

Registered number  
1141060

Lincolnshire Parent Carer Forum

Accounts

31 March 2021

**Lincolnshire Parent Carer Forum**  
**Report and accounts**  
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## **Lincolnshire Parent Carer Forum Trustees' Annual Report**

### **Charity Information**

The Lincolnshire Parent Carer Forum is a registered charity with the Charity Commission. The adoption of its constitution took place on 5th July 2010. Its registered number is 1141060 and the charity's registered address is PO Box 1183, Spalding, Lincolnshire, PE11 9EE.

### **Structure and Governance**

The charity is governed by its constitution which was last amended on 15th May 2017. As a result of the previous amendments the trustees felt it appropriate to consider the whole constitution and all changes were agreed by the members.

### **Membership**

The charity's membership consists of trustees volunteers and members, the charity has a wider network of nearly 2,000 parent carers and over 1,000 professional contacts (these are known as the network).

### **Trustees and officers**

Mrs C Cross (Chairperson)  
Mr T Barzycki (Vice Chair)  
Mrs R Rollinson (Treasurer)  
Mrs M Cooper (Secretary)  
Mr P Belliere - Wilson  
Mrs L Stimson (from 4th June 2020)  
Mrs S Swords  
Mrs C Wilson

The charity is managed and administered by a committee comprising the officers and other members, the officers consist of:

- 1) a Chair
- 2) a Vice chair
- 3) a Secretary
- 4) a Treasurer

The number of trustees shall not be less than three or exceed eleven and no trustee may appoint another to act on their behalf. The officers will be appointed by the trustees, trustees are appointed in the general meeting and each shall retire at each AGM. Trustees must be nominated by notice endorsed with a members signature and agreement by signature of the nominee.

### **Aims and Objectives**

The charity's stated object, registered with the Charity Commission, is "to relieve the charitable needs of parent carers of children with disabilities and/or additional needs and/or special educational needs in Lincolnshire by facilitating a parent carer forum".

### **Activities**

The charity's activities and achievements during the year can be found in a separate document attached to these financial statements, or it can be found on the charity's website published in the library.

### **Risk Management**

The trustees have assessed the major risks to which the charity is exposed, in particular those related to management of the finances of the charity. They are satisfied that the systems in place sufficiently manage its exposure to those threats. The trustees have developed strong working relationships with assisting bodies who are available to provide professional advice when required.

### **Public Benefit**

The trustees consider the objectives and activities of the charity are in accordance with the Charity Commission's general guidance on public benefit.

## **Lincolnshire Parent Carer Forum Trustees' Annual Report**

### **Public Benefit Continued...**

Lincolnshire Parent Carer Forum have represented the needs and views of parent carers with Lincolnshire County Council, Lincolnshire Clinical Commissioning Groups (NHS) and other service providers. The forum has managed to help service providers with their planning and development of services by feedback and experiences from parent carers.

During the year, the charity held multiple "Free Information and Signposting" events, a diverse range of organisations attended the events, providing a range of information and support for parent carers. The feedback from the events have been positive and were received from both parent carers and professionals alike and culminated in a report published on the library page of the website.

### **Reserves**

The charity holds restricted reserves based on unspent funds received for specific purposes which will be spent in the future in accordance with the restriction.

General reserves (also known as unrestricted reserves) are retained to enable the trustees to wind up the charity over a short period of time without causing excessive distress to the parent carers.

The forum seeks to maintain unrestricted reserves monies in it's account equal to four months of current running costs, or £5,000, whichever is higher. This is currently being achieved with reserves at the year end of £29,989.

.....  
Mrs C Cross  
Chairperson

Date: .....

## **Lincolnshire Parent Carer Forum Accountants' Report**

### **Independent examiners report to the trustees of Lincolnshire Parent Carer Forum**

I report on the accounts of the charity for the year ended 31st March 2021, which are set out on pages 4 to 6.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts, The charity's trustees consider that an audit is not required for this year under Section 144 (2) of the Charity's Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- 1) Examine the accounts under section 145 of the 2011 Act;
- 2) follow the procedures laid down in the general directions given by the Charity Commission under section 145 (5) (B) of the 2011 Act; and
- 3) state whether any particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general directions given to me by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison on the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements;
  - a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Chapmans Business Solutions Ltd  
Accountants

21 Flinders Road  
Donington  
Spalding  
Lincolnshire  
PE11 4TT

24th June 2021

**Lincolnshire Parent Carer Forum  
Receipts and Payments Account  
for the year ended 31 March 2021**

	Unrestricted £	2021 Restricted £	Total £	2020 £
<b>Receipts</b>				
Grants received - LCC	-	25,000	25,000	25,000
Grants received - DFE	-	15,000	15,000	16,500
Grants received - RL	-	-	-	10,000
Lottery - Fund raising activities	1,170	-	1,170	1,225
Charitable & fundraising events	230	-	230	2,482
Donations	26	-	26	903
<b>Total Receipts</b>	<b>1,426</b>	<b>40,000</b>	<b>41,426</b>	<b>56,110</b>
<b>Direct Payments</b>				
Staffing costs	-	29,068	29,068	27,409
Training	-	1,729	1,729	1,430
Development information, printing and stationery	-	559	559	3,650
Room hire	(106)	-	(106)	2,094
Cost of charitable activities other	-	-	-	-
Lottery - Fundraising activities	800	-	800	800
Charitable & fundraising events	20	-	20	814
Return of surplus funds to fund provider	-	-	-	-
Funds transfer to cover overspend	-	-	-	-
	<b>714</b>	<b>31,356</b>	<b>32,070</b>	<b>36,198</b>
<b>Indirect Payments</b>				
Hard to reach	-	2,940	2,940	1,615
Parent Carer expenses	20	210	230	6,552
Infrastructure	-	2,157	2,157	4,376
Website development	-	1,200	1,200	2,850
Governance costs - Independent examiner's fee	-	-	-	360
Governance costs - Insurance	-	-	-	441
	<b>20</b>	<b>6,507</b>	<b>6,527</b>	<b>16,194</b>
<b>Fixed asset additions</b>	<b>-</b>	<b>2,137</b>	<b>2,137</b>	<b>-</b>
<b>Total Payments</b>	<b>734</b>	<b>40,000</b>	<b>40,734</b>	<b>52,392</b>
(Deficit)/surplus for the year	692	-	692	3,718
<b>Funds</b>				
Fund balances as at 1 April 2020	29,989	-	29,989	26,271
<b>Fund balances as at 31 March 2021</b>	<b>30,681</b>	<b>-</b>	<b>30,681</b>	<b>29,989</b>

**Lincolnshire Parent Carer Forum  
Statement of Assets and Liabilities  
for the year ended 31 March 2021**

	Unrestricted £	2021 Restricted £	Total £	2020 £
<b>Cash deposits</b>				
Lloyds TSB - Current account	17,055	-	17,055	16,572
Lloyds TSB - No2 account	13,570	-	13,570	8,161
NatWest - Current account	56	-	56	5,256
<b>Monetary Assets</b>	<u>30,681</u>	<u>-</u>	<u>30,681</u>	<u>29,989</u>
<b>Accruals</b>				
Independent examiner's fee	360	-	360	-
	<u>360</u>	<u>-</u>	<u>360</u>	<u>-</u>
<b>Net Monetary Assets</b>	<u><b>30,321</b></u>	<u><b>-</b></u>	<u><b>30,321</b></u>	<u><b>29,989</b></u>
<b>Fixed Assets - Equipment</b>				
<b>Cost</b>				
As at 1st April 2020	-	9,153	9,153	11,595
Additions	-	2,137	2,137	-
Disposals	-	-	-	(2,442)
As at 31st March 2021	<u>-</u>	<u>11,290</u>	<u>11,290</u>	<u>9,153</u>
<b>Accumulated depreciation</b>				
As at 1st April 2020	-	6,207	6,207	7,178
Charge in the year - 20% Straight line	-	1,486	1,486	1,297
Eliminated on disposal	-	-	-	(2,268)
As at 31st March 2021	<u>-</u>	<u>7,693</u>	<u>7,693</u>	<u>6,207</u>
<b>Net book value</b>	<u><b>-</b></u>	<u><b>3,597</b></u>	<u><b>3,597</b></u>	<u><b>2,946</b></u>
<b>Net Assets</b>	<u><b>30,321</b></u>	<u><b>3,597</b></u>	<u><b>33,918</b></u>	<u><b>32,935</b></u>

We approve these accounts and confirm that we have made available all relevant records and information for their preparation.

**On behalf of Lincolnshire Parent Carer Forum**

Mrs C Cross

Date: 24 June 2021

Mrs R Rollinson

Date: 24 June 2021

**Lincolnshire Parent Carer Forum**  
**Notes to the Financial Statements**  
**for the year ended 31 March 2021**

**Basis of preparation of the financial statements**

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

a) Basis of preparation of financial statements.

The financial statements have been prepared in accordance with the exemptions applicable under the Statement of Recommended Practice on Accounting Charities, The Charities Act 2011 and the requirements of the Charities Commissioners publication "Accounting for the Smaller Charity".

b) Statement of financial activities

The statements of financial activities have been prepared on a receipts and payments basis which is a consistent basis to previous years.

c) Statement of net assets

The statement of assets shows the assets of the charity and any amounts due to or owed by the charity. The statement will not include and provisions for liabilities and charges. The trustees are of the opinion that should any significant matters arise prior to the year end, they will disclose them within the notes to the financial statements.

**Restricted funds**

Restricted funds relate to the Parent Carer Participation for which funding is received from the Department of Education and Lincolnshire County Council annually. Any surplus would be repayable to the grant maker and any defect is covered by unrestricted funds. It also includes any additional one-off restricted grants that the charity may receive.

**Split of assets:**

	<b>Cash in hand</b>	<b>Accruals</b>	<b>Fixed assets</b>	<b>Total</b>
	£	£	£	£
Lincolnshire County Council	-	-	2,236	2,236
Department for Education	-	-	989	989
Royal London	-	-	372	372
	<u>-</u>	<u>-</u>	<u>3,597</u>	<u>3,597</u>

**Payments to Trustees**

No trustee has been paid in respect of their position as a trustee. All trustee work has been done on a voluntary basis only.

During the year, payments have been made to trustees for other work undertaken by them, at rates agreed by the Charity Commission as detailed below:

	<b>2021</b>	<b>2020</b>
	£	£
Mrs C Cross - parent carer liaison and administrative work	22,555	22,155
	<u>22,555</u>	<u>22,155</u>