

Registered number
1141060

Lincolnshire Parent Carer Forum

Accounts

31 March 2023

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 1st September 2022. 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 3,000 parent carers and additionally have a contact list of around 700 registered professionals and around 800 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 July 2022 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: 15 June 2023

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 2023, 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

3 Enterprise Way
Pinchbeck
Spalding
Lincolnshire
PE11 3YR

Date: 15 June 2023

**Lincolnshire Parent Carer Forum
Receipts and Payments Account
for the year ended 31 March 2023**

	Unrestricted £	2023 Restricted £	Total £	2022 £
Receipts				
Grants received - LCC	-	55,000	55,000	30,000
Grants received - DFE	-	19,252	19,252	17,500
Grants received - NL	-	-	-	1,600
Lottery - Fund raising activities	1,036	-	1,036	1,142
Charitable & fundraising events	129	-	129	69
Donations	973	-	973	443
Total Receipts	2,138	74,252	76,390	50,754
Direct Payments				
Staffing costs	-	34,729	34,729	31,027
Training	-	4,114	4,114	2,244
Lottery - Fundraising activities	705	-	705	781
Charitable & fundraising events	50	-	50	20
	755	38,843	39,598	34,072
Indirect Payments				
Hard to reach	-	6,172	6,172	6,253
Parent Carer expenses	30	310	340	1,045
Infrastructure	-	3,567	3,567	3,710
Website development	-	1,200	1,200	1,200
Governance costs - Independent examiner's fee	-	360	360	360
Governance costs - Insurance	-	441	441	441
	30	12,050	12,080	13,009
Fixed asset additions	-	-	-	1,244
Total Payments	785	50,893	51,678	48,325
(Deficit)/surplus for the year	1,353	23,359	24,712	2,429
Funds				
Fund balances as at 1 April 2022	31,510	1,600	33,110	30,681
Fund balances as at 31 March 2023	32,863	24,959	57,822	33,110

Lincolnshire Parent Carer Forum
Statement of Assets and Liabilities
for the year ended 31 March 2023

	Unrestricted £	2023 Restricted £	Total £	2022 £
Cash deposits				
Lloyds TSB - Current account	14,120	24,959	39,079	18,863
Lloyds TSB - No2 account	18,743	-	18,743	14,246
NatWest - Current account	-	-	-	-
Monetary Assets	<u>32,863</u>	<u>24,959</u>	<u>57,822</u>	<u>33,109</u>
Accruals				
Independent examiner's fee	360	-	360	360
	<u>360</u>	<u>-</u>	<u>360</u>	<u>360</u>
Net Monetary Assets	<u>32,503</u>	<u>24,959</u>	<u>57,462</u>	<u>32,749</u>
Fixed Assets - Equipment				
Cost				
As at 1st April 2022	-	12,534	12,534	11,290
Additions	-	-	-	1,244
Disposals	-	-	-	-
As at 31st March 2023	<u>-</u>	<u>12,534</u>	<u>12,534</u>	<u>12,534</u>
Accumulated depreciation				
As at 1st April 2022	-	9,429	9,429	7,693
Charge in the year - 20% Straight line	-	1,504	1,504	1,735
Eliminated on disposal	-	-	-	-
As at 31st March 2023	<u>-</u>	<u>10,933</u>	<u>10,933</u>	<u>9,428</u>
Net book value	<u>-</u>	<u>1,601</u>	<u>1,601</u>	<u>3,106</u>
Net Assets	<u>32,503</u>	<u>26,560</u>	<u>59,063</u>	<u>35,855</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: 15 June 2023

Lincolnshire Parent Carer Forum
Notes to the Financial Statements
for the year ended 31 March 2023

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	-	-	85	85
Lincolnshire County Council	-	-	1,516	1,516
	<u>-</u>	<u>-</u>	<u>1,601</u>	<u>1,601</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:

	2023	2022
	£	£
Mrs C Cross - parent carer liaison and administrative work	23,927	23,231
Mrs L Stimson - SCLP/Hub	4,080	350
	<u>28,007</u>	<u>23,581</u>