

**Report of the Trustees
and Financial Statements
for the year ended
31st March 2023**

PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2023

Company Registered No. 08069488

Charity Registered No. 1148138

**PARENTS AND CARERS SUPPORT
ORGANISATION (PACSO) (A COMPANY
LIMITED BY GUARANTEE)**

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FOR THE YEAR ENDED 31ST
MARCH 2023**

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**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2023**

PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)

**CHARITY INFORMATION
FOR THE YEAR ENDED 31ST MARCH 2023**

TRUSTEES:

Clare Elkington
Sandra Evans (until 28/11/2022)
Emily Medway (from 16/01/2023)
Rebecca Edwards
Andrew Green
Hazel Rumsey
Rick Wates

CEO with PLAY LEAD:

Emma Kennedy

REGISTERED OFFICE:

Lavant House
West Lavant
Chichester
West Sussex
PO18 9AB

REGISTERED COMPANY NUMBER:

08069488

REGISTERED CHARITY NUMBER:

1148138

BANKERS:

CAF Bank Ltd
25 Kings Hill Avenue
West Malling
Kent
ME19 OAS

INDEPENDENT EXAMINER:

Claire Norwood BSc FCA AT III
Jones Avens Limited
Piper House
4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FG

**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2023**

It gives us great pleasure to introduce PACSO's Annual Report, together with the financial statements of the Charity for the year ended 31st March 2023 which set out, for our supporters and the general public, what we have achieved in the past twelve months and our future plans. This report is prepared to meet the requirements for a Director's report and accounts for Companies Act purposes. The accounts have been prepared in accordance with the accounting



policies set out in the notes to the accounts and comply with the Charity's governing document, applicable law and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

OBJECTS

The objects of the charity are to relieve parents and carers of children and young people having a disability through the provision of recreational and social facilities in Chichester, its environs and such other parts of West Sussex and the UK as the trustees think fit.

PACSO has been delivering holiday, weekend and afterschool clubs for children with physical and learning disabilities, behaviour that challenges, PMLD and complex health since 2000. This year, PACSO goals were to (1) continue to meet increasing demand for PACSO services, whilst still (2) maintaining excellence of care for all children and young people. We also introduced (3) new initiatives such as a PMLD afterschool club and a summer Youthscheme. This report will outline how PACSO has achieved these goals this year, and the impact this has had on beneficiaries.

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*PACSO provides respite for carers
with a child with additional
needs.*

*PACSO values are kindness,
community and fun.*

*PACSO encourages children to
feel part of a community, to
have improved emotional
wellbeing, and to make
friends.*

ACTIVITIES

PACSO provides specialist afterschool clubs and weekend and holiday respite for young people aged 5-25 with disabilities in Chichester and Arun Districts of West Sussex. PACSO also provides support for children under 5 with disabilities and their families. PACSO services are regularly reviewed and adapted using feedback from children, young people and their families. The Trustees are committed to ensuring that Charity Commission guidance on public benefit is met through regular review and scrutiny of planned activities. The following paragraphs detail the benefit that the charity provides to the public. PACSO activities for young people with disabilities include:

Ages 0-5	Weekly Little PACSO toddler groups in Chichester, Bognor and Littlehampton; weekend stay and play sessions; Little PACSO family trips
Ages 5-19	Respite activities: Saturday clubs, holiday playdays, holiday trips and afterschool clubs
Ages 18-25	Respite activities: PACSO Plus holiday trips, and Go Plus/ Go Active clubs weekly. Summer Youthscheme for 16-25 year olds
All Ages	Family activity days, family stay and play sessions, relaxed cinema screenings

**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)
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BENEFICIARIES

PACSO beneficiaries may have learning or physical disabilities, complex health needs, and social or communication difficulties which prevent them from attending 'mainstream' clubs and activities. PACSO now have **533 members** with disabilities and additional needs living in Chichester, Arun, and Adur Districts of West Sussex. We welcomed 133 new children this year to PACSO. Together with their siblings and parent carers, this represents an incredible 1,348 beneficiaries.

PACSO Beneficiaries	
40% of all PACSO members have a learning disability	
60% have autism, and 37% social and communication difficulties	
21% children display behaviour that challenges or have experienced emotional trauma	
19% members have a physical disability	
18% have complex health conditions	



Children with complex health and disabilities often have low self-esteem, feel excluded, and struggle to make friends. PACSO supports children from all backgrounds, gender, sexuality, religion and ethnicity, and aim to make services as financially accessible as possible, subsidising the cost of clubs as well as providing bursaries and flexible payment options. Some children accessing PACSO come from very deprived backgrounds, while 30% come from single parent households, and 9% are fostered/adopted. PACSO clubs help young people to feel part of the community, have improved emotional wellbeing, and make friends.

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ACHIEVEMENTS AND PERFORMANCE

Meeting complex needs and high demand for PACSO services

This year, PACSO has delivered 9,819 hours of play to 339 different children and young people. 700 different people including 269 carers and 92 siblings (Young Carers) have taken part in PACSO events. PACSO activities have provided 3,418 places for children with disabilities at 393 different clubs with 954 hours of activities. They have provided 7,590 vital hours of respite to families with a disabled child in West Sussex, as well as 5,856 hours of family fun with PACSO.

All PACSO activities are designed to be **inclusive and fun**, to build resilience, independence and self-esteem. To meet the wide range of needs of the children we support, PACSO provides a **diverse choice** of clubs and activities, both in secure school settings and out and about in the community using our minibus. At PACSO sessions, the activity, location and supporting staff are tailored to the specific needs of the children attending, including medical or care needs, or social/environmental factors to support behaviour



that challenges. **Currently 65% of attendees require 1-1 support** from a member of staff due to their complex needs. Despite having 533 members, PACSO does not have a waiting list for services. By giving families a wide range of choices and regular opportunities to book sessions, we are fortunate not to keep new families waiting for respite.

"For me PACSO are a lifeline – a place where I feel I don't have to apologize or ignore the disdainful looks from parents who just think my daughter is naughty. I cry with relief when I can get a break and sit and have a cup of tea knowing my daughter is safe." (Parent carer 2023)

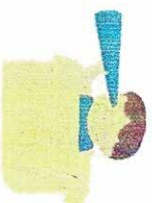
PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)
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1,348
Beneficiaries
(including
siblings and
carers)



9,819
hours of Play



133 New
Members



3,418
Places
filled at
393
activities



Child's play hours – how we
spent our time

8,000
6,000
4,000
2,000
0



Respite



Family

533 members with
additional needs,
aged 0–25 years



65 % attendees require at least 1-1 support
60% members have autism;
19 % members have a physical impairment

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Maintaining excellence of care for all children, changing lives

Children with disabilities accessing PACSO may feel angry and excluded from society and find it hard to have their voice heard. 69% of children we support are unable to access any 'mainstream' activities due to their needs.

"The first time [my son] went to PACSO, he loved it. The staff know exactly how to support and include the children. It has given my son more confidence, helped with his communication and socialization skills, and improved his self-esteem." (Parent carer testimonies, 2023)

85% of young people attending PACSO have started to feel more part of the local community this year. 53% of children tried new activities this year with PACSO, increasing opportunities and a sense of wellbeing and 37% of young people have reported an increased independence.

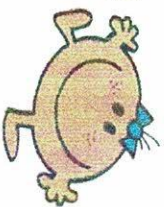
48% of families tell us their child is less isolated and feels less excluded. Regular attendance at PACSO clubs enables children and staff to build a relationship based on trust, knowledge, and high aspirations for each child. 81% of children experienced progress in **improved emotional wellbeing** this year (266 young people).



PACSO clubs create opportunities for building friendship and social skills. 77% of children attending PACSO have made progress in developing friendships this year. 67% of families tell us that CYP have made improvements to social and communication skills. 48% CYP felt more included and 42% felt that it was easier to make friends.

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81 % children
attending PACSO this
year have experienced
progress in improved
emotional wellbeing

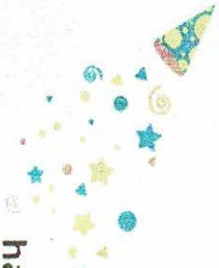


NEW
EXPERIENCES
MAKE FRIENDS
QUALITY
TIME
TOGETHER
INDEPENDENCE
HAPPY
COMMUNITY
OWNERSHIP
FEELING
INCLUDED
LISTENING TO
Impact

85 % children have an
improved sense of community
and feel less excluded from
society



77 % children
have made friends
at PACSO



PACSO reduces stress, and
improves family wellbeing and
resilience



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Little PACSO



PACSO currently has 109 Little PACSO members aged 0-5, including 57 new members this year. Nearly half of Little PACSO members are still awaiting a diagnosis, making it a very unsettling time for families. 13% of children we support at Little PACSO are in foster care or are adopted and may struggle with attachment or trauma. Ruth has supported 135 different children this year at Little PACSO, with an average of 10 children per group, providing 1,799 hours of play in 117

sessions in Chichester, Bognor and Littlehampton this year. Carers attending Little PACSO tell us that their child has fun and is cherished at Little PACSO (Parent carer survey 2022). Families tell us that Little PACSO has helped their child with physical wellbeing, socialisation, making friends and trying new activities.

Introducing new initiatives

20% of PACSO members have a physical disability, and 18% have complex health conditions. We support 13 children with Profound and Multiple Learning Disabilities (PMLD). In 2022, PACSO ran a specialist five-week afterschool club for children with PMLD, which encouraged broader participation of children with high medical needs in PACSO Playdays and family days. Growing demand for Saturday clubs this year meant that PACSO has increased the frequency of clubs to 2 sessions a fortnight.

In addition to a 3-week Summer Playscheme, PACSO also piloted a one-week Youthscheme. The PACSO Youthscheme days aimed to build confidence and independence, getting to know Chichester College and local amenities, building life skills, and navigating the local environment PACSO clubs increase community awareness of disabilities, making children feel more accepted and welcome in

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the local community. Youthscheme days are now an established part of our holiday provision.

NEWS

Emma Kennedy continued to lead PACSO in her role as *CEO with Play Lead*, supported by *Deputy Play Manager/ Care Lead* Harriet Fancourt, *Little PACSO Lead* Ruth Stewart and a team of two permanent *Play Specialists*: Gareth Guscott and Lisa Newell (Pearson). We celebrated our amazing administrator Hannah Buckwell's 10 years' service, and Fundraiser Sarah Webster's London Marathon. PACSO said goodbye to *Play Specialist* Dylan Smith in October, and we welcomed Tania Little as *Finance and HR Manager* in September 2022.

As reported in last year's accounts, PACSO were fortunate to be gifted land by Peter and Cherry Gilbard, which was sold in November 2021 for £930,650; a fantastic sum to help us plan for a future home for PACSO, and as such ringfenced for a future capital project.

FUNDRAISING

We are grateful to all our funders and fundraisers for supporting PACSO's work with children and young people. Thank you to West Sussex Short Breaks and BBC Children in Need for their continued support. We are grateful to the Michael and Betty Little Trust for their continuing generosity; and for the support of the Barbara Ward Charitable Foundation and Sussex Community Trust. PACSO would like to thank everyone who fundraised for us this year.

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FINANCIAL REVIEW

2022-23 has been another challenging year financially, with cost-of-living increases impacting PACSO expenditure. Funders have also seen an increased demand in applications resulting in increased competition for funding. Due to the cost-of-living rise, PACSO has seen another year of increased expenditure by £23,073 from 2022 (£274,746) to £297,819.

Despite the increased demand for funding, PACSO had several successful applications for funding and as a result has seen an overall increase in income of £40,229 to £322,485 (2022 £282,256). We continue to be supported by WSCC, with the core of our Short Break funding, with a continued contribution from BBC Children in Need towards the cost of our key play workers which ended in March 2023.

The accounts show a surplus for the year on general unrestricted funds of £81,805 (2022 £48,830 surplus) and an overall in year surplus of £24,666 (2022 £7,510 in year surplus). Overall reserves as at 31st March 2023 were £ 1,279,434 including £15,170 of restricted funds and £930,650 of designated funds.

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RESERVES

The Trustees have considered the level of reserves they wish to retain appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The Trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives sustaining a temporary shortfall in income or unexpected expenditure, and endeavor not to set aside funds unnecessarily.

The aspiration of the Trustees is to hold sufficient funds whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the Charity represent between three and six months of average running costs. This amounts to a sum of approximately £86,244 to £172,489, has been met and exceeded this financial year. Currently the level of unrestricted reserves is £333,614, or approximately 11 ¹/₂ months' running costs. The designated reserves remain at £930,650. The Trustees' intention is to grow the designated fund and unrestricted reserves for a future capital project to provide a permanent home for PACSO.

STRUCTURE, GOVERNANCE AND MANAGEMENT

GOVERNING DOCUMENT

The Charity was formed as a trust in 2002 (registered number 1092301) and became a Charitable Company limited by guarantee with a new charity number (1148138) on 15th May 2012. All the assets of the original trust have now been transferred to the new charity.

TRUSTEES

Trustees are elected and removed by the members of the company. The maximum number of

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Trustees shall be 9 and the minimum shall be 3. Currently the Trustees are the only members of the company. Trustees are recruited for various skills they bring to the organisation, and all have first-hand experience of children with additional needs in a personal or professional capacity. New Trustees are issued with an induction pack and are invited to visit a number of projects during the year to gain first-hand knowledge of the value of the service we provide. The Trustees who served during the year are listed on Page 1.

ORGANISATIONAL STRUCTURE

Our **Board of Trustees** continues to guide, shape and nurture PACSO. We would like to thank them for their time and commitment to this voluntary role and recognise their devotion to our charity. In November 2022, PACSO said farewell to Sandra Evans after over 10 years of dedicated service. Emily Medway joined us as a *Trustee* in March 2023. The Board of Trustees meet six times a year (with senior staff attending as appropriate). The operational management of the Charity is delegated to the senior managers and their staff. They liaise with the Trustees on a frequent and regular basis.

MAJOR RISKS

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)
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The Trustees are required under Charity law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the financial activities of the Charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with applicable laws and regulations. They are also responsible for ensuring that the Charity maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against loss or unauthorised use and to prevent and detect fraud and other irregularities.

On behalf of the board:



Clare Elkington

Chair of Trustees

Date: 16/10/2023 .

PARENTS AND CARERS SUPPORT ORGANISATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PARENTS AND CARERS SUPPORT ORGANISATION

I report to the Trustees on my examination of the financial statements of Parents and Carers Support Organisation (the Charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.


Claire Norwood BSc FCA ATII

Jones Avens Limited
Piper House 4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Dated: ...23/10/23

PARENTS AND CARERS SUPPORT ORGANISATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total Unrestricted funds general 2023 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £
Income from:								
Donations and legacies	3	74,104	-	94,428	168,532	77,033	56,576	133,609
Charitable activities	4	46,145	-	105,047	151,192	43,369	105,248	148,617
Investments	5	2,761	-	-	2,761	30	-	30
Total income		123,010	-	199,475	322,485	120,432	161,824	282,256
Expenditure on:								
Raising funds	6	-	-	24,478	24,478	-	29,273	29,273
Charitable activities	7	41,205	-	232,136	273,341	7,264	166,607	245,473
Total resources expended		41,205	-	256,614	297,819	7,264	195,880	274,746
Net income/(expenditure) for the year/ Net movement in funds		81,805	-	(57,139)	24,666	(7,264)	(34,056)	7,510
Fund balances at 1 April 2022		251,897	930,650	72,309	1,254,856	203,067	106,365	1,247,346
Fund balances at 31 March 2023		333,614	930,650	15,170	1,279,434	251,897	72,309	1,254,856

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

PARENTS AND CARERS SUPPORT ORGANISATION

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	2022 £
Fixed assets			
Tangible assets	12	4,978	6,021
Current assets			
Debtors	13	9,610	7,445
Cash at bank and in hand		<u>1,280,972</u>	<u>1,256,974</u>
		1,290,582	1,264,419
Creditors: amounts falling due within one year	14	<u>(16,126)</u>	<u>(15,584)</u>
Net current assets		<u>1,274,456</u>	<u>1,248,835</u>
Total assets less current liabilities		<u><u>1,279,434</u></u>	<u><u>1,254,856</u></u>
Income funds			
Restricted funds	16	15,170	72,309
<u>Unrestricted funds</u>			
Designated funds	17	930,650	930,650
General unrestricted funds		<u>333,614</u>	<u>251,897</u>
		1,264,264	1,182,547
		<u><u>1,279,434</u></u>	<u><u>1,254,856</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 16/12/23



Clare Elkington
Trustee

Company registration number 08069488

PARENTS AND CARERS SUPPORT ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Parents and Carers Support Organisation is a private company limited by guarantee incorporated in England and Wales. The registered office is Lavant House, West Lavant, Chichester, West Sussex, PO18 9AB.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

PARENTS AND CARERS SUPPORT ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	33.3% Straight Line
Motor vehicles	20% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

PARENTS AND CARERS SUPPORT ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

PARENTS AND CARERS SUPPORT ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

3 Donations and legacies

	Unrestricted funds general 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds general 2022 £	Restricted funds 2022 £	Total 2022 £
Donations and gifts	19,104	-	19,104	72,033	500	72,533
Grants	55,000	94,428	149,428	5,000	56,076	61,076
	<u>74,104</u>	<u>94,428</u>	<u>168,532</u>	<u>77,033</u>	<u>56,576</u>	<u>133,609</u>

PARENTS AND CARERS SUPPORT ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities	Short breaks		Other income		Total 2023	Short breaks		Other income		Total 2022
	2023	£	2023	£	£	2022	£	2022	£	£
Sales within charitable activities	148,635		2,557		151,192	143,766		4,851		148,617
Analysis by fund										
Unrestricted funds - general	43,588		2,557		46,145	38,518		4,851		43,369
Restricted funds	105,047		-		105,047	105,248		-		105,248
	148,635		2,557		151,192	143,766		4,851		148,617
5 Investments										
Interest receivable						2,761				30
6 Raising funds										
						Restricted funds		Restricted funds		
						2023		2022		
						£		£		
Fundraising and publicity						348		5,178		
Staging fundraising events						24,130		24,095		
Staff costs						24,478		29,273		
Fundraising and publicity						24,478		29,273		

PARENTS AND CARERS SUPPORT ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

7 Charitable activities

	2023	2022
	£	£
Staff costs	148,957	116,749
Training & DBS checks	5,049	1,621
Travelling	139	149
Depreciation	3,146	2,640
Little Pacso costs	468	614
Consumables & refreshments	3,286	3,453
Mini bus costs	3,992	3,084
Equipment	901	1,795
Activity costs	24,188	33,016
	<u>190,126</u>	<u>163,121</u>
Share of support costs (see note 8)	80,965	79,952
Share of governance costs (see note 8)	<u>2,250</u>	<u>2,400</u>
	<u>273,341</u>	<u>245,473</u>
Analysis by fund		
Unrestricted funds - general	41,205	71,602
Unrestricted funds - designated	-	7,264
Restricted funds	<u>232,136</u>	<u>166,607</u>
	<u>273,341</u>	<u>245,473</u>

PARENTS AND CARERS SUPPORT ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

8 Support costs	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Staff costs	51,700	-	51,700	41,992	-	41,992
Computer, software & website costs	710	-	710	331	-	331
Administration & office costs	19,854	-	19,854	15,157	-	15,157
Training & activities costs	490	-	490	633	-	633
Insurances	3,635	-	3,635	3,056	-	3,056
Sundry expenses	365	-	365	855	-	855
Legal & professional costs	4,211	-	4,211	17,928	-	17,928
Audit fees	-	2,250	2,250	-	2,400	2,400
	80,965	2,250	83,215	79,952	2,400	82,352
Analysed between						
Charitable activities	80,965	2,250	83,215	79,952	2,400	82,352

Governance costs includes payments to the independent examiners of £2,250 (2022-£2,400).

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

10 Employees

The average monthly number of employees during the year was:

	2023	2022
Number	Number	Number
Direct charitable expenditure	3	3
Fundraising costs	1	1
Support costs	2	2
Total	6	6

PARENTS AND CARERS SUPPORT ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

10 Employees

(Continued)

Employment costs

2023 £	2022 £
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Wages and salaries
Social security costs
Other pension costs

210,551	171,123
10,296	8,457
3,940	3,256
224,787	182,836

The Full Time Equivalent (FTE) number of employees during the period was 6.02 (2022: 5.95).

There were no employees whose annual remuneration was more than £60,000.

11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

12 Tangible fixed assets

Plant and Motor vehicles equipment	Total
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Cost

At 1 April 2022
Additions

At 31 March 2023

Depreciation and impairment
At 1 April 2022
Depreciation charged in the year

At 31 March 2023

Carrying amount
At 31 March 2023

At 31 March 2022

791	12,690	13,481
2,103	-	2,103
2,894	12,690	15,584
260	7,200	7,460
746	2,400	3,146
1,006	9,600	10,606
1,888	3,090	4,978
531	5,490	6,021

PARENTS AND CARERS SUPPORT ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

13	Debtors		
	Amounts falling due within one year:	2023	2022
		£	£
	Trade debtors	60	143
	Other debtors	833	695
	Prepayments and accrued income	8,717	6,607
		<u>9,610</u>	<u>7,445</u>
14	Creditors: amounts falling due within one year	2023	2022
		£	£
	Other taxation and social security	3,622	3,310
	Trade creditors	9,013	4,702
	Accruals and deferred income	3,491	7,572
		<u>16,126</u>	<u>15,584</u>

15 Retirement benefit schemes

Defined contribution schemes

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £3,940 (2022 - £3,256).

PARENTS AND CARERS SUPPORT ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			
	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 31 March 2023
	£	£	£	£	£	£	£
WSCC Short Breaks	90,515	100,000	(133,453)	57,062	100,000	(157,062)	-
WSCC Short Breaks (CYE)	2,911	5,248	(5,560)	2,599	5,047	(7,646)	-
BBC Children in need	2,401	39,576	(41,977)	-	41,324	(41,324)	-
The Henry Smith Charity	-	-	-	-	10,000	(10,000)	-
Tesco community Grants (Via Groundworks)	-	-	-	-	1,500	(1,500)	-
St James Place Charitable Foundation	-	-	-	-	2,000	-	2,000
Sussex Community Foundation	-	5,000	(5,000)	-	10,000	(10,000)	-
The Adamson Trust	2,000	-	(2,000)	-	-	-	-
Ernest Kleinwort	4,873	-	(4,873)	-	7,173	(5,021)	2,152
Wellesey Charitable Foundation	2,000	-	(2,000)	-	5,000	(5,000)	-
WSCC Other Grants	-	-	-	-	430	(430)	-
Wates Foundation grants for finance manager	-	-	-	-	7,000	(5,444)	1,556
Bursary Funding	1,500	500	(352)	1,648	1,550	(722)	2,476
Operational Funding	165	-	(165)	-	-	-	-
One stop community Partnership	-	1,000	-	1,000	-	(1,000)	-
Barbara Ward	-	10,000	-	10,000	10,000	(13,014)	6,986
Igas Fund	-	500	(500)	-	-	-	-
	<u>106,365</u>	<u>161,824</u>	<u>(195,880)</u>	<u>72,309</u>	<u>201,024</u>	<u>(258,163)</u>	<u>15,170</u>

PARENTS AND CARERS SUPPORT ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

17 Designated funds

* The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			
	Balance at 1 April 2021	Resources expended	Balance at 1 April 2022	Incoming resources 31 March 2023
	£	£	£	£
Land sale Fund	930,650	-	930,650	-
Building Fund	7,264	(7,264)	-	-
	<u>937,914</u>	<u>(7,264)</u>	<u>930,650</u>	<u>-</u>
			<u>930,650</u>	<u>930,650</u>