

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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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
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Essex
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Solicitors: Birkett Long LLP
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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.

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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.

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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 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

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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.

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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.

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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.

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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.

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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 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.

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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

Alpkot 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.

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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 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>