

Registered number
1141060

Lincolnshire Parent Carer Forum

Accounts

31 March 2025

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 25th June 2024. 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 4,500 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)
Mrs R Rollinson (Treasurer)
Mrs C Wilson (Secretary)
Mrs L Stimson (Vice Chair)
Mrs S Swords
Mr P Belliere - 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 parents and 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 multiple workshops, sessions, parent and information engagement days, all available to the public. The charity also once again held a "week of SEND", showcasing a diverse range of organisations, providing a range of information and support for parent carers. The feedback from these events have been very positive and well received by both parent carers and professionals alike and culminated in reports published on the library page of the website.

Lincolnshire Parent Carer Forum Trustees' Annual Report

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 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 2 (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.

Approved on behalf of the trustees on 25th June 2025.

Mrs C Cross
Chairperson

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 2025, 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: 25 June 2025

Lincolnshire Parent Carer Forum
Receipts and Payments Account
for the year ended 31 March 2025

		2025		
	Unrestricted	Restricted	Total	2024
	£	£	£	£
Receipts				
Grants received - LCC	-	35,000	35,000	5,000
Grants received - DFE	-	17,500	17,500	22,852
Grants received - PINS	-	40,000	40,000	-
Lottery - Fund raising activities	-	-	-	312
Charitable & fundraising events	216	-	216	102
Donations	-	-	-	82
Funds transfer to cover overspend	(2)	2	-	-
Total Receipts	214	92,502	92,716	28,348
Direct Payments				
Staffing costs	3,590	54,220	57,810	37,590
Training	-	779	779	198
Development information, printing and stationery	-	6,512	6,512	-
Lottery - Fundraising activities	-	-	-	710
Charitable & fundraising events	200	-	200	100
	3,790	61,511	65,301	38,598
Indirect Payments				
Hard to reach	-	13,192	13,192	8,122
Parent Carer expenses	50	1,178	1,228	723
Infrastructure	-	3,233	3,233	3,710
Website development	-	12,530	12,530	2,200
Governance costs - Independent examiner's fee	-	396	396	360
Governance costs - Insurance	-	461	461	441
	50	30,990	31,040	15,556
Fixed asset additions	-	-	-	917
Total Payments	3,840	92,501	96,341	55,071
(Deficit)/surplus for the year	(3,626)	1	(3,625)	(26,723)
Funds				
Fund balances as at 1 April 2024	31,101	(2)	31,099	57,822
Fund balances as at 31 March 2025	27,475	(1)	27,474	31,099

Lincolnshire Parent Carer Forum
Statement of Assets and Liabilities
for the year ended 31 March 2025

	Unrestricted	2025 Restricted	Total	2024
	£	£	£	£
Cash deposits				
Lloyds TSB - Current account	10,582	(1)	10,581	12,635
Lloyds TSB - No2 account	16,893	-	16,893	18,464
NatWest - Current account	-	-	-	-
Monetary Assets	<u>27,475</u>	<u>(1)</u>	<u>27,474</u>	<u>31,099</u>
Accruals				
Independent examiner's fee	360	-	360	360
	<u>360</u>	<u>-</u>	<u>360</u>	<u>360</u>
Net Monetary Assets	<u>27,115</u>	<u>(1)</u>	<u>27,114</u>	<u>30,739</u>
Fixed Assets - Equipment				
Cost				
As at 1st April 2024	-	13,451	13,451	12,534
Additions	-	-	-	917
Disposals	-	-	-	-
As at 31st March 2025	<u>-</u>	<u>13,451</u>	<u>13,451</u>	<u>13,451</u>
Accumulated depreciation				
As at 1st April 2024	-	11,609	11,609	10,933
Charge in the year - 20% Straight line	-	860	860	676
Eliminated on disposal	-	-	-	-
As at 31st March 2025	<u>-</u>	<u>12,469</u>	<u>12,469</u>	<u>11,609</u>
Net book value	<u>-</u>	<u>982</u>	<u>982</u>	<u>1,842</u>
Net Assets	<u>27,115</u>	<u>981</u>	<u>28,096</u>	<u>32,581</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: 25th June 2025

Lincolnshire Parent Carer Forum
Notes to the Financial Statements
for the year ended 31 March 2025

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	-	-	762	762
Lincolnshire County Council	-	-	220	220
	<u>-</u>	<u>-</u>	<u>982</u>	<u>982</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:

	2025	2024
	£	£
Mrs C Cross - parent carer liaison and administrative work	25,679	24,646
Mrs C Cross - PINS	8,700	-
Mrs L Stimson - SCLP/Hub	2,020	7,152
	<u>36,399</u>	<u>31,798</u>