

Registered number  
1141060

Lincolnshire Parent Carer Forum

Accounts

31 March 2022

**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 membership of over 2,300 parent carers and additionally have a contact list of around 700 registered professionals and around 700 registered organisations, all of whom we try to keep fully informed of LPCF's work and opportunities.

### **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  
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**

During the year, the charity held a "week of SEND", showcasing a diverse range of organisations, providing a range of information and support for parent carers. The feedback from the event has been very positive and well received by both parent carers and professionals alike and culminated in a report published on the library page of the website.

### **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.

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

### **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 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 trustees agreed at their meeting in June 2021 an unrestricted reserve of £14,000 be maintained in account no 1 (alongside Grant Funding) to ensure that the charity has sufficient funds to withstand financial issues or to accommodate a four month winding up period for the charity in an organised manner as required by the charity's constitution. The designated reserves amount will be reassessed annually at the first business meeting of the trustees following the AGM.

Mrs C Cross  
Chairperson

Date: 14/07/2022

## **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 2022, 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

Date: 14/07/2022

**Lincolnshire Parent Carer Forum  
Receipts and Payments Account  
for the year ended 31 March 2022**

	Unrestricted £	2022 Restricted £	Total £	2021 £
<b>Receipts</b>				
Grants received - LCC	-	30,000	30,000	25,000
Grants received - DFE	-	17,500	17,500	15,000
Grants received - NL	-	1,600	1,600	-
Lottery - Fund raising activities	1,142	-	1,142	1,170
Charitable & fundraising events	69	-	69	230
Donations	443	-	443	26
<b>Total Receipts</b>	<b>1,654</b>	<b>49,100</b>	<b>50,754</b>	<b>41,426</b>
<b>Direct Payments</b>				
Staffing costs	-	31,027	31,027	29,068
Training	-	2,244	2,244	1,729
Development information, printing and stationery	-	-	-	559
Room hire	-	-	-	(106)
Lottery - Fundraising activities	781	-	781	800
Charitable & fundraising events	20	-	20	20
Funds transfer to cover overspend	4	(4)	-	-
	<b>805</b>	<b>33,267</b>	<b>34,072</b>	<b>32,070</b>
<b>Indirect Payments</b>				
Hard to reach	-	6,253	6,253	2,940
Parent Carer expenses	20	1,025	1,045	230
Infrastructure	-	3,710	3,710	2,157
Website development	-	1,200	1,200	1,200
Governance costs - Independent examiner's fee	-	360	360	-
Governance costs - Insurance	-	441	441	-
	<b>20</b>	<b>12,989</b>	<b>13,009</b>	<b>6,527</b>
<b>Fixed asset additions</b>	<b>-</b>	<b>1,244</b>	<b>1,244</b>	<b>2,137</b>
<b>Total Payments</b>	<b>825</b>	<b>47,500</b>	<b>48,325</b>	<b>40,734</b>
(Deficit)/surplus for the year	829	1,600	2,429	692
<b>Funds</b>				
Fund balances as at 1 April 2021	30,681	-	30,681	29,989
<b>Fund balances as at 31 March 2022</b>	<b>31,510</b>	<b>1,600</b>	<b>33,110</b>	<b>30,681</b>

**Lincolnshire Parent Carer Forum**  
**Statement of Assets and Liabilities**  
**for the year ended 31 March 2022**

	Unrestricted £	2022 Restricted £	Total £	2021 £
<b>Cash deposits</b>				
Lloyds TSB - Current account	17,263	1,600	18,863	17,055
Lloyds TSB - No2 account	14,246	-	14,246	13,570
NatWest - Current account	-	-	-	56
<b>Monetary Assets</b>	<u>31,509</u>	<u>1,600</u>	<u>33,109</u>	<u>30,681</u>
<b>Accruals</b>				
Independent examiner's fee	360	-	360	360
	<u>360</u>	<u>-</u>	<u>360</u>	<u>360</u>
<b>Net Monetary Assets</b>	<u><b>31,149</b></u>	<u><b>1,600</b></u>	<u><b>32,749</b></u>	<u><b>30,321</b></u>
<b>Fixed Assets - Equipment</b>				
<b>Cost</b>				
As at 1st April 2021	-	11,290	11,290	9,153
Additions	-	1,244	1,244	2,137
Disposals	-	-	-	-
As at 31st March 2022	<u>-</u>	<u>12,534</u>	<u>12,534</u>	<u>11,290</u>
<b>Accumulated depreciation</b>				
As at 1st April 2021	-	7,693	7,693	6,207
Charge in the year - 20% Straight line	-	1,735	1,735	1,486
Eliminated on disposal	-	-	-	-
As at 31st March 2022	<u>-</u>	<u>9,428</u>	<u>9,428</u>	<u>7,693</u>
<b>Net book value</b>	<u>-</u>	<u>3,106</u>	<u>3,106</u>	<u>3,597</u>
<b>Net Assets</b>	<u><b>31,149</b></u>	<u><b>4,706</b></u>	<u><b>35,855</b></u>	<u><b>33,918</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

Mrs R Rollinson

Date: 14/07/2022

**Lincolnshire Parent Carer Forum**  
**Notes to the Financial Statements**  
**for the year ended 31 March 2022**

**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:**

	Cash in hand	Accruals	Fixed assets	Total
	£	£	£	£
Department for Education	-	-	492	492
Lincolnshire County Council	-	-	2,428	2,428
National Lottery	1,600	-	-	1,600
Royal London	-	-	186	186
	<u>1,600</u>	<u>-</u>	<u>3,106</u>	<u>4,706</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:

	2022	2021
	£	£
Mrs C Cross - parent carer liaison and administrative work	23,231	22,555
Mrs L Stimson - SCLP/Hub	350	-
	<u>23,581</u>	<u>22,555</u>