

Charity number 1136245
Company number 6972805

SUPPORTING CARERS AND FAMILIES TOGETHER

(SCAFT)

REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD

1ST APRIL 2020 TO 31ST MARCH 2021

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

CONTENTS

	Page
Charity Information	2
Report of the Directors and Trustees	3-6
Statement of financial activities	7
Balance Sheet	8
Notes to the financial statements	9-12
External Examiners Report	13-14

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

CHARITY INFORMATION

Directors and Trustees:	J R Lumley A Ashley D Barnes M Hughes (resigned 02.03.2021)
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Charity registration number:	1136245
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Company registration number:	6972805
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Registered Office:	140A High Street Rayleigh Essex SS6 7BU
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SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

DIRECTORS AND TRUSTEES REPORT FOR THE PERIOD 1ST APRIL 2020 TO 31ST MARCH 2021

Structure, governance and management

The organisation is a charitable Company limited by guarantee, incorporated on 25th July 2009 and registered as a charity on 8th June 2010. The Company was established under a Memorandum of Association which established the objects and powers of the charitable Company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

The day to day running and management of the Charity is undertaken by the Directors, who are also Charity Trustees for the purposes of Charity law. The Directors are appointed by the members of the Charity. The membership of the board has changed slightly over the past year, and there are now 4 appointed Directors. They continue to be open to adding to this where a valid contribution can be made.

The Directors are responsible for identifying and appointing staff members, to whom some aspects of the company's charitable work are delegated.

The Directors undertake regular risk assessment reviews covering the charity's operational, strategic, legal, financial, insurance and employment risks where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Objectives and Activities

The object of the company is to relieve the social, emotional, mental, physical and educational needs of carers and families in the county of Essex, through the provision of support, person and group centred interventions, advice, guidance and signposting to other services as appropriate.

Financial Review

The financial statements in this report cover activity for the period 1st April 2020 to the 31st March 2021 for Young Carers and Adult Carers. During this period the company has acquired supportive grants and donations and sundry income of £ 107,840.32, and employs 7 part-time staff, with a whole time equivalent of 3.

The accounts for the Company at this time have stabilised, with significant commitments of funding received, primarily from the Big Lottery Fund's Reaching Communities programme, and BBC's Children in Need. The ongoing policy of the Company is to provide "core" services through a tightly managed financial facility allowing service projections to function through ring fenced accounts. At the year-end "ring fenced" projects retained balances that will allow them to progress and develop as planned, as always additional funds are constantly sought.

Funding applications are currently in progress to a range of grant making bodies. SCAFT remains reasonably successful in attracting funding for specific aspects of the project and new developments; however, the Covid pandemic has created increased difficulty in gaining core cost funding, with a significant number of

previous funders suspending general applications in favour of prioritising Covid relief projects. This included an 8 month suspension of general applications by the National Lottery Community Fund, which severely delayed our bid for continuation funding, following the close of the existing grant in December 2020; however, this application is now progressing.

Reserves policy – The Charity has recently reviewed its reserves policy to ensure that it is compliant with all necessary legislation. After a thorough review it was agreed that the Charity should hold a minimum of £30,000 in unrestricted funds in order to meet its obligations for six months staff salaries, redundancy provisions and other financial commitments. This will remain under regular review to ensure these conditions are met.

Operating Environment

SCAFT's operating environment has been hugely dynamic and challenging over this period with the start of the Covid-19 pandemic and associated operating restrictions. At various times most of SCAFT's services have been suspended either through government restrictions or venues being unavailable. This has particularly affected the group respite sessions which even when able to operate have seen reduced attendance due to vulnerable families choosing to 'shield', or having to self-isolate. SCAFT has continued to operate in partnership Essex County Council's in-house Young Carers project, ensuring there is no overlap in services and that the services offerings complement each other. ECC continues to provide top-tier support for those most in need, primarily complex multi-agency cases. Cooperation between SCAFT and the ECC service remains good, with referrals moving in both directions between services.

There remains no dedicated all-Essex Young Adult Carers Service for 16-25 year olds, with 18-25 year olds expected to access adult support services, whilst 16-18 year olds remain within the Young Carers services remit. A significant number of young carers in this age group continue to express a need for a service tailored to their requirements and this remains an aim for future development subject to achieving funding. They have asked for a service similar to the One2One schools project to operate in local colleges, as those remaining in school 6th forms still have access to the original service.

The Staff and Trustees have been closely involved in monitoring and assessing the impact of the changes enforced by the pandemic on service users, as well as those generally, on their wider families, on the organisation, and wider local services. Regular consultation with service users ensures SCAFT remains in touch with their needs. SCAFT has participated in forums at a local and national level to ensure access to new models of service delivery and best practise in these new conditions. SCAFT has also participated in both local and national data gathering in response to the pandemic to ensure young carers views and experiences are represented, as well as made use of national information gathering to guide service delivery.

Achievements and Performance

Young Carers – As previously stated the Covid-19 pandemic has had a massive impact on service provision over this period. Every effort was made to ensure services continued wherever possible in recognition of the vulnerability of young carers and their families in the situation. Even early research showed young carers were experiencing greatly heightened social isolation during lockdown and school closures, with digital interaction only proving to be a very temporary stop-gap, and many reporting feeling deeply isolated as time went on and longing for personal contact.

The register contained 158 young people receiving direct services over this period, with a further 150 making use of SCAFT's Young Carers Passport Scheme in schools. Referrals have been sporadic as those schools and

services that refer have themselves been closed or running at reduced capacity over this period. We have however seen significant numbers of previously unknown young carers seeking support as the pandemic has pushed families from a state of 'just coping' into crisis.

At times group services had to close due to restrictions; however, use was made of the 'support group' exemption in the Covid regulations to keep the groups running wherever safe to do with appropriate measures to mitigate risk. As a result, a total of 38 group sessions were run, split between the two age groups and two venues. Average attendance was lower due to families 'shielding', with an average of just 8. Attendance was also heavily affected through children having to self-isolate following exposure to the virus or testing positive at school.

Attendance at both Rayleigh groups remains under close review since the venue lacks adequate leisure facilities which reduce its appeal; with potential alternative venues being explored as they arise to mitigate the effects of both location and lack of facilities. Following big changes in venue usage over the past year and the closure of other local groups, there are potential changes in availability that might make a more suitable venue possible.

Where it has been able to continue, the reach of the One2One schools support program has continued to grow and the project is now supporting over 80 young people; and further capacity was made available to address this. The Young Carers Passport scheme has continued to gain momentum and is now active across 3 of the district's 4 secondary schools, with continuing positive feedback from both young carers and school staff. This is one of only a handful of such schemes in the country and remains the only one in Essex. This has generated interest from young carers groups in other areas of the country and SCAFT is now sharing best practise with them to facilitate the creation of their own schemes.

Where SCAFT's traditional services have been unable to continue, alternatives have been put in place. Emergency funding enabled upgrading of SCAFT's IT equipment to facilitate home working and the ability to maintain contact with young carers and their families online. SCAFT has thus been able to maintain comparable levels of availability and access to support staff via telephone, email and online chat. Support workers have dealt with a greatly varied range of needs over and above young carers common issues, including, bereavement as a result of the pandemic, food poverty and access, access and referrals to other services, advocacy in dealings with other services and coping with withdrawal or reduction of services that would normally be delivered in the home.

Regrettably no holiday activities have been possible during this period due to restrictions limiting gatherings and closing venues.

SCAFT has continued to offer Young Carers and their families wide ranging information on issues from holiday pastimes and activity opportunities, benefits information, safeguarding guidance (particularly with regard to the massive increase in internet use for home learning/working), other local services, drug and alcohol awareness, changes in legislation, education and employment. Over this period SCAFT has worked to support families with home learning and has provided pre-prepared lesson plans to assist in this. We have also worked to provide reliable information on the pandemic, it's effects and rules to counter 'fake news' stories. SCAFT has also distributed donated food parcels, toys and games to families. SCAFT is a voucher holder for the local food bank and is able to assist families in need.

Adult Carers – Following difficulties in attracting fresh funding for the adult carers service it has remained suspended, until it can be adequately resourced. SCAFT remain in contact with a number of adult carers

offering limited support where possible and continues to apply for funding to support and relaunch the service.

Overall

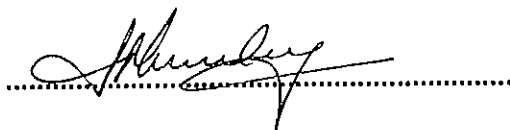
It is fair to say that the past year has been the most challenging SCAFT has yet faced, with unprecedented operating conditions and an increase in demand, with previously unexpected needs coming to the fore. Despite initial difficulties with lack of appropriate IT equipment, SCAFT was quickly able to adapt and overcome many obstacles to continue providing relevant services to young carers and their families. Although able to provide a comparable level of availability in terms of staff hours, this ultimately led to reduced capacity on occasion due to dealing with all issues individually, rather than benefiting from the economies of group interventions. Once again an independent 3rd party have been engaged to provide an impartial review of SCAFT's performance to inform future developments and to provide independent verification in support future funding bids.

SCAFT continues to place great value in service user involvement and continue to run regular consultations with young carers and their families, along with other partners to contribute to future planning and service evolution.

Plans for Future Periods

As SCAFT emerges from the challenges of pandemic conditions we remain optimistic that the organisation will continue to be able to deliver a range of safe, relevant, evidence based, quality services to young carers and their families, with extensions to existing services and new projects planned for the coming year. Although the pandemic has created new funding challenges, particularly with respect to core costs, we continue to seek new sources of income and are confident of gaining a further 3 years of continuation funding from the National Lottery. New aspects to the project including a college based One2One service are planned, dependant on additional funding being attained. We also hope to be able to reinstate the Adults Service at the earliest opportunity, following achieving sustainable funding.

On behalf of the Directors and Trustees



**J R LUMLEY
CHAIRMAN**

11/8/21

Date

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD 1ST APRIL 2020 TO 31ST MARCH 2021

Note	Unrestricted Funds £	Restricted Funds £	01.04.2020 To 31.03.21 Total Funds £	01.04.2019 To 31.03.20 Total Funds £
Incoming Resources				
Donations and Grants	56,679.00	51,161.32	107,840.32	104,834.10
Sundry Income	5.37	0	5.37	7.22
Total Incoming Resources	56,684.37	51,161.32	107,845.69	104,841.32
Resources Expended				
Charitable Expenditures	46,541.34	34,562.89	81,104.23	103,326.54
Net Incoming Resources	10,143.03	16,598.43	26,741.46	1,514.78

The Charity has no other recognised gains or losses for the above year other than those accounted for in the Statement of Financial Activities.

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

BALANCE SHEET FOR THE PERIOD 1ST APRIL 2020 TO 31ST MARCH 2021

Note	Unrestricted Funds £	Restricted Funds £	Total Funds 31.03.21 £	Total Funds 31.03.20 £
Current assets				
Cash at bank and in hand	43,341.30	33,608.63	76,949.93	50,208.47
Creditors amounts falling due within one year	-	-		
Net current assets	43,341.30	33,608.63	76,949.93	50,208.47
Funds	43,341.30	33,608.63	76,949.93	50,208.47

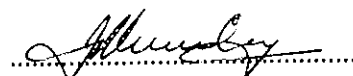
For the financial year ended 31st March 2021, the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006; and no notice has been deposited with the charity under section 476 of that Act requiring an audit to be carried out.

The Directors and Trustees acknowledge their responsibilities for

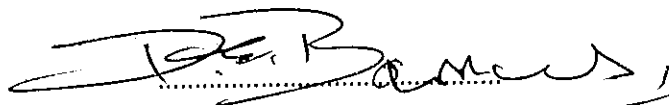
- ensuring the company keeps accounting records which comply with section 386 CA 2006; and
- preparing financial statements which give a true and fair view of the state of affairs of the charity at the end of the financial year and of its incoming resources and applications of resources for that year, in accordance with the requirements of section 394 and 395 CA 2006, and which otherwise comply with the requirements of that Act relating to accounts so far as they are applicable to the charity.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Directors and Trustees for issue on 11/8/21



J R LUMLEY
Director / Trustee
Chairman



Director / Trustee (D.E. BARNES)

Company Registration No. 6972805

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1ST APRIL 2020 TO 31ST MARCH 2021

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

(b) Fund accounting

- Unrestricted funds are available for use at the discretion of the Directors and Trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1ST APRIL 2020 TO 31ST MARCH 2021

d) Resources Expended

Expenditure is recognized on a cash book basis.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in Note 3.

2. Donations and Grants

	Unrestricted Funds £	Restricted Funds £	01.04.20 to 31.03.21 Total £	01.04.19 to 31.03.20 Total £
Big Lottery Fund	31,808	0	31,808	60,771
BBC Children In Need	0	30,410.40	30,410.4	19,134.10
Rochford District Council	1,000	0	1,000	1,000
Sobell Foundation	10,000	0	10,000	10,000
Garfield Weston	10,000	0	10,000	0
Ragdoll Foundation	1,200	0	1,200	0
Albert Hunt Trust	2,000	0	2,000	0
Ron Coutts Open Garden	161	0	161	535
Individual Donations + sponsorship	410	0	410	140
Essex Lottery	100	0	100	73
Rayleigh Town Council	0	0	0	850
Wells Legal	0	0	0	2,000
Rochford Housing – Sanctuary	0	0	0	397
Alchemy Foundation	0	0	0	750
Hockley & Hawkwell Methodist	0	0	0	184
Diana Tinson Fund	0	0	0	4,500
Essex Fund	0	0	0	4,500
	56,679.00	30,410.40	87,089.40	104,834.1
NET Coronavirus Foundation Fund (ECF)	0	8,500	8,500	0
Tourle Foundation Fund (CAF)	0	4,550	4,550	0
HMRC JRS Grant	0	7,700.92	7,700.92	0
	0	20,750.92	20,750.92	0

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1ST APRIL 2020 TO 31ST MARCH 2021

3. Total resources expended

	Unrestricted Funds £	Restricted Funds £	01.04.20 to 31.03.21 Total £	01.04.19 to 31.03.20 Total £
Charitable expenditure				
Donations and Grants				
Young Carers / Adult Carers	886.89	0	886.89	8105.68
Transport Costs	1,880.40	0	1,880.4	4561.80
Costs of Activities				
Staff Costs (including training)	19,814.75	32,210.32	52,025.07	70430.79
Travel Expenses	46.40	127.57	173.97	1462.66
Premises Costs	9,673.62	0	9,673.62	8647.45
Postage, printing and Stationery	4,199.62	2,225.00	6,424.62	4281.55
Sundry Expenses	23.76	0	23.76	183.05
Legal and Professional, and Consultancy Costs	10,015.90	0	10,015.9	5653.56
	46,541.34	34,562.89	81,104.23	103,326.54

Directors and Trustees Remuneration & Related Party Transactions

None of the Directors and Trustees received any remuneration during the period.

No Director and Trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the period.

Taxation

As a charity, Supporting Carers and Families Together (SCAFT) is exempt from tax on income and gains falling within section 505 of Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1ST APRIL 2020 TO 31ST MARCH 2021

6.	Creditors: amounts falling due within one year	Unrestricted Fund	Restricted Fund	31.03.21 Total	31.03.20 Total
	Accrued expenses	n/a	n/a	n/a	n/a

7.	Movement in funds	Unrestricted Fund	Restricted Fund	01.04.20 to 31.03.21 Total	01.04.19 to 31.03.20 Total
		£	£	£	£
	As at 31 st March 2020	33,198.27	17,010.20	50,208.47	48,693.69
	Excess of income over expenditure	10,143.03	16,598.43	26,741.46	1,514.78
	Redesignation of Funds	-	-	-	-
	As at 31 st March 2021	43,341.30	33,608.63	76,949.93	50,208.47

Funds balances are:	
Core Funds / Cash held	£ 46,949.93
Designated Reserve	£ 30,000.00
Total	£76,949.93

Supporting Carers and Families Together

(S.C.A.F.T.) Registered Charity No: 1136245

External Examiners Report April 2020 – March 2021

Introduction

This report covers the audit check for the year 1st April 2020 to 31st March 2021

Accounting Procedures

The Charity reports on a cash accounting basis using a manual book keeping system. Separate accounts are kept for income and expenditure and petty cash. My review showed that all the transactions were supported by the relevant paperwork and could be traced through the charities financial system and bank account.

Books of Account / Final Accounts

I examined the receipts and expenditure ledgers for the year under review. All transactions had been properly recorded and broken down between specific headings with a clear audit trail available for examination. All ledgers had been properly totalled and reconciled to the figures recorded in the final accounts.

The format of the accounts was on a receipt and payment basis using cash accounting.

Financial Regulations

Financial records are kept in line with the financial regulations and all transactions are supported by invoices or other appropriate paperwork. Invoices had been paid promptly and were properly recorded and accounted for.

Bank Reconciliation

All bank statements had been checked and reconciled on a regular basis and reported. All transactions were well supported with relevant receipts and the invoices could be traced through the accounting records and the bank accounts.

Where possible payments have been set up for regular bills via direct debits.

Online banking (Fast Pay) is now used on a regular basis which reduces the number of cheques being issued and helps accounts being paid promptly.

Expenditure

All accounts were paid within the suppliers stated payment terms and cheques were correctly authorised and signed.

I checked all of the invoices processed as part of my review.

All invoices checked had been properly processed and authorised for payment and were correctly recorded in the ledgers.

Salaries

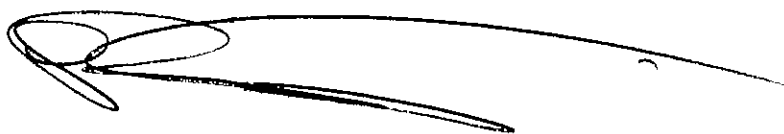
Salaries are paid on a monthly basis by BACS payment.

These have been checked and reconciled to the audit trail and bank statements.

Summary

My examination of the ledgers and supporting documentation for "**Supporting Carers and Families Together**" (S.C.A.F.T.) for the year April 2020 to March 2021 confirms that they are meeting the set requirements.

As expected, the standard of record keeping is excellent with all transactions being properly documented and accounted for in a professional manner, especially in the current circumstances in which we are all having to deal with.

A handwritten signature in black ink, appearing to read 'Mr Roger Fagence', with a long, sweeping horizontal stroke extending to the right.

Mr Roger Fagence

External Examiner 30th July 2021