the caring responsibilities of some of our Young Carers.

North East Essex

We have developed a new and enhanced provision for Young Carers living in Colchester and Tendring Districts. This model is centred on a new Young Carers Lead role for each District. The Lead develops local knowledge and insight into the local situation and priorities facing Young Carers and their families and works with a Young Carer Support and Development Worker to direct resources to where they are most needed and can make the greatest impact.

Over the last calendar year, we have supported over 200 Young Carers across Colchester and Tendring district working in and with schools, colleges and with other local statutory and voluntary sector organisations. We facilitated regular Club Nights in Colchester and in two new venues (see Harwich and Clacton Clubs section) we were able to run several trips including to Colchester Zoo and crazy golf for local Young Adult Carers.

We introduced a new counselling service with volunteer counsellors supporting Young Carers in secondary school. This is now being piloted in selected local secondary schools and with a view to being scaled up over the next academic year.

Harwich and Clacton Clubs

We launched two new Young Carers Clubs in Clacton and Harwich in response to identified gaps in services and unmet need. From November through to April we facilitated 8 club nights in Clacton supporting 22 Young Carers. Our Harwich club started in January 2023 and from then until April we ran 6 club nights providing a break for 17 local Young Carers.

Colchester Club

Last year we, based upon numbers, demand and need, split the Colchester Club into primary and secondary age groups with the primary club running 13 times and supporting 49 Young Carers and the secondary club running 9 times and supporting 28 Young Carers.

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Maldon Club

Our Maldon Club continues to be one of the most popular of our clubs. Across the last financial year, it ran a total of 17 times with a total of 54 individual Young Carers supported. The Club runs fortnightly with separate Junior and Senior Club Nights to enable varied age-appropriate activities.

Braintree District Young Carers Support including Witham Club

Funding from Braintree Eastlight, which came to an end in March 2023, enabled us to continue providing support in schools for Young Carers across the District in addition to running a regular Club Night in Witham. The Witham Club supported 24 Young Carers across 19 club nights. Across Braintree and Witham district we supported a total of 174 Young Carers as part of this project.

West Essex (Harlow and Loughton) Clubs

Our Clubs in Harlow and Loughton continued to run very successfully and we were pleased to recruit two new Club Lead Roles. In Harlow we supported 52 Young Carers across 22 sessions and in Loughton 20 Young Carers across 12 sessions. We have now been able to offer these Clubs on a fortnightly basis in both Harlow and Loughton bringing our resources together to provide a more regular service and better support the needs Young Carers.

Uttlesford (Stansted and Dunmow) Clubs

With support from Uttlesford District Council we provided support for Young Carers in Uttlesford. Facing the challenge of having both the Youth Centres in Dunmow and Stansted being closed for part of the year, we facilitated trips to Great Notley Park and utilised other venues where possible. Our Stansted Club has supported 20 Young Carers with 14 being supported via our Dunmow Club.

Respite Care

Day Care in Maldon

Maldon Day Care Service provides an opportunity for older people to mix socially in a safe environment and engage in stimulating activities with the support of trained staff and volunteers. A varied activity programme is organised for a wide range of interests including quizzes, singing and gentle exercises, and a cooked lunch is also provided. The Day Care service opens 4 days each week. A total of 41 families were supported with 1682 individual attendances. Day Care also provides a vital respite break for family Carers. One carer explained the difference the service made to them as follows, "It's like a week's holiday. Gives me time to switch off from dementia. A little bit of me time. It gives my head a rest, helps me to cope and kick start my patience again".

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Activity Groups

Our Activity Groups in West Essex provide physically and mentally stimulating activities for people with memory problems or dementia.

A total of 79 individual service users participated in the Keeping Active and Active Minds sessions across the localities of Epping, Great Dunmow and Harlow.

One family member said: "We just wanted to thank you for all your work with Mum over the last year or so. Although she remembers so little now, when we drove into the Dourdan Pavilion car park each week, she would say, "I like this place"."

Volunteering

During the year 157 people across Essex volunteered their time to help the Charity in various roles across a range of services, projects and initiatives supporting Carers in Essex. This included working as volunteer befrienders, counselling, assisting with running Young Carer Clubs and helping to run Activity Groups for people with dementia.

In addition, a number of volunteers helped with 'one off' activities, such as supporting events, giving out information, helping with fundraising and selling donated goods at a Charity stall.

Other volunteer roles contribute to our Charity by being part of working groups helping us drive and steer things forward for Carers e.g. quality; posting news and events on our social media pages and joining other teams e.g. Trustees.

All of these volunteers contribute a significant amount and give so generously of their time to the Charity supporting unpaid Carers and their families. It is thanks to all those volunteers working with and alongside our staff team that we have been able to provide the support and services for so many in so many ways.

REVIEW OF FINANCIAL ACTIVITIES

Action for Family Carers receives funding from a range of sources including grants and donations plus monies from a wide range of fundraising activity. The Charity submits applications and bids in line with the strategy agreed by the Board of Trustees to diversify our income and reduce the overreliance on a large or single funder thus reducing risk and increasing the capacity, capability, and sustainability of the Charity for the benefit of unpaid Carers.

All figures below are correct to the nearest £k.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2023

Income

Income during 2022/23 was £735k (2021/22 £907k). The decrease in income was largely due to the end of two significant grants from Essex County Council and the National Lottery. Income the previous year also included 'one-off' grants the Charity had obtained to aid recovery from lockdown, to support Carers access Covid-19 vaccinations and to manage self-isolation.

Expenditure

In response to the reduced income, expenditure was reduced to £666k (2021/22 £833k). The decrease reflects a necessary and managed reduction in spend on salaries and service delivery costs where projects had ended or were no longer economically viable.

Funds

Total funds at the end of the year were £557k (2021/22 £488k) which is £69k higher than the previous year and includes pre-payments that cover the full term of some multi-year grants secured during the year. Action for Family Carers increased its unrestricted funds by £19k to £419k (2021/22 £400k) which remains in line with The Board of Trustees' Financial Reserves Policy.

Reserves Policy

The Board of Trustees is cognisant of the importance of its reserves to ensure the sustainability and resilience of the Charity for unforeseen circumstances and uncertain events in the future.

The Charity's Reserves Policy requires reserves to be maintained at a minimum level of total current liabilities plus a minimum of 25% and a maximum of 50% of annual budgeted overhead costs. Current unrestricted funds on 31st March 2022 are £419k, which is in line with the Reserves Policy.

Whilst the Charity's reserves provide a necessary protection, any funds above the stated requirements offer the CEO and Board of Trustees some flexibility to address the longer term needs of Carers or to provide initial investment into key activities. The Future Plans section of this report outlines some of these activities.

Investment Policy

The purpose of The Investment Policy is to ensure that any investments prioritise the safety of the principal investment while maximising the after-tax investment return and maintaining adequate liquidity. The Charity will ensure that at least 50% of unrestricted reserves are immediately available and that all investments are risk assessed and covered by the Financial Conduct Authority and Financial Services Compensation Scheme.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2023

Future Plans

The Charity continues to evaluate its services to provide the most effective services for unpaid Carers. A comprehensive strategy review was undertaken in 2022/23 by the Board of Trustees with the CEO. This review focused very much on what do Carers need, what do we do well, what could we do more of to help all unpaid Carers including Young Carers. The outcomes of that review were agreed by the Board in March 2023 and provide focus for the Charity for the next 3 years from 2023 to 2026. The Trustees reaffirmed their commitment to offer face to face services wherever possible and practicable, whilst also providing on-line services to increase our reach and provide information.

The Charity will continue to apply for funding from a range of different sources for projects and services with a focus on longer term projects and initiatives. Investment in two key management roles as part of a staff restructure will support longer term initiatives and objectives. The Trustees remain committed to Adult Day Care Services and Activity Groups to assist with mild Dementia and wish to extend, enhance, and support Young Carer Services. Refreshed branding will help identification and promotion of key services as well as enhance opportunities for attracting users to our services. The provision of Counselling services across Essex commissioned by Essex County Council continues to provide a much needed and valued service. Other services such as Carer Friendly GPs continue to expand and support unpaid Carers.

Grants from the NHS in Mid and South Essex and in North East Essex, from Essex Community Foundation and Colchester Catalyst fund current Young Carer and whole family services and will continue into next year.

The increased demand for our services has been recognised by many, such as the NHS North East Essex Clinical Commissioning Group (now part of NE Essex and Suffolk Integrated Care System). The Clinical Commissioning Group has funded the Charity to run a significantly enhanced service in the Colchester and Tendring Districts for Young Carers. This grant is for three years ending July 2025.

The Charity remains a robust organisation that demonstrates quality, strong leadership and management and sound financial discipline and is one which also puts unpaid Carers needs at the centre of everything it does.

Fundraising

Action for Family Carers welcomes donations and other fundraising support. The continuation of our current services and addressing the unmet needs of Carers is central to everything we do.

Last year, several Trustees, supported as always by our core staff team and volunteers, continued to generate and support fundraising activities. A live music and dance night, quiz, coffee and cake events and outdoor table sales have generated some income.

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The Charity would particularly like to thank the supporters who raised money by taking part in challenges ranging from the Colchester Zoo Run to the Three Peaks Challenge. We also received support from several sports clubs and community groups in the local area.

We always seek to act in ways that are legal, open, honest and respectful – striving for best practice in fundraising. Our fundraising activities follow both the Code of Fundraising Practice and our own Ethical Funding Statement plus we have recently registered with The Fundraising Regulator.

The Charity does not employ professional telephone or street funders, or commercial participators to carry out our fundraising. We seek to respect the wishes of donors and fundraisers in terms of how funds raised are spent.

We are committed to protecting vulnerable people and other members of the general public from unreasonable intrusion on a person's privacy, unreasonably persistent fundraising approaches and placing undue pressure on a person to give money. We did not send any direct fundraising appeals during this period.

We provide supporters with help and information via our website, email or post. Fundraisers are advised that it is their responsibility to keep their event safe and legal and to keep good records of all activity.

Action for Family Carers complies with all relevant statutory regulations, including the Charities Act 2011, General Data Protection Regulation and Privacy and Electronic Communications Regulations. We store donor information securely and responsibly and do not share donor information with any third-party organisations without explicit consent.

We have a clear complaints policy that instructs us to thoroughly investigate any complaints, communicate results, record results and review our work, enabling improvements to be made, if required. We have received no complaints about our fundraising activities in 2022/23.

The Board of Trustees continues to recognise the need to diversify income in order to deliver our ambition, address gaps and meet need in Essex for unpaid Carers including Young Carers. To this end, the Charity has recently revised its Income Generation Plan and recently recruited a Head of Business Development and Partnerships to focus on generating income, looking at unexplored income streams such as corporates and exploring other partnerships. The Board of Trustees has designated a Lead Trustee Role for Fundraising.

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Our Funders

Carers Trust	Harlow Health Centres Trust
Colchester Catalyst Charity	John Laing Charitable Foundation
Essex Community Foundation	Mulberry Trust
William John Cook	National Lottery Community Fund
Essex County Council	NHS Basildon and Brentwood
Essex Disabled Sports Foundation	NHS Mid Essex
Founders for Good	NHS North-East Essex
Garfield Weston Foundation	NHS West Essex
The Edward Gostling Foundation	Jack Petchey Foundation
Great Dunmow Town Council	William and Gladys Pudney Memorial Fund
Groundwork UK / Tesco	Uttlesford District Council
Harlow Council	

Our grateful thanks go to all the above, to Maldon District Council for the provision of premises at Brickhouse Farm Community Centre, and to all those groups and individuals that contributed through donations or fundraising events.

Risk Review

The Board of Trustees has reviewed the major risks to which the Charity is exposed, and systems have been identified to mitigate those risks. External risks regarding the continuation and continuity of voluntary funding have resulted in a Strategic Plan which continues to promote the diversification of funding and activities. Internal risks are minimised by the implementation of financial control and regulation procedures. These procedures are regularly reviewed to ensure that they still meet the needs of the Charity.

A Significant Risk Register and Annual Management Plan as part of the Disaster Management and Business Continuity Plan is maintained and regularly reviewed. Areas of potentially significant risk identified include Funding, Premises, Safeguarding, Health and Safety, Quality of Services/Reputational, HR, IT, Finance and Governance. Mitigation, Actions and Lead Responsibility are identified for each of these areas and the level of risk then rated as High, Medium, or Low. The key risk is continuity of funding which is being addressed as described in the Future Funding section of this report.

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RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the Directors of Action for Family Carers for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the 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 these financial statements, the Trustees are required to:

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

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

We, the Directors of the company who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as we are aware, that:

- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as Directors to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

This report was approved by The Board of Trustees on 7/9/2023 and signed on its behalf.

R LOADER

Chair

P HAGGERTY

Treasurer

ACTION FOR FAMILY CARERS INDEPENDENT EXAMINERS REPORT YEAR ENDED 31 MARCH 2023

Independent Examiner's Report to the Trustees of Action For Family Carers ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and Basis of Report

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England & Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:



Dated: 5/10/2023

Giles Kerkham FCA DChA

Larking Gowen LLP
Chartered Accountants
1 Claydon Business Park
Great Blakenham
Ipswich
IP6 0NL

ACTION FOR FAMILY CARERS

STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account) YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Income from:					
Donations and legacies	4	17,629	12,203	29,832	17,865
Charitable activities	5	171,607	530,480	702,086	878,494
Income from Investments		2,282	-	2,282	657
Other trading activities		609	540	1,149	9,921
Total income		192,127	543,223	735,349	906,937
Expenditure on:					
Raising funds		65	-	65	5,323
Charitable activities	6	173,468	492,678	666,146	827,458
Total expenditure		173,533	492,678	666,211	832,781
Net expenditure		18,594	50,544	69,138	74,156
Transfer between funds		-	-	-	-
Funds as at 1 April 2022		399,785	88,371	488,156	414,000
Funds as at 31 March 2023		418,379	138,915	557,294	488,156

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

The notes on pages 23-31 form part of these financial statements

ACTION FOR FAMILY CARERS

BALANCE SHEET AS AT 31 MARCH 2023

	Note	Total 2023 £	Total 2022 £
Fixed assets			
Tangible fixed assets	11	-	-
Current assets			
Debtors	12	114,224	36,168
Cash at bank and in hand	13	1,057,236	684,892
		<u>1,171,460</u>	<u>721,060</u>
Current liabilities			
Creditors: amounts falling due within one year	14	455,166	232,904
		<u>455,166</u>	<u>232,904</u>
Net current assets		716,294	488,156
Creditors: amounts due in more than one year	14	159,000	-
		<u>159,000</u>	<u>-</u>
Net assets		<u>557,294</u>	<u>488,156</u>
Accumulated funds			
Unrestricted funds	17	418,379	399,785
Restricted funds	17	138,915	88,371
		<u>557,294</u>	<u>488,156</u>
Total Funds		<u>557,294</u>	<u>488,156</u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the act. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees, on 7/9/2023 and signed on their behalf, by;

R Loader

P Haggerty

Company Number 06680960

The notes on pages 23-31 form part of these financial statements.

ACTION FOR FAMILY CARERS
STATEMENT OF CASH FLOWS
AS AT 31 MARCH 2023

	Notes	Total 2023 £	Total 2022 £
Cash flows from operating activities:			
Net cash provided by / (used in) operating activities	15	370,062	44,486
Cash flows from investing activities:			
Dividends, interest and rents from investments		2,282	657
Purchase of property, plant and equipment		-	-
Net cash provided by / (used in) investing activities		<u>2,282</u>	<u>657</u>
Change in cash and cash equivalents in the reporting period		372,344	45,143
Cash and cash equivalents brought forward		684,892	639,748
Cash and cash equivalents carried forward		<u><u>1,057,236</u></u>	<u><u>684,892</u></u>

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

1. Accounting policies

1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

Assets and liabilities are initially recognised at historical cost of transaction value unless otherwise stated in the relevant accounting policy.

1.2 Going Concern

These forecasts show that the charity has sufficient reserves and cash headroom for the period. Based on this information the Trustees have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future, being not less than 12 months from the date of approval of these financial statements. They therefore continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Income and expenditure

Donations and similar incoming resources

Income is recognised and included in the accounts when all of the following criteria are met:

- (a) The Charity has entitlement to the funds;
- (b) Any performance conditions attached to the items(s) of income have been met or are fully within the control of the Charity; and
- (c) There is sufficient certainty that receipt of the income is considered probable;
- (d) The amount can be measured reliably.

Grants and fees receivable

These are credited to the Statement of Financial Activities (SOFA) in the year in which they are receivable. Receipts from Service Level Agreements are recognised as income as the Charity becomes entitled through performance of services. Deferred income is released to income in the period in which it has been applied.

Investment income

Income from investments is included in the SOFA in the year in which it is receivable.

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for the expenditure, and it is probable that settlement will be required and the amount of the obligation can be measured reliably. All costs have been directly attributed to one of the categories of resources expended in the SOFA. The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

1.4 Tangible fixed assets and depreciation

These are stated at cost or valuation less depreciation.

Only individual assets costing more than £1,000 are capitalised to the fixed asset register.

Depreciation is provided at rates calculated to write off the cost of valuation of assets, less their estimated residual value, over their expected useful lives on the following basis:

Computer equipment	25%/33% Straight line
Fixtures and fittings	20% Straight line

1.5 Financial Instruments

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

1.6 Funds

Unrestricted funds comprise those funds which the Trustees are free to use in accordance with the Charitable Objects.

Restricted funds are funds which have been given for particular purposes.

1.7 Operating Lease

Rentals in respect of operating leases, where substantially all the benefits and risks of ownership remain with the lessor, are charged to the Statement Of Financial Activities as incurred.

2. Income

In this period, all of the Charity's income was derived from charitable activities performed within the UK.

3. Taxation

The Charity is exempt from tax on income and gains to the extent that such income and gains are applied to its Charitable Objects. No corporation tax charge arises for the year.

4. Donations and legacies

	Total 2023 £	Total 2022 £
General	17,000	14,099
Respite Services	600	1,025
Adult	30	750
Young Carer Services	12,203	1,991
	29,832	17,865

5. Income from charitable activities

	Total 2023 £	Total 2022 £
General	212,756	351,114
CRJS Grant	-	10,292
Respite services	150,807	164,965
Adult Carer Services	74,000	241,034
Young Carer Services	264,523	111,089
	702,086	878,494

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

6. Expenditure on charitable activities

	Total 2023 £	Total 2022 £
Staff costs	483,839	557,564
Staff expenses (travelling, DBS's)	17,808	13,188
Volunteer Expenses	6,988	5,050
Food, transport and direct costs	67,197	88,196
Telephone, postage and stationery	25,937	22,152
Rent of halls	21,844	20,226
Bookkeeping and accountancy fees	11,466	9,809
Consultant	5,337	3,717
Insurance	5,557	5,665
Advertising	1,097	16,323
Printing	1,634	1,422
Cleaning	571	321
Payments to partners	-	57,861
Miscellaneous Office Costs	13,871	23,464
Depreciation	-	-
Governance	3,000	2,500
	666,146	827,458

Miscellaneous office costs include storage, office refurbishment and general running costs.

Governance costs include Independent Examination fees

7. Expenditure on charitable activities (continued)

	Total 2023 £	Total 2022 £
General	145,862	370,757
Respite Services	128,509	141,565
Adult Carer Services	93,472	187,556
Young Carer Services	253,345	125,080
	621,188	824,958

8. Net income/(expenditure) for the year

	2023 £	2022 £
This is stated after charging:		
Depreciation	-	-
Independent Examination Fees	3,000	2,500
	3,000	2,500

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

9. Expenditure on charitable activities (continued)		Total 2023 £	Total 2022 £	
Staff costs				
Gross salaries		447,510	516,972	
Employers NIC		22,464	25,440	
Self Employed Staff		-	225	
Pensions		13,865	14,927	
		483,839	557,564	
Average number of employees		39	42	
No staff member was paid in excess of £60,000 per annum.				
The Average headcount expressed as full-time equivalents was:		2023 no.	2022 No.	
Operational staff		15	16	
Office (including management)		3	3	
		18	19	
10. Key Management Personnel disclosure		Total 2023 £	Total 2022 £	
		56,633	54,725	
The key management personnel of Action for Family Carers are the Chief Executive Officer and the Head of Carer Services.				
11. Tangible fixed assets		Computers, equipment & furniture £	Fixtures & Fittings £	Total £
Cost				
As at 1 April 2022		57,537	15,406	72,943
Additions		-	-	-
As at 31st March 2023		57,537	15,406	72,943
Depreciation				
As at 1 April 2022		57,537	15,406	72,943
Charge for the year		-	-	-
As at 31st March 2023		57,537	15,406	72,943
Net Book Value				
As at 31 March 2023		-	-	-
As at 31st March 2022		-	-	-

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

12. Debtors	2023	2022
	£	£
Accounts receivable	114,224	29,761
Accrued income	-	6,407
Prepayments	-	-
	114,224	36,168
13. Cash and cash equivalents	2023	2022
	£	£
Current account	660,907	289,534
Deposit account	396,129	393,847
Petty cash	200	1,511
	1,057,236	684,892
14. Creditors: amounts falling due within one year	2023	2022
	£	£
Deferred income	422,611	192,526
Taxes and social security	9,097	9,824
Other creditors and accruals	23,458	30,554
	455,166	232,904
14. Creditors: amount due in more than one year	2023	2022
	£	£
Deferred income	159,000	-
	159,000	-
Deferred income analysis	Total	Total
	2023	2022
	£	£
Balance at 31 March 2022	192,526	295,458
Amount released to incoming resources	(192,526)	(295,458)
Amount deferred in the year	581,611	192,526
Balance at 31 March 2023	581,611	192,526

Deferred income comprises of Grant payments for Essex Community Foundation, Garfield Weston Mulberry Trust, MID Essex ICB, Essex County Council, Mid Essex Alliance.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

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

	Total 2023 £	Total 2022 £
Net movement in funds for the reporting period (as per the statement of financial activities)	69,138	74,156
Adjustments for:		
Depreciation charges	-	-
Dividends, interest and rents from investments	(2,282)	(657)
(Increase) / decrease in debtors	(78,056)	51,470
Increase / (decrease) in creditors	381,262	(80,483)
Net cash provided by / (used in) operating activities	370,062	44,486

Analysis of Net Debt

	At 1 April 2022	Cash flows	At 31 March 2023
Cash at bank and in hand	684,893	372,343	1,057,236
	<u>684,893</u>	<u>372,343</u>	<u>1,057,236</u>

16. Gift in kind

The premises at Maldon occupied by the Charity are kindly provided free of rent and certain overhead costs. These costs are not included within the numbers of the accounts.

17. Reconciliation of funds

	As at 01/04/22	Incoming resources	Outgoing resources	Transfer between funds	As at 31/03/23
Unrestricted funds	399,785	192,127	(173,533)	-	418,379
Restricted funds					
General	17,137	191,387	(145,862)	-	62,663
Adult services	19,442	74,030	(93,472)	-	-
Young carer services	51,791	277,806	(253,345)	-	76,253
	<u>88,370</u>	<u>543,223</u>	<u>(492,678)</u>	<u>-</u>	<u>138,915</u>
Total funds	488,155	735,349	(666,211)	-	557,294

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

18. Comparative note of reconciliation of funds 2022

	As at 01/04/21	Incoming resources	Outgoing resources	Transfer between funds	As at 31/03/22
Unrestricted funds	297,339	421,288	(391,851)	73,009	399,785
Restricted funds					
General	36,844	130,785	(128,295)	(22,197)	17,137
Adult Carer Services	-	241,784	(187,555)	(34,787)	19,442
Young Carer Services	79,817	113,080	(125,080)	(16,025)	51,791
	116,660	485,649	(440,930)	(73,009)	88,371
Total funds	413,999	906,937	(832,781)	33,442	488,156

19. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2023 £
Fixed assets	-	-	-
Current assets	101,771	12,453	114,224
Cash at bank and in hand	269,945	787,291	1,057,236
Current liabilities	(31,670)	(582,496)	(614,166)
	340,046	217,248	557,294

Comparative of analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2022 £
Fixed assets	-	-	-
Current assets	29,502	6,666	36,168
Cash at bank and in hand	370,283	314,609	684,892
Current liabilities	(2,500)	(230,404)	(232,904)
	397,285	90,871	488,156

20. Operating lease commitments

As at 31st March 2022 the charity had future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Within 1 year	486	2,886
Operating lease ending 2 to 5 years	284	770
	770	3,656

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

21. Related party transactions

1 Trustee in 2023 (2022: 0) was reimbursed £29 (2022: £0) in respect of travel costs.

No emoluments or any other transactions (2022: no emoluments) were paid to any Trustees during the year.

There are no further related party transactions which are required to be disclosed (2022: None)

22. Pension commitments

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independent administered fund. The pension cost charge represents contributions payable by the Charity to fund the amount to £13,865 (2021: £14,927). Contributions of £0 (2022: £0) were payable to the fund at the year end.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS (including income and expenditure account) YEAR ENDED 31 MARCH 2023

23. Prior year comparison note

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £
Income from:				
Donations and legacies	4	15,124	2,741	17,865
Charitable activities	5	395,586	482,908	878,494
Income from Investments		657	-	657
Other trading activities		9,921	-	9,921
Total income		<u>421,288</u>	<u>485,649</u>	<u>906,937</u>
Expenditure on:				
Raising funds		5,323	-	5,323
Charitable activities	6	386,528	440,930	827,458
Total expenditure		<u>391,851</u>	<u>440,930</u>	<u>832,781</u>
Net expenditure		<u>29,437</u>	<u>44,719</u>	<u>74,156</u>
		73,009	- 73,009	-
Funds as at 1 April 2021		297,339	116,661	414,000
Funds as at 31 March 2022		<u><u>399,785</u></u>	<u><u>88,371</u></u>	<u><u>488,156</u></u>

Accounts

ACTION FOR FAMILY CARERS

Registered charity number: 1127164

Registered in England and Wales: 06680960

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022



ACTION FOR FAMILY CARERS

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ACTION FOR FAMILY CARERS

LEGAL AND ADMINISTRATIVE INFORMATION YEAR ENDED 31 MARCH 2022

Company number: 06680960 (England and Wales)

Date of incorporation: 26 August 2008

Charity number: 1127164

Registered office: Brickhouse Farm Community Centre
Poulton Close
Maldon
Essex
CM9 6NG

Independent examiners: Larking Gowen LLP
8 The Courtyard, Wyncolls Road
Colchester
Essex
CO4 9PE

Bankers: Lloyds Bank Plc
Chelmsford Branch
PO Box 1000
Essex
BX1 1LT

Solicitors: Birkett Long LLP
Essex House, 42 Crouch Street
Colchester
Essex
CO3 3HH

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2022

The Trustees, who are also Directors for the purposes of company law, have pleasure in presenting their Report and the Financial Statements of the Charity for the year ended 31 March 2022. This is also the Directors' Report, as required by s415 of the Companies Act 2006.

Legal and administrative information set out on Page 1 forms part of this Report. The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practices applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS102) (effective 1 January 2019).

Action for Family Carers follows and applies key guidance principles as recommended by the Charity Commission for organisations that provide services for public benefit. The Board ensures that all intended activities support the Charity's Aims and agreed Strategic Objectives by using robust reporting standards which support all decision making.

The Trustees

The Directors of the Charitable Company ("the Charity") are its Trustees for the purposes of charity law. Action for Family Carers has a strong, robust, and effective Board of Trustees made up of individuals with a range of qualifications, skills, knowledge, experience, expertise, and current practice that enable a positive contribution to the governance of the Charity. The Board annually reviews the Charity's strategic direction, ensuring the focus remains on Carers, and that it delivers on the agreed priorities with the range and quality of support and services meeting need now and for the future. At each Board meeting, Trustees receive and consider Business Objectives and Progress Reports, Carer Services Report and Financial Reports, which highlight the performance and progress against the Delivery Plan and agreed Business Priorities. These processes ensure that the Charity is on target and working to the agreed standard and outcomes for Carers.

An annual Skills Audit identifies any gaps on the Board with an active search to recruit new Trustees that can address these and become Lead Trustees in key areas. In 2021/2022 one of the Charity's long serving Trustees chose to retire having contributed significantly over a 15- year period in a variety of ways and in particular as Secretary and the annual fundraising quiz. The Board has secured a Secretary, carried out a review and search for more Trustees recognising the value of Co-options particularly in addressing skill gaps and specific requirements. In all cases, there is a rigorous selection process and Trustees are appointed by the Board and formally elected at the Annual General Meeting. All Trustees undergo formal training and induction in relation to trusteeship in general and of the Charity's activities with a thorough induction as well as learning development, formal training, and support opportunities to enable them to carry out their role. During 2021/22 Trustees continued to use various online training resources and technology to update their knowledge and skills.

The Board is mindful at all times of its governance role and the duties and responsibilities of Trustees. In 2021/2022 the work of the Search, Review and Development Group together with the Policy Task Group continued to develop policies, systems, and the schedule of reports to further strengthen governance. The Board annually reviews the Summary Trustee Audit Skills Report and in 2021/2022 focused on key development and training areas improving its performance and scores with regard to Safeguarding and Marketing.

In 2021/2022 the Charity continued to strengthen its commitment to Equality, Diversity and Inclusion and identified 'accessibility' as one of its Objectives, improving its communication via the website and other social media platforms. The Board continues to recognise the value of diversity and the importance of being representative of the communities that the Charity serves, supporting Carers across Essex. The Charity will review its methodology for data collection and analysis particularly with regard to Carers, identifying gaps and addressing need alongside developing a new format for the Equality, Diversity and Inclusion Report.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2022

The Board of Trustees meets 5 times per year and operates a Remuneration Committee to oversee the Chief Executive Officer's remuneration. The Trustees have agreed to hold some meetings face to face particularly where this allows for visits to services and or to build strong relationships. Some meetings will however continue to take place on Zoom as part of the Charity's contribution and support for the Green Agenda and its commitment to reducing the carbon footprint i.e. efficiency savings of time and fuel as well as being as inclusive as possible so that those working with dependants and/or less able to travel can attend and play a full part in the work of the Board. Trustees also chair and actively participate in a variety of Working Groups and Task Groups. In 2021/2022 the Board continued to operate its two significant Groups focused on strategy and driving forward key priorities: Business Continuity and Development Group and Services, People and Quality Group.

The Board of Trustees delegates authority for the day-to-day operation of the Charity to the Chief Executive Officer. The Board has agreed a Scheme of Delegation which sets out the decision-making responsibility of the Board and that of the Chief Executive Officer. The Board annually reviews and approves the Scheme of Delegation including those actions in relation to the Chief Executive Officer.

The Trustees who served the Charity during the period were as follows:

Chair of Trustees	-	Rebecca Loader
Vice Chair of Trustees	-	Colin Philpott (resigned 31 August 2021) Tony Dixon (Vice Chair from 13 October 2021)
Treasurer	-	Pauline Haggerty
Company Secretary	-	Denise Fielding
Other Trustees	-	Sue Bailey Colin Bennett Duncan Lumley Paul Osman Judy Spiceley
Chief Executive Officer	-	James Clarke

Senior Executive Remuneration

A Remuneration Committee of Trustees makes recommendations on the Chief Executive Officer's pay. These are based on Appraisal and Performance Review in the context of the Strategic Objectives and Business Priorities, meeting financial and achievement targets and objectives, demonstrating leadership and management, maintaining differentials and the successful leadership, management, and delivery of the Charity's programmes.

Objects of the Charity

The Charity's Objects are to promote the relief of persons who are ill, disabled, incapacitated or elderly by the provision of information, education, support, respite care, recreation, and advocacy for their Carers.

Our Mission

Action for Family Carers makes a positive difference to the lives of Carers including Young Carers.

Our Vision

Action for Family Carers will be recognised as a Centre of Excellence which campaigns for and achieves positive outcomes for Carers.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2022

Our Values

Carer-Centred - We will engage with Carers at every opportunity, listening to their feedback and input so that our actions and decision-making focus on the service, support, and benefits for unpaid Carers.
Integrity - We will apply this personally, professionally and in all aspects of the Charity and its business operations.

Quality - We will aim for excellence and do the best that we can do in all that we do at all times.

Our Strategic Aims

- 1) To have a positive impact on improved outcomes for Carers
- 2) To ensure the sustainability of the organisation
- 3) To build upon and promote awareness, profile and recognition of Carers and the organisation

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2022

INTRODUCTION - Providing Services for Carers across Essex

For Action for Family Carers the year 2021/22 has been one of consolidation in response to changing times alongside searching for new opportunities together with funding to meet need and address gaps. The Charity has experienced the continued impact of the pandemic and the focus has been on how best to support Carers and their families, with services that they need and most ask for.

This has included the delivery of Covid-related projects and initiatives such as supporting Carers and their families with accessing vaccinations and respite breaks, the reopening of face-to-face services and provision such as Day Care, Activity Groups and Young Carer Clubs.

The Charity has continued to focus on Quality. At the end of the last financial year, the Trustees and Chief Executive Officer reported that work was being undertaken to obtain a new Quality Award. We are pleased to announce that in April 2021 the Charity was awarded The Trusted Charity Mark at Level 2, which is the highest level available. This Charity Mark is valid for 3 years and will allow the Charity to demonstrate its strength, value, breadth and depth internally and externally in the sector.

The Charity has continued to welcome volunteers and is particularly delighted to have retained the increased number of volunteers who joined during the pandemic and who wish to continue supporting unpaid Carers. This has been so valuable for the Charity and allowed the continued growth and development of volunteer-led services supporting countywide services such as Counselling for Adult Carers and Befriending Services – Essex Befriends.

The provision of direct grants for Carers and Young Carers has allowed for additional support including help with food and fuel bills (Household Support Fund) and help with essential items for Carers such as laptops for Young Carers which they so badly need to assist with their education.

The future will present many challenges. However, the development of enhanced provision for Young Carers in North East Essex including Counselling plus a new Club in Clacton is an exciting opportunity to raise the standard of provision for local Young Carers. This new service provides the first opportunity to hone our offer as part of an increasing focus on Young Carers. The Charity will seek to find gaps and areas of need and apply for funding to improve the number of services available for Young Carers across the County. County provision is very variable and many services provided by others have closed or withdrawn from running face to face activities such as Clubs. Finance is always a challenge to provide these services, but many Young Carers are suffering with mental health issues through lack of awareness and lack of support, particularly post-pandemic. Action for Family Carers is committed to making a difference and providing that support for Young Carers and their families.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2022

ACTIVITIES AND ACHIEVEMENTS

The Covid-19 pandemic had a significant impact on Carers and on face-to-face Carer services however the easing of restrictions in Spring 2021 meant all those services resumed by the end of April. Measures to reduce the risk of infection transmission remained in place and numbers attending services such as Day Care slowly returned to pre-pandemic levels.

Adult Carers

2912 Adult Carers accessed support from Action for Family Carers during the year across all OF our projects and services. Over 150 Carers received support in the form of direct grants for help with household costs such as food and fuel, respite breaks and other forms of support to help them manage the impact of their caring role.

Feeling Good, Caring Well

Funded by the National Lottery Community Fund, our Carer Well Being Programme - 'Feeling Good, Caring Well' consists of activities to help Carers manage their own Health and Well Being, thereby supporting them to continue in their caring role for longer.

During the year we resumed face to face activities following the Covid-19 lockdowns and had direct contact with 871 Carers following which 231 Carers participated in a programme of activities. Last year these included online Well Being Check-ins, Meditation, Relaxation, Yoga, Carers Café and Book Club, Personal Well Being Plans and face to face events which included Walks: Paper Mill Lock, Hylands Park, Abberton Reservoir, Bedford's Park Brentwood, Audley End, Hyde Hall, Marks Hall Arboretum, Beth Chatto Gardens, Northey Island, and jointly with another charity, Takiwatanga, as well as in Brentwood in conjunction with Active Essex. There were also opportunities for Mini Golf, visits to places such as to Stow Maries Aerodrome and Ulting Wick Garden plus Photography Workshops at Wat Tyler Country Park and Cressing Temple Barns.

One Carer said, "The 'Feeling Good, Caring Well' programme has been totally invaluable for restoring a sense of calm and mindfulness".

Carer Friendly GP Project

This project seeks to develop best practice by GP surgeries in identifying and responding to the needs of people with caring responsibilities by using the NHS England Quality Markers.

We work with GP Practice staff to agree the baseline, priorities and approach, identify and share examples of best practice and offer training and support for practice staff.

The ambition is to ensure that Carers are identified as early as possible and are registered with their GP practice so that they have access to appropriate support and services such as annual health checks. Whilst this initiative mostly involves working with the GP surgery staff, we had direct contact during the year with 42 Carers who were identified as needing particular help and support by the surgeries or within Multi-Disciplinary Team meetings.

Carer and Family Response

We continued to develop and deliver our Carer and Family Response project working closely with families across Chelmsford to identify issues and concerns in order to secure solutions taking a whole family approach. Our Family Support Worker worked closely with 79 Carers and their families during the year providing intensive and, in some cases, long term support with complex issues and concerns ranging from housing, welfare benefit and blue badge applications as well as emotional support.

Befriending

Essex Befriends, our countywide volunteer-led Befriending Service, continued with 1,209 adults receiving befriending support from our volunteer befrienders helping to reduce social isolation and loneliness.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2022

Action for Family Carers led the Essex Befriends service in partnership with Mind in West Essex, Independent Age and Hamelin Trust. The Befriending Service supports Carers, older people, people with mental health issues and those with a learning disability by providing a volunteer-led telephone and visiting service.

Whilst Grant funding from Essex County Council ended on 31 March 2022, Action for Family Carers will continue to seek funding and resources to provide volunteer-led befriending for Carers. The Charity recognises the immense contribution of its team of 85 volunteer befrienders who provide this much-needed regular personal contact for so many vulnerable people across Essex.

Covid Response Project

With funding from Essex County Council, we provided support for 77 Carers and families related to the Covid-19 pandemic. This included the provision of accurate up to date information and advice, support with accessing respite care, transport and help to address any other barriers relating to the pandemic and their caring role. We also provided continuously updated information via our website.

This approach was aimed at ensuring that Carers felt better able to take up vaccinations, to self-isolate when needed, to feel more confident around the changing rules and their impact upon themselves as well as the vulnerable people they care for.

Counselling

We provide a free, countywide, dedicated counselling provision for Adult Carers funded by Essex County Council. A team of 15 trained volunteer counsellors working with the Charity's Lead Counsellor provided 6 individual counselling sessions for Carers either face to face or using Zoom.

There is significant demand for this provision from Carers who may be experiencing emotional or mental health problems and who feel they would benefit from exploring issues relating to their caring role and identifying strategies to help achieve a better balance. Last year we provided 1043 counselling sessions for 158 Carers – a 100% increase compared to the previous year. To demonstrate effectiveness, we quote one carer who said the Counselling they received helped her cope with challenging situations in her caring role at the time and that it represented her 'safety valve' when the pressure she faced was building up.

Young Carers

Coming out of the pandemic we were able to resume face to face contact with Young Carers both in schools and via our Young Carer Clubs. Young Carers tell us how important the Clubs and support are for helping them to build friendships and reduce social isolation.

We continued to run regular Respite Clubs in Colchester, Great Dunmow, Harlow, Loughton, Maldon, Stansted and Witham. Thanks to support and funding from Colchester Catalyst the Charity will be able to start a new Club in Clacton.

37 Young Carers regularly attend the Colchester Club supported by 5 Young Adult Carers and other volunteers. 3 of those Young Adult Carers will now be going on to University.

In Harlow we have up to 45 Young Carers split over 2 Clubs for different age ranges supported by volunteers including two former Young Carers.

Maldon is one of our busier clubs with 49 Young Carers supported by 4 volunteers.

Other Young Carer Clubs ran in Dunmow (17 Young Carers), Epping (19 Young Carers) Stansted (36 Young Carers) and Witham (32 Young Carers).

Thanks to donations and fundraising we were able to run several trips and experiences for our Young Carers - visits from petting zoos, trips to climbing walls and to escape rooms.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2022

The Charity has provided support in some primary and secondary schools where resources including donations, grants and fundraising has allowed. However, much of this provision has been entirely unfunded hence the Board of Trustees' decision and ongoing support for the Charity to make use of its reserves to meet need, address gaps and secure outcomes for the benefit of Young Carers. This situation and lack of funding has resulted in the Board making the difficult decision to withdraw from that regular presence in schools from July 2022 and seek only to deliver a service where funding is secured.

We are therefore delighted to report that the work with Young Carers has been recognised with receipt of a grant from North East Essex Clinical Commissioning Group to develop an enhanced Young Carer provision across Colchester and Tendring from April 2022. The aim is to create a 'gold standard' of Young Carers services in North East Essex which will 'spring board' our ambition to create similar support for Young Carers in other parts of the County subject to funding to ensure that all Young Carers in Essex are able to enjoy their childhood and to fulfil their potential.

Day Care

Day Care services provide a 'day out' via sessions for vulnerable people where they can mix socially with others in a safe environment and engage in stimulating activities. Day Care also provides a vital respite break for family Carers. Feedback we receive is that the older people who attend are more talkative when they get home and speak about their day which helps with personal relationships. Others caring for people with more advanced dementia tell us that it helps alleviate anxiety and challenging behaviour and reduces the need for people to take medication.

Day Care services in Maldon and South Woodham Ferrers reopened in April 2021 following service suspension during each of the two Covid-19 lockdowns. At Brickhouse Farm in Maldon, we initially used the Scout Hall to adhere to social distancing guidelines; we are very grateful to Maldon Scouts for their generosity and community spirit.

In Maldon the service resumed with 3 sessions per week excluding bank holidays at Brickhouse Farm supporting 34 families via a total of 143 sessions across the year with 1,293 individual attendances. Numbers have been slowly returning to pre-pandemic levels and a 4th day was restarted in April 2022 with the intention that the Day Centre will return to 5 days per week once numbers allow.

We benefitted from grant funding to have Velux windows fitted to the Day Centre providing improved light and ventilation. The grant also paid for the old storage heaters to be replaced with modern heaters plus modern lighting. A further grant enabled the purchase of new lightweight but sturdy garden furniture enabling more service users to enjoy lunch in the Day Centre sensory garden on warmer days. Thanks to volunteers, our garden won a Silver Award.

In South Woodham Ferrers our Day Care resumed with 1 session per week supporting 23 families via a total of 46 sessions between 23 April 2022 and the end of March 2022 with 366 individual attendances. We are grateful for the support that we received from South Woodham Ferrers Town Council however we have had to take the difficult decision to close the service from April 2022 with most clients moving to our Day Care provision in Maldon. We are now in the process of setting up Dementia Surgeries going forward to support our Carers.

Activity Groups

Our Activity Groups in West Essex provide physically and mentally stimulating activities for people with memory problems or dementia. The Groups were suspended during each of the Covid-19 lockdowns but fully restarted in April 2021.

A total of 80 individual service users participated in the Keeping Active and Active Minds sessions across the localities of Epping, Great Dunmow and Harlow. We delivered a new Activity Group in Witham with support and funding from East of England Co-Op throughout the year however once again we have had to make a difficult decision to close that service from April 2022 with many clients moving to our Day Care provision in Maldon.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2022

One family member said: "Mum attended on Wednesday, and she had such a fab afternoon. It was like a little light had been switched on."

Volunteering

During the year 182 local people volunteered their time to help the Charity in various roles across a range of services, projects and initiatives supporting Carers across Essex e.g. from counselling and befriending to assisting with running Young Carer Clubs and Activity Groups for people with dementia. There are also a number of volunteers who are happy to be called upon to help with 'one off' activities, support events giving out information, help with fundraising and selling donated goods at a Charity stall. A small group of volunteers put their craft skills to work e.g. knitted and crocheted items for our Christmas fundraising stalls.

Other volunteer roles contribute to our Charity by being part of working groups helping us drive and steer things forward for Carers e.g. quality; posting news and events on our social media pages and joining other teams e.g. Trustees.

All of these volunteers contribute a significant amount and give so generously of their time to the Charity supporting unpaid Carers and their families. We have been fortunate that so many people have continued as volunteers and offered to volunteer at Action for Family Carers particularly so during and after a pandemic. It is thanks to all those volunteers working with and alongside our staff team that we have been able to provide the support and services for so many in so many ways.

REVIEW OF FINANCIAL ACTIVITIES

Action for Family Carers receives funding from a range of sources including grants and donations plus monies from a wide range of fundraising activity. The Charity submits applications and bids via its Funding Coordinator in line with the strategy agreed by the Board of Trustees to diversify our income and reduce the overreliance on a large or single funder thus reducing risk and increasing the capacity, capability and sustainability of the Charity for the benefit of unpaid Carers.

All figures below are correct to the nearest £k.

Income

Income during 2021/2022 was £907k (2020/2021 £807k) which is £100k higher than the previous year. The increase in income was largely due to grants, including a grant from the National Lottery to support core costs linked to recovery from lockdown and a grant from Essex County Council to support Carers with accessing Covid-19 vaccinations and managing self-isolation.

Expenditure

Expenditure was £833k (2020/2021 £789k) which is £44k higher than the previous year. The increase reflects increased service delivery as restrictions relating to the pandemic reduced during the year.

Funds

Total funds at the end of the year were £488k (2020/2021 £414k) which is £74k higher than the previous year. Action for Family Carers increased its unrestricted funds by £103k to £400k (2020/2021 £297k) which remains in line with The Board of Trustees' Financial Reserves Policy.

Reserves Policy

The Board of Trustees has reviewed its Reserves Policy which states that the Charity will manage and maintain reserves at a minimum level of total liabilities plus a minimum of 25% and a maximum of 50% of annual budgeted overhead costs. Current unrestricted funds on 31st March 2022 are £400k, which is in line with the Reserves Policy.

The Board of Trustees is cognisant of the importance of its reserves to ensure the sustainability and resilience of the Charity for unforeseen circumstances and uncertain events in the future. Since the year end the Board is actively reviewing the Reserves Policy to reflect any changes in the development and delivery of our services.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2022

Investment Policy

The purpose of The Investment Policy is to ensure that any investments prioritise the safety of the principal investment while maximising the after-tax investment return and maintaining adequate liquidity. The Charity will ensure that at least 50% of unrestricted reserves are immediately available and that all investments are risk assessed and covered by the Financial Conduct Authority and Financial Services Compensation Scheme.

Future Plans

The Charity receives funding from a range of different sources for projects and services aimed at achieving positive outcomes for Carers. The Charity has secured funding from a range of funders for at least a further one-year period in line with our Strategic Plan. This includes continuation of grants from the NHS in Mid and North East Essex, Essex Community Foundation and Colchester Catalyst.

The Covid-19 pandemic began to make an impact in the UK during March 2020 and particularly affected Carers and their families due to increased isolation and anxiety. This trend has continued throughout 2021/2022 and the demand for our services continues to grow. That increased demand has been recognised by many such as the NHS North East Essex Clinical Commissioning Group. The Clinical Commissioning Group has commissioned the Charity to run a significant new service in the Colchester and Tendring Districts for Young Carers. This new service allows the Charity to focus support specifically to Young Carers and their families in line with the Strategic Plan agreed by the Board earlier in the year.

The Charity continues to support Adult Carers with its respite Day Care in Maldon and respite Activity Groups in West Essex and Befriending Services. The provision of Counselling services across Essex commissioned by Essex County Council continues to provide a much needed and valued service. Other services provided by the charity such as Feeling Good Caring Well to help support Carers mental and physical health will continue for a further six months into next year.

The Charity remains a robust organisation that demonstrates quality, strong leadership and management and sound financial discipline and one which puts Carers needs at the centre of everything it does. We will continue to apply for funding, diversify income streams and ensure future sustainability in line with our Funding Strategy and for the benefit of unpaid Carers across Essex.

Fundraising

Action for Family Carers welcomes donations and other fundraising support and seeks to respect the wishes of donors and fundraisers in terms of how funds raised are spent. The continuation of our current services and addressing the unmet needs of Carers is central to everything we do.

The Charity has not sought to replace the Fundraising Officer who left mid-way through the financial year. A number of Trustees, supported as always by our core staff team and volunteers, continue to generate and support fundraising activities. The Charity will continue to do more to raise monies and awareness to benefit the cause of unpaid Carers. However, the challenge of the pandemic for all charities on all fundraising activity has had a significant impact. Technological solutions continue to be sought using social media and the website.

A Dinner and Dance, coffee and cake events and outdoor table sales have generated some income and encouraged some donations. The Charity is currently working on plans to target more clubs and societies to increase supporters and awareness as well as generate more donations. A pledge has already been received from a local golf club which supported us two years ago. The Lady Captain of this club intends to raise funds during the year for Young Carers and this demonstrates the support for the work of the Charity. The Trustees would also like to thank a number of individuals who carry out individual fundraising activities for us such as sporting challenges e.g. bike rides and marathons.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2022

The Board of Trustees continues to recognise the need to diversify income. The Fundraising Plan is currently being revisited. A new fundraising team is being put together which will consist of Trustees, staff, volunteers and other supporters. Ambassadors are being sought whose specific role is to find more targeted stakeholders, individuals and groups that we can approach to talk about the work of the Charity. The aim is to engage others and extend the support of the Charity plus an Action Plan to increase donations, gifts and legacies. The Board of Trustees has designated a Lead Trustee Role for Fundraising.

Action for Family Carers complies with all relevant statutory regulations, including the Charities Act 2011, the Data Protection Act 2018, General Data Protection Regulation and Privacy and Electronic Communications Regulations. We always seek to act in ways that are legal, open, honest and respectful – striving for best practice in fundraising by complying with a range of codes of practice including the Fundraising Regulator's Code of Fundraising Practice. We are careful to monitor our fundraising activities and to provide supporters with help and information via our website, email or post. The Charity does not employ professional telephone or street funders, or commercial participators to carry out our fundraising. We have a Complaints Policy and record and respond to all formal complaints. We did not receive any complaints during 2021/2022.

Our Funders

Alpkit Foundation
Arnold Clark Community Fund
Asda Foundation
Brentwood Community Fund
Essex County Council
Maldon District Council
Fowler Smith and Jones
Saffron Building Society Community Fund
Sebright Fund
Groundwork UK
Carers Trust
Uttlesford District Council
Walter Farthing Trust
Independent Age
Essex Community Foundation

Braintree District Council
Colchester Rotary Trust
Fisher Jones Greenwood LLP
Harlow Council
National Lottery Community Fund
St James Place Charitable Foundation
Sir Jules Thorn Charitable Trust
Jack Petchey Foundation
Chelmsford CVS
William John Cook
The Edward Gostling Foundation
Rural Community Council of Essex
Braintree Lions Club
Mulberry Trust
Colchester Catalyst Charity

Our grateful thanks go to all of the above, to Maldon District Council for the provision of premises at Brickhouse Farm Community Centre, and to all those that contributed through donations or fundraising events.

Risk Review

The Board of Trustees has reviewed the major risks to which the Charity is exposed, and systems have been identified to mitigate those risks. External risks regarding the continuation and continuity of voluntary funding have resulted in a Strategic Plan which continues to promote the diversification of funding and activities. Internal risks are minimised by the implementation of financial control and regulation procedures. These procedures are regularly reviewed to ensure that they still meet the needs of the Charity.

A Significant Risk Register and Annual Management Plan as part of the Disaster Management and Business Continuity Plan is maintained and regularly reviewed. Areas of potentially significant risk identified include Carer Services, Finance, Funding, Governance – Leadership and Management, Health and Safety, HR, Insurance, IT, Partnerships, Premises, Quality, Reputation and Safeguarding. Actions and Interventions and Contingency Positions are identified for each of these areas and the level of risk then rated as High, Medium or Low. The key risk to the continued delivery of the Charitable Objects is considered to be funding which is being addressed as described in the Future Funding section of this report. Specific and detailed attention has focused on the impact of the pandemic which is still having an effect on the way we run our services. Greater emphasis is still placed on Infection Control Measures as well as all the necessary Health and Safety controls and adherence to Government changes and guidance.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2022

RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the Directors of Action for Family Carers for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the 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 these financial statements, the Trustees are required to:

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

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

We, the Directors of the company who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as we are aware, that:

- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as Directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

This report was approved by The Board of Trustees on 30/09/2022 and signed on its behalf.

R LOADER
Chair

P HAGGERTY
Treasurer

ACTION FOR FAMILY CARERS INDEPENDENT EXAMINERS REPORT YEAR ENDED 31 MARCH 2022

Independent Examiner's Report to the Trustees of Action for Family Carers

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 March 2022 which consist of the Statement of Financial Activities, Balance Sheet, Statement of Cashflows and associated notes.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not except or assume responsibility to anyone other than the company and the company's Trustees, as a body, for my work or for this report.

Responsibilities and basis of report

As the Trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Giles Kerkham FCA DChA
Larking Gowen LLP
Chartered Accountants
Colchester

Date: 3/10/2022

ACTION FOR FAMILY CARERS

STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account) YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Income from:					
Donations and legacies	4	15,124	2,741	17,865	34,700
Charitable activities	5	395,586	482,908	878,494	769,722
Income from Investments		657	-	657	245
Other trading activities		9,921	-	9,921	1,879
Total income		421,288	485,649	906,937	806,546
Expenditure on:					
Raising funds		5,323	-	5,323	11
Charitable activities	6	386,528	440,930	827,458	789,409
Total expenditure		391,851	440,930	832,781	789,420
Net expenditure		29,437	44,719	74,156	17,126
Transfer between funds		73,009	(73,009)	-	-
Funds as at 1 April 2021		297,339	116,661	414,000	396,874
Funds as at 31 March 2022		399,785	88,371	488,156	414,000

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

The notes on pages 16-24 form part of these financial statements

ACTION FOR FAMILY CARERS

BALANCE SHEET AS AT 31 MARCH 2022

	Note	Total 2022 £	Total 2021 £
Fixed assets			
Tangible fixed assets	11	-	-
Current assets			
Debtors	12	36,168	87,638
Cash at bank and in hand	13	684,892	639,749
		<u>721,060</u>	<u>727,387</u>
Current liabilities			
Creditors: amounts falling due within one year	14	<u>232,904</u>	<u>313,387</u>
Net current assets		488,156	414,000
Net assets		<u>488,156</u>	<u>414,000</u>
Accumulated funds			
Unrestricted funds	17	399,785	297,339
Restricted funds	17	88,371	116,661
Total Funds		<u>488,156</u>	<u>414,000</u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the act. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on 30/09/2022 and signed on their behalf, by:

.....
R LOADER
Chair

.....
P HAGGERTY
Treasurer

Company Number 06680960

The notes on pages 16-24 form part of these financial statements.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

1. Accounting policies

1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

Assets and liabilities are initially recognised at historical cost of transaction value unless otherwise stated in the relevant accounting policy.

1.2 Going Concern

These forecasts show that the charity has sufficient reserves and cash headroom for the period. Based on this information the Trustees have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future, being not less than 12 months from the date of approval of these financial statements. They therefore continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Income and expenditure

Donations and similar incoming resources

Income is recognised and included in the accounts when all of the following criteria are met:

- (a) The Charity has entitlement to the funds;
- (b) Any performance conditions attached to the items(s) of income have been met or are fully within the control of the Charity; and
- (c) There is sufficient certainty that receipt of the income is considered probable;
- (d) The amount can be measured reliably.

Grants and fees receivable

These are credited to the Statement of Financial Activities (SOFA) in the year in which they are receivable. Receipts from Service Level Agreements are recognised as income as the Charity becomes entitled via performance of services. Deferred income is released to income in the period in which it has been applied.

Investment income

Income from investments is included in the SOFA in the year in which it is receivable.

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for the expenditure, and it is probable that settlement will be required and the amount of the obligation can be measured reliably. All costs have been directly attributed to one of the categories of resources expended in the SOFA. The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

1.4 Tangible fixed assets and depreciation

These are stated at cost or valuation less depreciation.

Only individual assets costing more than £1,000 are capitalised to the fixed asset register.

Depreciation is provided at rates calculated to write off the cost of valuation of assets, less their estimated residual value, over their expected useful lives on the following basis:

Computer equipment	25%/33% Straight line
Fixtures and fittings	20% Straight line

1.5 Financial Instruments

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

1.6 Funds

Unrestricted funds comprise those funds which the Trustees are free to use in accordance with the Charitable Objects.

Restricted funds are funds which have been given for particular purposes.

1.7 Operating Lease

Rentals in respect of operating leases, where substantially all the benefits and risks of ownership remain with the lessor, are charged to the Statement Of Financial Activities as incurred.

2. Income

In this period, all of the Charity's income was derived from charitable activities performed within the UK.

3. Taxation

The Charity is exempt from tax on income and gains to the extent that such income and gains are applied to its Charitable Objects. No corporation tax charge arises for the year.

4. Donations and legacies

	Total 2022 £	Total 2021 £
General	14,099	8,712
Respite Services	1,025	2,677
Adult	750	200
Young Carer Services	1,991	23,111
	17,865	34,700

5. Income from charitable activities

	Total 2022 £	Total 2021 £
General	351,114	510,070
CRJS Grant	10,292	127,700
Respite services	164,965	51,827
Adult Carer Services	241,034	3,150
Young Carer Services	111,089	76,975
	878,494	769,722

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

Coronavirus Job Retention Scheme (CJRS) grants represent income received from central government to cover some of the costs of employing certain members of staff placed on furlough leave, in response to the coronavirus pandemic.

6. Expenditure on charitable activities	Total 2022 £	Total 2021 £
Staff costs	557,564	580,539
Staff expenses (travelling, DBS's)	13,188	6,069
Volunteer Expenses	5,050	1,198
Food, transport and direct costs	88,196	80,036
Telephone, postage and stationery	22,152	24,508
Rent of halls	20,226	4,292
Bookkeeping and accountancy fees	9,809	11,088
Consultant	3,717	3,407
Insurance	5,665	4,859
Advertising	16,323	1,136
Printing	1,422	1,835
Cleaning	321	548
Payments to partners	57,861	46,854
Miscellaneous Office Costs	23,464	20,557
Depreciation	-	383
Governance	2,500	2,100
	827,458	789,409
Miscellaneous office costs include storage, office refurbishment and general running costs. Governance costs include Independent Examination fees		
7. Expenditure on charitable activities (continued)	Total 2022 £	Total 2021 £
General	370,757	554,542
Respite Services	141,565	105,823
Adult Carer Services	187,556	10,189
Young Carer Services	125,080	118,854
	824,958	789,408
8. Net income/(expenditure) for the year	2022 £	2021 £
This is stated after charging:		
Depreciation	-	383
Independent Examination Fees	2,500	2,100
	2,500	2,483

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

9. Expenditure on charitable activities (continued)		Total 2022 £	Total 2021 £	
Staff costs				
Gross salaries		516,972	538,409	
Employers NIC		25,440	27,088	
Self Employed Staff		225	-	
Pensions		14,927	15,042	
		<u>557,564</u>	<u>580,539</u>	
Average number of employees		<u>42</u>	<u>53</u>	
No staff member was paid in excess of £60,000 per annum.				
The Average headcount expressed as full-time equivalents was:		2022 no.	2021 No.	
Operational staff		16	16	
Office (including management)		3	5	
		<u>19</u>	<u>21</u>	
10. Key Management Personnel disclosure		Total 2022 £	Total 2021 £	
		<u>54,725</u>	<u>84,322</u>	
The key management personnel of Action for Family Carers are the Chief Executive Officer and the Head of Carer Services.				
11. Tangible fixed assets		Computers, equipment & furniture £	Fixtures & Fittings £	Total £
Cost				
As at 1 April 2021		57,537	15,406	72,943
Additions		-	-	-
As at 31st March 2022		<u>57,537</u>	<u>15,406</u>	<u>72,943</u>
Depreciation				
As at 1 April 2021		57,537	15,406	72,943
Charge for the year		-	-	-
As at 31st March 2022		<u>57,537</u>	<u>15,406</u>	<u>72,943</u>
As at 31 March 2022		<u>-</u>	<u>-</u>	<u>-</u>
As at 31st March 2021		<u>-</u>	<u>-</u>	<u>-</u>

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

12. Debtors	2022	2021
	£	£
Accounts receivable	29,761	87,638
Accrued income	6,407	-
Prepayments	-	-
	<u>36,168</u>	<u>87,638</u>

13. Cash and cash equivalents	2022	2021
	£	£
Current account	289,534	244,850
Deposit account	393,847	393,190
Petty cash	1,511	1,710
	<u>684,892</u>	<u>639,750</u>

14. Creditors: amounts falling due within one year	2022	2021
Deferred income	192,526	295,458
Taxes and social security	9,824	7,068
Other creditors and accruals	30,554	10,861
	<u>232,904</u>	<u>313,387</u>

Deferred income analysis	Total	Total
	2022	2021
	£	£
Balance at 31 March 2021	295,458	119,424
Amount released to incoming resources	(295,458)	(119,424)
Amount deferred in the year	192,526	295,458
Balance at 31 March 2022	<u>192,526</u>	<u>295,458</u>

Deferred income comprises of Grant payments for Essex Community Foundation, Jack Petchy, Children in Need, the Big Lottery & Carers Trust.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

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

	Total 2022 £	Total 2021 £
Net movement in funds for the reporting period (as per the statement of financial activities)	74,156	17,126
Adjustments for:		
Depreciation charges	-	382
Dividends, interest and rents from investments	(657)	(245)
(Increase) / decrease in debtors	51,470	(59,631)
Increase / (decrease) in creditors	(80,483)	177,620
Net cash provided by / (used in) operating activities	44,486	135,252

Analysis of Net Debt

	At 1 April 2021	Cash flows	At 31 March 2022
Cash at bank and in hand	639,750	45,143	684,893
	<u>639,750</u>	<u>45,143</u>	<u>684,893</u>

16. Gift in kind

The premises at Maldon occupied by the Charity are kindly provided free of rent and certain overhead costs. These costs are not included within the numbers of the accounts.

17. Reconciliation of funds

	As at 01/04/21	Incoming resources	Outgoing resources	Transfer between funds	As at 31/03/22
Unrestricted funds	297,339	421,288	(391,851)	73,009	399,785
Restricted funds					
General	36,844	130,785	(128,295)	(22,197)	17,137
Adult services	-	241,784	(187,555)	(34,787)	19,442
Young carer services	79,817	113,080	(125,080)	(16,025)	51,792
	<u>116,661</u>	<u>485,649</u>	<u>(440,930)</u>	<u>(73,009)</u>	<u>88,371</u>
Total funds	414,000	906,937	(832,781)	-	488,156

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

18. Comparative note of reconciliation of funds 2021

	As at 01/04/20	Incoming resources	Outgoing resources	Transfer between funds	As at 31/03/21
Unrestricted funds	277,361	247,984	(194,564)	(33,442)	297,339
Restricted funds					
General	24,236	262,156	(259,813)	10,265	36,844
Adult Carer Services	6,773	3,350	(10,189)	66	-
Young Carer Services	88,505	87,056	(118,854)	23,111	79,817
National Lottery Community F	-	97,000	(97,000)	-	-
Big Lottery Grant	-	109,000	(109,000)	-	-
	119,513	558,562	(594,856)	33,442	116,661
Total funds	396,874	806,546	(789,420)	33,442	414,000

19. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2022 £
Fixed assets	-	-	-
Current assets	29,502	6,666	36,168
Cash at bank and in hand	370,283	314,609	684,892
Current liabilities	(2,500)	(230,404)	(232,904)
	397,285	90,871	488,156

Comparative of analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2021 £
Fixed assets	-	-	-
Current assets	87,548	90	87,638
Cash at bank and in hand	209,790	429,959	639,749
Current liabilities	-	(313,387)	(313,387)
	297,338	116,662	414,000

20. Operating lease commitments

As at 31st March 2022 the charity had future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Within 1 year	2,886	778
Operating lease ending 2 to 5 years	770	2,334
	3,656	3,112

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

21. Related party transactions

0 Trustee in 2022 (2020: 0) was reimbursed £0 (2020: £0) in respect of travel costs.

No emoluments or any other transactions (2021: no emoluments) were paid to any Trustees during the year.

There are no further related party transactions which are required to be disclosed (2021: None)

22. Pension commitments

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independent administered fund. The pension cost charge represents contributions payable by the Charity to fund the amount to £14,927 (2021: £15,042).

Contributions of £0 (2021: £0) were payable to the fund at the year end.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS (including income and expenditure account) YEAR ENDED 31 MARCH 2022

23. Prior year comparison note

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £
Income from:				
Donations and legacies	4	24,419	10,281	34,700
Charitable activities	5	221,441	548,281	769,722
Income from Investments		245	-	245
Other trading activities		1,879	-	1,879
Total income		<u>247,984</u>	<u>558,562</u>	<u>806,546</u>
Expenditure on:				
Raising funds		11	-	11
Charitable activities	6	194,553	594,856	789,409
Total expenditure		<u>194,564</u>	<u>594,856</u>	<u>789,420</u>
Net expenditure		<u>53,420</u>	<u>(36,294)</u>	<u>17,126</u>
Funds as at 1 April 2020		277,361	119,513	396,874
Funds as at 31 March 2021		<u><u>330,781</u></u>	<u><u>83,219</u></u>	<u><u>414,000</u></u>

Accounts

ACTION FOR FAMILY CARERS

Registered charity number: 1127164

Registered in England and Wales: 06680960

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021



ACTION FOR FAMILY CARERS

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ACTION FOR FAMILY CARERS

LEGAL AND ADMINISTRATIVE INFORMATION YEAR ENDED 31 MARCH 2021

Company number: 06680960 (England and Wales)

Date of incorporation: 26 August 2008

Charity number: 1127164

Registered office: Brickhouse Farm Community Centre
Poulton Close
Maldon
Essex
CM9 6NG

Auditors: Larking Gowen LLP
8 The Courtyard, Wyncolls Road
Colchester
Essex
CO4 9PE

Bankers: Lloyds Bank Plc
Chelmsford Branch
PO Box 1000
Essex
BX1 1LT

Solicitors: Birkett Long LLP
Essex House, 42 Crouch Street
Colchester
Essex
CO3 3HH

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

The Trustees, who are also Directors for the purposes of company law, have pleasure in presenting their Report and the Financial Statements of the Charity for the year ended 31 March 2021. This is also the Directors' Report, as required by s415 of the Companies Act 2006.

Legal and administrative information set out on Page 1 forms part of this Report. The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practices applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS102) (effective 1 January 2019).

Action for Family Carers follows and applies key guidance principles as recommended by the Charity Commission for organisations that provide services for public benefit. The Board ensures that all intended activities support the Charity's Aims and agreed Strategic Objectives by using robust reporting standards which support all decision making.

The Trustees

The Directors of the Charitable Company ("the Charity") are its Trustees for the purposes of charity law. Action for Family Carers has a strong, robust, and effective Board of Trustees made up of individuals with a range of qualifications, skills, knowledge, experience, expertise, and current practice that enable a positive contribution to the governance of the Charity and business. The Board annually reviews the Charity's strategic direction ensuring the focus remains on Carers, and that it delivers on the agreed priorities with the range and quality of support and services meeting need now and for the future. At each Board meeting, Trustees receive and consider Business Objectives and Progress Reports, Carer Services Reports and Financial Reports which highlight the performance and progress against the Delivery Plan and agreed Business Priorities to ensure that the Charity is on target and working to the agreed standard and outcomes for Carers.

An annual Skills Audit identifies any gaps on the Board with an active search to recruit new Trustees that can address these and become Lead Trustees in key areas. In 2020/21 the Board retained all existing Trustees. The Board continues to recognise the value of Co-options in addressing skill gaps and specific requirements. In all cases, there is a rigorous selection process and Trustees are appointed by the Board and formally elected at the Annual General Meeting. All Trustees undergo formal training in relation to trusteeship in general and of the Charity's activities with a thorough induction as well as learning development, formal training, and support opportunities to enable them to carry out their role. During 2020/21 Trustees embraced technology meeting regularly on Zoom and using online training and resources to update their knowledge and skills e.g. 'How best to manage in a Pandemic', Safeguarding, Marketing and the use of Social Media.

The Board is mindful at all times of its governance role and the duties and responsibilities of Trustees. In 2020/21 the work of the Search, Review and Development Group together with the Policy Task Group continued to develop policies, systems, and the schedule of reports to further strengthen governance.

In 2020/21 the Charity strengthened its commitment to Equality, Diversity and Inclusion identifying 'accessibility' as one of its Objectives thus improving its communication and in particular that of the website. The Board continues to recognise the value of diversity and the importance of being

**ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2021**

representative of the communities that the Charity serves supporting Carers across Essex. The Board of Trustees was particularly pleased to note the diversity of its Volunteers in its Annual Equality and Diversity Report. The Charity will improve its data collection and analysis particularly with regard to Carers to further its Equality and Diversity Objective in order to meet need and address gaps.

The Board of Trustees meets 5 times per year and operates a Remuneration Committee to oversee the Chief Executive Officer's remuneration. Trustees also chair and actively participate in a variety of Working Groups and Task Groups. In 2020/21 the Board continued to operate its 2 significant Groups focused on strategy and driving forward key priorities: Business Continuity and Development Group and Services, People and Quality Group.

The Board of Trustees delegates authority for the day-to-day operation of the Charity to the Chief Executive Officer. The Board has agreed a Scheme of Delegation which sets out the decision-making responsibility of the Board and that of the Chief Executive Officer. The Board annually reviews and approves the Scheme of Delegation including those actions in relation to the Senior Leadership Team.

The Trustees who served the Charity during the period were as follows:

Chair of Trustees

Rebecca Loader

Vice Chair of Trustees

Colin Philpott (until 16th July 2021)

Treasurer

Pauline Haggerty

Company Secretary

Denise Fielding

Other Trustees

Sue Bailey

Colin Bennett

Tony Dixon

Duncan Lumley

Paul Osman

Judy Spiceley

Chief Executive Officer (non-Trustee)

James Clarke

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

Senior Executive Remuneration

A Remuneration Committee of Trustees makes recommendations on the Chief Executive Officer's pay. These are based on Appraisal and Performance Review in the context of the Strategic Objectives and Business Priorities, meeting financial and achievement targets and objectives, demonstrating leadership and management, maintaining differentials and the successful leadership, management, and delivery of the Charity's programmes. The Chief Executive Officer is responsible and accountable to the Board of Trustees for the Appraisal and Performance Review of the Senior Leadership Team in order to inform the Board's decision on the remuneration of these posts.

Objects of the Charity

The Charity's Objects are to promote the relief of persons who are ill, disabled, incapacitated or elderly by the provision of information, education, support, respite care, recreation, and advocacy for their Carers.

Our Mission

Action for Family Carers makes a positive difference to the lives of Carers including Young Carers.

Our Vision

Action for Family Carers will be recognised as a Centre of Excellence which campaigns for and achieves positive outcomes for Carers.

Our Values

Carer-Centred - We will engage with Carers at every opportunity, listening to their feedback and input so that our actions and decision-making focus on the service, support, and benefits for unpaid Carers.

Integrity - We will apply this personally, professionally and in all aspects of the Charity and its business operations.

Quality - We will aim for excellence and do the best that we can do in all that we do at all times.

Our Strategic Aims

- 1) To have a positive impact on improved outcomes for Carers
- 2) To ensure the sustainability of the organisation
- 3) To build upon and promote awareness, profile and recognition of Carers and the organisation

**ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2021**

INTRODUCTION

Rising to the Challenge for Carers across Essex

2020/21 was not only a year in which to celebrate the 30th Year and Anniversary of the Charity formerly known as Maldon Carers but a year in which Action for Family Carers supporting unpaid Carers across Essex faced a huge challenge – COVID-19 and lockdown. Most Carers would say they normally face a challenge and aspects of lockdown however in 2020/21 not only were we all in lockdown or forms of it, there was no such thing as 'normal' and the Charity faced one of its biggest challenges – how to continue to help Carers throughout the difficult period and times of the Pandemic.

Carers and the people they were supporting told us they were suffering and even more so with complex issues such as mental health, social isolation, digital exclusion, financial and employment concerns, reduced income yet higher bills as well as real concerns for their health and wellbeing including keeping them and their loved ones safe from the virus.

Action for Family Carers listened, heard their voices, and rose to the challenge. The Charity responded with urgency to ensure that Carers knew we were open and there for them, we would help and support them working within government guidelines, we would meet need even if that meant doing things differently looking for innovative solutions, and we would change our methods of communication and approach so they could be in touch and stay in touch.

As the needs of Carers escalated, the Charity experienced more demand for services and in particular for Information and Advice as well as Befriending. It became especially difficult to deliver services directly and face to face to our Activity Groups, our Day Centres and to Young Carers as venues such as community centres, schools and clubs were closed.

2020/21 saw the Charity therefore also face additional financial challenges as not only was there an impact on funding and fundraising but we could not derive income from running some face to face services. In line therefore with the Funding Strategy and to meet the additional needs that we were facing, the Charity applied for several grants including specific funds related to the pandemic e.g. to fund laptops for Young Carers, sought donations from various different sources and continued to seek a contribution from those able to self-fund for services such as Day Care. The Charity in line with its budget set in March 2020 agreed the planned use of some of its reserves where essential services for Carers were identified and which were not supported by grants. However, with prudent management of the Charity's resources, successful grant applications and the benefit of the Government Job Retention Scheme the use of those reserves was not necessary in the 2020/21 financial year.

Grant income has allowed the Charity to continue to work with education providers and staff in primary and secondary schools across Essex to identify and support Young Carers. Action for Family Carers strongly believes in the value of providing regular breaks e.g. Club Nights for Young Carers to take a break from their caring role, to be a young person and to enjoy themselves in the company of other Young Carers. Unfortunately, these Clubs had to be suspended during the Pandemic and staff found innovative ways including using technology to continue to keep in touch and support Young Carers and their families. The Charity reopened the Clubs as soon as possible and continues providing them in 5 Districts through fundraising and donations from groups such as Braintree Golf Club and Rotary Clubs.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

During the year, the Charity received funding from Essex County Council to build upon and enhance its much-needed Volunteer-led provision enabling Action for Family Carers to deliver a countywide managed Counselling Service. Action for Family Carers also continued to lead a Consortium of other Charities in providing an 'Essex Befriends' Service across the county.

The Charity had to find innovative ways to operate during the pandemic e.g. photography courses, online coffee and chat sessions and socially distanced activities. We were pleased then to receive positive feedback from Carers and families that we were there for them during the first lockdown when others were not.

The importance of Carers' wellbeing, the quality of care, campaigning, and awareness of and for Carers with the need to end the postcode lottery across Essex is at the heart of everything we do. The Charity continues to strive to achieve this at every opportunity.

The Charity continued with the challenge, process and work necessary to be assessed for the Trusted Charity Quality Award and was delighted to achieve the highest-level award - Level 2. Our ambition is now to achieve the Carers Trust Centre for Excellence Award.

The Charity continues to evaluate ways to ensure that our services can continue and that we maintain the quality of those services. We have looked at better and more consistent ways to ensure people are aware of what we can offer by continuously improving our awareness raising campaigns, the website and our use of social media alongside information provided at GP surgeries and via other community groups. This year has seen the Charity decide to invest in further marketing / awareness resources and campaigns including some new films.

The positive feedback from Carers during 2020/21 has spurred Action for Family Carers on to meet the challenge and its Mission of making a positive difference to the lives of Carers including Young Carers. That means making sure we are always there no matter what - even in a Pandemic! Our challenge for Carers continues so that across Essex know who a Carer is, what are the gaps and unmet need, what do Carers tell us and what do they need now and in the future.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

ACTIVITIES AND ACHIEVEMENTS

All face to face Carer services have been impacted by the Covid pandemic in 2020/21. All at the Charity rose to the challenge and sought ways to ensure that Carers and their families continued to feel supported and to know that Action for Family Carers' services were still accessible.

In line with government guidance we suspended our Day Care, Activity Groups and other face to face services in March 2020. Although a large proportion of our staff were furloughed, we kept in contact with our clients using telephone, email, text and online platforms such as Zoom. When restrictions eased in the summer of 2020 we invested in measures and processes to ensure a return to face to face Carer activity could be achieved safely for both staff, Volunteers and Carers.

Adult Carers

In total we supported 660 Adult Carers during the year across all of our projects. In addition to the Adult Carers who received practical and emotional support, we responded to a large number of Carers who contacted us for advice related to Covid guidance and regulations, access to vaccinations with many realising for the first time that they were family Carers. We were able to provide practical support as well in the form of timely individual grants of up to £300 from Carers Trust.

Connecting Carers

In the Autumn of 2020 a grant from Carers Trust enabled us to set up a weekly online Carers Café and to introduce an online chat facility on our website with the aim of reaching out to a wider group of Carers across Essex who were feeling increasingly isolated. This has proved a popular and effective way of reaching out to Carers and for them to engage with and support others in the same situation without needing to travel or leave the person they look after. We have committed to maintaining the regular online Café beyond the life of the grant for Carers as many find this a convenient and accessible way of keeping in touch.

Feeling Good, Caring Well

Funded by the National Lottery Community Fund, our Carer wellbeing programme 'Feeling Good, Caring Well' very quickly moved online in April 2020. The programme consisted of a range of online sessions with strategies and techniques for Carers to help them manage their own health and wellbeing, thereby supporting them to continue in their caring role for longer. A series of films was uploaded to our website so that Carers can access and practise those strategies and techniques at any time of the day or night that suits them best. Many Carers have told us that these sessions have been a "life-saver" during this difficult time. In total, there have been 348 Carers supported by this programme over the last year. As soon as it

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

was safe to do so, we restarted outdoor sessions such as walks, to encourage Carers to get out in the fresh air, to take exercise and connect socially with others.

New Work Challenge

We started a new project funded by the European Social Fund in July 2020 to support Carers into education and employment. Despite this being a very challenging time to start a new project and to access training and employment, we were able to support 24 Carers to identify and work through barriers that might prevent them re-entering the workplace. A grant from Ford Britain enabled us to purchase laptops for some Carers to enable them to participate in the programme, to search online for jobs or even to attend online training.

Carer Friendly GP Project

This project seeks to develop best practice by GP surgeries across Essex in identifying and responding to the needs of people with caring responsibilities. Due to Covid restrictions, from March 2020 we were forced to suspend the project which involved visiting GP Practices to help them identify Carers within their practice population. Later in the summer when restrictions were easing, we were able to reach out to a number of practices via their online multi-disciplinary meetings. This has proved an effective way of working with a number of different practices and health, social care and voluntary sector professionals, helping them to identify Carers and offer early support.

Our Carer Friendly GP project worker found that Carers experienced different degrees of difficulty in accessing their Covid Vaccinations in March/ April 2020 when unpaid Carers were allowed to come forward as part of the Joint Committee on Vaccination and Immunisation prioritisation schedule. Many Carers struggled to become registered as Carers with their practices and this highlighted the challenges often faced when a Carer is trying to navigate through the health system. Action for Family Carers continues to advocate for improvement in this area including through active participation in the Essex Carers Partnership alongside Essex County Council and NHS partners.

Carer and Family Support Project

We started a significant and exciting new project during 2020/21 to provide support for Carers and their families who live in the Chelmsford District area through a grant from the Pudney Fund managed by Essex Community Foundation. The project aims to work closely with families to identify issues and concerns and secure solutions using a holistic, whole family approach.

Despite the challenges of launching a new project at this time, we have been able to support a number of families with problems that are often complex and involve multi-agency collaboration. 13 Carers and their families were supported in the first six months of this project.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

Befriending

Action for Family Carers is the Lead Partner of Essex Befriends working in a partnership with Mind in West Essex, Independent Age and Hamelin Trust. The service supports Carers, older people and people with mental health issues or a learning disability and provides a Volunteer-led telephone and visiting service. The Essex Befriends Service is delivered by our Essex Befriends Manager and 4 Befriending Facilitators with the support of 183 Volunteers across the 4 partner organisations.

The Essex Befriends programme continues to develop and support more people which was particularly important at the start of the pandemic when we were receiving double the usual amount of referrals. At the end of March 2021 over 1100 clients had received support with 256 current Volunteers providing befriending. It was hugely important and positive that so many Volunteers stepped forward during the pandemic, realising the impact of the lockdown on vulnerable, lonely and isolated people and wanting to help them.

Client feedback has been extremely positive both in terms of the value of the service as well as recognising the standard and quality of all staff and Volunteers involved in delivering support. This initiative aims to help reduce loneliness and isolation, e.g. by introducing people to groups and clubs so they can build other connections.

Counselling

Our Counselling Service continues to provide an invaluable service to Carers who tell us that this provision supports them emotionally and helps them to achieve a better balance in their caring role. This service is delivered by Volunteers who have professional Counselling qualifications. Last year we provided 538 counselling sessions to 76 Carers.

In March 2021 we received new funding from Essex County Council to enable us to expand and better resource the Carer Counselling Service across Essex.

Young Carers

We continued to support Young Carers throughout the pandemic and lockdown. Our Young Carer Clubs in Colchester, Epping Forest, Harlow, Maldon and Uttlesford had to be suspended due to the venues being closed at the start of the pandemic, however we maintained regular contact with Young Carers and their families by telephone, email and text. Many of the parents of Young Carers were very concerned and needed our support; concerned about home schooling, lack of access to online lessons and with financial worries.

We were able to restart some Clubs in the Autumn of 2020 where we were able to do this safely and with reduced numbers. However, subsequent increases in restrictions meant that Clubs moved online. Whilst Young Carers did attend the online Clubs, young people consistently tell us how important the face to face Clubs are for helping them to build friendships and reduce social isolation. It is also important to note that not all Young Carers are able to access online sessions due to lack of technology or opportunity.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

Similarly, we were unable to visit schools from March 2020 due to the national lockdown restrictions and contact with schools was limited during the period that schools were closed. We maintained contact with Young Carers and their families throughout in order to help them with family health concerns, social isolation and other issues. As soon as it was safe to do so, we resumed our visits to primary and secondary schools across Essex.

Young Carers often did not have appropriate or sufficient access to the technology or resources that were needed to study at home. We were fortunate to be given funding to help Young Carers join in online learning via donations from the High Sheriff and also Carers Trust grants which funded laptops for many Young Carers.

Day Care

Day Care Services

Day Care services provide an opportunity for vulnerable people to mix socially with others in a safe environment and engage in stimulating activities. They also provide a vital break for their Carers. Sadly, we had to temporarily cease our Day Care services in March 2020 in line with government requirements. We kept in regular telephone contact with our clients and their Carers during the lockdown identifying and responding to need including through local voluntary sector Covid-response partnerships.

From August 2020 we were able to support our Day Care clients with walks and garden visits to promote activity and exercise in a safe and sociable way.

We were able to reopen some Day Care sessions in September 2020 however this was with reduced numbers attending, operating a more structured day, using Personal Protective Equipment, social distancing and other measures to keep clients, Volunteers and staff safe. 92 clients attended Day Care sessions between September and December 2020.

The necessity to have reduced attendance at our Centres meant that we were unable to resume sessions in Tiptree and Chelmsford as it was not financially viable. We reduced the number of sessions in Maldon to 3 per week and to run 1 per week at South Woodham Ferrers.

Unfortunately, we had to suspend sessions again in late December 2020 in line with national and local government requirements, reopening in April 2021.

Action for Family Carers implements all the recommended infection control measures. All staff have been vaccinated and regularly test for Covid-19 so that we can continue to run Day Care for the benefit of both the service users and Carers who need and greatly value the respite break Day Care provides.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

Activity Groups

Our Activity Groups in West Essex provide physically and mentally stimulating activities for people with memory problems or dementia. In line with other services, our Activity Groups were suspended during the lockdowns. Volunteers kept in frequent contact with the clients and their Carers during this time which was particularly challenging for people with dementia and their families.

We were able to open our Groups for a short period in the Autumn, operating on reduced attendance and implementing infection control measures. There were a total 524 attendances at the Activity Groups in the period from October 2020 to December 2020.

In April 2021 we were able to reopen the Groups following the further lockdown. Over 40 clients attend the Keeping Active and Active Minds sessions across the localities of Epping, Great Dunmow and Harlow. Responding to local demand, we have opened a new Activity Group in Witham with support from East of England Co-Op.

REVIEW OF FINANCIAL ACTIVITIES

Action for Family Carers receives funding from a range of sources including grants and donations plus monies from a wide range of fundraising activity. The Charity submits applications and bids via its Funding Coordinator in line with the strategy agreed by the Board of Trustees to diversify our income and reduce the overreliance on a large or single funder thus reducing risk and increasing the capacity, capability and sustainability of the Charity for the benefit of unpaid Carers.

In response to the pandemic the Charity actively sought and secured Covid-response grants including to provide support remotely and to cover core costs. This enabled the Charity to continue meeting the needs of local Carers and families throughout the pandemic in different ways, using digital technology and using innovative approaches to maintain contact and support.

All figures below are correct to the nearest £k.

Income

Income during 2020/21 was £807k (2019/20 £762k) which is £45k higher than the previous year. The increase in income was largely due to grants, including a new grant from the National Lottery to ensure the charity's activities were Covid-compliant. Not included in this figure is income which we have deferred to 2021/22 by agreement with the funders; this relates to income for activity which we were unable to deliver due to the Covid-19 restrictions in place at the time.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

Expenditure

Expenditure was £789k (2019/20 £824k) which is £35k lower than the previous year. This reduction was due to the temporary suspension of many face to face services during the lockdown and a consequent reduction in costs such as mileage.

Funds

Total funds at the end of the year were £414k (2019/20 £397k) which is £17k higher than the previous year. Action for Family Carers increased its unrestricted funds by £20k to £297k (2019/20 £277k) which remains in line with The Board of Trustees' Financial Reserves Policy.

Reserves Policy

The Board of Trustees is cognisant of the importance of its reserves to ensure the sustainability and resilience of the Charity for unforeseen circumstances and uncertain events in the future.

The Board of Trustees has reviewed and updated its Reserves Policy which states that the Charity will manage and maintain reserves at a minimum level of total liabilities plus a minimum of 25% and a maximum of 50% of annual budgeted overhead costs. For clarification this would include infrastructure costs and core salaries where these are not funded from income for a period of between 3 to 6 months.

Current unrestricted funds at 31st March 2021 are £297k, which is in line with the Reserves Policy.

Investment Policy

The purpose of The Investment Policy is to ensure that any investments prioritise the safety of the principal investment while maximizing the after-tax investment return and maintaining adequate liquidity. The Charity will ensure that at least 50% of unrestricted reserves are immediately available and that all investments are risk assessed and covered by the Financial Conduct Authority and Financial Services Compensation Scheme.

Future Plans

The Charity receives funding from a number of different organisations for bespoke services and unrestricted funding to spend where the organisation sees it as most effective in meeting need and with positive outcomes for Carers. The Charity has secured funding from a range of funders for at least a further one-year period in line with our Strategic Plan. This includes grants from the National Lottery Community Fund and a contract with Essex County Council.

In response to the changing environment we are having to review our Day Care and Activity Group services. These are a vitally important element of the Charity's provision for Carers and their families however we need to ensure that they are financially sustainable.

**ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2021**

We are committed to continuing to support Young Carers in schools and through provision of Young Carer Clubs as demonstrated through our commitment to the use of restricted reserves together with grants and fundraising.

We will continue to focus our Adult Carer services on activities that support Carers' health and wellbeing including Counselling, Befriending and the Feeling Good Caring Well programme. This includes delivering activities from grants that were received during 2020/21 which were deferred to 2021/22 due to the pandemic and lockdown restrictions. We are grateful to many of our funders for their support and flexibility to enable this for the benefit of unpaid Carers across Essex.

The Charity remains a robust organisation that demonstrates quality, strong leadership and management, sound financial discipline and puts Carers needs at the centre of everything it does. We will continue to apply for funding, diversify income streams and ensure future sustainability in line with our Funding Strategy and for the benefit of unpaid Carers across Essex.

Fundraising

Action for Family Carers welcomes donations and other fundraising support and seeks to respect the wishes of donors and fundraisers in terms of how funds raised are spent. The continuation of our current services and addressing the unmet needs of Carers is central to everything we do.

The Board of Trustees having made the decision to directly employ a member of staff to lead on fundraising supported as always by our core staff team and Volunteers including Trustees hoped to do more to raise monies and awareness to benefit the cause of unpaid Carers. However, the challenge of the pandemic for all charities on all fundraising activity has had a significant impact in 2020/21. Technological solutions were sought using social media, the website and Quiz Nights alongside COVID compliant outdoor table sales however these have not been sufficient to fill the gap in our social, fundraising and awareness raising calendar of activities.

The Board of Trustees continues to recognise the need to diversify income and to that end has an agreed Fundraising Plan that aims to engage others and extend the support of the Charity plus an Action Plan to increase donations, gifts and legacies. The Board of Trustees has designated a Lead Trustee Role for Fundraising.

Action for Family Carers complies with all relevant statutory regulations, including the Charities Act 2011, the Data Protection Act 2018, General Data Protection Regulation and Privacy and Electronic Communications Regulations. We always seek to act in ways that are legal, open, honest and respectful, striving for best practice in fundraising by complying with a range of codes of practice including the Fundraising Regulator's Code of Fundraising Practice. We are careful to monitor our fundraising activities and to provide supporters with

**ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
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help and information via our website, by email or post. The Charity does not employ professional telephone or street funders, or commercial participators to carry out our fundraising.

We have a Complaints Policy and record and respond to all formal complaints. We did not receive any complaints during 2020/21.

Our Funders

Carers Trust	Harlow Council
Mid Essex Clinical Commissioning Group	Harlow Recreation Trust
The National Lottery	Edward Gosling
The Henry Smith Charity	The Clothworkers' Foundation
Uttlesford District Council	Mrs Smith and Mount Trust
Essex Community Foundation	CXK Ltd / SELEP
The Charity of William John Cook	The Braintree District and Greenfields Community Fund
Garfield Weston Foundation	The High Sheriff of Essex/Countryside Properties
Children in Need	William and Gladys Pudney Memorial Fund
Essex County Council	John Laing Trust
Mulberry Trust	Fowler Smith and Jones
Colchester Catalyst Charity	Turncole Wind Farm Community Benefit Fund
Groundwork UK	#iwill Fund
East of England Co-Op	Colchester Borough Homes
Triangle Trust	Charles S French Charitable Trust
Jack Petchey Foundation	
Sport England/Active Essex	
Ford Britain Trust	

Our grateful thanks go to all of the above, to Maldon District Council for the provision of premises at Brickhouse Farm Community Centre, and to all those that contributed through donations or fundraising events.

**ACTION FOR FAMILY CARERS
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Risk Review

The Board of Trustees has reviewed the major risks to which the Charity is exposed and systems have been identified to mitigate those risks. External risks regarding the continuation and continuity of voluntary funding have resulted in a Strategic Plan which promotes the diversification of funding and activities. Internal risks are minimised by the implementation of financial control and regulation procedures. These procedures are regularly reviewed to ensure that they still meet the needs of the Charity.

A Significant Risk Register and Annual Management Plan as part of the Disaster Management and Business Continuity Plan is maintained and regularly reviewed. Areas of potentially significant risk identified include Carer Services, Finance, Funding, Governance – Leadership and Management, Health and Safety, HR, Insurance, IT, Partnerships, Premises, Quality, Reputation and Safeguarding. Actions and Interventions and Contingency Positions are identified for each of these areas and the level of risk then rated as High, Medium or Low. A Scoping Task Group oversees this aspect of the Charity's work. The key risk to the continued delivery of the Charitable Objects is considered to be funding which is being addressed as described in the Future Funding section of this report. Specific and detailed attention has focused on the impact of the pandemic, lockdown and government changes in arrangements with regard to Health and Safety and Infection Control Measures ensuring compliance with all associated regulations and guidance.

RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the Directors of Action for Family Carers for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

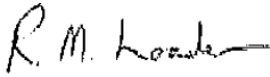
Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charitable Company and of the incoming resources and application of resources, including the income and expenditure, of the Charitable Company for that period. In preparing these financial statements, the Trustees are required to:

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

**ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2021**

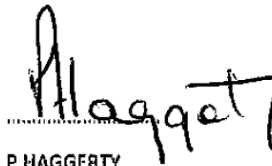
The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charitable Company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding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

This report was approved by The Board of Trustees on 9 September 2021 and signed on its behalf.



R LOADER

Chair



P HAGGERTY

Treasurer

ACTION FOR FAMILY CARERS INDEPENDENT EXAMINERS REPORT YEAR ENDED 31 MARCH 2021

Independent Examiner's Report to the Trustees of Action for Family Carers

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 March 2021 which consist of the Statement of Financial Activities, Balance Sheet, Statement of Cashflows and associated notes.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not except or assume responsibility to anyone other than the company and the company's Trustees, as a body, for my work or for this report.

Responsibilities and basis of report

As the Trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 2 November 2021

Giles Kerkham FCA DChA

Larking Gowen LLP
Chartered Accountants
Statutory Auditors
Colchester

ACTION FOR FAMILY CARERS

STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account) YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income from:					
Donations and legacies	4	24,419	10,281	34,700	67,634
Charitable activities	5	221,441	548,281	769,722	682,995
Income from Investments		245	-	245	5,553
Other trading activities		1,879	-	1,879	5,340
Total income		<u>247,984</u>	<u>558,562</u>	<u>806,546</u>	<u>761,522</u>
Expenditure on:					
Raising funds		11	-	11	2,627
Charitable activities	6	194,553	594,856	789,409	821,856
Total expenditure		<u>194,564</u>	<u>594,856</u>	<u>789,420</u>	<u>824,483</u>
Net expenditure		<u>53,420</u>	<u>(36,294)</u>	<u>17,126</u>	<u>(62,961)</u>
Transfer between funds		(33,442)	33,442		
Funds as at 1 April 2020		277,361	119,513	396,874	459,835
Funds as at 31 March 2021		<u><u>297,339</u></u>	<u><u>116,661</u></u>	<u><u>414,000</u></u>	<u><u>396,874</u></u>

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

The notes on pages 20-27 form part of these financial statements

ACTION FOR FAMILY CARERS

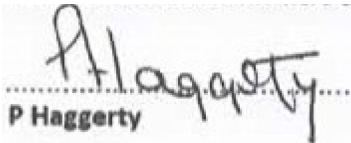
BALANCE SHEET AS AT 31 MARCH 2021

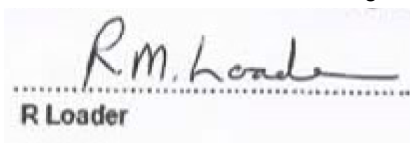
	Note	Total 2021 £	Total 2020 £
Fixed assets			
Tangible fixed assets	11	-	383
Current assets			
Debtors	12	87,638	28,008
Cash at bank and in hand	13	639,749	504,251
		<u>727,387</u>	<u>532,259</u>
Current liabilities			
Creditors: amounts falling due within one year	14	<u>313,387</u>	<u>135,767</u>
Net current assets		414,000	396,491
Net assets		<u><u>414,000</u></u>	<u><u>396,874</u></u>
Accumulated funds			
Unrestricted funds	17	297,339	277,361
Restricted funds	17	116,661	119,513
Total Funds		<u><u>414,000</u></u>	<u><u>396,874</u></u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the act. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on 9 September 2021 and signed on their behalf, by;


P Haggerty


R Loader

Company Number 06680960

The notes on pages 20-27 form part of these financial statements.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

1. Accounting policies

1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

Assets and liabilities are initially recognised at historical cost of transaction value unless otherwise stated in the relevant accounting policy.

1 Going Concern

In their review of the charity's going concern, the trustees noted the following:

- The Charity maintains strong financial management processes and oversight with overhead costs carefully managed
- The Charity's financial performance at end of 2020/21 was better than budget
- A healthy level of unrestricted reserves has been maintained in line with the Reserves Policy
- Income generating services (Day Care, Activity Groups) are resuming following suspension due to Covid-19 restrictions
- Fundraising activity is resuming for the same reason
- The budget for 2021-22 forecasts a manageable deficit and subsequently a grant has been secured which contributes to core funding costs

Based on this review, the trustees have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future, being not less than 12 months from the date of approval of these financial statements. They therefore continue to adopt the going concern basis of accounting in preparing the financial statements.

1 Income and expenditure

Donations and similar incoming resources

Income is recognised and included in the accounts when all of the following criteria are met:

- (a) The Charity has entitlement to the funds;
- (b) Any performance conditions attached to the items(s) of income have been met or are fully within the control of the Charity; and
- (c) There is sufficient certainty that receipt of the income is considered probable;
- (d) The amount can be measured reliably.

Grants and fees receivable

These are credited to the Statement of Financial Activities (SOFA) in the year in which they are receivable. Receipts from Service Level Agreements are recognised as income as the Charity becomes entitled through performance of services. Deferred income is released to income in the period in which it has been applied.

Investment income

Income from investments is included in the SOFA in the year in which it is receivable.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for the expenditure, and it is probable that settlement will be required and the amount of the obligation can be measured reliably. All costs have been directly attributed to one of the categories of resources expended in the SOFA. The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

1 Tangible fixed assets and depreciation

These are stated at cost or valuation less depreciation.

Only individual assets costing more than £1,000 are capitalised to the fixed asset register.

Depreciation is provided at rates calculated to write off the cost of valuation of assets, less their estimated residual value, over their expected useful lives on the following basis:

Computer equipment	25%/33% Straight line
Fixtures and fittings	20% Straight line

2 Financial Instruments

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

2 Funds

Unrestricted funds comprise those funds which the Trustees are free to use in accordance with the Charitable Objects.

Restricted funds are funds which have been given for particular purposes.

2 Operating Lease

Rentals in respect of operating leases, where substantially all the benefits and risks of ownership remain with the lessor, are charged to the Statement Of Financial Activities as incurred.

2. Income

In this period, all of the Charity's income was derived from charitable activities performed within the UK.

3. Taxation

The Charity is exempt from tax on income and gains to the extent that such income and gains are applied to its Charitable Objects. No corporation tax charge arises for the year.

4. Donations and legacies

	Total 2021 £	Total 2020 £
General	8,712	19,273
Respite Services	2,677	8,887
Adult	200	-
Young Carer Services	23,111	39,474
	34,700	67,634

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

5. Income from charitable activities	Total 2021 £	Total 2020 £
General	510,070	305,238
CJRS Grant	127,700	-
Respite services	51,827	214,956
Adult Carer Services	3,150	2,000
Young Carer Services	76,975	160,801
	769,722	682,995

Coronavirus Job Retention Scheme (CJRS) grants represent income received from central government to cover some of the costs of employing certain members of staff placed on furlough leave, in response to the coronavirus pandemic.

6. Expenditure on charitable activities	Total 2021 £	Total 2020 £
Staff costs	580,539	554,346
Staff expenses (travelling, DBS's)	6,069	26,238
Volunteer Expenses	1,198	4,814
Food, transport and direct costs	80,036	75,465
Telephone, postage and stationery	24,508	22,883
Rent of halls	4,292	19,677
Bookkeeping and accountancy fees	11,088	9,390
Consultant	3,407	4,344
Legal and professional fees	-	300
Insurance	4,859	4,553
Advertising	1,136	5,147
Printing	1,835	2,999
Cleaning	548	5,372
Payments to partners	46,854	50,185
Miscellaneous Office Costs	20,555	25,401
Depreciation	383	2,041
Grant repayment	-	6,241
Governance	2,100	2,460
	789,408	821,856

Miscellaneous office costs include storage, office refurbishment and general running costs.

Governance costs include Independent Examination fees.

7. Expenditure on charitable activities (continued)	Total 2021 £	Total 2020 £
General	554,542	440,792
Respite Services	105,823	227,140
Adult Carer Services	10,189	16,416
Young Carer Services	118,854	137,508
	789,408	821,856

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

8. Net income/(expenditure) for the year

	2021 £	2020 £
This is stated after charging:		
Depreciation	383	2,041
Independent Examination Fees	2,100	2,460
	<u>2,483</u>	<u>4,501</u>

9. Expenditure on charitable activities (continued)

	Total 2021 £	Total 2020 £
Staff costs		
Gross salaries	538,409	515,289
Employers NIC	27,088	25,683
Self Employed Staff	-	324
Pensions	15,042	13,050
	<u>580,539</u>	<u>554,346</u>
Average number of employees	<u>53</u>	<u>50</u>

No staff member was paid in excess of £60,000 per annum.

The Average headcount expressed as full-time equivalents was:

	2021 no.	2020 No.
Operational staff	16	16
Office (including management)	5	5
	<u>21</u>	<u>21</u>

10. Key Management Personnel disclosure

	Total 2021 £	Total 2020 £
	<u>84,322</u>	<u>84,350</u>

The key management personnel of Action for Family Carers are the Chief Executive Officer and the Head of Carer Services.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

11. Tangible fixed assets

	Computers, equipment & furniture £	Fixtures & Fittings £	Total £
Cost			
As at 1 April 2020	57,537	15,406	72,943
Additions	-	-	-
As at 31st March 2021	57,537	15,406	72,943
Depreciation			
As at 1 April 2020	57,155	15,406	72,560
Charge for the year	382	-	382
As at 31st March 2021	57,537	15,406	72,942
Net Book Value			
As at 31 March 2021	-	-	-
As at 31st March 2020	382	-	382

12. Debtors

	2021 £	2020 £
Accounts receivable	87,638	14,715
Accrued income	-	10,317
Prepayments	-	2,976
	87,638	28,008

13. Cash and cash equivalents

	2021 £	2020 £
Current account	244,850	110,140
Deposit account	393,190	392,945
Petty cash	1,710	1,166
	639,749	504,251

14. Creditors: amounts falling due within one year

	2021	2020
Deferred income	295,458	119,424
Taxes and social security	7,068	8,341
Other creditors and accruals	10,862	8,002
	313,387	135,767

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

Deferred income analysis	Total 2021 £	Total 2020 £
Balance at 31 March 2020	119,424	115,330
Amount released to incoming resources	(119,424)	(115,330)
Amount deferred in the year	296,988	119,424
Balance at 31 March 2021	296,988	119,424

Deferred income comprises of Grant payments for Essex Community Foundation, Jack Petchy, Children in Need, the Big Lottery & Carers trust.

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

	Total 2021 £	Total 2020 £
Net movement in funds for the reporting period (as per the statement of financial activities)	17,126	(62,961)
Adjustments for:		
Depreciation charges	382	2,042
Dividends, interest and rents from investments	(245)	(5,553)
(Increase) / decrease in debtors	(59,631)	(665)
Increase / (decrease) in creditors	177,620	(7,075)
Net cash provided by / (used in) operating activities	135,252	(74,211)

Analysis of Net Debt

	At 1 April 2020	Cash flows	At 31 March 2021
Cash at bank and in hand	504,251	135,497	639,748
	504,251	135,497	639,748

16. Gift in kind

The premises at Maldon occupied by the Charity are kindly provided free of rent and certain overhead costs. These costs are not included within the numbers of the accounts.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

17. Reconciliation of funds	As at 01/04/20	Incoming resources	Outgoing resources	Transfer between funds	As at 31/03/21
Unrestricted funds	<u>277,361</u>	<u>247,984</u>	<u>(194,564)</u>	<u>(33,442)</u>	<u>297,339</u>
Restricted funds					
General	24,236	262,156	(259,813)	10,265	36,844
Adult services	6,773	3,350	(10,189)	66	-
Young carer services	88,505	87,056	(118,854)	23,111	79,817
National Lottery Community Fund		97,000	(97,000)	-	-
Big Lottery Grant		109,000	(109,000)	-	-
	<u>119,513</u>	<u>558,562</u>	<u>(594,856)</u>	<u>33,442</u>	<u>116,661</u>
Total funds	<u>396,874</u>	<u>806,546</u>	<u>(789,420)</u>		<u>414,000</u>

The transfer between unrestricted funds and restricted funds represents employment costs within restricted fund projects that have been supported by CJRS grants.

18. Comparative note of reconciliation of funds 2019

	As at 01/04/19	Incoming resources	Outgoing resources	As at 31/03/20
Unrestricted funds	<u>340,268</u>	<u>261,148</u>	<u>(324,055)</u>	<u>277,361</u>
Restricted funds				
General	39,775	298,099	(313,638)	24,236
Adult Carer Services	21,189	2,000	(16,416)	6,773
Young Carer Services	58,604	200,275	(170,374)	88,505
	<u>119,568</u>	<u>500,373</u>	<u>(500,428)</u>	<u>119,513</u>
Total funds	<u>459,836</u>	<u>761,521</u>	<u>(824,483)</u>	<u>396,874</u>

19. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2021 £
Fixed assets	-	-	-
Current assets	87,548	90	87,638
Cash at bank and in hand	209,790	429,959	639,749
Current liabilities	-	(313,387)	(313,387)
	<u>297,339</u>	<u>116,661</u>	<u>414,000</u>

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

Comparative of analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2020 £
Fixed assets	383	-	383
Current assets	27,887	121	28,008
Cash at bank and in hand	249,091	255,159	504,251
Current liabilities	-	(135,767)	(135,767)
	277,361	119,513	396,874

20. Operating lease commitments

As at 31st March 2020 the charity had future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Within 1 year	778	778
Operating lease ending 2 to 5 years	2,334	3,112
	3,112	3,890

21. Related party transactions

0 Trustee in 2021 (2020: 0) was reimbursed £0 (2020: £0) in respect of travel costs.

No emoluments or any other transactions (2020: no emoluments) were paid to any Trustees during the year.

There are no further related party transactions which are required to be disclosed (2020: None)

22. Pension commitments

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independent administered fund. The pension cost charge represents contributions payable by the Charity to fund the amount to £15,042 (2020: £13,050). Contributions of £0 (2020: £0) were payable to the fund at the year end.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS (including income and expenditure account) YEAR ENDED 31 MARCH 2021

23. Prior year comparison note

	Notes	Unrestricted funds £	Restricted funds £	Total 2020 £
Income from:				
Donations and legacies		28,060	39,574	67,634
Charitable activities		222,195	460,800	682,995
Income from Investments		5,553	-	5,553
Other trading activities		5,340	-	5,340
Total income		<u>261,148</u>	<u>500,374</u>	<u>761,522</u>
Expenditure on:				
Raising funds		2,627	-	2,627
Charitable activities		321,428	500,428	821,856
Total expenditure		<u>324,055</u>	<u>500,428</u>	<u>824,483</u>
Net expenditure		<u>(62,907)</u>	<u>(54)</u>	<u>(62,961)</u>
Funds as at 1 April 2019		340,268	119,567	459,835
Funds as at 31 March 2020		<u><u>277,361</u></u>	<u><u>119,513</u></u>	<u><u>396,874</u></u>