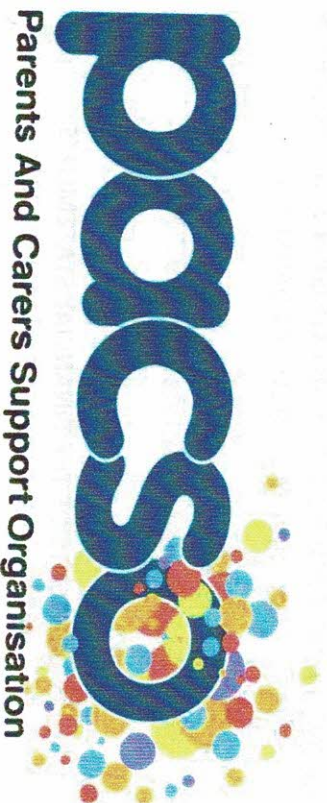


PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)  
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024

2023/2024



AMENDED

# Report of the Trustees and Financial Statements for the year ended 31<sup>st</sup> March 2024

**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)  
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024**

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

Charity Registered No. 1148138  
Company Registered No. 08069488

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024**

Charity Information	1
Report of the Trustees	2-17
Report of the Independent Examiner	18
Statement of Financial Activities	19
Balance Sheet	20
Notes to the Financial Statements	21-30





PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)  
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024

PARENTS AND CARERS SUPPORT ORGANISATION  
(PACSO)

CHARITY INFORMATION

FOR THE YEAR ENDED 31ST MARCH 2024

TRUSTEES:

Clare Eikington  
Emily Medway  
Rebecca Edwards  
Andrew Green  
Hazel Rumsey  
Rick Wates  
Elaine Doe (from  
16/10/23)

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 ATIIII  
Carpenter Box  
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 2024**

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 2024 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 has been 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 after-school 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 by revising our programmes of delivery, (2) secure new funding contracts to sustain and grow our respite delivery. We also (3) introduced new bespoke 1:1 packages for individual children who were waiting for suitable education placements. This report will outline how PACSO has achieved these goals this year, and the impact this has had on beneficiaries.



**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST MARCH 2024**



***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 after-school clubs, 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 PACSO services remain high quality and meet the needs of our beneficiaries through regular review and scrutiny of planned services. The following paragraphs detail the benefit that the charity provides to our members. PACSO activities for young people with disabilities include:

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

PACSO activities aim to provide a variety of opportunities and experiences for children and young people with disabilities and additional needs, including sports, music, drama, sensory play and so much more. We recognize that many of our members struggle to access mainstream clubs due to their medical, behavioural or communication needs. 88% of families who responded to our September 2023 survey said that their child could not access mainstream activities. PACSO is



**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

committed to providing fun, safe, affordable respite to families and wonderful opportunities for disabled children and young adults.

## PACSO Activities

### April 2023 - March 2024



#### BENEFICIARIES

PACSO beneficiaries may have learning or physical disabilities, complex health needs, and social or communication difficulties. We welcomed **104 new children** this year to PACSO, so total registered members was **505 children and young people** with disabilities and additional needs living in Chichester, Arun, and Adur Districts of West Sussex. Together with their siblings and parent carers, this represents an incredible **1,360 beneficiaries**.

PACSO Beneficiaries	
40% of all PACSO members have a learning disability	
64% have autism, and 42% social and communication difficulties	
21% children display behaviour that challenges	
19% of members have a physical disability, with 5% having a visual impairment and 3% a hearing impairment	
17% have complex health conditions	





**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

Children with complex health and disabilities often have low self-esteem, feel excluded, and struggle to make friends. PACSO supports children from all backgrounds, genders, sexuality, religion and ethnicity, and aims to make services as financially accessible as possible, subsidising the cost of clubs as well as providing bursaries and flexible payment options. Our September 2023 survey results showed that some children accessing PACSO come from very deprived backgrounds, with 22% of respondents being single parent households, 13% with a parent with their own additional needs, and 7% of children are fostered/ adopted. PACSO clubs help young people to feel part of the community, have improved emotional wellbeing, and make friends.

**ACHIEVEMENTS AND PERFORMANCE**

**Meeting high demand for PACSO services**

This year, PACSO has delivered 8,181 hours of respite and 2,391 hours of family fun to 331 different children and young people. 700 different people including 269 parent carers and 92 siblings (Young Carers) have taken part in PACSO events throughout the year. With over 100 new members joining PACSO each year and over 51% of members needing at least 1:1 support at all times, the demand for PACSO services is incredibly high.

With the need for PACSO services ever growing, and changes to West Sussex County Council funding criteria, PACSO took the opportunity to review services and respond accordingly. In order to meet the huge demand for PACSO services and be eligible for West Sussex funding going forward, the PACSO programme was revised. Where PACSO previously would have run half day trips, limiting places by minibus seats, the





**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

programme changed to running full fun days of respite, enabling us to offer spaces to more children, as well as offering more hours per child.

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 provide 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.

Despite having 505 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.

Thank you so much for everything. Without you guys my child wouldn't be socialising with other children or having the opportunity to build on those vital skills. PACSO is the only time he is around peers. He wouldn't be able to attend holiday clubs or after school clubs without you as his behavioural needs are so complex. So thank you!

Parent Carer September 2023

**Maintaining excellence of care for all children and young people**

At PACSO we strive to provide the best care for our children and young people. It is important to us that our service remains high quality and that we listen to our children and their families.

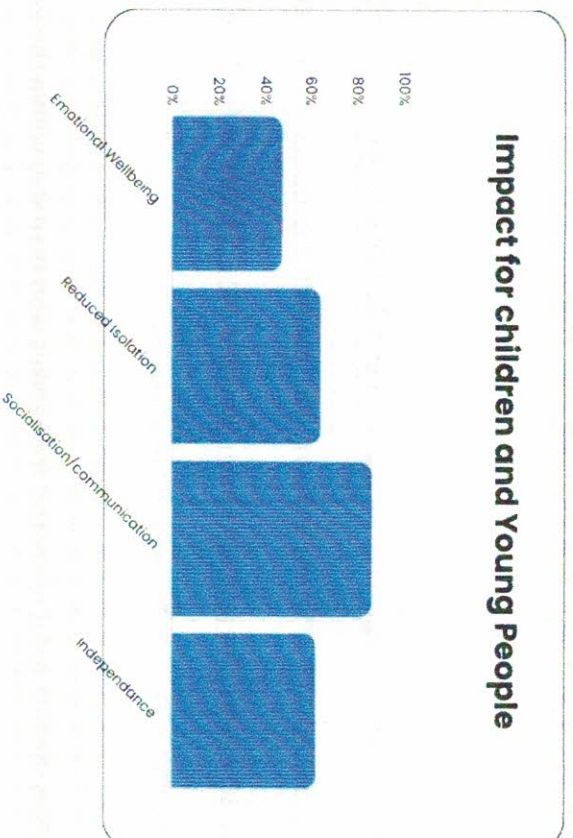


**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2024**

In September 2023 we surveyed families, asking them to comment on what PACSO means for them and to give us feedback about our services. This is what they said:



In September 2023, PACSO requested feedback from our families. 47 people responded to the survey and their answers are set out below.



**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2024**

PACSO is a life saver, especially in the long summer holidays when the children miss school and routine, and parents need a little break.

Parent Carer September 2023

86% of parents who responded to our 2023 survey reported that their child/young person had improved socialisation and communication due to PACSO services. 58% of children tried new activities this year with PACSO, increasing opportunities and a sense of wellbeing, and 62% of young people have reported increased independence. 64% 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.



**Little PACSO**

This year Little PACSO had 104 registered members aged 0-5, including 46 new members joining this year. Ruth has supported 118 different children, 181 parents and carers and 68 siblings this year through Little PACSO events. These events have provided 1416.5 hours of fun for disabled children and a total of 3641.25 hours of delivery to all beneficiaries.

Little PACSO is often the first point of contact for families who then stay within the PACSO family for



**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST MARCH 2024**



many years to come. It is also a crucial service for those families going through the process of getting a diagnosis. Meeting other parents and carers in the same position and having a space where they feel supported and unjudged is invaluable for families at this delicate time in their journey. Little PACSO provides a safe space for families to come and meet, play and make friends. Children often make great progress at these sessions; celebrating small successes, milestones and achievements for one another is what makes

Little PACSO so special.

Each September Little PACSO says farewell to children who are moving up into primary school settings, and in September 2023 50 children transitioned from Little PACSO into the main PACSO service. Little PACSO plays an integral part in helping children to be 'school ready' and is structured to promote routine, familiarity and periods of concentration and focus. Little PACSO helps prepare children for school, including tolerating and playing alongside others, social skills including turn taking and sharing, as well as preparation for circle time and story time. Little PACSO toys, games and activities promote child development in language acquisition, socialization and learning through play. This year we had visits from the Oral Health Promotion Team and the Early Help Team to interact and offer advice and support to Little PACSO families.

**"My friends are Alyssa, Freddie, Ruth and Peter!"**

**Sofia aged 3, September 2023**

**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

**Introducing New Initiatives**

In September 2023, we were asked to deliver two individual 1:1 bespoke packages for young people who were unable to access education for an interim period. The Play Team worked hard to build and develop this brand-new service suitable for each individual's needs. PACSO worked closely with parents and social workers to ensure the successful delivery of each individual bespoke package.

Across the two packages, PACSO delivered 55.5 hours over a period of 11 weeks. Our offer included some sessions out and about in the community and some sessions in the family home with PACSO playworkers providing fun and engaging activities for the child and respite for the family.

In February 2024 PACSO were approached by West Sussex County Council who were looking to pilot a new travel training package for young people accessing education at Chichester College. The pilot scheme aimed to teach young people independence and build confidence in travelling to and from college. Again, PACSO staff developed a brand-new service, incorporating assessment points for each area of travel training to ensure the safety and confidence of young people. Our Play Team delivered 14 hours of travel training across a 6-week period and successfully transitioned the young person from an individual taxi service, to using public transport safely and confidently.

By diversifying PACSO services and therefore income streams, the trustees and management team aim to enhance PACSO's sustainability. With the success of all 3 projects, PACSO aims to grow and develop these services into 2024 and beyond.



**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2024**

**TEAM PACSO**

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.

In July we said farewell to Sarah Webster, who worked tirelessly over 7 years and across several roles and latterly to raise funds and diversify income for PACSO services. We would like to take this opportunity to thank Sarah for her commitment and dedication to PACSO. In September we welcomed Ashley Hunter-Andrews to the PACSO team in the role of Fundraising Manager.

**FUNDRAISING**

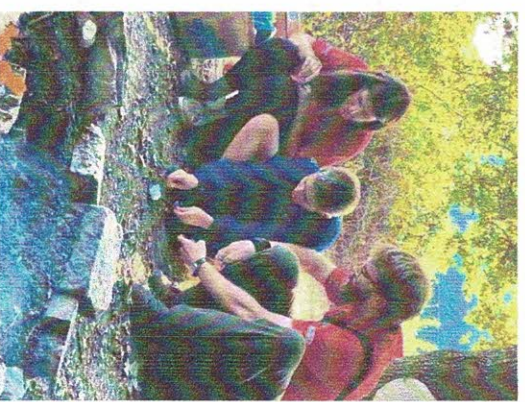
We are grateful to all our funders and fundraisers for supporting PACSO's work with children and young people. Thank you once again to West Sussex Short Breaks for their continued support, and to the Michael and Betty Little Trust for their continuing generosity. We would also like to thank the Woodger Trust for their funding to support Saturday Clubs for the next three years, and the support of the Barbara Ward Charitable Foundation, Sussex Community Trust and Chichester District Council. PACSO would like to thank everyone who supported the PACSO Ball and to everyone who fundraised for us this year.

**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2024**

**FINANCIAL REVIEW**

PACSO has faced another challenging year financially with the cost-of living rises continuing to impact expenditure, seeing an increase of expenditure by £44,292 from 2023 (£297,819) to £342,111.

Our new Short Breaks Contract with WSCC began in April 23 which saw a reduction in funding, along with the end of our Children in Need funding in March 2023. As a result of this, the PACSO team had to make the difficult decision to review and revise our pricing structure. From April 23, we introduced a new pricing structure which allows families to choose between 3 price options, whilst continuing to remain good value for money and considerably cheaper than the true cost per session. We continue to offer



payment plans and our bursary scheme for families that require financial support.

As in previous years, there continues to be an increased demand for funding, resulting in a reduction of restricted grants received from trusts and other funders. Despite this, PACSO has had several successful funding applications, and along with an increase in unrestricted funding we have seen an overall increase in income of £4,407 to £326,892 (2023 £322,485).

The accounts show a deficit for the year on general unrestricted funds of (£66,730), (2023 £81,805 surplus), and an overall in year deficit of (£15,219), (2023 £24,666 in year surplus). Overall reserves at 31<sup>st</sup> March 2024 were £317,399 which included £50,515 of restricted funds. A further £946,816 of



**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

restricted funds regarding a PACSO Hub were held at the end of March 2024. This includes the initial £930,650 and the subsequent interest made up to 31<sup>st</sup> March 2024.

**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, level of financial commitments held, and its due diligence should the charity dissolve. The Trustees aim to ensure that the charity will be able to continue to fulfil its charitable objectives, sustaining a temporary shortfall in income or unexpected expenditure, and endeavour 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, plus any costs incurred if the charity was to close. This would include any redundancy payments and support to employees to find alternative employment, the termination of any service contracts including office rent contract, professional fees (including accountancy and audit fees) and a contingency for any outstanding liabilities. This amounts to a sum of approximately £104,221 to £208,441, which has been met and exceeded this financial year. Currently the level of unrestricted reserves is £266,884, or approximately 7 <sup>1</sup>/<sub>2</sub> months' running costs.

**RESTRICTED FUNDS – PACSO HUB**

In April 2020 as part of a legacy, PACSO was very fortunate to be gifted a plot of land. It

**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2024**

was formally agreed that any funds generated from the sale of the land would be exclusively used towards the construction and associated costs towards a much-needed PACSO Hub project, comprising of a building and playground, which would serve as a permanent legacy project for the benefit of PACSO and its beneficiaries.

PACSO successfully secured planning permission for 10 houses on the land and in November 2021 sold it to a developer. As a result of the sale, PACSO secured restricted funds of £930,650 towards a permanent PACSO Hub. The intention is to build a safe, accessible, and welcoming space where children, families, and the PACSO community can enjoy the various accessible activities and opportunities that PACSO offer. Having a permanent PACSO Hub will enable us to continue to grow and expand our offer to support with meeting the demand for services. PACSO trustees agreed to invest the restricted funds to ensure a safe and comfortable return, with the intention of growing and securing further funds towards this project.

The Trustees' intention is to secure land and build a PACSO Hub within 10 years from the sale of the land.

## **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 15<sup>th</sup> May 2012. All the assets of the original trust have now been transferred to the new charity.



**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2024**

**Trustees**

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

The board of Trustees continues to be chaired by Clare Elkington and consists of a total of 7 trustees, as shown on page 1 of this document. In October Elaine Doe came on board as PACSO's Finance Trustee, overseeing good practice around financial controls and reporting and working closely supporting the finance team to safeguard the organisation's finances.

**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. 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.

**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

**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**

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



**PARENTS AND CARERS SUPPORT ORGANISATION (PACSO)  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2024**

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

A handwritten signature in black ink, appearing to read 'Clare Elkington', written in a cursive style.

Date: 19/11/2024

## 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 2024.

#### **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 The Institute of Chartered Accountants in England and Wales, 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**



Carpenter Box  
Piper House  
4 Dukes Court  
Chichester  
PO19 8FX

**25/11/2024**

Dated: .....



## PARENTS AND CARERS SUPPORT ORGANISATION

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £
<b>Income from:</b>									
Donations and legacies	3	93,008	-	89,944	182,952	74,104	-	94,428	168,532
Charitable activities	4	22,320	-	99,437	121,757	46,145	-	105,047	151,192
Investments	5	5,666	-	16,517	22,183	2,761	-	-	2,761
<b>Total income</b>		<b>120,994</b>	<b>-</b>	<b>205,898</b>	<b>326,892</b>	<b>123,010</b>	<b>-</b>	<b>199,475</b>	<b>322,485</b>
<b>Expenditure on:</b>									
Raising funds	6	5,969	-	30,262	36,231	-	-	24,478	24,478
Charitable activities	7	181,755	-	124,125	305,880	41,205	-	232,136	273,341
<b>Total resources expended</b>		<b>187,724</b>	<b>-</b>	<b>154,387</b>	<b>342,111</b>	<b>41,205</b>	<b>-</b>	<b>256,614</b>	<b>297,819</b>
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(66,730)</b>	<b>-</b>	<b>51,511</b>	<b>(15,219)</b>	<b>81,805</b>	<b>-</b>	<b>(57,139)</b>	<b>24,666</b>
Fund balances at 1 April 2023									
As originally reported		333,614	930,650	15,170	1,279,434	251,897	930,650	72,309	1,254,856
Prior year adjustment	12	-	(930,650)	930,650	-	-	(930,650)	930,650	-
As restated		333,614	-	945,820	1,279,434	251,897	-	1,002,959	1,254,856
<b>Fund balances at 31 March 2024</b>		<b>266,884</b>	<b>-</b>	<b>997,331</b>	<b>1,264,215</b>	<b>333,614</b>	<b>-</b>	<b>945,820</b>	<b>1,279,434</b>

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 2024

	Notes	2024 £	2023 £ as restated	2023 £
<b>Fixed assets</b>				
Tangible assets	13	3,858		4,978
<b>Current assets</b>				
Debtors	14	23,400	9,610	
Cash at bank and in hand		1,263,047	1,280,972	
<b>Creditors: amounts falling due within one year</b>	15	1,286,447	1,290,582	
		26,090	16,126	
Net current assets		1,260,357		1,274,456
<b>Total assets less current liabilities</b>		<u>1,264,215</u>		<u>1,279,434</u>
<b>The funds of the Charity</b>				
Restricted income funds	17	997,331		945,820
Unrestricted funds		266,884		333,614
		<u>1,264,215</u>		<u>1,279,434</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 2024.

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 19/11/2024

  
Clare Elkington  
Trustee

Company registration number 08069488 (England and Wales)



# PARENTS AND CARERS SUPPORT ORGANISATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2024

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#### **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, West Sussex, Chichester, 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 or grantors 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 2024

### 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 CAREERS SUPPORT ORGANISATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 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.

### 3 Income from donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Donations and gifts	27,175	-	27,175	19,104	-	19,104
Grants	65,833	89,944	155,777	55,000	94,428	149,428
	<u>93,008</u>	<u>89,944</u>	<u>182,952</u>	<u>74,104</u>	<u>94,428</u>	<u>168,532</u>

# PARENTS AND CARERS SUPPORT ORGANISATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

4	Income from charitable activities	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
		2024	2024	2024	2023	2023	2023
		£	£	£	£	£	£
	Short breaks						
	Sales within charitable activities	17,485	99,437	116,922	43,588	105,047	148,635
	Other Income						
	Sales within charitable activities	4,835	-	4,835	2,557	-	2,557
		22,320	99,437	121,757	46,145	105,047	151,192
5	Income from investments						
		Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
		2024	2024	2024	2023	2023	2023
		£	£	£	£	£	£
	Income from listed investments	-	14,008	14,008	-	-	-
	Interest receivable	5,666	2,509	8,175	2,761	-	2,761
		5,666	16,517	22,183	2,761	-	2,761
6	Expenditure on raising funds						
		Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
		2024	2024	2024	2023	2023	2023
		£	£	£	£	£	£
	Fundraising and publicity						
	Staging fundraising events	5,969	-	5,969	-	348	348
	Staff costs	-	30,262	30,262	-	24,130	24,130
		5,969	30,262	36,231	-	24,478	24,478



# PARENTS AND CARERS SUPPORT ORGANISATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 7 Expenditure on charitable activities

	Short breaks 2024 £	Short breaks 2023 £
<b>Direct costs</b>		
Staff costs	158,988	148,957
Training & DBS checks	1,960	5,049
Travelling	128	139
Depreciation	3,433	3,146
Little Pacso costs	788	468
Consumables & refreshments	3,269	3,286
Mini bus costs	5,314	3,992
Equipment	1,181	901
Activity costs	36,011	24,188
	<u>211,072</u>	<u>190,126</u>

### Share of support and governance costs (see note 8)

Support	90,968	80,965
Governance	3,840	2,250
	<u>305,880</u>	<u>273,341</u>

### Analysis by fund

Unrestricted funds - general	181,755	41,205
Restricted funds	124,125	232,136
	<u>305,880</u>	<u>273,341</u>

### 8 Support costs allocated to activities

	2024 £	2023 £
Staff costs	59,119	51,700
Computer, software & website costs	677	710
Administration & office costs	17,828	19,854
Training & activities costs	445	490
Insurances	4,532	3,635
Sundry expenses	1,725	365
Legal & professional costs	6,642	4,211
Governance costs	3,840	2,250
	<u>94,808</u>	<u>83,215</u>

### Analysed between:

Short breaks	<u>94,808</u>	<u>83,215</u>
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Governance costs includes payments to the independent examiners of £3,840 (2023 - £2,250).

# PARENTS AND CARERS SUPPORT ORGANISATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 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:

	2024 Number	2023 Number
Direct charitable expenditure	4	3
Fundraising costs	1	1
Support costs	2	2
Total	7	6

### Employment costs

	2024 £	2023 £
Wages and salaries	233,938	210,551
Social security costs	10,374	10,296
Other pension costs	4,057	3,940
	248,369	224,787

The Full Time Equivalent (FTE) number of employees during the period was 6.73 (2023: 6.02).

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

### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2024 £	2023 £
Aggregate compensation	50,791	51,050

### 11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 12 Prior year adjustment

The financial statements include a prior year adjustment of £930,650 which has been made to correct the allocation of the Land sale investment fund from designated funds to restricted funds. The prior year adjustment has resulted in the restricted funds increasing and the designated funds decreasing by £930,650 at 1 April 2022 and at 1 April 2023. For more details see the Trustees' Report.



# PARENTS AND CARERS SUPPORT ORGANISATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

13 Tangible fixed assets		Plant and equipment	Motor vehicles	Total
		£	£	£
<b>Cost</b>				
At 1 April 2023		2,894	12,690	15,584
Additions		2,313	-	2,313
At 31 March 2024		5,207	12,690	17,897
<b>Depreciation and impairment</b>				
At 1 April 2023		1,006	9,600	10,606
Depreciation charged in the year		1,033	2,400	3,433
At 31 March 2024		2,039	12,000	14,039
<b>Carrying amount</b>				
At 31 March 2024		3,168	690	3,858
At 31 March 2023		1,888	3,090	4,978
<b>14 Debtors</b>				
<b>Amounts falling due within one year:</b>				
		2024	2023	
		£	£	
Trade debtors		8,761	60	
Other debtors		5,586	833	
Prepayments and accrued income		9,053	8,717	
		23,400	9,610	
<b>15 Creditors: amounts falling due within one year</b>				
		2024	2023	
		£	£	
Other taxation and social security		3,634	3,622	
Trade creditors		9,651	9,013	
Accruals and deferred income		12,805	3,491	
		26,090	16,126	
<b>16 Retirement benefit schemes</b>				

### 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 £4,057 (2023 - £3,940).

# PARENTS AND CARERS SUPPORT ORGANISATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	Movement in funds			Movement in funds			
	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 1 April 2023	Incoming resources	Resources expended	Balance at 31 March 2024
	£	£	£	£	£	£	£
WSCC Short Breaks	57,062	100,000	(157,062)	-	80,667	(68,768)	11,899
WSCC Short Breaks (CYE)	2,599	5,047	(7,646)	-	19,000	(19,000)	-
WSCC Other Grants	-	430	(430)	-	7,114	(6,709)	405
BBC Children in Need	-	41,324	(41,324)	-	-	-	-
Rank Foundation	-	-	-	-	3,100	(3,100)	-
The Henry Smith Charity	-	10,000	(10,000)	-	-	-	-
Woodroffe Benton	-	-	-	-	2,000	(2,000)	-
Tesco Community Grants (Via Groundworks)	-	1,500	(1,500)	-	-	-	-
Baily Thomas	-	-	-	-	4,000	(4,000)	-
St James Place Charitable Foundation	-	2,000	-	2,000	-	-	2,000
Boltini Trust	-	-	-	-	6,000	(6,000)	-
Sussex Community Foundation	-	10,000	(10,000)	-	10,000	(10,000)	-
Ernest Kleinwort	-	7,173	(5,021)	2,152	8,000	(10,152)	-
Wellesey Charitable Foundation	-	5,000	(5,000)	-	5,000	(5,000)	-
Gerald Micklem	-	-	-	-	5,000	(5,000)	-
Chichester District Council	-	-	-	-	5,000	-	5,000
Wates Foundation grants for finance manager	-	7,000	(5,444)	1,556	-	(1,556)	-
Bursary Funding	1,648	1,550	(722)	2,476	-	(480)	1,996
Woodger Trust	-	-	-	-	20,000	(976)	19,024
One Stop Community Partnership	1,000	-	(1,000)	-	-	-	-
The Lennox trust	-	-	-	-	500	-	500
Barbara Ward	10,000	10,000	(13,014)	6,986	10,000	(11,295)	5,691
Peter Harrison Foundation	-	-	-	-	4,000	-	4,000
Land sale investment fund	930,650	-	-	930,650	16,517	(351)	946,816
	1,002,959	201,024	(258,163)	945,820	205,898	(154,387)	997,331



**PARENTS AND CARERS SUPPORT ORGANISATION**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
***FOR THE YEAR ENDED 31 MARCH 2024***

17 Restricted funds

(Continued)

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# PARENTS AND CARERS SUPPORT ORGANISATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 18 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
<b>Fund balances at 31 March 2024 are represented by:</b>			
Tangible assets	3,858	-	3,858
Current assets/(liabilities)	263,026	997,331	1,260,357
	<u>266,884</u>	<u>997,331</u>	<u>1,264,215</u>
<b>Fund balances at 31 March 2023 are represented by:</b>			
Tangible assets	4,978	-	4,978
Current assets/(liabilities)	328,636	945,820	1,274,456
	<u>333,614</u>	<u>945,820</u>	<u>1,279,434</u>

### 19 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).