

Charity number 1136245
Company number 6972805

SUPPORTING CARERS AND FAMILIES TOGETHER

(SCAFT)

REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD

1ST APRIL 2021 TO 31ST MARCH 2022

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

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SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

CHARITY INFORMATION

Directors and Trustees:	J R Lumley A Ashley D Barnes
Charity registration number:	1136245
Company registration number:	6972805
Registered Office:	140A High Street Rayleigh Essex SS6 7BU

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

DIRECTORS AND TRUSTEES REPORT FOR THE PERIOD 1ST APRIL 2021 TO 31ST MARCH 2022

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 3 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 2021 to the 31st March 2022 for Young Carers and Adult Carers. During this period the company has acquired supportive grants and donations and sundry income of £ 92,203.90, and employs 7 part-time staff, with a whole time equivalent of 3. Currently 2 YCSW posts are vacant, one through the postholder moving to another employer, the other through long term illness leading to termination. An active recruitment process is underway to fill these posts as soon as possible.

The accounts for the Company at this time are stable, 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 situation is now easing with many funders returning to previous priorities. BBC Children in Need is however suspending fresh applications for both their Small and Main grants streams until Autumn 2022 whilst they review and modify their processes and priorities. As SCAFT's CIN grant was due to expire during this period we have been offered, and received, a 12 month extension to our existing grant.

Reserves policy – The Charity has 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 remained hugely dynamic and challenging over this period with the ongoing Covid-19 pandemic and associated operating restrictions. At various times some 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. These sessions have also been affected by staff absences, leading to a number of them being cancelled due to being unable to safely staff them. 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. It still remains our aim to develop a service to meet these needs, with a number of young carers in this age group continuing to express a desire for a service tailored to their requirements. They have previously 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 continued to closely monitor and assess 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 practice in these new conditions. SCAFT remains an active participant in both local and national data gathering in response to the pandemic to ensure young carers' views and experiences are represented, as well as making use of national information gathering to guide service delivery.

Achievements and Performance

Young Carers – As previously stated the Covid-19 pandemic has continued to have 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. Research has shown young carers have experienced greatly heightened social isolation during lockdowns and whole/partial school closures, with digital interaction only proving to be a very temporary stop-gap. Many service users reported feeling deeply isolated as time went on and expressed longing for personal contact and a return to face-to-face services.

The entire staff team have worked very hard to maintain services, showing great commitment and flexibility in difficult situations. Special reference must be made to the sessional staff and volunteers who have gone above and beyond in their support and flexibility in very volatile and trying circumstances; doing their best to ensure the young carers have not missed out on services wherever possible. Particular mention should go to RC and PG who have both achieved over 10 years voluntary service this year and been pillars of strength, as has sessional worker PF, who has stepped into many a breach this year.

The register contained 155 young people receiving direct services over this period, with around a further 165 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 continued to see significant numbers of previously unknown young carers seeking support as the pandemic has pushed families into crisis, from a state of 'just coping'.

The Young Carers Passport Scheme has generated a lot of interest both from within the county and across the country with support being given to a number of organisations to explore the creation of a similar scheme of their own; including, regional Carers Trust groups, North Lincolnshire Carers' Support Service and a number of schools across the country.

At times group services have 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. Sadly, a number of groups were also cancelled due to staff illness and being unable to staff them to a safe level. As a result, a total of 62 group sessions went ahead, split between the two age groups and two venues; with a total of 7 sessions lost through government restrictions at the start of the period and 6 through Covid related staff illness. The number of sessions lost through Covid could have been far higher without the flexibility and commitment of the remaining staff to cover additional duties. Average attendance at some groups has remained low due to service user concerns over travel and mixing, with an average of just 8. Attendance also remained heavily affected through children having to self-isolate following exposure to the virus or testing positive at school.

The groups have continued to provide a wide range of games and creative activities, alongside vital social opportunities for young people. Targeted Funding from Rochford District Council and Sanctuary Housing as enabled the Secondary groups to undertake a 6-week cookery course, with a focus on healthy eating; and further funding commitments from these organisations should allow a similar course for the Primary groups in the next period.

Attendance at both Rayleigh groups remains under close review since the venue lacks adequate leisure facilities which reduce its appeal; we continue to review potential alternative venues as they arise to mitigate the effects of both location and lack of facilities.

The One2One schools support program has undoubtedly been the most difficult aspect of the project to sustain over this period, with staff capacity limitations through illness and a vacant post having a major impact on availability throughout the year. Demand remains extremely high both within schools already in

the scheme and new schools wishing to join and difficult decisions have had to be made to prioritise those assessed as most in need. This capacity has been further complicated and limited by difficulties within some schools over being able to provide a suitable space for the work to take place, both due to Covid measures and building works.

Where SCAFT's traditional services have been unable to continue, alternatives have been put in place.

Covid Recovery funding has enabled further upgrading of SCAFT's IT infrastructure to better facilitate collective/collaborative remote working and the ability to maintain contact with young carers and their families online. This funding has also enabled more permanent Covid security measures within the office spaces, as well as increased publicity to ensure potential service users are aware that services are still operating. Support workers have continued to deal with a greatly varied range of needs over and above young carers common issues.

We were thankfully able to return to offering a number of activities over this period including Christmas parties for the young carers groups and a family night at a local indoor play centre. These activities were well received and the family night in particular generated much positive feedback on the opportunities presented for parents to develop peer support relationships with each other.

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. We have also worked to provide reliable information on the pandemic, its 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. A review of the service structure has been conducted and a number of changes to the service design have been adopted with a view to reinvigorating both the service itself and the potential to raise sufficient funds to support its delivery.

Overall

It remains true that SCAFT's operating conditions have proven extremely challenging as the pandemic has progressed, with continued increase in demand and with developing needs coming to the fore. Thanks to the commitment and dedication of its staff and volunteers, SCAFT has been able to adapt and overcome many of the obstacles to continue providing relevant services to young carers and their families.

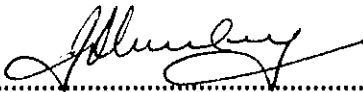
Limited Staff capacity has unfortunately led to reduced capacity on occasion due to dealing with all issues individually, rather than benefiting from the economies of group interventions, which is particularly true of the One2One Service. Once again, an independent 3rd party has been engaged to provide an impartial review of SCAFT's services to inform future developments and to provide independent verification of performance in support of 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. Over the next period the focus will be on reinstating those services affected by the challenging conditions and regaining a consistent service level appropriate to meeting evidenced need. Although the pandemic has created new funding challenges, particularly with respect to core costs, we continue to seek new sources of income. Continued future aspirations for the project include a college based One2one service, dependant on additional funding being achieved. We also hope to be able to reinstate the Adults Service at the earliest opportunity, once new funding has been achieved.

On behalf of the Directors and Trustees


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J R LUMLEY
CHAIRMAN

28/6/22
.....

Date

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD 1ST APRIL 2021 TO 31ST MARCH 2022

Note	Unrestricted Funds £	Restricted Funds £	01.04.2021 To 31.03.22 Total Funds £	01.04.2020 To 31.03.21 Total Funds £
Incoming Resources				
Donations and Grants	43359.50	48841.36	92,200.86	107840.32
Sundry Income	3.04	0	3.04	5.37
Total Incoming Resources	43,362.54	48,841.36	92,203.90	107,845.69
Resources Expended				
Charitable Expenditures	54,392.76	33,761.80	88,154.56	81,104.23
Net Incoming Resources	(11,030.22)	15,079.56	4,049.34	26,741.46

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 2021 TO 31ST MARCH 2022

Note	Unrestricted Funds £	Restricted Funds £	Total Funds 31.03.22 £	Total Funds 31.03.21 £
Current assets				
Cash at bank and in hand	32,311.08	48,688.19	80,999.27	76,949.93
Creditors amounts falling due within one year	-	-		
Net current assets	32,311.08	48,688.19	80,999.27	76,949.93
Funds	32,311.08	48,688.19	80,999.27	76,949.93

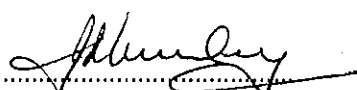
For the financial year ended 31st March 2022, the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006; and no notice has been deposited with the charity under section 476 of that Act requiring an audit to be carried out.

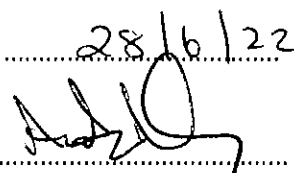
The Directors and Trustees acknowledge their responsibilities for

- 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 28/6/22


.....
J R LUMLEY
Director / Trustee
Chairman


.....
Director / Trustee

Company Registration No. 6972805

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1ST APRIL 2021 TO 31ST MARCH 2022

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 2021 TO 31ST MARCH 2022

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 £	01.04.21 to 31.03.22 Total £	01.04.20 to 31.03.21 Total £
Big Lottery Fund	31,544.00	0	31,544.00	31,808
BBC Children In Need	0	27,195.00	27,195.00	30,410.40
Rochford District Council	5,200.00	0	5,200.00	1,000
Sobell Foundation	0	0	0	10,000
Garfield Weston	0	0	0	10,000
Ragdoll Foundation	0	0	0	1,200
Albert Hunt Trust	0	0	0	2,000
Ron Coutts Open Garden	0	0	0	161
Individual Donations + sponsorship	0	0	0	410
Essex Lottery	84.50	0	84.50	100
Rayleigh Town Council	850.00	0	850.00	0
Souter Charitable Trust	3,000.00	0	3,000.00	0
Rochford Housing – Sanctuary	1,700.00	0	1,700.00	0
Alchemy Foundation	250.00	0	250.00	0
Essex County Council	431.00	0	431.00	0
C J Lumley (retired Rayleigh Town Councillor)	300.00	0	300.00	0
	43,359.50	27,195.00	70,554.50	87,089.4
ECF – Essex Covid Response Fund	0	19,656.00	19,656.00	0
NET Coronavirus Foundation Fund (ECF)	0	0	0	8500
Tourle Foundation Fund (CAF)	0	0	0	4550
HMRC JRS Grant	0	1,990.36	1,990.36	7700.92
	0	21,646.36	21,646.36	20,750.92

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1ST APRIL 2021 TO 31ST MARCH 2022

3. Total resources expended

	Unrestricted Funds £	Restricted Funds £	01.04.21 to 31.03.22 Total £	01.04.20 to 31.03.21 Total £
Charitable expenditure				
Donations and Grants				
Young Carers / Adult Carers	4676.62	2128.45	6805.07	886.89
Transport Costs	0	2157.05	2157.05	1880.40
Costs of Activities				
Staff Costs (including training)	25,197.12	28,664.62	53,861.74	52,025.07
Travel Expenses	212.77	125.18	337.95	173.97
Premises Costs	9502.24	0	9502.24	9673.62
Postage, printing and Stationery	7542.72	0	7542.72	6424.62
Sundry Expenses	97.50	0	97.5	23.76
Legal and Professional, and Consultancy Costs	7163.79	686.50	7850.29	10,015.90
	54,392.76	33,761.80	88,154.56	81,104.23

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 2021 TO 31ST MARCH 2022

6.	Creditors: amounts falling due within one year	Unrestricted Fund	Restricted Fund	31.03.22 Total	31.03.21 Total
	Accrued expenses	n/a	n/a	n/a	n/a

7.	Movement in funds	Unrestricted Fund	Restricted Fund	01.04.21 to 31.03.22 Total	01.04.20 to 31.03.21 Total
		£	£	£	£
	As at 31 st March 2021	43,341.30	33,608.63	76,949.93	50,208.47
	Excess of income over expenditure	(11,030.22)	15,079.56	4,049.34	26,741.46
	Redesignation of Funds	-	-	-	-
	As at 31 st March 2022	32,311.08	48,688.19	80,999.27	76,949.93

Funds balances are:	
Core Funds / Cash held	£ 50,999.27
Designated Reserve	£ 30,000.00
Total	£80,999.27

Supporting Carers and Families Together

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

External Examiners Report April 2021 – March 2022

Introduction

This report covers the audit check for the year 1st April 2021 to 31st March 2022

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

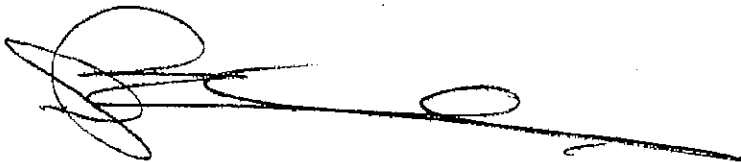
Salaries are paid on a monthly basis by BACS payment.

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 2021 to March 2022 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.

A handwritten signature in black ink, consisting of a large, stylized 'R' followed by a long horizontal stroke and a small loop at the end.

Mr Roger Fagence

External Examiner 14th June 2022