

Charlty number 1136245  
Company number 6972805

**SUPPORTING CARERS AND FAMILIES TOGETHER**

**(SCAFT)**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE PERIOD**

**1<sup>ST</sup> APRIL 2022 TO 31<sup>ST</sup> MARCH 2023**

# **SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)**

## **CONTENTS**

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	Page
Charity Information	2
Report of the Directors and Trustees	3-7
Statement of financial activities	8
Balance Sheet	9
Notes to the financial statements	10-12
External Examiners Report	13-14

## **SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)**

### **CHARITY INFORMATION**

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

# **SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)**

## **DIRECTORS AND TRUSTEES REPORT FOR THE PERIOD 1<sup>ST</sup> APRIL 2022 TO 31<sup>ST</sup> MARCH 2023**

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### **Structure, governance and management**

The organisation is a charitable Company limited by guarantee, incorporated on 25<sup>th</sup> July 2009 and registered as a charity on 8<sup>th</sup> 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 1<sup>st</sup> April 2022 to the 31<sup>st</sup> March 2023 for Young Carers and Adult Carers. During this period the company has acquired supportive grants and donations and sundry income of £115,889.99, and had complement of 8 part-time staff, with a whole time equivalent of 3. Two of the Young Carer Support Worker posts were vacant for several months at the start of the period following the departure of the original postholders; however, a competitive recruitment process has resulted in both posts being filled with suitably skilled and experienced workers.

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, with applications 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 created increased difficulty in gaining core cost funding, however this situation is now easing with many funders returning to previous priorities.

**Reserves policy** – The Charity has recently reviewed its reserves policy to ensure that it is compliant with all necessary legislation and commitments. After a thorough review it was agreed that the Charity should increase its reserve from £30,000 to hold a minimum of £40,000 in unrestricted funds, with effect from the start of the next accounting period in order to meet its increased obligations for redundancy provisions, and other financial commitments and contractual obligations in the event of unplanned closure. This will remain under regular review to ensure these conditions remain met.

### **Operating Environment**

Although SCAFT's operating environment has remained challenging over this period with the after effects of the Covid-19 pandemic, and associated operating restrictions, things have begun to return to a more stable footing. The two newly employed YCSW's have moved quickly to establish excellent rapport with service users and to build partnerships with local partners, particularly schools. These collaborations are already yielding solid results with many newly identified young carers and a number of proposals for new elements to the project.

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 offered complement each other. ECC continues to provide top-tier intensive 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. ECC have also suggested taking on SCAFT's Young Carers Passport Scheme and rolling it out to all districts within the county; discussions on this proposal are ongoing.

Despite the launch of a revised All-Age Carers Strategy by ECC there remains no dedicated 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 remains our aim to develop a service to meet these needs as funding allows. In particular those young carers that have moved on to further education in local colleges have asked for a service similar to the One2One schools project to be available to them, as those remaining in school 6<sup>th</sup> 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. Particular attention has been paid to the newly released findings of the 2021 Census with respect to carers issues and trends. Regular consultation with service users ensures SCAFT remains in touch with their needs. SCAFT participates 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 remains an active participant in both local and national data gathering to ensure young carers views and experiences are represented.

### **Achievements and Performance**

**Young Carers** –Our experience has continued to bare out research that has shown that young carers have experienced greatly heightened social isolation during lockdowns and school closures, and many are still reporting and displaying greatly decreased social confidence as a result.

The entire staff team have continued to work very hard to maintain services, showing great commitment and flexibility in difficult situations; however, filling vacancies has eased this situation and enabled a

transition from maintaining the status quo to one of development and growth. Once again special mention must be made of the staff, 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.

The register contained 165 young people receiving direct services over this period, with around a further 200 making use of SCAFT's Young Carers Passport Scheme in schools. Referrals have steadily increased as partnerships with schools have been renewed, with Wyburns and Edward Francis Primaries worthy of special mention for the great efforts and strides taken in identifying and supporting their young carers. We have continued to see significant numbers of previously unknown young carers seeking support as the after-effects of the pandemic and the cost of living increases have pushed families into crisis, from a state of 'just coping'.

The Young Carers Passport Scheme has continued to generate a lot of interest both from within the county and across the country with support being provided to a number of organisations to explore the creation of a similar scheme of their own; as well as the councils proposal to roll out the scheme county wide, as previously mentioned.

Out of total of 72 planned group sessions we were able to hold 68, with 4 lost through Covid issues early in the period. The groups have continued to provide a wide range of games and creative activities, alongside vital social opportunities for young people. Targeted Funding from Sanctuary Housing has enabled the Primary groups to undertake a 4-week cookery course, with a focus on healthy eating.

Attendance at both Rayleigh groups have improved greatly but remains under close review since the venue lacks adequate leisure facilities which reduces its appeal to young people; 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 seen hugely increased demand over the past year, particularly in the primary age range. Demand remains extremely high both within schools already in the scheme and new schools wishing to join. The scheme is at full capacity 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 ongoing building works. We aim to seek increased funding over the next period to facilitate expanding the capacity of this service.

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, and the opportunity for quality family time. We have also been able to run several school break activity sessions, including Laser Tag, Pottery, and a family day at a local wildlife park.

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. 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. Following a previous review a number of changes to the service design have been adopted with a view to raising the potential for attracting sufficient funds to support its delivery and reinvigorating the service itself.

## Overall

Whilst SCAFT's operating conditions remained challenging as the pandemic has receded, with continued increase in demand and with developing needs coming to the fore, great progress has been made and potential new projects developed. Thanks to the continued commitment and dedication of its staff and volunteers, SCAFT has been able to adapt to many of the obstacles and seize opportunities to continue providing relevant services to young carers and their families.

Limited Staffing has unfortunately led to reduced capacity whilst posts remained vacant, which is particularly true of the One2One Service, an unfortunate effect of vacancies on such a small staff team. However, the energy and skills brought by the new postholders has created a stable and reinvigorated environment in which innovation and creativity can flourish, which can only benefit those we seek to support.

SCAFT continues to place great value in service user involvement and continues to run regular consultations with young carers and their families in a variety of formats. Regular liaison with other partners also contributes to future planning and service evolution. One potential collaboration between SCAFT and a partnership of local primary schools holds much promise in providing additional support to their students and is currently in development.

## Plans for Future Periods

As SCAFT settles back to stable service delivery following the challenges of pandemic conditions we remain very 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. Having now fully reinstated those services affected by the challenging conditions we look forward to being able to focus on new developments and emerging needs. Although the pandemic has created new funding challenges, particularly with respect to core costs, we continue to secure new sources of income.

Moving forward, future aspirations for the project include establishing a college based One2One service, development of group based social confidence building interventions and increased partnership working with local schools. We also hope to be able to reinstate the Adults Service at the earliest opportunity, once we have succeeded in attracting new funding.

On behalf of the Directors and Trustees



J R LUMLEY  
CHAIRMAN

1st August 2023.

Date

## SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD

1<sup>ST</sup> APRIL 2022 TO 31<sup>ST</sup> MARCH 2023

Note	Unrestricted Funds £	Restricted Funds £	01.04.2022 To 31.03.23 Total Funds £	01.04.2021 To 31.03.22 Total Funds £
<b>Incoming Resources</b>				
Donations and Grants	79,338.00	36,495.00	115,833.00	92,200.86
Sundry Income	56.99	0	56.99	3.04
<b>Total Incoming Resources</b>	<b>79,394.99</b>	<b>36,495.00</b>	<b>115,889.99</b>	<b>92,203.90</b>
<b>Resources Expended</b>				
Charitable Expenditures	61,349.46	42,137.34	103,486.80	88,154.56
<b>Net Incoming Resources</b>	<b>18,045.53</b>	<b>(5,642.34)</b>	<b>12,403.19</b>	<b>4,049.34</b>

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 1<sup>ST</sup> APRIL 2022 TO 31<sup>ST</sup> MARCH 2023

Note	Unrestricted Funds £	Restricted Funds £	Total Funds 31.03.23 £	Total Funds 31.03.22 £
<b>Current assets</b>				
Cash at bank and in hand	50,356.61	43,045.85	93,402.46	80,999.27
Creditors amounts falling due within one year	-	-		
<b>Net current assets</b>	50,356.61	43,045.85	93,402.46	80,999.27
<b>Funds</b>	50,356.61	43,045.85	93,402.46	80,999.27

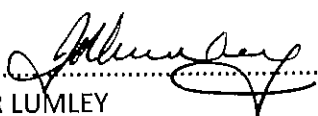
For the financial year ended 31<sup>st</sup> March 2023, the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006; and no notice has been deposited with the charity under section 476 of that Act requiring an audit to be carried out.

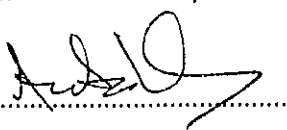
The Directors and Trustees acknowledge their responsibilities for

- 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 1<sup>st</sup> August 2023.

  
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 1<sup>ST</sup> APRIL 2022 TO 31<sup>ST</sup> MARCH 2023**

#### **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 1<sup>ST</sup> APRIL 2022 TO 31<sup>ST</sup> MARCH 2023

#### 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 £	01.04.22 to 31.03.23 Total £	01.04.21 to 31.03.22 Total £
Big Lottery Fund	64,037	0	64037	31,544.00
BBC Children In Need	0	27,695	27695	27195.00
Sobell Foundation	10000	0	10000	0
Maypole House Charitable Fund	0	8800	8800	0
Essex Lottery	21	0	21	84.50
Rayleigh Town Council	1350	0	1350	850.00
Rochford Housing – Sanctuary	1780	0	1780	1,700.00
Rochford District Council	1000	0	1000	5,200.00
Rayleigh Conservative Club	1000	0	1000	0
Knit to Nurture	150	0	150	0
Alchemy Foundation	0	0	0	250.00
Essex County Council	0	0	0	431.00
Souter Charitable Trust	0	0	0	3,000.00
C J Lumley (retired Rayleigh Town Councillor)	0	0	0	300.00
	79,338.00	36,495.00	115,833.00	70,554.5
ECF – Essex Covid Response Fund	0	0	0	19656.00
HMRC JRS Grant	0	0	0	1990.36
	0	0	0	21,646.56

## SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1<sup>ST</sup> APRIL 2022 TO 31<sup>ST</sup> MARCH 2023

#### 3. Total resources expended

	Unrestricted Funds £	Restricted Funds £	01.04.22 to 31.03.23 Total £	01.04.21 to 31.03.22 Total £
Charitable expenditure				
Donations and Grants				
Young Carers	5157.95	2254.15	7412.1	6805.07
Transport Costs	1284.25	1284.24	2568.49	2157.05
Costs of Activities				
Staff Costs (including training)	30044.71	38442.66	68487.37	53,861.74
Travel Expenses	242.40	156.29	398.69	337.95
Premises Costs	8385.36	0	8385.36	9502.24
Postage, telephone, equipment	9183.96	0	9183.96	7542.72
Sundry Expenses	0	0	0	97.5
Legal and Professional, and Consultancy Costs	7050.83	0	7050.83	7850.29
	61,349.46	42,137.34	103,486.80	88,154.56

#### 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 1<sup>ST</sup> APRIL 2022 TO 31<sup>ST</sup> MARCH 2023

6.	Creditors: amounts falling due within one year	Unrestricted Fund	Restricted Fund	31.03.23 Total	31.03.22 Total
	Accrued expenses	n/a	n/a	n/a	n/a

7.	Movement in funds	Unrestricted Fund	Restricted Fund	01.04.22 to 31.03.23 Total	01.04.21 to 31.03.22 Total
		£	£	£	£
	As at 31 <sup>st</sup> March 2022	32,311.08	48,688.19	80,999.27	76,949.93
	Excess of income over expenditure	18,045.53	(5,642.34)	12,403.19	4,049.34
	Redesignation of Funds	-	-	-	-
	As at 31 <sup>st</sup> March 2023	50,356.61	43,045.85	93,402.46	80,999.27

<b>Funds balances are:</b>	
Core Funds / Cash held	£ 63,402.46
Designated Reserve	£ 30,000.00
<b>Total</b>	<b>£93,402.46</b>

## **Supporting Carers and Families Together**

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

**External Examiners Report April 2022 – March 2023**

### **Introduction**

This report covers the audit check for the year 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023

### **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**

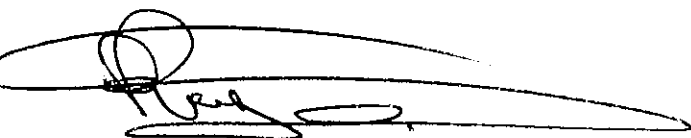
Salaries are paid on a monthly basis by BACS payment.

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 2022 to March 2023 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 in these most difficult times.

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

**Mr Roger Fagence**

**External Examiner 26th June 2023**

