

Charity Registration No. 1127644

Company Registration No. 6760783 (England and Wales)

YORK CARERS CENTRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

YORK CARERS CENTRE

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YORK CARERS CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr J P R Dean - Treasurer Mrs R J Temple - Chair Mrs J Chapman Mr C Durant Ms L Shelbourn Ms H Weatherly Mr G Cooney Mr E I C Robson	(Resigned 28 October 2020) (Appointed 7 December 2020)
Secretary and chief executive	Ms C D Zagrovic	
Patron	Mr H Gratton MBE, DL	
Charity number	1127644	
Company number	6760783	
Registered office	Priory Street Centre 17 Priory Street York YO1 6ET	
Independent examiner	N Clemit ACA, FCCA JWPCreers LLP Chartered Accountants Genesis 5 Church Lane York YO10 5DQ	
Bankers	Unity Trust Bank Plc Nine Brindley Place 4 Cozells Square Birmingham B1 2HB	
Key management personnel	Ms C D Zagrovic Mrs J Crosby Trustees noted above	

YORK CARERS CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees (who are also the directors of York Carers Centre for the purposes of company law) present their report and financial statements for the year ended 31 March 2021 which are also prepared to meet the requirements for a directors report and accounts for Companies Act purposes.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019".

The legal and administrative information page forms part of this report.

Objectives and activities

The company's principal activity and public benefit is to relieve in and around the city of York the elderly, the sick and people with disabilities by providing support, advice and information to those responsible for their care.

York Carers Centre is committed to meeting the needs of all Carers in York and improving their quality of life, helping them fulfil their full potential living their own life alongside their caring role. We aim to achieve this by providing support, advice and information, representing carers' views and influencing local and national policies and practice.

Aims

- To enable carers to have choices about their caring role
- To positively influence local and national policy and practice to benefit carers
- To support effective caring

Objectives

- To support carers in their caring role
- To provide quality information, advice and advocacy for carers in York
- To provide accurate and accessible information and advice
- To assist carers to register an emergency plan
- To facilitate carer representation on local and national groups and forums
- To support carer groups and facilitate consultations
- To run groups, organise trips and events for carers
- To provide a support service for young carers including one to one work
- To provide access to breaks for all carers
- To provide groups, trips and events for young carers
- To provide specific support groups for 18-25 year old carers
- To provide help with employment, education and training for carers

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

Group support

We facilitated a number of peer support groups for carers including carers who look after someone with an addiction problem and mental health conditions.

Securing additional funding helped to maintain our monthly carer mental health group meetings and adapt these to online support. Peer support has been crucial during this time, and we have supported carers through various crises. We held a marketplace event, speaker sessions and fed back carers issues to mental health providers.

Mental health has been a key component during the pandemic, and we have dealt with an increasing number of carers struggling with their own mental health. The carers mental health planning group met regularly and both carers and staff take an active role in Northern Quarter developments, Community Transformation work and attend meetings with the mental health service providers including Tees, Esk and Wear Valleys.

Carers looking after someone with a substance misuse

Specialist staff and volunteers facilitated carer group sessions providing space to share experience, build social networks and meet with statutory and other service representatives.

As a result of the national charity Adfam attending our sessions, two carers joined Adfam's **Lived Experience Advisory Group**.

We are thrilled to report a carer attending our substance misuse group started her own project, *Stitch Away The Stigma*, aimed at supporting others and raising awareness of some of the issues involved in caring for someone with an addiction.

YORK CARERS CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2021**

Volunteers

Volunteers work alongside staff, providing direct support to carers over the phone, support admin and reception duties, attend Zoom activity and training sessions, and advocate through a number of forums and meetings with statutory services.

York Council for Voluntary Services and City of York Council registered huge numbers of people, new to volunteering, during the early stages of the pandemic. Many came from professional backgrounds given temporary leave of absence from work. We must remember despite the fear and uncertainty, Covid drove a huge surge in community solidarity.

Volunteers at York Carers Centre were engaged in providing regular welfare calls to the most vulnerable families and carers along with counselling and IT support.

Welfare calls started with the oldest carer registered with us (aged 100 years). Calls were a way of keeping in touch, identifying hidden needs, to provide information and reminding carers that we were here for them. Support included regular calls to reduce isolation and organising formal care services and support in the home.

Building carer friendly workplaces

We engaged with local employers to raise awareness of the business benefits of supporting working carers and we are pleased to report that several local employers achieved Carer Friendly status during 2020/21.

We were thrilled to expand this area of work with the Vale of York Clinical Commissioning Group and York and Scarborough Teaching Hospitals NHS Foundation Trust who, amongst others, both met the high standards of achieving Carer Friendly status.

Responding to the pandemic

Bereavement support needs increased during the pandemic, exacerbated by carers not being able to visit their loved one in hospital and care homes. Many witnessed traumatic end to life without having the support from friends and family. We have undertaken a review of our bereavement offer, and are planning to facilitate an event for bereaved carers and produce a resource which can be used to direct carers to further sources of support.

Suicide has similarly been a theme through the pandemic, becoming more and more talked about by carers to our staff. The team have dealt with this extremely well, showing a willingness to be open and learn new skills in responding. They have listened, supported and provided a safe space for carers to explore the topic without fear of repercussion. We have assisted carers in making safety plans for themselves, and in accessing health services where they have been reluctant to do so. Carers have told us about their own plans to take their own lives, something they have not spoken about with anyone else, and we have responded in a caring and open manner.

Our response was to attend workshops to share knowledge and to engage with a local prevent suicide campaign. We further created a resource pack for those in crisis which has been shared with the Suicide Prevention Officer for City of York Council.

Carers Assessment of Need work

Under the Care Act 2014 carers have a right to statutory assessment enabling them to talk about their caring responsibilities and the impact that caring has on their lives. Assessments can help carers to access early intervention support including cash payments.

We processed 261 referrals for Carers Assessments in 2020/21 with City of York Council.

We support carers through a variety of means, regular newsletters and updates, attending carer groups, hosting training to support carers identified needs, organising social events and activities, specialist advice work and individual one to one support, where carers are assigned to a specialist worker.

York Carers Centre remains a focal point for carers to contact staff who know their circumstances. In this way we can intervene early, should their situation deteriorate and reduce crisis support from statutory services.

Carers Action Group

We have maintained our support to the Carers Action Group. Facilitated by staff, the meetings enable carers to share experience and discuss a range of issues they face.

Representatives are invited from statutory services to hear from carers, not only to share problems but to consider solutions and influence improvements. Working together in this way empowers carers, enabling them to assist service providers to meet their priorities and help tackle inequalities and integrate health and social care.

YORK CARERS CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Key areas of work include:

- collaborating with Vale of York Clinical Commissioning Group to promote the flu vaccination as well as working closely to coordinate Covid-19 vaccine advice for carers, to ensure carers had access to information they needed to stay safe.
- transport issues, Blue Badge parking and city centre access
- responding to City of York Council consultation on multiple long term conditions
- sharing carers experience of mental health support
- sharing with professionals carers views on the impact of the pandemic and inconsistent messaging
- maintaining links with York Carers Strategy Group and the York Strategy for Carers and associated Action Plans
- *supporting carers to engage in a range of forums with statutory services*

Promotions and communications

The annual **Carers Rights Day** in November, **Carers Week** in June, and **Young Carers Action Day** in February create a national platform to raise awareness.

Carers attended advice sessions on Power of Attorney and finances, as well as an online Tea and Talk with Reverend Kate Bottley.

Printed media and radio:

- **Press Feb 2021:** [Trust works with charity to improve carers lives](#)
- **Radio York (listenership 72k) Feb 2021:** Radio York Children's Mental Health Week, CEO Carole Zagrovic spoke on Radio York. [Listen here](#)
- **Greatest Hits Radio news transcript Jan 2021:** [Carers encouraged to get vaccinated](#)
- **Greatest Hits Radio (listenership 140k) Dec 2020:** Carers and the vaccine
- **Radio York 12 Nov:** 10 min interview about Young carers and our BBC Children in Need funding
- **Press June 2020:** [Charity adapts to keep carers connected to support"](#)

Annual survey

We consulted 230 carers of all ages through our Annual Survey and results highlighted carers were highly satisfied with our services and support:

- **90%** said their experience with York Carers Centre was positive
- **95%** said our support helped them to cope in their caring role
- **91%** said our support helped them to keep caring

Rebranding

To reflect our varied audience across the city, and to reach new/younger and 'hidden' carers, we have rebranded. We are in the process of creating a new website with improved functionality.

The new brand encapsulates what we stand for: **competent, unique, empathic, human and based in the heart of York.**

Work with young adult carers

The Quilter Foundation funded Inspiring Change project has provided a well-structured and exciting opportunity for young adult carers across three areas of work:

- 'Zinemaking' workshops with the Charity of the Year Award Winning CREATE Charity, resulting in explosions of creativity and explorations into art and enterprise
- Aspire 1:1s focussing on achieving personal goals through a coaching model
- A series of social events that revealed a level of social isolation fuelled by public health restrictions and allowed us to prioritise future approaches

The Young Adult Carers Steering Group continues to focus and reflect our work, keeping our practice relevant and proactive.

Work with Young Carers

We initiated Project Lockdown providing arts and crafts sessions on Zoom, with materials delivered by Good Gym to young carers homes.

Christmas activity involved a special delivery of arts material to the doorsteps of young carers across the city. Through Zoom sessions young carers were guided through Christmas Card making and felt craft sessions, making penguins.

The activities were a good way to end the year, encouraging a good mix of social, technical and creative skills and provided young carers with something they could keep.

YORK CARERS CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2021**

We started a funding application to the National Lottery in February 2020 which was suspended due to Covid. National Lottery then re-opened their funding for new applications, and we were invited to re-submit and develop a new application. Following months of re-working and re-drafting we were informed of our success in January 2021.

This is a really exciting area of work where a CBT specialist and a whole-family worker will work with young carers at risk of developing mental health problems and their families.

We are also planning to deliver projects with funding from Quilter and the BBC Children in Need, that we were unable to deliver due to lockdown restrictions. These will now be delivered in 2021.

Funding

As with many charities we were forced to suspend some of our activities, due to Covid restrictions, but with the amazing support of our funders we are planning to deliver our projects during 2021.

Successful funding applications have enabled us to develop and expand our work responding to carers needs. Details can be found on our website and through our financial reports including:

- emergency funds to purchase essential household items and IT equipment for staff and carers
- postcards to some 2,000 vulnerable and elderly carers registered with us at the beginning of lockdown to reassure them they could contact us with any needs
- school uniform funding
- training and carer support groups including with parent carers
- 145 activity and wellbeing packs distributed to carers
- online creative activity sessions including arts and crafts, yoga and family history and seed planting with St Nicks

We were also successful with an application to the National Lottery, securing 3 year funding to deliver mental health support to young carers and their families.

HIGHLIGHTS

1 April 2020 to 31 March 2021

- 4,393 carers are registered with YCC: 4091 adult carers, 141 young adult carers and 161 young carers
- 35 young carer events were held
- 742 Welfare calls made to carers during the pandemic
- 11 local schools involved in the Young Carers Schools Award
- 714 Discount Cards issued to carers
- 948 carers carry our Carers Emergency Card
- 118 Carers Assessment of Need completed
- 20,441 newsletters distributed to carers and professionals
- 245 professionals completed our online carer awareness training
- 14,037 hits on our website
- 2,445 Twitter followers
- New contemporary branding to reflect our audience

Financial review

York Carers Centre finished the year with a surplus of £24,636 (2020: deficit £5,165). Total income increased by £32,741 to £521,962 (2020: £489,221) and at the same time expenditure increased by £2,940 to £497,326 (2020: £494,386).

Reserves policy

Free reserves of £96,112 were held at 31 March 2021. Free reserves exclude those reserves which are restricted and fixed assets.

The trustees have now established a reserves policy and agreed on the level of reserves the charity will require to sustain its operations in the future.

Risk management

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

YORK CARERS CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2021**

Impact of Covid

As like many charitable organisations, we had to act quickly from the 16th March 2020, once the UK went into national lockdown, to reduce the spread of Coronavirus. We are pleased to report we had good support from our local authority, City of York Council, throughout this period.

We quickly initiated a Covid sub-group and drafted an action plan to safely and quickly enable staff to work from home, and maintain support to carers. We sent out working from home guidance to all staff and volunteers including recommendations for looking after the health and wellbeing of employees. We further initiated Zoom conferencing for all staff to meet, and maintain contact, and were fortunate to be able to deliver mindfulness sessions. We also sent out employee appreciation gifts to remind staff that their contribution during such trying times was valued and recognised.

We maintained an accessible reception, information and advice service through normal office hours Monday to Friday and our evening carers advice line. We contacted all our funders and had support from them to re-negotiate and/or temporarily suspend delivery of funded projects.

We are proud to report that we are continuing to support carers, and working with our partners, not least City of York Council and the Vale of York Clinical Commissioning Group, ensuring carers have access to information, advice and support including statutory carers assessment of need.

We are continually working with our regional network partners through Carers Trust and York Council for Voluntary Services, who are also our landlords, to develop creative opportunities to maintain support for carers and to ensure we adopt flexible and safe return to work plans in light of Government Covid compliance recommendations.

Structure, governance and management

York Carers Centre is a registered charity and a company limited by guarantee not having a share capital. The company is governed by its Memorandum and Articles of Association dated 28th November 2008 and Articles dated 18th September 2014 as amended by special resolution dated 21 September 2017.

The board of trustees is responsible for management of York Carers Centre. The board consists of a minimum of 6 and a maximum of 12 trustees who should either be elected by and from the membership at or prior to the annual general meeting. Up to four persons (who need not be members of the charity) can be co-opted by the trustees because they make a special contribution or have a particular interest in the work of the charity; provided that at no time shall co-opted trustees constitute more than one half of the total board.

The chief executive who is also the company secretary reports to the board of trustees, and is responsible for the day to day management of the Carers Centre. The board of trustees hold a management meeting once a month. All trustees received training and an induction when appointed, and their training needs are reviewed annually.

Funds held as custodian trustee

At 31 March 2021 the charity held funds on behalf of Young Carers Revolution of £7,224 (2020: £7,344).

The trustees' report was approved by the Board of Trustees.

Mrs R J Temple - Chair
Trustee
Date: 20 September 2021

YORK CARERS CENTRE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2021

The trustees, who are also the directors of York Carers Centre for the purpose of company law, are responsible for preparing the Trustees' 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

YORK CARERS CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF YORK CARERS CENTRE

I report to the trustees on my examination of the financial statements of York Carers Centre (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity'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, 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 charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

N Clemit ACA, FCCA

JWPCreers LLP
Chartered Accountants
Genesis 5
Church Lane
York
YO10 5DQ

Dated: 23 September 2021

YORK CARERS CENTRE

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

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
Income							
Donations and legacies	2	1,841	11,657	13,498	2,459	5,110	7,569
Charitable activities	3	435,757	72,641	508,398	444,586	36,534	481,120
Other trading activities	4	66	-	66	-	532	532
Total income		437,664	84,298	521,962	447,045	42,176	489,221
Expenditure							
Charitable activities	5	438,859	58,467	497,326	448,828	45,558	494,386
Net (expenditure)/income before transfers		(1,195)	25,831	24,636	(1,783)	(3,382)	(5,165)
Gross transfers between funds		619	(619)	-	(26)	26	-
Net (expenditure)/income for the year							
Net movement in funds		(576)	25,212	24,636	(1,809)	(3,356)	(5,165)
Fund balances at 1 April 2020		99,738	45,072	144,810	101,547	48,428	149,975
Fund balances at 31 March 2021		99,162	70,284	169,446	99,738	45,072	144,810

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

YORK CARERS CENTRE

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	9		3,050		2,519
Current assets					
Debtors	10	12,213		4,051	
Cash at bank and in hand		164,607		144,724	
		<u>176,820</u>		<u>148,775</u>	
Creditors: amounts falling due within one year	11	<u>(10,424)</u>		<u>(6,484)</u>	
Net current assets			166,396		142,291
Total assets less current liabilities			<u>169,446</u>		<u>144,810</u>
Income funds					
Restricted funds	12		70,284		45,072
Unrestricted funds			99,162		99,738
			<u>169,446</u>		<u>144,810</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 20 September 2021

Mrs R J Temple - Chair
Trustee

Company Registration No. 6760783

YORK CARERS CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, "Accounting and Reporting by Charities: Statement of 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) (issued in October 2019)" and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

All income is included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1.5 Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the direct costs and support costs relating to such activities.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include its audit fees and costs linked to the strategic management of the charity.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Fixed assets are stated at cost or valuation less accumulated depreciation. Individual fixed assets costing £500 or more are capitalised at cost.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Computer System	33% straight line
Office Equipment	33% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

YORK CARERS CENTRE

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

1 Accounting policies

(Continued)

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are recognised at transaction price

Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised at transaction price.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Pension costs

Staff can pay into the Pension Trust's Flexible Retirement Plan. The assets are held separately from those of the charity. Pension costs charged in the statement of financial activities represent the contributions payable by the charity in the year.

1.10 Leases

Rents payable under operating leases are charged in the statement of financial activities as incurred over the term of the lease.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Donations	1,841	11,657	13,498	2,459	5,110	7,569
	=====	=====	=====	=====	=====	=====

YORK CARERS CENTRE

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

3 Charitable activities

	Charitable Income 2021 £	Charitable Income 2020 £
Grants and contracts		
City of York Council	356,603	363,132
Vale of York CCG	81,154	81,154
Carers Trust	9,078	15,015
Grant making trusts	54,658	13,599
Children in Need	-	8,220
Better Care	6,905	-
	<u>508,398</u>	<u>481,120</u>
 Analysis by fund		
Unrestricted funds	435,757	444,586
Restricted funds	<u>72,641</u>	<u>36,534</u>
	<u>508,398</u>	<u>481,120</u>

4 Other trading activities

	Unrestricted funds 2021 £	Restricted funds 2020 £
Fundraising	<u>66</u>	<u>532</u>

YORK CARERS CENTRE

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

5 Charitable activities

	Expenditure on Charitable Activities 2021 £	Expenditure on Charitable Activities 2020 £
Salaries	371,920	360,304
DBS and recruitment	481	1,673
Volunteers expenses	690	710
Training and conferences	1,846	5,310
Rent and room hire	22,307	22,800
General running costs	43,504	26,039
Carers week and carers rights day	273	797
Travel expenses including parking	2,842	8,348
Activity costs	24,108	32,031
Project costs (counselling)	16,000	16,350
Newsletter costs	3,465	2,297
Hospitality for carers	257	434
	<u>487,693</u>	<u>477,093</u>
Share of support costs (see note 6)	7,565	15,189
Share of governance costs (see note 6)	2,068	2,104
	<u>497,326</u>	<u>494,386</u>
Analysis by fund		
Unrestricted funds	438,859	448,828
Restricted funds	58,467	45,558
	<u>497,326</u>	<u>494,386</u>

6 Support costs

	2021 Support costs £	Governance costs £	2021 £	2020 Support costs £	Governance costs £	2020 £
Depreciation	3,289	-	3,289	4,492	-	4,492
Bank charges	367	-	367	382	-	382
Legal and professional fees	750	-	750	1,720	-	1,720
Website and IT costs	3,159	-	3,159	8,595	-	8,595
Independent examiners fee	-	1,860	1,860	-	1,920	1,920
Governance cost	-	208	208	-	184	184
	<u>7,565</u>	<u>2,068</u>	<u>9,633</u>	<u>15,189</u>	<u>2,104</u>	<u>17,293</u>
Analysed between						
Charitable activities	7,565	2,068	9,633	15,189	2,104	17,293
	<u>7,565</u>	<u>2,068</u>	<u>9,633</u>	<u>15,189</u>	<u>2,104</u>	<u>17,293</u>

YORK CARERS CENTRE

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

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

8 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Total	13	13
	<hr/>	<hr/>
Employment costs	2021 £	2020 £
Wages and salaries	326,003	318,744
Social security costs	23,530	22,568
Pension costs	18,062	15,411
Holiday accrual	3,698	3,581
	<hr/>	<hr/>
	371,293	360,304
	<hr/>	<hr/>

No employee earned £60,000 pa or more (2020: none).

The average number of staff was 22 (2020: 20).

The key management personnel received £56,204 in the year (2020: £54,838).

9 Tangible fixed assets

	Computer System £	Office Equipment £	Total £
Cost			
At 1 April 2020	20,368	-	20,368
Additions	2,521	1,299	3,820
	<hr/>	<hr/>	<hr/>
At 31 March 2021	22,889	1,299	24,188
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 April 2020	17,849	-	17,849
Depreciation charged in the year	2,856	433	3,289
	<hr/>	<hr/>	<hr/>
At 31 March 2021	20,705	433	21,138
	<hr/>	<hr/>	<hr/>
Carrying amount			
At 31 March 2021	2,184	866	3,050
	<hr/>	<hr/>	<hr/>
At 31 March 2020	2,519	-	2,519
	<hr/>	<hr/>	<hr/>

YORK CARERS CENTRE

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

10 Debtors

	2021	2020
	£	£
Amounts falling due within one year:		
Other debtors	-	175
Prepayments and accrued income	12,213	3,876
	<u>12,213</u>	<u>4,051</u>

11 Creditors: amounts falling due within one year

	2021	2020
	£	£
Other creditors	2,483	708
Accruals	7,941	5,776
	<u>10,424</u>	<u>6,484</u>

12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2020	Movement in funds			Balance at 31 March 2021
	£	Income	Expenditure	Transfers	£
		£	£	£	
Carers Trust	3,255	5,298	(6,393)	-	2,160
Young Carers	19,922	24,095	(9,184)	-	34,833
Young Adults	5,502	5,105	(4,023)	-	6,584
Adults	8,165	7,910	(2,651)	-	13,424
Substance Misuse Fund	3,050	1,995	(1,528)	-	3,517
Quilter Foundation	5,178	2,000	-	-	7,178
National Lottery Community Fund (Coronavirus Support)	-	18,506	(17,686)	(820)	-
Independent Age Grants Fund	-	7,484	(7,564)	80	-
Joseph Rowntree Foundation	-	5,000	(2,412)	-	2,588
City of York Council Better Care Fund	-	6,905	(7,026)	121	-
	<u>45,072</u>	<u>84,298</u>	<u>(58,467)</u>	<u>(619)</u>	<u>70,284</u>

YORK CARERS CENTRE

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

12 Restricted funds

(Continued)

		Movement in funds			
	Balance at 1 April 2019	Income	Expenditure	Transfers	Balance at 31 March 2020
	£	£	£	£	£
Carers Trust	2,432	6,750	(5,927)	-	3,255
Young Carers	25,790	4,985	(10,853)	-	19,922
Young Adults	11,250	5,288	(11,036)	-	5,502
Adults	5,673	11,755	(9,263)	-	8,165
Substance Misuse Fund	3,283	-	(233)	-	3,050
Children in Need	-	8,220	(8,246)	26	-
Quilter Foundation	-	5,178	-	-	5,178
	<u>48,428</u>	<u>42,176</u>	<u>(45,558)</u>	<u>26</u>	<u>45,072</u>

Carers Trust

Individual grants received to provide opportunities for carers to improve and maintain their health and wellbeing, support them in accessing work, training and employment and to work with them to explore a life outside their caring role.

Funding for young carers

Grants from trust funds and donations/fundraising from local businesses, churches and organisations specifically to provide activities and groups for carers under 18 years.

Funding for young adults

Grants from trust funds and donations/fundraising from local businesses, churches and organisations specifically to provide activities and groups for carers aged 18-25 years.

Funding for adults

Grants from trust funds and donations/fundraising from local businesses, churches and organisations specifically to provide activities and groups for carers aged 25+ years.

Substance Misuse Fund

Donations/fundraising from businesses and organisations specifically to provide information and support groups for carers who are affected by someone else's substance misuse.

Children in Need (project delayed)

A three year grant to deliver a six week activity programme over the summer holidays to increase the emotional wellbeing of young carers and enable them to build emotional and mental resilience. The programme delivers workshops to learn about food and nutrition in a fun, creative way. It enables young carers to adopt healthy eating habits and cooking healthy meals on a budget, and will help families on low incomes and increase young people's practical skills throughout their lives. Through this programme young carers will engage in physical activities that challenge and improve their physical and mental ability and benefit them from engaging in team-work, relieve stress and build fitness thereby helping overcome long-term health problems such as obesity.

Due to the Covid restrictions we were unable to deliver this in July/August 2020 so Children in Need agreed that Year 2 of the funding could be delivered in July/August 2021 and then Year 3 would support July/August 2022 work.

YORK CARERS CENTRE

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

12 Restricted funds

(Continued)

Quilter Foundation (Carers Trust)

We have been successful in acquiring funding from the Inspiring Change grant programme. This will enable young adult carers to take time out from the pressures they face to engage in fun activities and access one-to-one support helping overcome isolation and build their confidence and self-esteem. They will explore and identify future goals and plans that will help their transition into adulthood. In addition we have received funding from the Aspirations grant programme to help young adult carers towards their goals where appropriate, for example paying to complete a qualification needed for a job. On completion of the project, all young adult carers will have a portfolio featuring their skills and strengths; photographs of their achievements and a detailed action plan matching their identified goals and aspirations.

National Lottery Community Fund (Coronavirus Support)

Coronavirus Support Fund Grant for six months to support isolated carers of all ages under tremendous pressure and at risk of mental and physical health breakdown. The impact of Covid 19 resulted in an increase in the numbers of carers feeling very isolated, overwhelmed with their caring responsibilities and asking for help. This funding enabled us to employ part time staff, fully equipped to work from home, who offered additional information, advice and emotional support to carers.

The transfer represents the net book value of the computer equipment purchased with this funding less the overspend of £182.

Independent Age Grants Fund

Covid response funding for six months to provide specialist advice and support to older frail carers who often go unrecognised without the support they are entitled to yet are the most vulnerable and at risk. The situation for older carers was exacerbated by the coronavirus not least by the digital divide. The funding enabled us to employ part time staff to reach out to these carers by offering regular welfare telephone calls and support. We were able to identify some vulnerable cases with great need and broker food bank vouchers, shopping deliveries and healthcare which otherwise might not have been accessed.

The transfer is to cover the slight overspend on the project.

Joseph Rowntree Foundation

A small grant to employ a part time member of staff to facilitate a regular group for carers of people with severe mental ill health. The member of staff will also offer additional support to carers who require it and follow up any issues that arise at group meetings.

City of York Council Better Care Fund

A joint application with Age UK to City of York Council Better Care Fund provided support and resources to carers in York to help them through the winter/second wave of the coronavirus. We arranged for welfare packs to be distributed to adult carers and delivered group support sessions via zoom. Young carers were provided with a range of baking kits/craft resources and offered regular zoom activity sessions which were a great success.

The transfer is to cover the slight overspend on the project.

YORK CARERS CENTRE

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

13 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2021	2021	2021
	£	£	£
Fund balances at 31 March 2021 are represented by:			
Tangible assets	3,050	-	3,050
Current assets/(liabilities)	96,112	70,284	166,396
	<hr/>	<hr/>	<hr/>
	99,162	70,284	169,446
	<hr/>	<hr/>	<hr/>
	Unrestricted funds	Restricted funds	Total
	2020	2020	2020
	£	£	£
Fund balances at 31 March 2020 are represented by:			
Tangible assets	2,139	380	2,519
Current assets/(liabilities)	97,599	44,692	142,291
	<hr/>	<hr/>	<hr/>
	99,738	45,072	144,810
	<hr/>	<hr/>	<hr/>

14 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).