

# WEST SUSSEX PARENT CARER FORUM

England & Wales · Charity number 1156360

## Details

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Other names	WSPCF
Status	Registered
Legal form	Charitable company
Company number	<a href="#">07955164</a>
Registered	2014-03-25
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address** Lodge Hill Residential Centre  
London Road  
Watersfield  
Pulborough  
West Sussex  
RH20 1LZ

**Phone** 07341 183449

**Email** [office@wspcf.org.uk](mailto:office@wspcf.org.uk)

**Website** [www.wspcf.org.uk](http://www.wspcf.org.uk)

## Activities

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**Objects:** I) TO RELIEVE THE NEEDS OF CHILDREN WITH DISABILITIES AND/OR ADDITIONAL NEEDS AND THEIR PARENT AND FAMILIES IN WEST SUSSEX THROUGH PARTICIPATION IN SHAPING LOCAL SERVICES, THE PROVISION OF INFORMATION AND SUPPORT.II) TO FURTHER ANY OTHER SUCH PURPOSES DEEMED CHARITABLE BY THE LAW OF ENGLAND AND WALES AS THE TRUSTEES SHALL FROM TIME TO TIME DECIDE.

**Activities:** WSPCF support Parents and Carers of Young People aged 0-25 with Learning Difficulties and Disabilities. We are an independent, parent carer led charity representing the views of our members in West Sussex and work in partnership with others to make our voice heard to positively improve local services for disabled children, young people and their families providing training and information.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Disability
- **Who:** Other Defined Groups

## Geography

- West Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£245,322	£204,812	-	-
2024-03-31	£184,485	£157,756	-	-
2023-03-31	£184,092	£182,066	-	-
2022-03-31	£112,847	£151,089	-	-
2021-03-31	£106,932	£127,013	-	-

## Trustees

Name	Role	Appointed
LINDSEY SHARON BUTTERFIELD		2013-09-20
Maria Caroline Hughes		2021-10-20
Sally Clarke		2024-10-01
Sally-Anne Kean		2025-01-21
Samantha Jane Taylor		2020-06-01

**WEST SUSSEX PARENT CARER FORUM**

England & Wales - Charity number 1156360

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# Accounts

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# ‘Empowering Parent Carers, Enabling Potential’



# ANNUAL REPORT

2024-2025

# Contents

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# 1. Introduction

2024/2025

West Sussex Parent Carer Forum (WSPCF) is an independent, parent carer led charity dedicated to empowering families of children and young people (0-25) with Special Educational Needs and Disabilities (SEND).

We work in partnership, bringing our SEND families views to positively influence and improve local services for children and young people with SEND. In 2024/25 alone, over 2100 parent carers directly shared their views with us, asking for more support, better access to information, stronger representation and crying out for systemic change.

WSPCF began life in 2008, in the sitting room of a parent carer, and in the beginning was run out of a carrier bag! This initial small group of parent carers quickly became involved in supporting parent participation; helping to shape services for disabled children and their families, and the rest as they say is history.

*You're brilliant;  
your work influences,  
supports, informs and  
impacts in positive ways  
for our community. I am  
so glad that you are  
there”  
Parent Carer*



# 1. Introduction

WSPCF is a charitable company limited by guarantee, no. 07955164 and a registered charity, no. 1156360.

Our company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association adopted on the 16th August 2013, and amended subsequently on the 19th January 2024.

We are a member-led charity with over 2000 members, and we believe that active participation from our members is the foundation of our impact. Parent carers and professionals in West Sussex can join by signing up to become a member and then getting involved.

*“The West Sussex Parent Carer Forum (PCF) takes an active role in representing the families of children and young people with SEND... to challenge partnership leaders when services and provision are not good enough.”*

*Ofsted.*

## 2. Our Vision & Mission

2024/2025

### **Vision:**

A West Sussex where children and young people with SEND thrive in a culture of inclusion and understanding, and where parent carers - fully informed, equipped, and representative, are empowered to shape services and challenge systems that impact their families.

### **Mission:**

To build strong, respectful relationships between parent carers, professionals and services, co-producing inclusive solutions, improving visibility, and influencing change through active and ongoing participation.

### **The charitable purposes of WSPCF are:**

To relieve the needs of children with disabilities and/or additional needs and their parents and families in West Sussex, through participation in shaping local services, the provision of information and support.



The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

# 3. Our Objectives

2024/2025

In 2024/25 WSPCF focused on delivering three main priorities

- Strengthen our Advocacy, Influence, and Strategic Representation
- Expand and Diversify Our Offer to Families and Services
- Build Organisational Capacity and Sustainability

Achieving these priorities is underpinned by our five values which shape how we work.

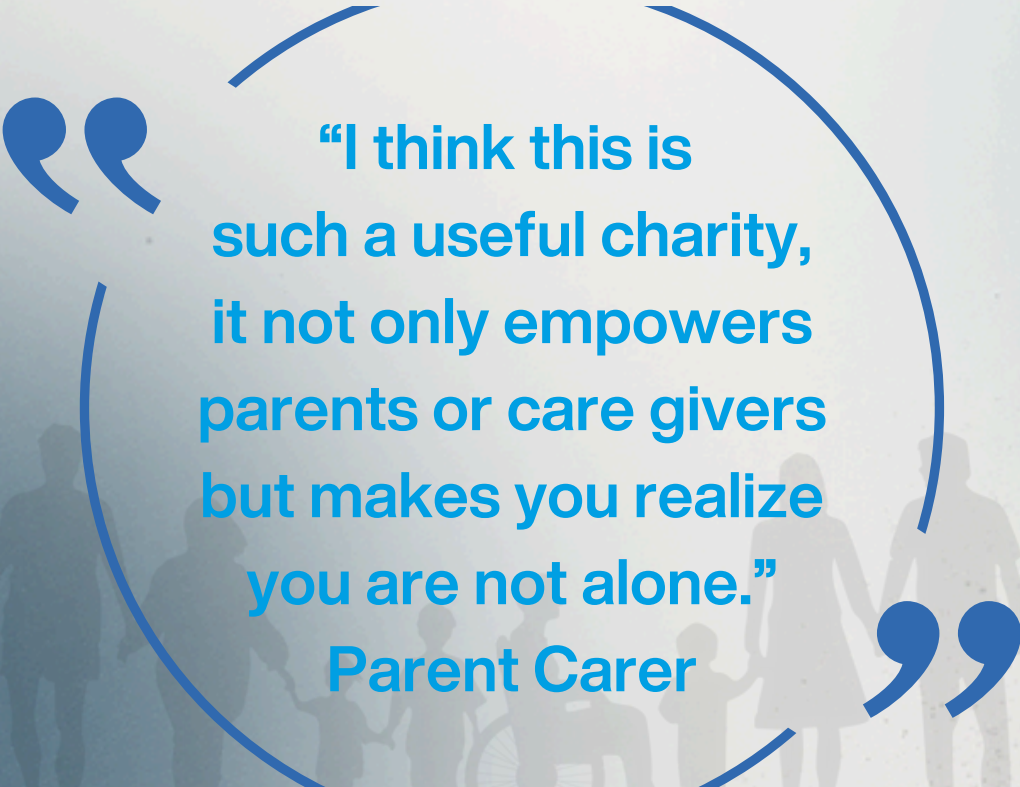
**Positivity** - We focus on solutions, not just problems

**Empathy** - We understand the challenges families face

**Integrity** - We act with honesty and transparency

**Innovation** - We embrace new ideas to make a difference

**Coproduction** - We work together with parent carers and professionals



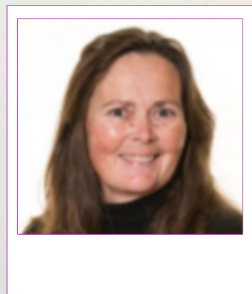
**“I think this is such a useful charity, it not only empowers parents or care givers but makes you realize you are not alone.”**  
**Parent Carer**

# 4. Structure and Governance

2024/2025

## *The Board of Trustees*

The company's directors are also charity trustees for charity law purposes. Under the Articles of Association, the trustees are appointed by ordinary resolution. The recruitment of new trustees will be informed by the skills and experience gaps identified by the skills matrix and a search conducted for trustees able to strengthen the current Board of Trustees. None of the trustees has any beneficial interest in the company. All trustees are members of the company and guarantee to contribute £1 in the event of a winding up.



The Board of Trustees has worked collectively to strengthen the governance of the Forum, with a shared focus on transparency, accountability, and strategic oversight. Their efforts have centred on ensuring the Forum remains aligned with its mission and continues to deliver meaningful outcomes for families of children and young people with SEND.

## 4. Structure and Governance

In September 2024, after serving the Forum for nearly 1½ years, Natasha Boulton resigned as a trustee to focus on her legal career. The Board would like to thank Natasha for her work and support and wish her well.

Between October 2024 and January 2025, the Forum welcomed two new trustees: Sally Clarke, a former Primary Headteacher with a strong interest in SEND, and Sally Kean, a Speech and Language specialist who works with children and young people in West Sussex and has also worked strategically with NHS Sussex.

The trustees at the end of the 2024-2025 year are:

- John Clifton (Chair) - Resigned 29/10/25
- Lindsey Butterfield (Secretary)
- Maria Hughes (Treasurer)
- Sam Taylor
- Sally Clarke
- Sally-Anne Kean

The day-to-day running of the Forum is undertaken by the CEO on behalf of the Board. Since stepping into the permanent role in April 2023 following a successful interim post, Rowan Westwood has been instrumental in driving the Forum's growing achievements. Her energy, strategic insight, and unwavering commitment to the families the Forum serves have been key to its progress.

# 4. Structure and Governance

2024/2025

Rowan's leadership has brought clarity, momentum, and a renewed sense of purpose to the organisation. She has also played a vital role in strengthening relationships with strategic partners across education, health, and local authority services, helping to elevate the Forum's influence and visibility. Notably, the Forum's work received positive acknowledgement from Ofsted, recognising its contribution to improving outcomes for children and young people with SEND in the region.

To support more effective governance, the Forum adopted a revised structure that includes two dedicated sub-committees; Management and Finance - comprising trustees and senior management. Now fully embedded, the sub-committee structure has brought greater agility and depth to the Forum's governance. Their outputs are reported to the full Board at quarterly meetings, ensuring continuity, accountability, and strategic alignment across the organisation.

Combined with strong leadership and strategic planning, this framework has enabled the organisation to respond proactively to challenges, seize new opportunities, and maintain a clear focus on improving the lives of the families it serves.



It gives me great pleasure to present the Chair of Trustees' report for 2024–25. This year has once again shown the strength, resilience and dedication of our community of parent carers across West Sussex. The Forum continues to grow as a collective voice, representing the lived experiences of families who care for children and young people with additional needs and disabilities.

Throughout 2024–25, we have:

- Strengthened our engagement with local families, ensuring their voices are heard in shaping services.
- Worked closely with the Local Authority, NHS, and other partners to influence decisions that directly affect our children and young people.
- Delivered events, workshops and consultations that empowered parent carers with information, support and opportunities to be heard.
- Continued to build our volunteer base and provide training so that parent representatives feel confident and supported in their roles.

There have been challenges too. The demand on families continues to grow, and many parent carers face significant pressures navigating education, health and social care systems. Despite this, the commitment of our members to come together and create positive change remains unwavering.

# 5. Chair's Report

2024/2025

I want to thank our parent carers, volunteers, staff team, trustees, and partner organisations. Your time, expertise and compassion have been central to everything we have achieved this year.

Looking ahead, we will continue to reinforce our current priorities by strengthening and increasing coproduction with statutory services, widening our reach to more families across West Sussex, and by ensuring that every parent carer feels informed, valued and represented.

Together, we remain committed to creating a stronger voice for families and better outcomes for our children and young people with additional needs and disabilities.

*John Clifton  
Chair of the  
Board of  
Trustees*



## 6. Financial Overview

The financial statements that accompany this report have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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)

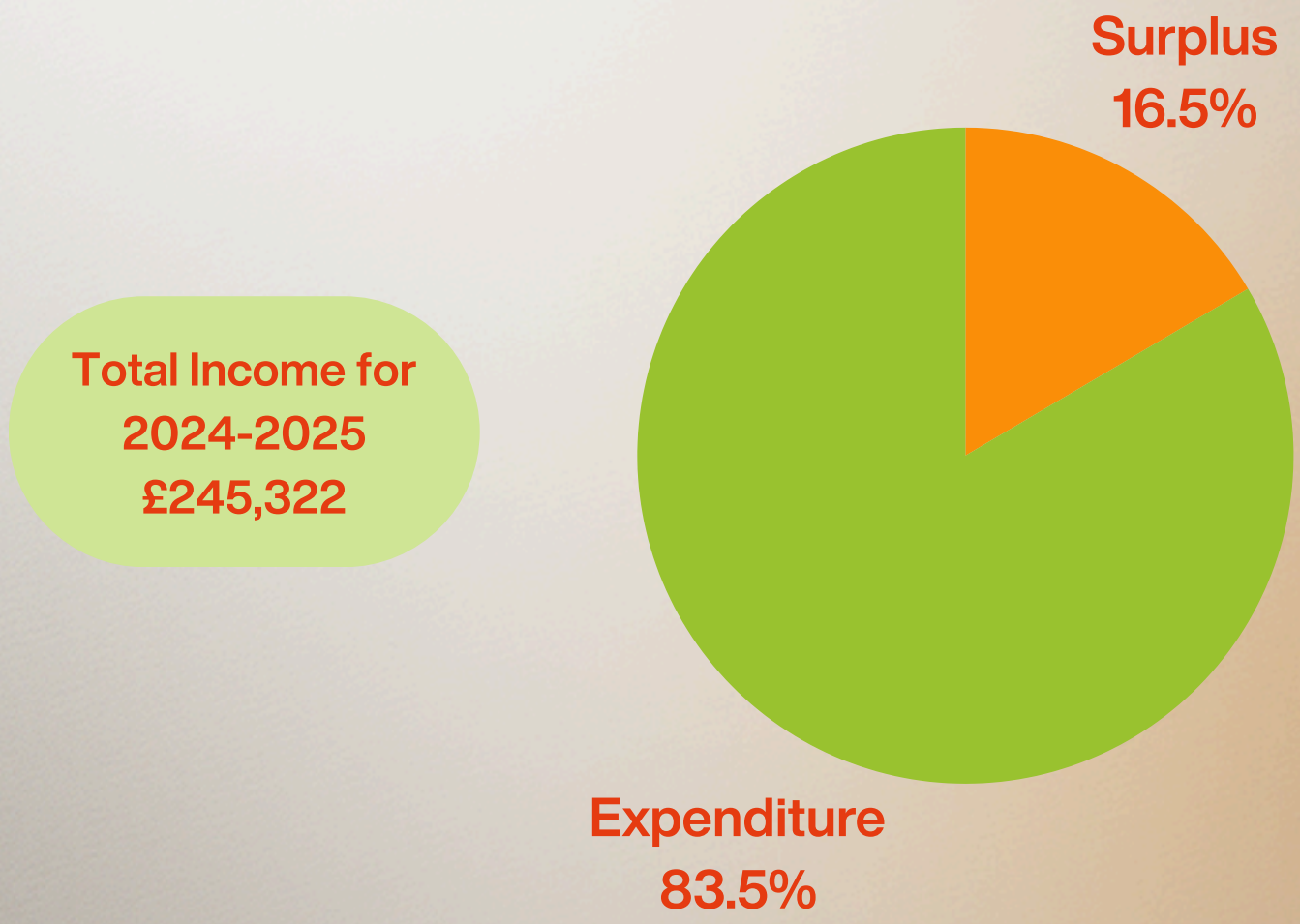
We are delighted to share that the year ending 31st March 2025 has seen us maintain a strong and healthy financial position. In a year of change and progress, we have ended with a welcome surplus, strengthening our reserves and giving us the confidence and stability to keep driving forward our work.



# 6. Financial Overview

As we look ahead, we proactively preparing for the potential impact of Devolution and Local Government Reorganisation (LGR), which may bring structural changes to how services are commissioned and delivered across the county. While the full implications are yet to be seen, we are preparing to adapt proactively to ensure our voice remains central in shaping future systems.

Our financial resilience puts us in a strong position to navigate these changes, continue advocating for parent carers, and maintain the quality and consistency of our support.



## Reserves Policy

The Trustees had previously established a targeted reserves figure of £85,000. Following a review this year, the figure has been increased to £100,000 to better reflect the charity's evolving needs and financial landscape. In determining this revised figure, the following five key elements were considered:

- An analysis of existing funds
- The reliability of current income sources and new income opportunities
- Expenditure on planned activities
- Future needs, contingencies, and risks
- The consequences of being unable to meet forecasted needs

The reserves at this year end were **£176275**.

Our current policy aims to maintain unrestricted reserves at a level necessary to ensure the charity can function effectively for an interim period of six months (and also to cover any lease costs for the remainder of their term/s) in the event of financial difficulties beyond our control. This level equates to our core costs. The reserves also need to allow flexibility for the fluctuation in workflow and funding. The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate these risks effectively.

## 6. Financial Overview

2024/2025

We continue to receive the Parent Participation Grant funding from the Department for Education, administered through the national charity Contact. This important funding defines us and our work specifically as a Parent Carer Forum for West Sussex. It provides a valuable contribution to the charity's core costs, and this year it enabled us to strengthen Infrastructure and Communications including refreshing our branding and updating our marketing materials and merchandise.

In addition to this, we were also awarded a Priority Grant from the Department for Education, further recognising the importance of our work and supporting our capacity to deliver targeted initiatives such as parent carer Wellbeing and Mental Health support

We also received funding to help deliver other impactful projects, which align closely with our mission to improve outcomes for families and children with SEND.

The majority of our funding continues to come from a three-year Partnership Agreement (2023–2026) with West Sussex County Council and NHS Sussex. In addition, we receive project-specific funding for our participation and delivery in key programmes such as Autism in Schools and PINS which allow us to contribute meaningfully to system-wide improvements.

## 6. Financial Overview

Employee costs remain the charity's largest expense, totalling £168,296 this year. However, they are also our most valuable asset. We take pride in being a disability-confident employer, offering flexible working arrangements and paying a living wage. The majority of our team are parent carers themselves, which not only provides meaningful employment opportunities but also ensures our work is shaped by lived experience and genuine understanding.

Our employees, trustees, and volunteers are spread across the county, and the decision to maintain a physical office has proven beneficial. It enables our growing team to come together for collaborative and focused work, strengthening internal communication and cohesion. Core costs are continuously evaluated for value and necessity, with adjustments made whenever opportunities for improvement arise.



## Future Plans

We remain committed to strengthening our Partnership Agreement by actively cultivating and maintaining relationships with key individuals at all levels. While this can be challenging at times, our commitment to remaining independent in purpose, it remains essential to ensuring effective collaboration and shared outcomes.

This Agreement commits all three organisations to work together collaboratively and effectively as equal partners, in a sustainable, transparent relationship built on trust, that is ambitious to ensure better outcomes for SEND families, and to improve the lived experience of all children and young people with SEND across West Sussex.



Over the past year, we have seen the value of strong partnerships through initiatives such as the Together for Change panel, which brought together parent carers and professionals to co-produce solutions and improve service delivery. This panel has been a powerful example of how collaborative working can lead to meaningful change.

# 6. Financial Overview

2024/2025

We will continue to apply annually for the Parent Participation Grant, which remains a vital source of support for our core activities.

In parallel, our CEO is strategically focused on identifying new opportunities for project funding that align with our objectives. We are also developing a Fundraising Strategy to diversify our income streams and raise our profile as a charity. This proactive approach is key to ensuring our sustainability and resilience in the years ahead.

The surplus from 2023–2024 enabled us to invest in the development of a comprehensive Case for Support. This internal document has become a cornerstone of our fundraising and communications strategy, articulating the urgent need for our work and the impact we deliver.

It has helped us shape funding proposals, engage new partners, and prepare for diversifying income streams. The Case for Support reflects our values, our evidence base, and our commitment to amplifying the voices of parent carers across West Sussex.

This prudent financial management has enabled us to deliver a year end surplus of £40,510. This surplus will be reinvested into strengthening our reserves and ensuring we remain well positioned to respond to the needs of our community, adapt to future challenges, and continue making a meaningful difference for families across West Sussex.

# 7. CEO Report

2024/2025

2024–2025 has been a pivotal year for the West Sussex Parent Carer Forum (WSPCF). As CEO, I am proud to reflect on a period of strategic growth, deepened partnerships, and renewed commitment to our mission of empowering families and influencing systemic change.

This year, we have continued to embed parent carer voice at the heart of service design and delivery. Our Together for Change Co-production Panel has become a cornerstone of inclusive participation, enabling parent carers to shape decisions across education, health, and care.

We also launched Have Your Voice Heard sessions, providing direct feedback opportunities with senior leaders at WSCC. These sessions have been praised for their authenticity and impact, and we plan to expand them further in the coming year.

Our team has represented families in over 2,000 hours of strategic meetings and delivered lived experience training to more than 845 professionals who work with our children and young people, including Sussex Police, Early Help, and Social Work teams.

These efforts have strengthened our influence and helped build a culture of empathy and understanding across services.

# 7. CEO Report

2024/2025

Internally, we have focused on building a resilient and empowered team. Despite challenges faced by parent carers in the workforce, our staff adapted with flexibility and determination. We introduced a new health and benefits package, prioritised wellbeing, and delivered targeted training to build capacity and confidence. Staff received training in emotional wellbeing, impact reporting, and leadership.

We've held multiple team development days, trustee strategy sessions, and management planning events.

These gatherings fostered cohesion, strategic clarity, and a renewed sense of purpose. Our team; largely composed of parent carers continues to be our greatest asset, bringing empathy, insight, and authenticity to every aspect of our work.

*Rowan  
Westwood  
Chief Executive  
Officer*



## Communications & Engagement

### Membership

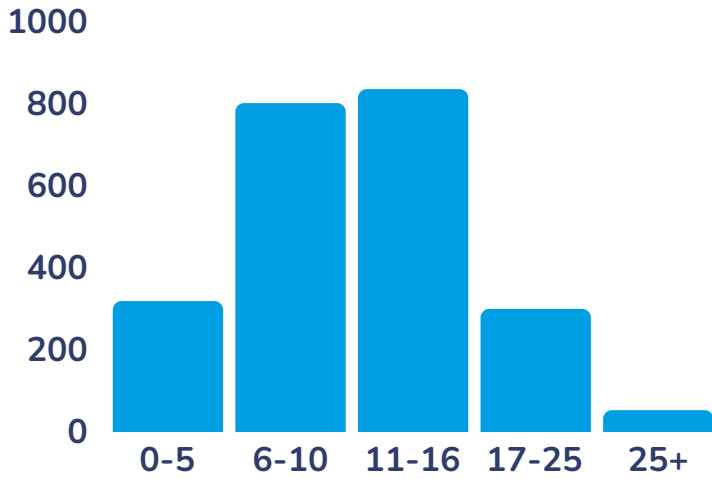
**1851**



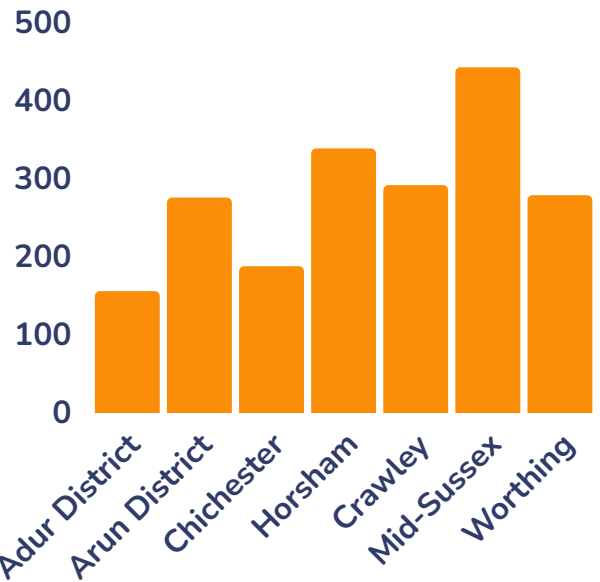
PARENT CARER MEMBERS

**21%** ↑

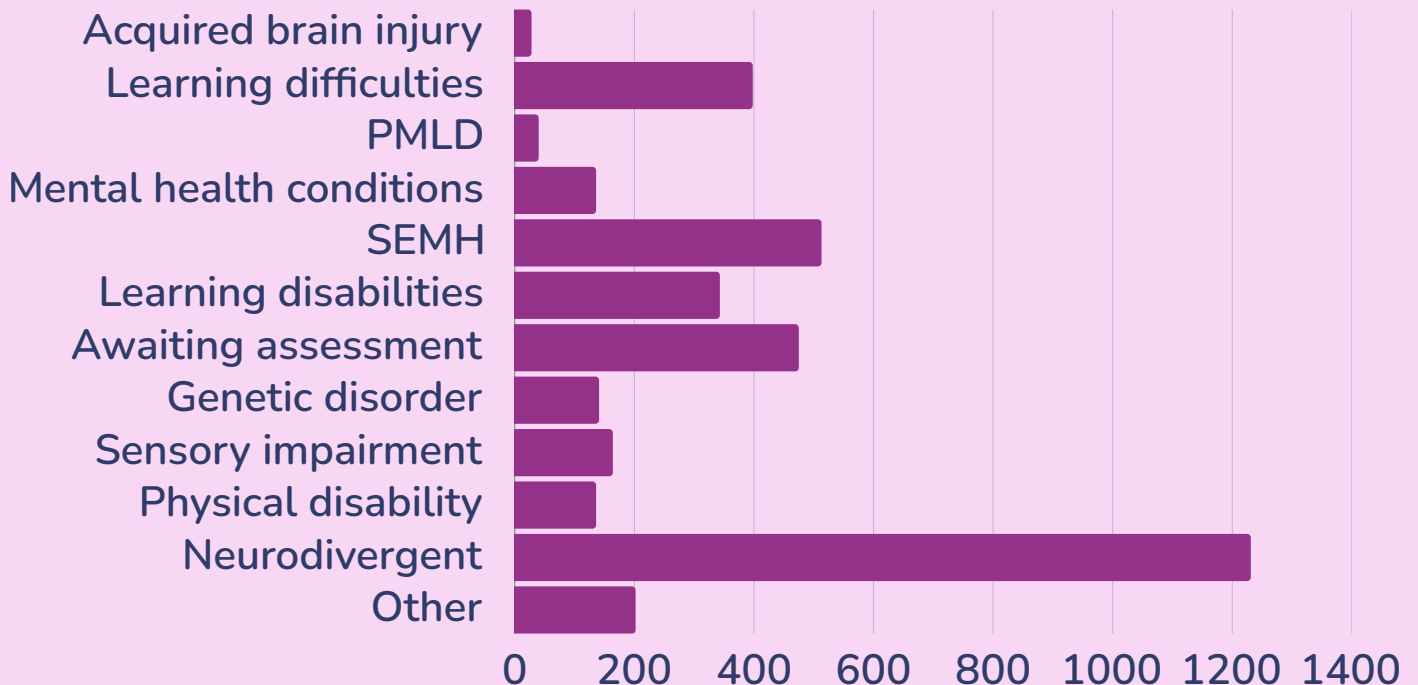
#### MEMBER'S BY THEIR CHILD'S AGE



#### MEMBER'S BY THEIR LOCATION



#### MEMBER'S BY THEIR CHILD'S SEND NEED



## Communications & Engagement

### Membership

Ensure professionals and services are better informed and trained in relation to SEND and the lived experience of the families they work with

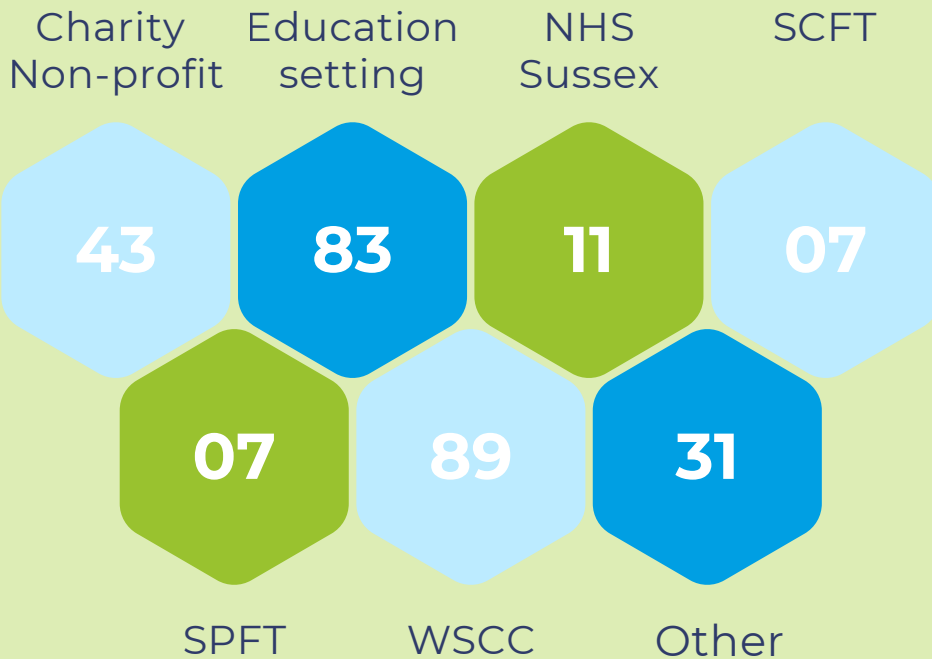
261



PROFESSIONAL MEMBERS

48% ↑

### Our professional members



*WSPCF's continued contribution is vital to keeping children and parents at the heart of what we do."*

*Vince Clark, WSCC DCS*



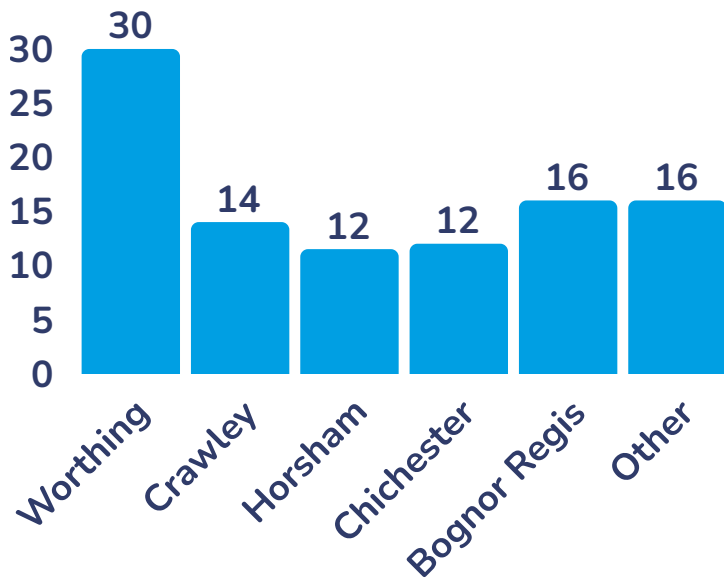
## Social Media



**5770 FOLLOWERS**  
**5382 INTERACTIONS**  
**18,359 VISITS**  
**398 POSTS**

**277 FOLLOWERS**  
**372 POSTS**  
**99 STORIES**  
**496 VISITS**

● % Followers by location



● % of Followers by location



**464**  
FOLLOWERS

**62**  
POSTS

**346**  
REACTIONS

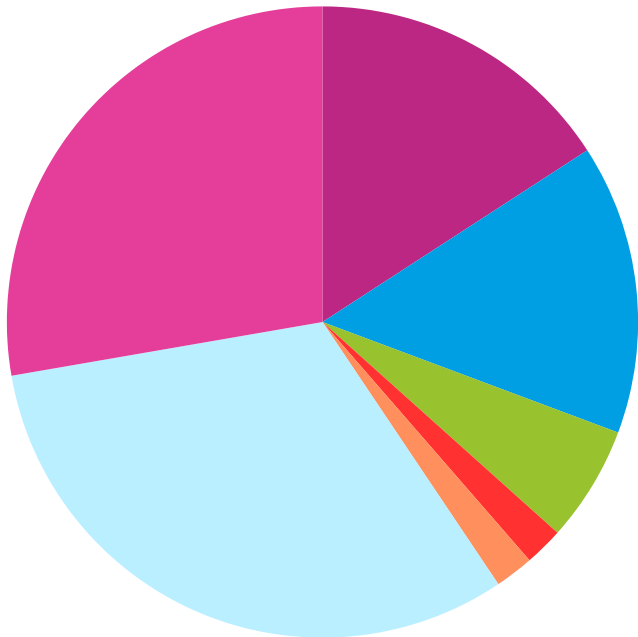
**TOTAL SOCIAL MEDIA FOLLOWERS:**



**6,511**



Over **1,000** parent carers were supported through **98** events



- Chat & Chill - 16
- Information sessions - 15
- Wellbeing - 6
- Mental Health - 3
- Have your voice heard - 2
- Autism in Schools - 32
- Partnerships for Inclusion of Neurodiversity in Schools (PINS) - 28

Over **2100**

Parent Carer feedback responses



We responded to over 200 direct parent carer enquiries

Over **1000**

Parent Carers attended our events

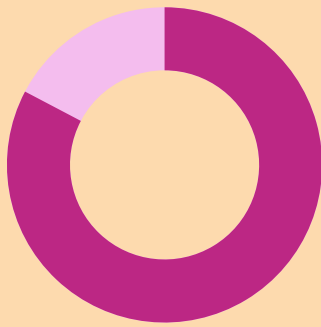
*“The presentation was really informative. We were able to share our lived experiences in a safe space with no judgement.”*

*-Attendee.*



## What do our members think about what we do?

The quality of our offer



8.3 out of 10



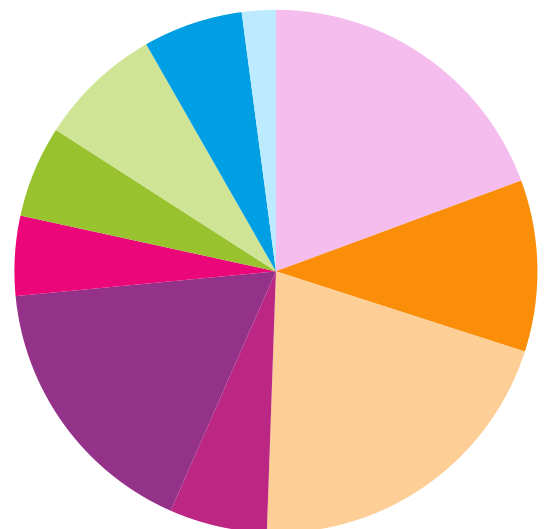
“You're brilliant; your work influences, supports, informs and impacts in positive ways for our community. I am so glad that you are there”

Parent carer comment



## HOW ENGAGING WITH US HAS MADE A DIFFERENCE!

- I've gained useful information to help me navigate services 20.6%
- I feel more supported and less alone in our journey 19.4%
- I've accessed helpful resources and support 16.9%
- I feel more confident / empowered to advocate for my child 10.6%
- I feel more empowered to make informed decisions 7.6%
- I feel more able to navigate my own well-being as a parent carer 6.2%
- I've built connections with other parent carers who understand 6%
- I've had opportunities to share my views where I feel heard 5.7%
- I've had opportunities to share my views and influence change 4.9%
- Other 2.1%



## Influence and Change

**2,000**  
Hours

of meetings  
attended  
representing  
parent carer  
views

**845**

professionals  
received lived  
experience training  
to help them better  
understand the  
parent carer  
journey

### Representing Parent Carer voices on:

- WSCC Education, Health & Care Assessment Panel
- WSCC Resource Allocation Panel
- Mental Health Transitions Panel
- Disability Transitions Panel
- SEND & AP Board

### Influencing Strategic planning with:

- The Joint Strategic Needs Assessment, shaping local priorities with families' voices.
- Ofsted and DFE - representing families real experiences

“

*“I don't know of any other Parent Carer Forum that does as much as yours.*

*You are phenomenal.”*

*Brian Pope, Independent Chair, SEND & AP Board*

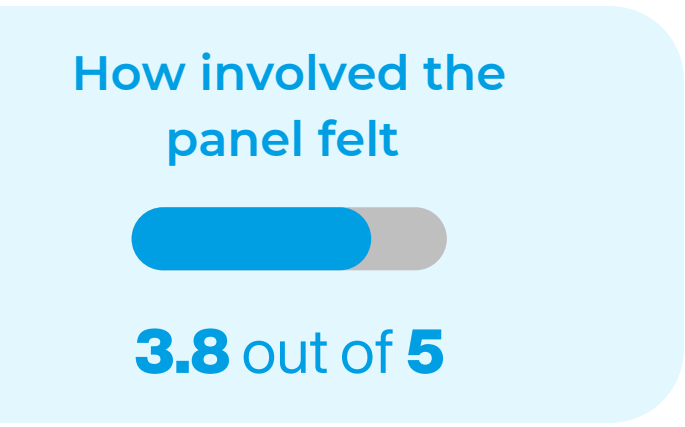
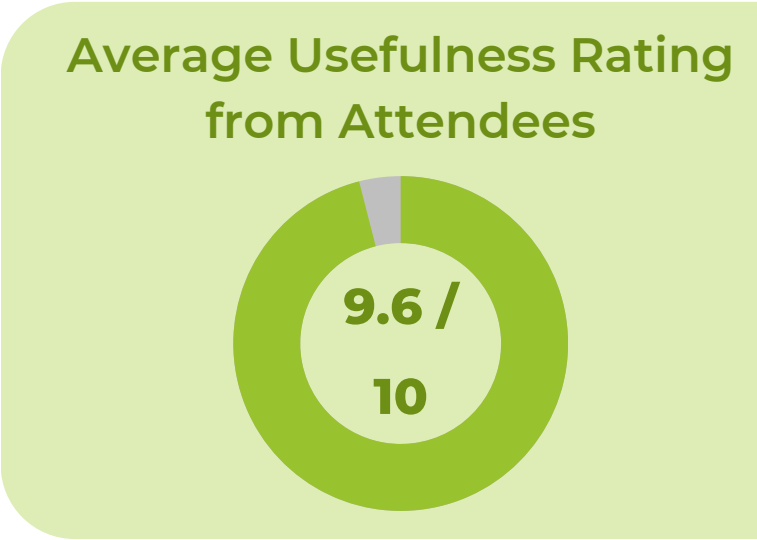
”

## Together for Change Panel

This year, we launched the Together for Change Panel, a 'doing space' where parent carers can actively shape the services their children and young people need.



**84%**  
of submitters said the process positively impacted their work



All respondents would return & recommend the panel!

*“It’s so lovely to observe, how constructive, calm & positive the discussions were. I haven’t experienced anything else where its been like this. Having the participation and engagement happening live in the session rather than saying ‘we need to go away and do that separately’, it’s so fruitful. It just makes sense “*

*Professional observer from Surrey County Council*

## Autism In Schools Project (ASP)

This project is an NHS funded Project which aims to create Autism Affirming Schools. The project offers training to all staff in the school and support for pupils and parent carers

32

sessions for parent carers hosted, creating safe spaces to connect, share experiences and learn together

"I have found the coffee mornings extremely useful to feel connected to school and other parents facing similar issues. I have learnt some useful information and have a better understanding of SEN support in school"  
Parent Carer

Staff gained greater confidence in adapting environments and approaches to meet autistic learners' needs

Parent carers reported feeling more connected to their school, better understood, and more informed about support available.

Schools and families described more positive and collaborative relationships.

## PINS Project

The PINS Project aims to foster inclusive, needs-led support for neurodiverse students in mainstream schools by strengthening collaboration between education, health, and parent carers.

Families told us they often felt judged or dismissed when discussing their child's needs in school.

We hosted **28** in school coffee mornings and surveyed **382** parent carers to better understand and support experiences.

*“I Found it very informative and felt very supported and safe to discuss my children and their needs without judgment”*  
Parent Carer

Schools reported more constructive and trusting conversations, and families felt heard and valued.



## Change Programme

The Change Programme is a national initiative testing reforms to improve the SEND and AP system. It aims to ensure consistent, timely support for children and young people with SEND or in alternative provision.

We worked across several Change Programme workstreams, including Early Language Support for Every Child, Alternative Provision, and the Specialist Task Force.

### Our role focused on



Our input helped ensure reforms considered real family experiences. Parent carer voice helped shape how early support is designed, and highlighted what helps families feel included rather than overwhelmed.

## Mental Health First Aid Courses

Our Mental Health Project supported parent carers in understanding and responding to their child or young person's mental health needs, providing practical response skills and the confidence to act during a mental health crisis.



Parent carers told us they often face mental health crises without support, feeling unsure how to respond or access help for their child or young person.

**26** parent carers attended our training sessions developed in response to needs identified by families.

**100%** of our attendees reported greater confidence in responding to crisis situations, supporting emotional needs, and seeking help.

The sessions also helped reduce isolation by creating safe shared learning spaces

Great course, really well presented and the course content was very informative and practical. I feel I've learnt a lot and would have more confidence in a mental health emergency. Thank you!

## Parent Carer Wellbeing Project

Our Wellbeing Project supported parent carers through offering guidance, support, and resources to improve their wellbeing.

### Why this matters:

Many parent carers told us they were managing chronic stress and isolation, often placing their child's needs above their own.

### What we did:

We co-produced wellbeing resources, hosted in-person workshops, and created practical signposting packs.

### What changed:

**90%** of attendees reported improved wellbeing, increased confidence to advocate for their needs.



“I feel my wellbeing has improved attending these sessions and I've really looked forward to these sessions and the support and encouragement they provide as well as new knowledge I've gained”

## Health Inequalities Project

Funded by NHS Sussex, this project aimed to reduce health inequalities experienced by children and young people with SEND and their families.

**What we did** - collected your views to highlight and inform priority issues, including:

- to keep you up to date about ADHD medication shortages
- finding out about your views on specialist Dental access
- what was important to you in terms of waiting list support
- updating paperwork for Annual Health checks for young people with learning disabilities

Health partners gained clear insight into your lived experience, leading to:

- Improved communication approaches
- Clearer and more accessible information
- New ways of involving parent carers in health service planning

“Hearing these lived experiences helps us understand what families are actually facing and how small changes in communication can make a big difference.”

Health professional reflection from feedback

# 10. Looking Ahead

2024/2025

This financial year, we began developing a new, stronger Strategic Plan to guide the Forum through the rest of this decade. As part of this work, we have already refreshed our vision, mission, and values, outlined at the beginning of this report.

We are intentionally holding back on finalising the full strategy until there is greater clarity around external developments, including the ongoing implementation of the SEND and AP Improvement Plan and the anticipated Schools White Paper.

We also need to consider the Law Commission's review of disabled children's social care and SEND law, published in September 2024. This review has brought renewed attention to the legal frameworks underpinning SEND provision, and its recommendations, expected in Autumn 2025, are likely to influence future policy and practice.

At the same time, we cannot disregard the pressures on the systems that must be better equipped to support our children and young people with SEND. These pressures include high-needs funding deficits, workforce shortages, and a lack of joined-up support, all of which contribute to the challenges families face.



Together, these national reforms and systemic strains could significantly reshape how services are commissioned, delivered, and accessed by SEND families.

As such, we remain proactive and focused on readiness, not only in response to national developments, but also in recognising the local picture in West Sussex that continues to shape our priorities and strategic direction.

In West Sussex:

- The number of children with Education, Health and Care Plans (EHCPs) has continued to rise, reflecting growing and complex needs across the county.
- The local SEND inspection in November 2023 found that children and young people experience inconsistent outcomes.
- Families have told us they often feel unheard, face long waits, and struggle to access timely help.

In this context, our strategy must be more than a plan, it must be a commitment to SEND families - to listen deeply, act boldly, and continue to champion inclusion, equity, and lived experience.

We are filled with determination to make a positive impact on the lives of children and young people (and their families) with SEND in West Sussex. With your continued support, we look forward to achieving even greater milestones in the year ahead.

# 11. Acknowledgements

2024/2025

We would like to extend our heartfelt thanks to our dedicated team, volunteers, members, parent carers, and social media followers. Your commitment has been instrumental in our success.

We also express our thanks to all of our funding partners and project supporters, as we couldn't do this without your help.

The Trustee report was approved by the WSPCF Board of Trustees.

*Maria Hughes*

**Board of Trustees  
West Sussex Parent Carer Forum  
Date: 13.11.2025**

*Thank you  
for being part of the  
West Sussex Parent Carer Forum journey.*

**Company registration number 07955164 (England and Wales)**

**Charity registration number 1156360 (England and Wales)**

**WEST SUSSEX PARENT CARER FORUM  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

# WEST SUSSEX PARENT CARER FORUM

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	L Butterfield S Taylor M Hughes S Clarke S-A Kean	(Appointed 1 October 2024) (Appointed 21 January 2025)
<b>Country of incorporation</b>	United Kingdom (England and Wales)	07955164
<b>Charity registration</b>	England and Wales	1156360
<b>Registered office</b>	C/o West & Berry Nile House Nile Street Brighton BN1 1HW	
<b>Independent examiner</b>	West & Berry Limited Nile House Nile Street Brighton BN1 1HW	

# WEST SUSSEX PARENT CARER FORUM

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Statement of financial activities	2
Balance sheet	3
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# WEST SUSSEX PARENT CARER FORUM

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF WEST SUSSEX PARENT CARER FORUM

---

I report to the Trustees on my examination of the financial statements of West Sussex Parent Carer Forum (the charity) for the year ended 31 March 2025.

#### **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.

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 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. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

#### **Independent examiner's statement**

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 Companies Act 2006.
- 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 Companies Act 2006 other than any requirement that the financial statements 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 financial statements 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.

*Michelle Westbury FCCA*

Michelle Westbury FCCA  
West & Berry Limited  
Nile House  
Nile Street  
Brighton  
BN1 1HW

25/11/2025  
Dated: .....

# WEST SUSSEX PARENT CARER FORUM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
<b>Income from:</b>							
Donations and legacies	3	176,810	27,400	204,210	133,985	17,500	151,485
Charitable activities	4	38,651	-	38,651	33,000	-	33,000
Investments	5	2,461	-	2,461	-	-	-
<b>Total income</b>		217,922	27,400	245,322	166,985	17,500	184,485
<b>Expenditure on:</b>							
Charitable activities	6	177,412	27,400	204,812	140,256	17,500	157,756
<b>Total expenditure</b>		177,412	27,400	204,812	140,256	17,500	157,756
<b>Net income and movement in funds</b>		40,510	-	40,510	26,729	-	26,729
<b>Reconciliation of funds:</b>							
Fund balances at 1 April 2024		135,765	-	135,765	109,036	-	109,036
<b>Fund balances at 31 March 2025</b>		176,275	-	176,275	135,765	-	135,765

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# WEST SUSSEX PARENT CARER FORUM

## BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
<b>Fixed assets</b>					
Tangible assets	10		652		676
<b>Current assets</b>					
Debtors	11	15,522		16,203	
Cash at bank and in hand		193,583		158,091	
		<u>209,105</u>		<u>174,294</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(33,482)</u>		<u>(39,205)</u>	
<b>Net current assets</b>			<u>175,623</u>		<u>135,089</u>
<b>Total assets less current liabilities</b>			<u>176,275</u>		<u>135,765</u>
<b>The funds of the charity</b>					
Unrestricted funds	15		<u>176,275</u>		<u>135,765</u>
			<u>176,275</u>		<u>135,765</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 2025.

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 25/11/2025 .....

*Maria Hughes*

.....  
M Hughes  
Trustee

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2025**

---

### 1 Accounting policies

#### Charity information

West Sussex Parent Carer Forum is a private company limited by guarantee incorporated in England and Wales. The registered office is C/o West & Berry, Nile House, Nile Street, Brighton, BN1 1HW.

#### 1.1 Basis of preparation

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 applying FRS 102 Update Bulletin 1 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. 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.

#### 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.

#### 1.5 Expenditure

Expenditure is accounted for on an accruals basis and is classified under the headings that aggregate all costs related to the category.

#### 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. Expenditure under £500 is not capitalised.

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:

Computers	4 years straight line
-----------	-----------------------

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

---

### 1 Accounting policies

(Continued)

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.

##### **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.

##### **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.

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 1 Accounting policies (Continued)

#### 1.11 Pension

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 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Donations and gifts	503	-	503	170	-	170
Grants	176,307	27,400	203,707	133,815	17,500	151,315
	<u>176,810</u>	<u>27,400</u>	<u>204,210</u>	<u>133,985</u>	<u>17,500</u>	<u>151,485</u>

### 4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
<b>Charitable activities</b>		
Performance related grants	38,151	33,000
Other income	500	-
	<u>38,651</u>	<u>33,000</u>

### 5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	2,461	-
	<u>2,461</u>	<u>-</u>

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 6 Expenditure on charitable activities

	Charitable expenditure 2025 £	Charitable expenditure 2024 £
<b>Direct costs</b>		
Staff costs	168,296	133,927
Depreciation and impairment	548	416
Premises	6,204	5,720
Insurance	2,571	2,620
Client services	4,377	985
Office costs	4,674	5,398
Bookkeeping, payroll and accounting	2,974	2,683
Independent examiner	600	600
Trustee expenses	326	352
Travel	2,456	2,203
Memberships	741	840
Training	3,129	1,190
Legal & professional	6,314	240
Sundry	620	-
Small equipment	967	312
Loss on disposal of tangible fixed assets	-	270
Interest payable	15	-
	<u>204,812</u>	<u>157,756</u>
<b>Analysis by fund</b>		
Unrestricted funds	177,412	140,256
Restricted funds	27,400	17,500
	<u>204,812</u>	<u>157,756</u>

Included above are Governance costs of £600 for Independent Examination (2024: £600). Other amounts paid to the examiner were £720 for other accountancy services (2024: £840).

### 7 Trustees

Five trustees were reimbursed travel and subsistence expenses during the year totalling £326 (2024: two trustees reimbursed £352 for travel).

M Hughes, trustee of the charity was employed by the charity during the year as office coordinator. The total remuneration paid was £3,664, the charity made employer pension contributions of £10 and health insurance plan payments totalling £9.

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 8 Employees

The average monthly number of employees during the year was:

2025 Number	2024 Number
14	11

### Employment costs

	2025 £	2024 £
Wages and salaries	168,296	133,927

The total remuneration of key management personnel was £35,436.

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

### 9 Taxation

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

### 10 Tangible fixed assets

	Computers £
<b>Cost</b>	
At 1 April 2024	1,666
Additions	525
At 31 March 2025	2,191
<b>Depreciation and impairment</b>	
At 1 April 2024	991
Depreciation charged in the year	548
At 31 March 2025	1,539
<b>Carrying amount</b>	
At 31 March 2025	652
At 31 March 2024	676

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 11 Debtors

	<b>2025</b>	<b>2024</b>
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	11,250	9,186
Other debtors	1,000	4,824
Prepayments and accrued income	3,272	2,193
	<u>15,522</u>	<u>16,203</u>

### 12 Creditors: amounts falling due within one year

	<b>Notes</b>	<b>2025</b>	<b>2024</b>
		£	£
Deferred income	<b>13</b>	28,750	28,901
Trade creditors		723	4,273
Other creditors		4,009	6,031
		<u>33,482</u>	<u>39,205</u>

### 13 Deferred income

	<b>2025</b>	<b>2024</b>
	£	£
Arising from Grants received in advance	28,750	28,901
	<u>28,750</u>	<u>28,901</u>

Deferred income is included in the financial statements as follows:

	<b>2025</b>	<b>2024</b>
	£	£
Deferred income is included within:		
Current liabilities	28,750	28,901
	<u>28,750</u>	<u>28,901</u>
Movements in the year:		
Deferred income at 1 April 2024	28,901	37,000
Released from previous periods	(28,901)	(37,000)
Resources deferred in the year	28,750	28,901
	<u>28,750</u>	<u>28,901</u>
Deferred income at 31 March 2025	<u>28,750</u>	<u>28,901</u>

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 14 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.

	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
Contact Parent Participation Grant	-	27,400	(27,400)	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Previous year:</b>				
	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Contact Parent Participation Grant	-	17,500	(17,500)	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

#### 15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
General funds	135,765	217,922	(177,412)	176,275
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Previous year:</b>				
	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
General funds	109,036	166,985	(140,256)	135,765
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

#### 16 Operating lease commitments

##### Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025 £	2024 £
Within one year	4,000	4,000
Between two and five years	2,833	6,833
	<u>          </u>	<u>          </u>
	6,833	10,833
	<u>          </u>	<u>          </u>

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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### 16 Operating lease commitments

(Continued)

During the year lease payments recognised as a expense totalled £4,000 (2024: £3,333).

### 17 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

## Tamper Verification

To check if this file has been modified after being signed, please go to:

<https://www.encyro.com/my/esign/verify>

Upload the file. The result will indicate if the file contents have been tampered with.

### File 1 of 2: West Sussex Parent Carer Forum 2025 accounts.pdf

## Signed By

**Signer:** Maria Hughes (maria.hughes@wspcf.org.uk)

**Identity Check:** Login with account

**Signature Type:** Typed

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

**Signer:** Michelle Westbury (michelle@westandberry.co.uk)

**Identity Check:** Login with account

**Signature Type:** Typed

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

## Event Log

**Nov 18, 2025, 4:25:19 PM** - Email notification sent to Maria Hughes (maria.hughes@wspcf.org.uk).

**Nov 18, 2025, 4:25:28 PM** - Email notification delivered to Maria Hughes (maria.hughes@wspcf.org.uk).

**Nov 18, 2025, 4:45:42 PM** - Maria Hughes (maria.hughes@wspcf.org.uk) opened the email notification (estimated), from 2a04:4e41:4ea7:f13d::dba7:f13d.

**Nov 18, 2025, 4:53:23 PM** - Maria Hughes (maria.hughes@wspcf.org.uk) viewed the document(s), from 90.244.90.44.

**Nov 25, 2025, 9:56:42 AM** - Maria Hughes (maria.hughes@wspcf.org.uk) electronically signed or completed the document(s), from 90.244.90.44.

**Nov 25, 2025, 9:57:46 AM** - Email notification delivered to Michelle Westbury (michelle@westandberry.co.uk).

**Nov 25, 2025, 9:57:46 AM** - Email notification sent to Michelle Westbury (michelle@westandberry.co.uk).

**Nov 25, 2025, 10:58:15 AM** - Michelle Westbury (michelle@westandberry.co.uk) electronically signed or completed the document(s), from 185.22.253.132.

**Nov 25, 2025, 10:58:31 AM** - Michelle Westbury (michelle@westandberry.co.uk) opened the email notification (estimated), from 185.22.253.132.

**Nov 25, 2025, 10:58:31 AM** - Michelle Westbury (michelle@westandberry.co.uk) viewed the document(s), from 185.22.253.132.

END OF LOG

The Trustees  
West Sussex Parent Carer Forum  
c/o West & Berry Ltd  
Nile House  
Nile Street  
Brighton  
BN1 1HW

18 November 2025

Dear Trustees

**Re: West Sussex Parent Carer Forum**

The purpose of this letter is to bring to your attention the findings from the recent preparation and independent examination of the accounts for year ended 31 March 2025.

**Expected Modifications to the Independent Examiners Report:**

There will be no modifications to the independent examiners report.

**Unadjusted Misstatements:**

There are no unadjusted misstatements.

**Other matters**

The following points have arisen from our observations of the charity's procedures and controls during the course of our work on preparing the accounts and the independent examination of those accounts for the year and which we wish to bring to the attention of the trustees:

**1. Employment of a trustee**

We note that Maria Hughes, trustee, was employed as office coordinator during the year. As discussed the governing document does not permit employment of a trustee.

The following points from previous independent examinations are still in progress:

1. **Equals card statement** – we recommend this is reconciled on a regular basis in the same manner as reconciling a bank account and that you engage your bookkeeper to do this for you to ensure accounting records are complete and accurate.

We would like to take this opportunity of expressing our thanks to the trustees and your staff for their assistance during our preparation on the annual accounts and our independent examination of those accounts.

If we can be of any further assistance, please contact Michelle Westbury.

Yours faithfully

West & Berry Limited

**WEST SUSSEX PARENT CARER FORUM**

England & Wales - Charity number 1156360

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# Accounts

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A decorative graphic consisting of several parallel diagonal stripes in the colors of a rainbow (purple, blue, green, yellow, orange, red) runs from the top right to the bottom left of the page. There are also small colored circles in the corners: a light green circle in the top right, a light orange circle in the middle right, a light blue circle in the bottom left, and a light purple circle in the bottom left.

# ANNUAL REPORT

2023-2024

# Contents

1. Introduction
2. Our Vision and Mission
3. Our Objectives
4. Structure, Governance and Management
5. Chair's Report
6. Financial Overview
7. CEO Report
8. Activities and Achievements
9. Our Projects
10. Looking Ahead
11. Acknowledgments

# 1. Introduction

West Sussex Parent Carer Forum supports parent carers of children and young people aged 0-25 with Special Educational Needs and Disabilities (SEND).

We are an independent, parent carer led charity representing the views of our members in West Sussex.

We work in partnership with others to make our voice heard, to positively influence and improve local services for children and young people with SEND. We also provide information, training and support.

*"The WSPCF were lovely and supportive. I welcomed the lived experience and challenge they brought. Thankyou."*



# 1. Introduction

WSPCF is a charitable company limited by guarantee, no. 07955164 and a registered charity, no. 1156360.

Our company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association adopted on the 16th August 2013, and amended subsequently on the 19th January 2024.



## 2. Our Vision & Mission

2023/2024

### Vision:

A West Sussex where every child or young person with SEND has the opportunity to reach their full potential, and where parent carers are respected as equal partners in decision-making.

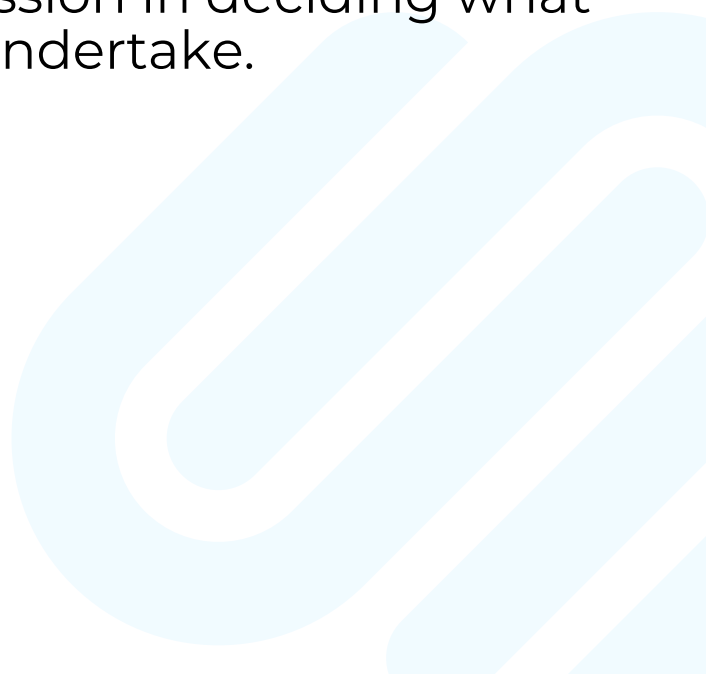
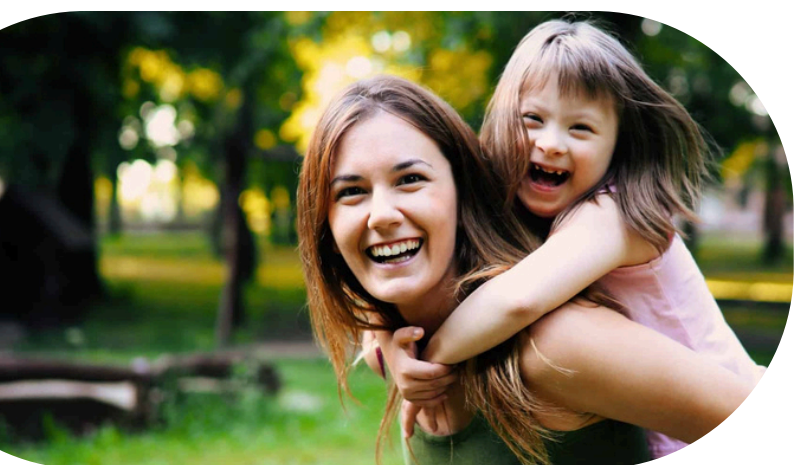
### Mission:

To provide a platform for parent carers of children with SEND to connect, share experiences, and influence the development and delivery of services.

### The charitable purposes of West Sussex Parent Carer Forum are:

To relieve the needs of children with disabilities and/ or additional needs and their parents and families in West Sussex, through participation in shaping local services, the provision of information and support.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.



In 2023/24 WSPCF focused on delivering five main goals

1. To continue to strengthen our operational team.
2. To increase our parent carer engagement.
3. To continue to coproduce services across West Sussex.
4. To build our regional engagement across the National Network of Parent Carer Forums across the South East.
5. To build financial resilience.

We work in partnership with others to make our voice heard, to positively influence and improve local services for children and young people with SEND.

We also provide information, training and support for both parent carers and professionals



## The Board of Trustees

The company's directors are also charity trustees for charity law purposes.

Under the Articles of Association, the trustees are appointed by ordinary resolution.

The recruitment of new trustees will be informed by the skills and experience gaps identified by the skills matrix and a search conducted for trustees able to strengthen the current Board of Trustees. None of the trustees has any beneficial interest in the company.

All trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees at the end of the year  
are:

John Clifton (Chair)

Lindsey Butterfield (Secretary)

Maria Hughes (Treasurer)

Sam Taylor

Natasha Boulton

# 4. Structure, Governance & Management

2023/2024

## Governance

In July 2023, the Forum was sad to say goodbye to the previous Chair, Helen Merrick, who had been a trustee and volunteer with the Forum for over 10 years. We would like to thank her for the dedication, experience and tenacity with which she served and represented the needs of our families. She is sadly missed by all.

At the same time, the Forum welcomed Natasha Boulton as a new trustee and a recruitment process was run for a new Chair. John Clifton was appointed as the new Chair of Trustees on the 21st of July.

In January 2024, Caroline Martin resigned as a trustee, after serving the Forum for 5 years. The Board would like to thank Caroline for her work and support through a challenging time and wish her well in her retirement.

The day to day running of the Forum is undertaken by the CEO, Rowan Westwood, on behalf of the Board.

## 4. Structure, Governance & Management

2023/2024

Under the leadership of the new Chair, the Board of Trustees has worked to strengthen the governance of the Forum. This includes, inter alia, ensuring adherence to statutory duties, maintaining clarity on our mission and purpose and providing appropriate scrutiny of management decisions.

The new Chair and CEO worked together to develop a new formal Scheme of Delegation which was approved by the Board and adopted by the Forum in 2024 .

Alongside this, the CEO introduced a structured WSPCF Annual calendar of events to drive and inform Board and senior management activities.

The first half of the year saw an increase in Board meetings, and the Board was involved in detailed scrutiny of all management and operational activity. Given the challenges that the Forum had experienced during the previous year, this was appropriate and understandable.

## 4. Structure, Governance & Management

2023/2024

The Board and CEO also reviewed and restructured the Forum's Risk Register, which is subject to regular review.

However, following a review at the half year, it was felt that such level of scrutiny by the whole Board was unnecessary going forward.

However, at the same time, the Forum was not standing still. Whilst experiencing an increased workload, we still sought new opportunities to engage, influence and deliver better outcomes for families of children and young people with SEND.

The decision was therefore taken to implement a new structure and establish two committees, Management and Finance, made up of trustees and senior management. The committees receive operational reports from senior management and make decisions when required.

The committees report back to the main Board at full meetings, which are now held once per quarter.

The year has been one of great change for the Forum. As well as saying goodbye to the previous Chair in the first quarter, the year was also the first full year with our new CEO, Rowan Westwood, leading the Forum confidently through the challenges of making our families' voices heard clearly in the room with service providers, whilst managing a growing and changing organisation effectively.

I had the privilege of being appointed as the new Chair of Trustees in July 2023 and must thank the trustees and staff for giving me such a generous welcome.

We are a solution focused organisation. Whilst it is our duty, both statutory and moral, to be the voice of our families and articulate the impact that service providers' actions have on their lives, our goal is to make things better for them by working positively to ensure better outcomes.

We will always raise a critical voice where we see services having a negative impact but we will engage willingly and bring our lived experience and professional expertise to the table whenever we are asked to help.

Throughout the year, our level of engagement with key service providers has grown, manifesting itself most notably in the signing of a new three year West Sussex Partnership Agreement between the Forum, West Sussex County Council and the NHS Sussex Integrated Care Board.



This Partnership Agreement commits all three organisations to work together collaboratively and effectively as equal partners, in a sustainable, transparent relationship built on trust, that is ambitious to ensure better outcomes for SEND families, and to improve the lived experience of all children and young people with SEND across West Sussex..

The year also marks the start of a multi-year transformation for the organisation, building on the successes of the Forum to date and positioning it to help meet the increasing challenges that our families face in today's world

Trustees, staff and volunteers came together to brainstorm ideas and shared vision to provide the strong foundations for the development of a new strategy, which will drive the Forum's work and direction in the coming five years.

*John Clifton  
Chair of the  
Board of Trustees*



## 6. Financial Overview

The financial statements that accompany this report have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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).

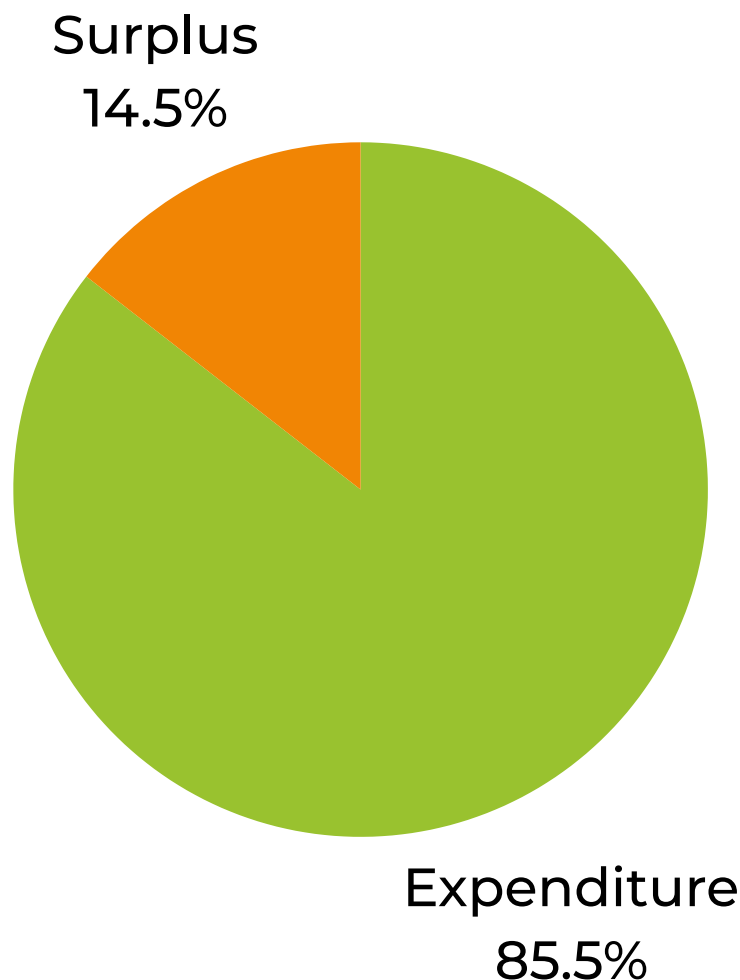


## 6. Financial Overview

2023/2024

We are proud to have maintained a strong financial position throughout this year (ending 31st March 2024). Despite many changes, we have managed to finish with a small surplus, that will enable us to strengthen our reserves and allow us to continue to achieve our goals to support parent carers and other stakeholders.

Total Income  
2023-2024  
£184,485



## Reserves Policy

The Trustees had previously established a targeted reserves figure of £85,000; in determining our figure for this year and going forward, the following five key elements were considered:

*An analysis of existing funds, the reliability of current income sources and new income opportunities, expenditure on planned activities, future needs, contingencies, and risks and the consequences of being unable to meet forecasted needs*

The reserves at this year end were £135,765. Our current policy aims to maintain unrestricted reserves at a level necessary to ensure the charity can function effectively for an interim period of 6 months (and also to cover any lease costs for the remainder of their term/s) in the event of financial difficulties beyond our control. This level equates to our core costs. The reserves also need to allow flexibility for the fluctuation in workflow and funding. The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate these risks effectively.

## 6. Financial Overview

2023/2024

We continue to receive the Parent Participation Grant funding from the Department of Education administered through the national charity Contact. This important funding is what defines us and our work specifically as a Parent Carer Forum for West Sussex. It provides a valuable contribution to the charity's core costs, and we also used it to hold six community coffee mornings with parent carers and pay for valued IPSEA Level 1 SEND Law training for the team.

The majority of our funding comes from a three-year Partnership Agreement (2023 - 2026) with West Sussex County Council and NHS Sussex, but in addition, we also receive funding for our participation and delivery in important projects such as Autism in Schools, Health Inequalities and the Keyworker Program.

We also received a small amount of income from our well received and highly regarded 'Lived Experience' Training for professionals and from working to support the updating of the West Sussex County Council SEND Local Offer website.

## 6. Financial Overview

2023/2024



Employee costs are the charity's largest expense, but they are also its most valuable asset. We take pride in being a disability-confident employer, offering flexible working arrangements and paying a living wage. The majority of our team are parent carers themselves, providing them with the opportunity to work while representing and supporting our mission.

Our employees, trustees and volunteers are spread across the county, but the decision to continue with a physical office was encouraged and enables the growing team to come together for collaborative and focused work. Core costs are continuously evaluated for value and necessity, with changes made whenever opportunities for improvement arise.

## Future Plans

We are committed to strengthening our Partnership Agreement with the Local Authority by cultivating and maintaining relationships with key individuals at all levels, which can be challenging due to key staff changes and our commitment to remaining independent in purpose.

We will continue to apply annually for the Parent Participation Grant.

Our CEO is strategically focused on identifying opportunities for project funding that align with our objectives and we plan to actively develop our Fundraising Strategy and raise our profile as a charity in this regard.

*The Board of Trustees is dedicated to creating sustainable development for the future, guided by the principles of people, planet, and prosperity.*



# 7. CEO Report

2023/2024

The 23-24 Financial year marks my first full year as CEO for the Forum. A year full of challenges and changes navigated with the full support of the Board and a fabulous and ever growing team of staff and volunteers, who all work hard to support the plethora of projects happening in West Sussex.

A key mention for this year is: Bringing West Sussex parent carer views into the Ofsted/ CQC Area SEND Inspection in November 2023. A 34 page presentation was shared with Inspectors highlighting the concerns and issues faced by SEND families along with examples of good practice. Our passion and commitment to ensuring better outcomes was recognised in the final published report.

*“The West Sussex Parent Carer Forum (PCF) takes an active role in representing the families of children and young people with SEND. Members of the forum use their own and their members’ experiences to challenge partnership leaders when services and provision are not good enough.”*

# 7. CEO Report

2023/2024

I also want to highlight the strong relationships we have been developing with our fellow PCFs in Sussex, across the South East and nationally. As a network of forums we closely work together to effect local, regional, and national service improvement.

Our work is mainly focused locally, but has had to develop regionally due to the changing nature of Pan Sussex and regional commissioning processes that now have significant impact on local SEND service development and strategic planning in West Sussex.

As a part of this network which also influences national developments and conversations, it means that we can bring our local experiences to the table to ensure where possible that national and regional activities reflect local needs.

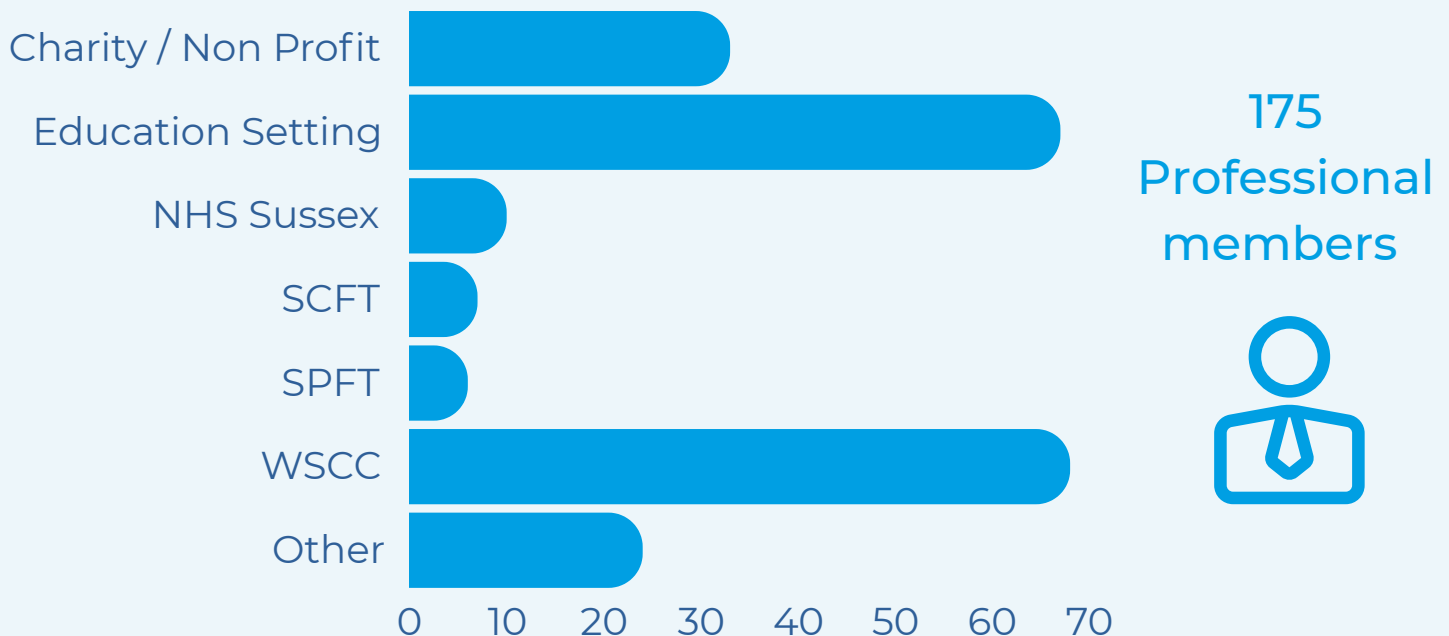
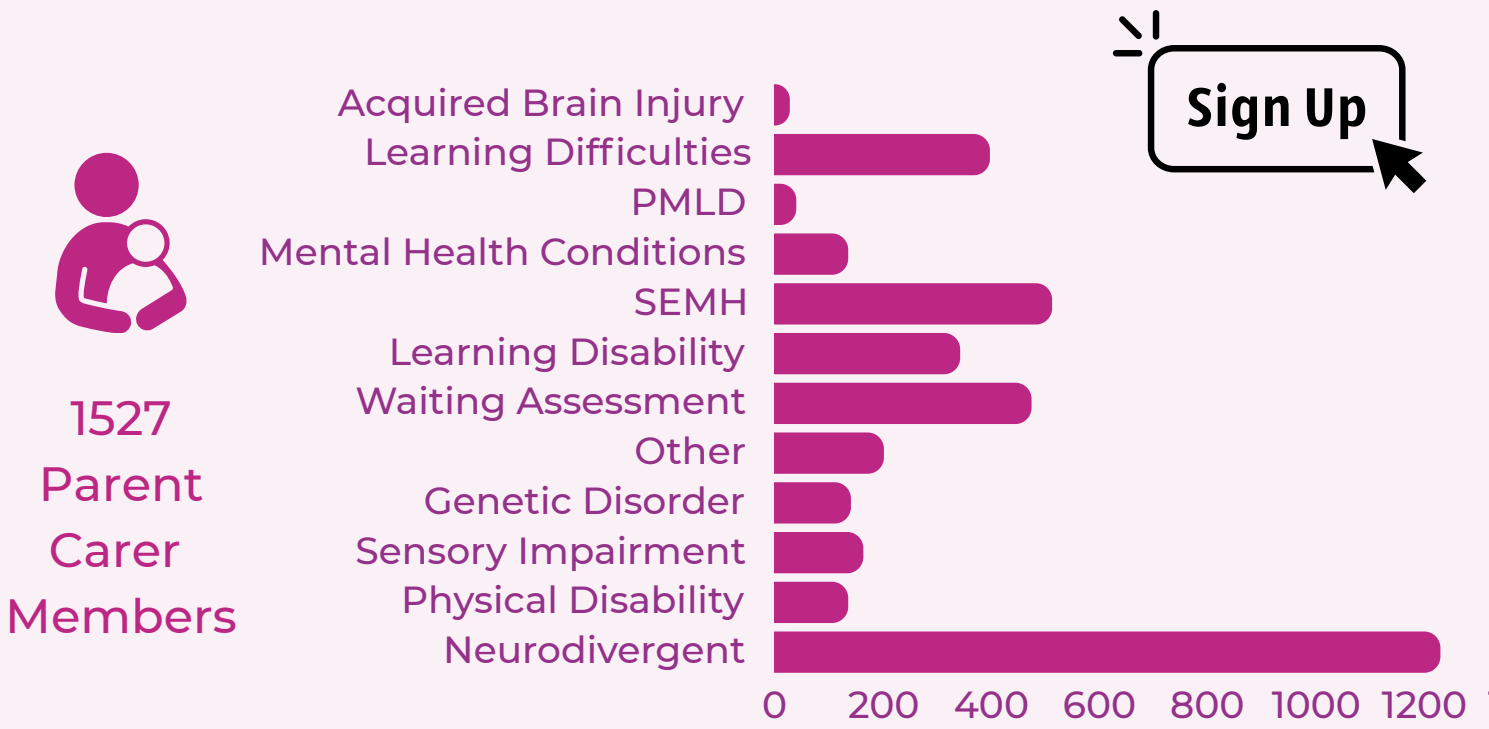


*Rowan Westwood  
Chief Executive  
Officer*

## Communications & Engagement

### Membership

This year, we transitioned to a new membership platform, which has significantly improved our capabilities.



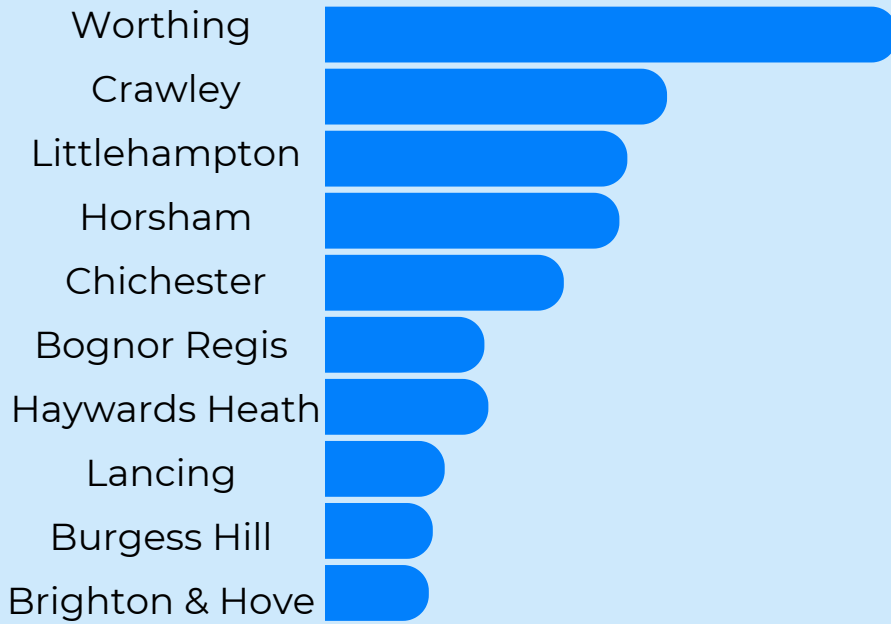
## Communications & Engagement

### Social Media

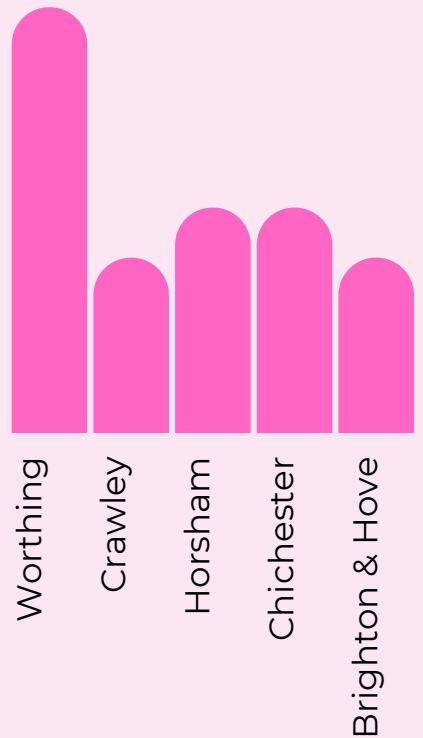


**5300 Followers**  
**4700 Page Likes**  
**19.1K Visits**  
**594 Posts**

#### Followers by Location



**205 Followers**  
**228 Posts**  
**95 Stories**  
**318 Visits**



**368 Followers**  
**62 Posts**  
**346 Reactions**



## Our Events



19  
Face 2 Face



13 Online

*"Thank you so much. I cant even explain how many tips and things I am going to try to help my daughter"*

## Parent Carers attending these events



200+



63  
Social



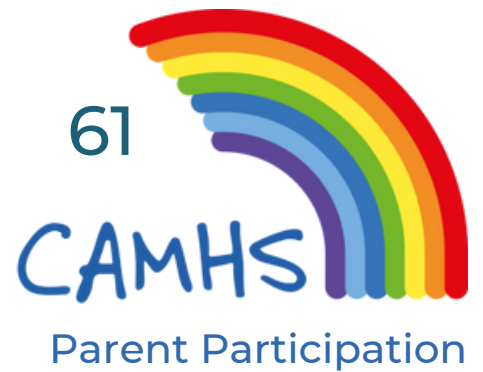
245

Talking  
Heads



20

Mental Health



61

CAMHS

Parent Participation

*"It's nice to feel like I'm not alone"*

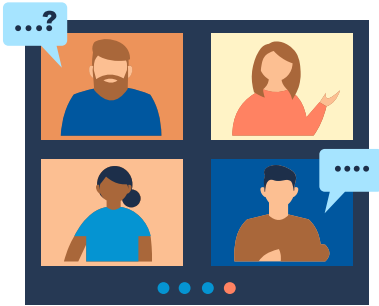


## Influence and Change

12  
Surveys  
1110  
Responses



"Thank you for giving the parents a voice"



2000+ hours  
spent in  
meetings  
representing parent  
carer views

Coproduced and co-delivered workshops to 100+ SENCOs on

*'How to strengthen the home-school relationship'*

At the WSCC SENCO Conference and the WSCC SENCO Development program

363

WSCC employees  
attended our  
lived experience  
training



100% said that their understanding of working with Neurodivergent families was increased after this training

## Autism In Schools Project (ASP).

This project is an NHS funded Project which aims to create Autism Affirming Schools. The project offers training to all staff in the school, support for pupils and parent carers

### **As part of this project we have:**

Coproduced training for staff supported on sensory audits in schools  
worked closely with parent carers

**41**

### **Interactions with groups of parent carers including:**

'Let's Talk About Masking'

'Let's Talk About Autism/ADHD in Girls'  
Online Chances to Chat & face to face  
Coffee mornings  
SEND Fairs

"This has really opened my eyes, there are more of us than I thought, if someone is having a bad day, we will stop and chat, just the fact that we have met each other has had a huge impact."



## Keyworker Program

The West Sussex County Council keyworker team provide support to children, young people and their families to ensure they are accessing the correct support, services and provisions across very complex systems

### **As part of this project we have:**

actively participated in recruiting and interviewing key workers assisting in their reflective practice and evaluated families to measure the impact of the keyworker project.

*“Our keyworker has genuinely changed our life. She has considerably reduced our stress in managing and navigating complex systems.”*

**100%**

of the families we evaluated said due to our involvement that they more felt listened to and better informed in all decisions. They also stated that their stress levels had reduced.



## Local Offer Support

This project was to help make the WSCC Local Offer more parent carer friendly, accessible and accurate in line with feedback from families



Over 300 pages checked, corrected and broken links fixed

## Health Inequalities Project

To address key health inequalities for SEND families including access to vaccinations for SEND children, LD Annual Health checks, Cardiovascular Disease prevention and medication usage/availability.



*“there is some really helpful insight from the WSPCF parent carer survey that we can use to improve the way vaccinations are delivered for people with a Learning Disability and Autism in Sussex”*

At Christmas this year, the entire WSPCF team and Board came together to look at our future as a Charity and to start to coproduce our vision for the next five years.

Next financial year, will see the development of that vision into a strong Strategic Plan to steer the Forum forward for the rest of this decade.

Our focus will be on:

- Strengthening and building partnerships
- Continuing our steady growth
- Expanding our offer
- Financial resilience

We are filled with determination to make a positive impact on the lives of children and young people (and their families) with SEND in West Sussex.

With your continued support, we look forward to achieving even greater milestones in the year ahead.

# 11. Acknowledgements

2023/2024

We would like to extend heartfelt thanks to our dedicated team, volunteers, parent carers, and social media followers. Your commitment has been instrumental in our success.

We also express our thanks to all of our funding partners and project supporters.



John Clifton

John Clifton

Board of Trustees

West Sussex Parent Carer Forum

Date: 13th November 2024

*The Trustee report was approved by the WSPCF  
Board of Trustees.*

*Thank you for being  
part of the West Sussex  
Parent Carer Forum  
journey.*



Charity registration number 1156360

Company registration number 7955164 (England and Wales)

**WEST SUSSEX PARENT CARER FORUM**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

# WEST SUSSEX PARENT CARER FORUM

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	L Butterfield S Taylor M Hughes J Clifton	(Appointed 21 July 2023)
<b>Secretary</b>	L Butterfield	
<b>Charity number</b>	1156360	
<b>Company number</b>	7955164	
<b>Registered office</b>	C/o West & Berry Nile House Nile Street Brighton BN1 1HW	
<b>Independent examiner</b>	West & Berry Limited Nile House Nile Street Brighton BN1 1HW	

# WEST SUSSEX PARENT CARER FORUM

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Statement of financial activities	2
Balance sheet	3
Notes to the financial statements	4 - 11

# WEST SUSSEX PARENT CARER FORUM

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF WEST SUSSEX PARENT CARER FORUM

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I report to the Trustees on my examination of the financial statements of West Sussex Parent Carer Forum (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

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.

*Michelle Westbury FCCA*

Michelle Westbury FCCA  
West & Berry Limited  
Nile House  
Nile Street  
Brighton  
BN1 1HW

29/11/2024  
Dated: .....

# WEST SUSSEX PARENT CARER FORUM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>Income from:</b>							
Donations and legacies	3	133,985	17,500	151,485	133,592	17,500	151,092
Charitable activities	4	33,000	-	33,000	33,000	-	33,000
<b>Total income</b>		166,985	17,500	184,485	166,592	17,500	184,092
<b>Expenditure on:</b>							
Charitable activities	5	140,256	17,500	157,756	164,566	17,500	182,066
<b>Total expenditure</b>		140,256	17,500	157,756	164,566	17,500	182,066
<b>Net income and movement in funds</b>		26,729	-	26,729	2,026	-	2,026
<b>Reconciliation of funds:</b>							
Fund balances at 1 April 2023		109,036	-	109,036	107,010	-	107,010
<b>Fund balances at 31 March 2024</b>		135,765	-	135,765	109,036	-	109,036

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# WEST SUSSEX PARENT CARER FORUM

## BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
<b>Fixed assets</b>					
Tangible assets	11		676		845
<b>Current assets</b>					
Debtors	12	16,203		16,992	
Cash at bank and in hand		158,091		134,092	
		174,294		151,084	
<b>Creditors: amounts falling due within one year</b>	13	(39,205)		(42,893)	
<b>Net current assets</b>			135,089		108,191
<b>Total assets less current liabilities</b>			135,765		109,036
<b>Net assets excluding pension liability</b>			135,765		109,036
<b>The funds of the charity</b>					
Unrestricted funds			135,765		109,036
			135,765		109,036

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 29/11/2024 .....

*Maria Hughes*

.....  
M Hughes  
Trustee

Company registration number 7955164 (England and Wales)

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2024

---

#### 1 Accounting policies

##### Charity information

West Sussex Parent Carer Forum is a private company limited by guarantee incorporated in England and Wales. The registered office is C/o West & Berry, Nile House, Nile Street, Brighton, BN1 1HW.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 applying FRS 102 Update Bulletin 1 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. 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.

#### 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.

#### 1.5 Expenditure

Expenditure is accounted for on an accruals basis and is classified under the headings that aggregate all costs related to the category.

#### 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. Expenditure under £500 is not capitalised.

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:

Fixtures and fittings	10 years straight line
Computers	4 years straight line

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

---

#### 1 Accounting policies

(Continued)

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.

##### **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.

##### **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.

# WEST SUSSEX PARENT CARER FORUM

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

### 1 Accounting policies (Continued)

#### 1.11 Pension

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 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	170	-	170	-	-	-
Grants	133,815	17,500	151,315	133,592	17,500	151,092
	<u>133,985</u>	<u>17,500</u>	<u>151,485</u>	<u>133,592</u>	<u>17,500</u>	<u>151,092</u>

### 4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
<b>Charitable activities</b>		
Grants	33,000	33,000
	<u>33,000</u>	<u>33,000</u>

# WEST SUSSEX PARENT CARER FORUM

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

### 5 Expenditure on charitable activities

	Charitable expenditure 2024 £	Charitable expenditure 2023 £
<b>Direct costs</b>		
Staff costs	133,927	128,967
Depreciation and impairment	416	526
Premises	5,720	1,052
Insurance	2,620	2,397
Client services	985	3,549
Office costs	5,398	8,875
Book-keeping, payroll and accounting	2,683	2,201
Independent examiner	600	600
Trustee expenses	352	353
Travel	2,203	958
Memberships	840	1,060
Training	1,190	2,600
Legal & professional	240	8,310
Sundry	-	84
Small equipment	312	534
Loss on disposal of tangible fixed assets	270	-
	<u>157,756</u>	<u>162,066</u>
Grant funding of activities (see note 6)	-	20,000
	<u>157,756</u>	<u>182,066</u>
<b>Analysis by fund</b>		
Unrestricted funds	140,256	164,566
Restricted funds	17,500	17,500
	<u>157,756</u>	<u>182,066</u>

Included above are Governance costs of £600 for Independent Examination (2023: £600). Other amounts paid to the examiner were £840 for other accountancy services (2023: £840).

### 6 Grants payable

	Charitable expenditure 2023 £
Grants to institutions:	
The Parent Carers' Council	10,000
East Sussex Parent Carers Forum	10,000
	<u>20,000</u>

# WEST SUSSEX PARENT CARER FORUM

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

### 6 Grants payable (Continued)

-

### 7 Net movement in funds

	2024	2023
	£	£

The net movement in funds is stated after charging/(crediting):

Depreciation of owned tangible fixed assets	416	526
---	-----	-----

### 8 Trustees

Two trustees were reimbursed expenses during the year for travel totalling £352 (2023: three trustees reimbursed £397 for travel).

### 9 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
	11	11

### Employment costs

	2024	2023
	£	£

Wages and salaries	133,927	128,967
--------------------	---------	---------

No employees earned over £60,000 this year or in the prior year.

The total remuneration of key management personnel was £34,024.

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

### 10 Taxation

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

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 11 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>			
At 1 April 2023	926	7,493	8,419
Additions	-	517	517
Disposals	(926)	(6,344)	(7,270)
At 31 March 2024	-	1,666	1,666
<b>Depreciation and impairment</b>			
At 1 April 2023	655	6,918	7,573
Depreciation charged in the year	-	416	416
Eliminated in respect of disposals	(655)	(6,344)	(6,999)
At 31 March 2024	-	990	990
<b>Carrying amount</b>			
At 31 March 2024	-	676	676
At 31 March 2023	270	575	845

#### 12 Debtors

	2024 £	2023 £
<b>Amounts falling due within one year:</b>		
Trade debtors	9,186	11,592
Other debtors	4,824	-
Prepayments and accrued income	2,193	5,400
	16,203	16,992

#### 13 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Deferred income	14	28,901	37,000
Trade creditors		4,273	1,278
Other creditors		6,031	4,615
		39,205	42,893

#### 14 Deferred income

	2024 £	2023 £
Arising from Grants received in advance	28,901	37,000

# WEST SUSSEX PARENT CARER FORUM

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

### 14 Deferred income

(Continued)

Deferred income is included in the financial statements as follows:

	2024 £	2023 £
Deferred income is included within:		
Current liabilities	28,901	37,000
Movements in the year:		
Deferred income at 1 April 2023	37,000	63,210
Released from previous periods	(37,000)	(63,210)
Resources deferred in the year	28,901	37,000
Deferred income at 31 March 2024	28,901	37,000

### 15 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.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Contact Parent Participation Grant	-	17,500	(17,500)	-
<b>Previous year:</b>				
	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Contact Parent Participation Grant	-	17,500	(17,500)	-

### 16 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
General funds	109,036	166,985	(140,256)	135,765

# WEST SUSSEX PARENT CARER FORUM

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

### 16 Unrestricted funds (Continued)

Previous year:	At 1 April 2022	Incoming resources	Resources expended	At 31 March 2023
	£	£	£	£
General funds	107,010	166,592	(164,566)	109,036

### 17 Operating lease commitments

#### Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Within one year	4,000	-
Between two and five years	6,833	-
	<u>10,833</u>	<u>-</u>

### 18 Related party transactions

#### Transactions with related parties

During the year the charity entered into the following transactions with related parties:

	Web development services	
	2024 £	2023 £
Other related parties	-	150

## Tamper Verification

To check if this file has been modified after being signed, please go to:

<https://www.encyro.com/esign/verify>

Upload the file. The result will indicate if the file contents have been tampered with.

## Signed By

**Signer:** Maria Hughes (maria.hughes@wspcf.org.uk)

**Identity Check:** Login with account

**Signature Type:** Typed

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

**Signer:** Michelle Westbury FCCA (documents@westandberry.co.uk)

**Identity Check:** Login with account

**Signature Type:** Typed

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

## Event Log

**Nov 29, 2024, 3:30:27 PM** - Email notification sent to Maria Hughes (maria.hughes@wspcf.org.uk).

**Nov 29, 2024, 3:30:27 PM** - Email notification delivered to Maria Hughes (maria.hughes@wspcf.org.uk).

**Nov 29, 2024, 3:54:06 PM** - Maria Hughes (maria.hughes@wspcf.org.uk) viewed the document(s), from 84.65.39.72.

**Nov 29, 2024, 3:59:33 PM** - Maria Hughes (maria.hughes@wspcf.org.uk) electronically signed or completed the document(s), from 84.65.39.72.

**Nov 29, 2024, 4:08:09 PM** - Maria Hughes (maria.hughes@wspcf.org.uk) opened the email notification (estimated), from 2a09:bac3:378b:ebe::178:73.

**Nov 29, 2024, 4:42:17 PM** - Michelle Westbury FCCA (documents@westandberry.co.uk) viewed the document(s), from 86.161.14.72.

**Nov 29, 2024, 4:42:55 PM** - Michelle Westbury FCCA (documents@westandberry.co.uk) electronically signed or completed the document(s), from 86.161.14.72.

END OF LOG

**WEST SUSSEX PARENT CARER FORUM**

England & Wales - Charity number 1156360

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# Accounts

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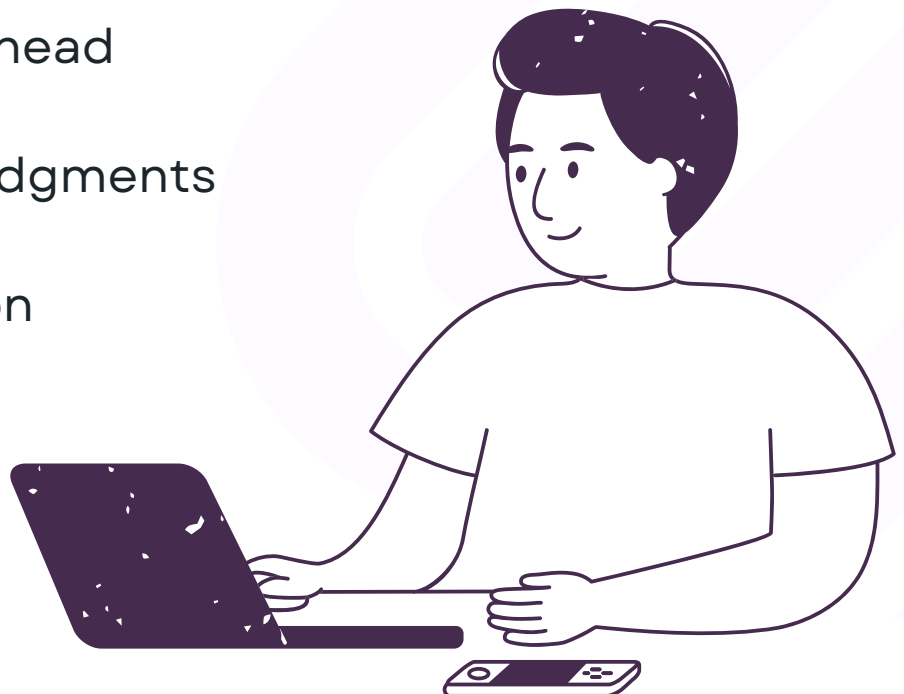
# ANNUAL REPORT

2022 - 2023

# Contents

---

1. Introduction
2. Our Vision and Mission
3. Objectives
4. Trustees and Governance
5. Financial Overview
6. Activities and Achievements
  - WSPCF in Numbers
  - Social Media Posts
7. Looking Ahead
8. Acknowledgments
9. Conclusion



# 1. Introduction

West Sussex Parent Carer Forum supports parent carers of children and young people aged 0-25 with Special Educational Needs and Disabilities (SEND). We are an independent, parent carer led charity representing the views of our members in West Sussex. We work in partnership with others to make our voice heard, to positively influence and improve local services for children and young people with SEND. We also provide information, training and support.

## 2. Our Vision & Mission

**Vision:** A West Sussex where every child or young person with SEND has the opportunity to reach their full potential, and where parent carers are respected as equal partners in decision-making.

**Mission:** To provide a platform for parent carers of children with SEND to connect, share experiences, and influence the development and delivery of services.



## 3. Objectives

The charitable purposes of West Sussex Parent Carer Forum are to relieve the needs of children with disabilities and/ or additional needs and their parents and families in West Sussex through participation in shaping local services, the provision of information and support.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

In 2022/23 WSPCF focused on delivering five main goals:

1. To continue to strengthen our operational team.
2. To increase our parent carer engagement.
3. To continue to coproduce services across West Sussex.
4. To build our regional engagement across the National Network of Parent Carer Forums across the South East.
5. To build financial resilience.

We work in partnership with others to make our voice heard, to positively influence and improve local services for children and young people with SEND. We also provide information, training and support



## 4. Structure, Governance & Management

2022/23

The organisation is a charitable company limited by guarantee and a registered charity. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association adopted on 16th August 2013.

In the first quarter of 22-23 there were significant Board and management changes; 3 consecutive Chairs and the eventual loss of 3 trustees. Then, combined with 3 out of 4 senior management left, the Charity faced challenges.

However, left with a streamlined team facing hard work and determination we overcame these challenges to continue pushing onwards.

In March 2023 we felt it was time to come together in the real world rather than virtual and moved back to an office! Having been based at home since the beginning of the Covid lockdowns this gave the team a place to meet, collaborate ideas and encourage one another.

The Board met with the acting CEO at least once every term, working inbetween to steer day to day, operational and strategic matters.



## 4. Structure, Governance & Management

2022/23

These were the Trustees on Board during this time, who I thank for their resilience and commitment during the year.

Robert Hayes (R)  
Paul Heward (R)  
Helen Merrick  
Lindsey Butterfield  
Maria Hughes  
Lee Foster (R)  
Samantha Taylor  
Caroline Martin



(R) Resigned during financial year 22/23

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Articles of Association the trustees are appointed by ordinary resolution. The recruitment of new trustees will be informed by the skills and experience gaps identified by the skills matrix and a search conducted for trustees able to strengthen the current Board of Trustees. None of the trustees has any beneficial interest in the company. All trustees are members of the company and guarantee to contribute £1 in the event of a winding up

The Board met with the acting CEO at least once every term, with additional Trustee meetings to discuss and steer day to day, operational and strategic matters.

## 5. Financial Overview

We are proud to maintain a strong financial position, enabling us to continue our objectives and expand our reach to parent carers and stakeholders.

We need to build sustainability for the future.

Our DforE funding comes via a grant from Contact but this alone does not cover our expenses. The ability to secure annual funding from the Local Authority, Stakeholders and other sources is crucial in the coming years.

**Total income of £184092**

**Total outgoings of £182066**

**Surplus Funds £2026**

Reserves:

The targeted reserves figure is £85000.

The Trustees have taken 5 key elements into account:

1. An analysis of existing funds
2. The reliability of current income sources and new income opportunities
3. Expenditure on planned activities
4. Future needs, contingencies and risks
5. Consequences of being unable to meet forecasted need

The current policy aims to maintain unrestricted reserves at a level necessary to function effectively for an interim period of 6 months, should financial difficulties occur beyond the control of the charity; this equates to our core costs.

The reserves currently exceed this level to mitigate the risk of losing our main source of funding. Current reserves would give us time to assess and take action as deemed necessary in a timely manner for example to source alternative funding and/or fundraise.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

**Please see the Financial Accounts for further details**

# 6. Activities and Achievements

2022/23

- Engagement and Representation: We continued to engage with parent carers through various channels, including workshops, surveys, F2F events and Social Media. The team actively participated in over 275 meetings and panels, contributing valuable insights to improve SEND services in West Sussex.
- Green Paper Roadshows across the county - 45 parent carers attended 6 F2F roadshows to learn about the Green Paper and share their views and feedback with us.
- We offered coffee, cake, lunch, ice cream, prizes and peer support at 12 events to over 140 parent carers who came to our many face to face events across the county.

"Brilliant, informative 2 part event with 2 very knowledgeable trainer parent carers. I will use the resources and tools to further my own knowledge, which will help to support my severely disabled daughter"

"Just wanted to say that Ellie's presentation was one of the best and most relevant things I have heard in the last 10+ years. Thank you."

"Thank you for putting these workshops on, they are valuable and have provided me with lots of relevant information to help me get the best care for my son."

## University of Chichester:

To date we have shared our lived experience first-hand to more than 306 students. Sharing this whilst still on their learning journey is wide and long term, creating positive impacts on their future engagement with SEND families.

- BA (Hons) Education, Special Needs and Disability (20 students)
- BA (Hons) Primary Teaching (QTS) (60 students)
- PGCE Primary (5-11)
- NASENC: National Award for SENCO (120+ students)
- MA Inclusive Special Education (26 students)
- University of Chichester SEND Conference (80 students)

*Student voice: Students report that they are likely to connect with WSPCF on qualification and tell future colleagues about the forum. Students reflect in their work on the importance of authentic and meaningful partnership with families as part of a whole school approach to inclusion.*

*Student Voice: Students report that the session has helped them reflect and think critically from a holistic and family perspective about supporting children and young people with SEND.*



## Local Authority:

2022/23

Lived experience training was delivered to 40 staff at the Early Help hub in Crawley this year.

*Staff fed back that hearing lived experience was more useful for them understanding neurodivergence than other types of training, and had more impact on them and therefore on their future practice.*

## Partnerships:

We strengthened partnerships with local authorities, health services, and educational institutions; with an invitation to almost every major board and panel in West Sussex, also to the ICS Sussex Wide CYP Board. We are also attending the annual Senco conference to reinforce our ground level work in schools as part of the Autism in Schools project.

## Information and Resources:

We are working on a new website that will be more interactive for our parent carers and members.

Information regularly available and the vision of being able to share 'your story' along with other topical feedback.

This is ongoing work in progress!

Our Social Media continue to be a source of local and national information.



# WSPCF in Numbers

2022/23

## Social Media Engagement



5424

Followers



2050

Members

## Parent Carer and Professionals Engagement



33

Parent Carer Events held



534

Parent Carer reach at Events



400

Professionals Engaged



over 1000

Feedback responses

## Autism in Schools Project



23

Schools Involved



84

Schools visits

# Social Media Posts

2022/23



**BOOKING FORM  
RELEASED  
LATER TODAY!**

Parent Carer  
Coffee Morning

Tuesday 8th  
November

Location:  
Chichester

**We Are Recruiting!**

*We are looking for passionate and energetic people to join our expanding team in September.*

Booking Form Released Again Later Today

*Talking Heads*

**Avoidant Restrictive Food Intake Disorder (ARFID)**

Online via Microsoft Teams - Thursday 29th September

---

**BOOKING FORM RELEASED AGAIN LATER TODAY!**

Online Workshop

**Cerebra**

Accessing Public Services Toolkit Workshop

Hosted by Derek from Cerebra

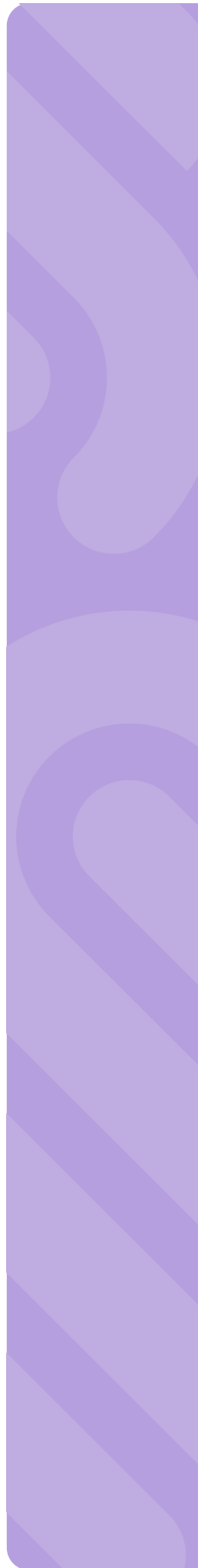
Thursday 23rd June, 10am to 12:30pm

**WAITING LIST OPEN!  
FULLY BOOKED!**

**Expert Parent Programme**

~ Post-16 ~

An in-person event - Tuesday 7th February - Worthing



# 7. Looking Ahead

2022/23

## **Partnerships:**

Turn our seat at the table into a meaningful and listened to role where the parent carer voice is actively sought for contribution and collaboration.

---

## **Increasing Engagement**

Expanding our engagement to more parent carers across West Sussex through events and opportunities to gather their voice and experiences. Working with professionals to improve their understanding of the SEND world from a family perspective.

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## **Influencing Policy:**

Continuing to work closely with all stakeholders, building meaningful relationships to ensure the needs and concerns of parent carers are considered in future developments.

---

## **Projects**

There are some very exciting projects in the pipeline for the coming year and we hope to share them with you as soon as possible!

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## **Governance**

Continue to develop the Board for strength, diversity, and sustainability.



## 8. Acknowledgements

We would like to extend heartfelt thanks to our dedicated team, volunteers, parent carers, and social media followers. Your commitment has been instrumental in our success.

We also express our thanks to funding partners and project supporters.

## 9. Conclusion

This has been a tough year in terms of working to keep things maintained whilst supporting our parent carers and building on existing relationships with stakeholders, but when faced with challenges, we rise! We are filled with determination to make a positive impact on the lives of children and young people (and their families) with SEND in West Sussex. With your continued support, we look forward to achieving even greater milestones in the year ahead.

Thank you for being part of the West Sussex Parent Carer Forum journey.

*Maria Hughes*

Maria Hughes  
Board of Trustees  
West Sussex Parent Carer Forum

Date: 5th December 2023



07341 183449



office@wspcf.org.uk



www.wspcf.org.uk

Charity registration number 1156360

Company registration number 7955164 (England and Wales)

**WEST SUSSEX PARENT CARER FORUM**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

# WEST SUSSEX PARENT CARER FORUM

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	C Martin L Butterfield S Taylor M Hughes N Boulton J Clifton	(Appointed 21 July 2023) (Appointed 21 July 2023)
<b>Secretary</b>	L Butterfield	
<b>Charity number</b>	1156360	
<b>Company number</b>	7955164	
<b>Registered office</b>	Mocatta House Trafalgar Place Brighton BN1 4DU	
<b>Independent examiner</b>	West & Berry Limited Mocatta House Trafalgar Place Brighton BN1 4DU	

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# WEST SUSSEX PARENT CARER FORUM

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Statement of financial activities	2
Balance sheet	3
Notes to the financial statements	4 - 10

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# WEST SUSSEX PARENT CARER FORUM

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF WEST SUSSEX PARENT CARER FORUM

---

I report to the Trustees on my examination of the financial statements of West Sussex Parent Carer Forum (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**

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.

*Michelle Westbury FCCA*

Michelle Westbury FCCA  
West & Berry Limited  
Mocatta House  
Trafalgar Place  
Brighton  
BN1 4DU

06/12/2023

Dated: .....

# WEST SUSSEX PARENT CARER FORUM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2023**

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<b>Income from:</b>							
Donations and legacies	3	133,592	17,500	151,092	77,557	14,290	91,847
Charitable activities	4	33,000	-	33,000	21,000	-	21,000
<b>Total income</b>		<u>166,592</u>	<u>17,500</u>	<u>184,092</u>	<u>98,557</u>	<u>14,290</u>	<u>112,847</u>
<b>Expenditure on:</b>							
Charitable activities	5	164,566	17,500	182,066	136,799	14,290	151,089
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		2,026	-	2,026	(38,242)	-	(38,242)
Fund balances at 1 April 2022		<u>107,010</u>	<u>-</u>	<u>107,010</u>	<u>145,252</u>	<u>-</u>	<u>145,252</u>
<b>Fund balances at 31 March 2023</b>		<u><u>109,036</u></u>	<u><u>-</u></u>	<u><u>109,036</u></u>	<u><u>107,010</u></u>	<u><u>-</u></u>	<u><u>107,010</u></u>

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.

# WEST SUSSEX PARENT CARER FORUM

## BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	10		845		1,372
<b>Current assets</b>					
Debtors	11	16,992		61,813	
Cash at bank and in hand		134,092		111,425	
		<u>151,084</u>		<u>173,238</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(42,893)</u>		<u>(67,600)</u>	
Net current assets			108,191		105,638
<b>Total assets less current liabilities</b>			<u>109,036</u>		<u>107,010</u>
<b>Income funds</b>					
Unrestricted funds			109,036		107,010
			<u>109,036</u>		<u>107,010</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 05/12/2023 .....

*Maria Hughes*

.....  
M Hughes  
Trustee

Company registration number 7955164

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2023

---

#### 1 Accounting policies

##### Charity information

West Sussex Parent Carer Forum is a private company limited by guarantee incorporated in England and Wales. The registered office is Mocatta House, Trafalgar Place, Brighton, BN1 4DU.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 applying FRS 102 Update Bulletin 1 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. 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.

##### 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.

##### 1.5 Expenditure

Expenditure is accounted for on an accruals basis and is classified under the headings that aggregate all costs related to the category.

##### 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. Expenditure under £500 is not capitalised.

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:

Fixtures and fittings	10 years straight line
Computers	4 years straight line

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

---

#### 1 Accounting policies

(Continued)

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.

##### **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.

##### **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.

# WEST SUSSEX PARENT CARER FORUM

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

### 1 Accounting policies (Continued)

#### 1.11 Pension

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 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Donations and gifts	-	-	-	57	-	57
Grants	133,592	17,500	151,092	77,500	14,290	91,790
	<u>133,592</u>	<u>17,500</u>	<u>151,092</u>	<u>77,557</u>	<u>14,290</u>	<u>91,847</u>

### 4 Charitable activities

	Charitable Income 2023	Charitable Income 2022
	£	£
Grants	<u>33,000</u>	<u>21,000</u>

# WEST SUSSEX PARENT CARER FORUM

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

5

Charitable activities

	<b>Charitable Expenditure - Centre services 2023 £</b>	<b>Charitable Expenditure - Centre services 2022 £</b>
Staff costs	128,967	129,983
Depreciation and impairment	526	719
Premises	1,052	2,022
Insurance	2,397	2,405
Client services	3,549	2,370
Office costs	8,875	3,091
Book-keeping, payroll and accounting	2,201	495
Independent examiner	600	495
Trustee expenses	353	-
Travel	958	27
Memberships	1,060	273
Training	2,600	2,275
Legal & professional	8,310	402
Sundry	84	1,402
Small equipment	534	5,130
	<u>162,066</u>	<u>151,089</u>
Grant funding of activities (see note 6)	20,000	-
	<u>182,066</u>	<u>151,089</u>
<b>Analysis by fund</b>		
Unrestricted funds	164,566	136,799
Restricted funds	17,500	14,290
	<u>182,066</u>	<u>151,089</u>
<b>For the year ended 31 March 2022</b>		
Unrestricted funds	136,799	
Restricted funds	14,290	
	<u>151,089</u>	

Included above are Governance costs of £600 for Independent Examination (2022: £495). Other amounts paid to the examiner were £840 for other accountancy services (2022: £495).

# WEST SUSSEX PARENT CARER FORUM

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

### 6 Grants payable

	Charitable Expenditure - Centre services 2023 £	2022 £
Grants to institutions:		
The Parent Carers' Council	10,000	-
East Sussex Parent Carers Forum	10,000	-
	<u>20,000</u>	<u>-</u>

-

### 7 Trustees

Four trustees were reimbursed expenses during the year for travel and other sundry expenses totalling £901 (2022: £nil)

### 8 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	11	10
	<u>11</u>	<u>10</u>

#### Employment costs

	2023 £	2022 £
Wages and salaries	128,967	129,983
	<u>128,967</u>	<u>129,983</u>

No employees earned over £60,000 this year or in the prior year.

The key management personnel of the charity during the year were the Chief Executive Officer and Finance Manager. The total remuneration of key management personnel was £37,976.

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

### 9 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.

# WEST SUSSEX PARENT CARER FORUM

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

### 10 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>			
At 1 April 2022	926	7,493	8,419
At 31 March 2023	926	7,493	8,419
<b>Depreciation and impairment</b>			
At 1 April 2022	563	6,485	7,048
Depreciation charged in the year	93	433	526
At 31 March 2023	656	6,918	7,574
<b>Carrying amount</b>			
At 31 March 2023	270	575	845
At 31 March 2022	363	1,009	1,372

### 11 Debtors

	2023 £	2022 £
<b>Amounts falling due within one year:</b>		
Trade debtors	11,592	60,000
Prepayments and accrued income	5,400	1,813
	16,992	61,813

### 12 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Deferred income	13	37,000	63,210
Trade creditors		1,278	304
Other creditors		4,615	4,086
		42,893	67,600

### 13 Deferred income

	2023 £	2022 £
Arising from Grants received in advance	37,000	63,210

Deferred income is included in the financial statements as follows:

# WEST SUSSEX PARENT CARER FORUM

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

13 Deferred income	(Continued)	
	2023	2022
	£	£
Deferred income is included within:		
Current liabilities	37,000	63,210
	<u>          </u>	<u>          </u>
Movements in the year:		
Deferred income at 1 April 2022	63,210	-
Released from previous periods	(63,210)	-
Resources deferred in the year	37,000	63,210
	<u>          </u>	<u>          </u>
Deferred income at 31 March 2023	37,000	63,210
	<u>          </u>	<u>          </u>

### 14 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		
	Income	Expenditure	Balance at	Income	Expenditure	Balance at
	£	£	1 April 2022	£	£	31 March 2023
Contact Parent Participation Grant	14,290	(14,290)	-	17,500	(17,500)	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

### 15 Related party transactions

#### Transactions with related parties

During the year the charity entered into the following transactions with related parties:

	Web development services	
	2023	2022
	£	£
Close family member of key management personnel	150	330
	<u>          </u>	<u>          </u>
	150	330
	<u>          </u>	<u>          </u>

## Tamper Verification

To check if this file has been modified after being signed, please go to:

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Upload the file. The result will indicate if the file contents have been tampered with.

## Signed By

**Signer:** Maria Hughes (maria.hughes@wspcf.org.uk)

**Identity Check:** Login with account

**Signature Type:** Typed

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

**Signer:** Michelle Westbury FCCA (michelle@westandberry.co.uk)

**Identity Check:** Email Authentication

**Signature Type:** Typed

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

## Event Log

**Dec 5, 2023, 11:35:07 AM** - Email notification sent to Maria Hughes (maria.hughes@wspcf.org.uk).

**Dec 5, 2023, 11:35:10 AM** - Email notification delivered to Maria Hughes (maria.hughes@wspcf.org.uk).

**Dec 5, 2023, 1:24:27 PM** - Maria Hughes (maria.hughes@wspcf.org.uk) opened the email notification (estimated).

**Dec 5, 2023, 2:08:11 PM** - Maria Hughes (maria.hughes@wspcf.org.uk) viewed the document, from 84.67.1.195.

**Dec 5, 2023, 2:09:54 PM** - Maria Hughes (maria.hughes@wspcf.org.uk) electronically signed or completed the document, from 84.67.1.195.

**Dec 6, 2023, 11:50:44 AM** - Email notification sent to Michelle Westbury FCCA (michelle@westandberry.co.uk).

**Dec 6, 2023, 11:50:45 AM** - Email notification delivered to Michelle Westbury FCCA (michelle@westandberry.co.uk).

**Dec 6, 2023, 11:57:56 AM** - Michelle Westbury FCCA (michelle@westandberry.co.uk) electronically signed or completed the document, from 86.172.87.182.

END OF LOG

Charity registration number 1156360

Company registration number 7955164 (England and Wales)

**WEST SUSSEX PARENT CARER FORUM**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

# WEST SUSSEX PARENT CARER FORUM

## LEGAL AND ADMINISTRATIVE INFORMATION

---

**Trustees**

C Martin  
L Butterfield  
S Taylor  
M Hughes  
N Boulton (Appointed 21 July 2023)  
J Clifton (Appointed 21 July 2023)

**Secretary**

L Butterfield

**Charity number**

1156360

**Company number**

7955164

**Registered office**

Mocatta House  
Trafalgar Place  
Brighton  
BN1 4DU

**Independent examiner**

West & Berry Limited  
Mocatta House  
Trafalgar Place  
Brighton  
BN1 4DU

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# WEST SUSSEX PARENT CARER FORUM

## CONTENTS

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Independent examiner's report	1
Statement of financial activities	2
Balance sheet	3
Notes to the financial statements	4 - 10

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# WEST SUSSEX PARENT CARER FORUM

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF WEST SUSSEX PARENT CARER FORUM

---

I report to the Trustees on my examination of the financial statements of West Sussex Parent Carer Forum (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**

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.

*Michelle Westbury FCCA*

Michelle Westbury FCCA  
West & Berry Limited  
Mocatta House  
Trafalgar Place  
Brighton  
BN1 4DU

06/12/2023

Dated: .....

# WEST SUSSEX PARENT CARER FORUM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2023**

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<b>Income from:</b>							
Donations and legacies	3	133,592	17,500	151,092	77,557	14,290	91,847
Charitable activities	4	33,000	-	33,000	21,000	-	21,000
<b>Total income</b>		<u>166,592</u>	<u>17,500</u>	<u>184,092</u>	<u>98,557</u>	<u>14,290</u>	<u>112,847</u>
<b>Expenditure on:</b>							
Charitable activities	5	164,566	17,500	182,066	136,799	14,290	151,089
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		2,026	-	2,026	(38,242)	-	(38,242)
Fund balances at 1 April 2022		<u>107,010</u>	<u>-</u>	<u>107,010</u>	<u>145,252</u>	<u>-</u>	<u>145,252</u>
<b>Fund balances at 31 March 2023</b>		<u><u>109,036</u></u>	<u><u>-</u></u>	<u><u>109,036</u></u>	<u><u>107,010</u></u>	<u><u>-</u></u>	<u><u>107,010</u></u>

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.

# WEST SUSSEX PARENT CARER FORUM

## BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	10		845		1,372
<b>Current assets</b>					
Debtors	11	16,992		61,813	
Cash at bank and in hand		134,092		111,425	
		<u>151,084</u>		<u>173,238</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(42,893)</u>		<u>(67,600)</u>	
Net current assets			108,191		105,638
<b>Total assets less current liabilities</b>			<u>109,036</u>		<u>107,010</u>
<b>Income funds</b>					
Unrestricted funds			109,036		107,010
			<u>109,036</u>		<u>107,010</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 05/12/2023 .....

*Maria Hughes*

.....  
M Hughes  
Trustee

Company registration number 7955164

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2023

---

#### 1 Accounting policies

##### Charity information

West Sussex Parent Carer Forum is a private company limited by guarantee incorporated in England and Wales. The registered office is Mocatta House, Trafalgar Place, Brighton, BN1 4DU.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 applying FRS 102 Update Bulletin 1 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. 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.

##### 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.

##### 1.5 Expenditure

Expenditure is accounted for on an accruals basis and is classified under the headings that aggregate all costs related to the category.

##### 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. Expenditure under £500 is not capitalised.

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:

Fixtures and fittings	10 years straight line
Computers	4 years straight line

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

---

#### 1 Accounting policies

(Continued)

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.

##### **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.

##### **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.

# WEST SUSSEX PARENT CARER FORUM

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

### 1 Accounting policies (Continued)

#### 1.11 Pension

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.

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# WEST SUSSEX PARENT CARER FORUM

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

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Charitable activities

	<b>Charitable Expenditure - Centre services 2023 £</b>	<b>Charitable Expenditure - Centre services 2022 £</b>
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# WEST SUSSEX PARENT CARER FORUM

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

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The average monthly number of employees during the year was:

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# WEST SUSSEX PARENT CARER FORUM

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

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Deferred income is included in the financial statements as follows:

# WEST SUSSEX PARENT CARER FORUM

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

13 Deferred income	(Continued)	
	2023	2022
	£	£
Deferred income is included within:		
Current liabilities	37,000	63,210
	<u>          </u>	<u>          </u>
Movements in the year:		
Deferred income at 1 April 2022	63,210	-
Released from previous periods	(63,210)	-
Resources deferred in the year	37,000	63,210
	<u>          </u>	<u>          </u>
Deferred income at 31 March 2023	37,000	63,210
	<u>          </u>	<u>          </u>

### 14 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		
	Income	Expenditure	Balance at	Income	Expenditure	Balance at
	£	£	1 April 2022	£	£	31 March 2023
Contact Parent Participation Grant	14,290	(14,290)	-	17,500	(17,500)	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

### 15 Related party transactions

#### Transactions with related parties

During the year the charity entered into the following transactions with related parties:

	Web development services	
	2023	2022
	£	£
Close family member of key management personnel	150	330
	<u>          </u>	<u>          </u>
	<u>          </u>	<u>          </u>

## Tamper Verification

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## Signed By

**Signer:** Maria Hughes (maria.hughes@wspcf.org.uk)

**Identity Check:** Login with account

**Signature Type:** Typed

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

**Signer:** Michelle Westbury FCCA (michelle@westandberry.co.uk)

**Identity Check:** Email Authentication

**Signature Type:** Typed

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

## Event Log

**Dec 5, 2023, 11:35:07 AM** - Email notification sent to Maria Hughes (maria.hughes@wspcf.org.uk).

**Dec 5, 2023, 11:35:10 AM** - Email notification delivered to Maria Hughes (maria.hughes@wspcf.org.uk).

**Dec 5, 2023, 1:24:27 PM** - Maria Hughes (maria.hughes@wspcf.org.uk) opened the email notification (estimated).

**Dec 5, 2023, 2:08:11 PM** - Maria Hughes (maria.hughes@wspcf.org.uk) viewed the document, from 84.67.1.195.

**Dec 5, 2023, 2:09:54 PM** - Maria Hughes (maria.hughes@wspcf.org.uk) electronically signed or completed the document, from 84.67.1.195.

**Dec 6, 2023, 11:50:44 AM** - Email notification sent to Michelle Westbury FCCA (michelle@westandberry.co.uk).

**Dec 6, 2023, 11:50:45 AM** - Email notification delivered to Michelle Westbury FCCA (michelle@westandberry.co.uk).

**Dec 6, 2023, 11:57:56 AM** - Michelle Westbury FCCA (michelle@westandberry.co.uk) electronically signed or completed the document, from 86.172.87.182.

END OF LOG

**WEST SUSSEX PARENT CARER FORUM**

England & Wales - Charity number 1156360

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# Accounts

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Charity registration number 1156360

Company registration number 7955164 (England and Wales)

**WEST SUSSEX PARENT CARER FORUM**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# WEST SUSSEX PARENT CARER FORUM

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	H Merrick C Martin L Butterfield S Taylor L Foster  M Hughes	(Appointed 26 January 2022) (Appointed 26 October 2021)
<b>Secretary</b>	Ms L Butterfield	
<b>Charity number</b>	1156360	
<b>Company number</b>	7955164	
<b>Registered office</b>	C/O West & Berry Limited Mocatta House Trafalgar Place Brighton BN1 4DU	
<b>Independent examiner</b>	West & Berry Limited Mocatta House Trafalgar Place Brighton BN1 4DU	

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# WEST SUSSEX PARENT CARER FORUM

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Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 - 14

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# WEST SUSSEX PARENT CARER FORUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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The Trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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).

### Objectives and activities

The charitable purposes of West Sussex Parent Carer Forum are to relieve the needs of children with disabilities and/ or additional needs and their parents and families in West Sussex through participation in shaping local services, the provision of information and support.

West Sussex Parent Carer Forum supports parent carers of children and young people aged 0-25 with Special Educational Needs and Disabilities (SEND). We are an independent, parent carer led charity representing the views of our members in West Sussex. We work in partnership with others to make our voice heard, to positively influence and improve local services for children and young people with SEND. We also provide information, training and support.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

### Objectives

In 2021-22 WSPCF focused on delivering five main goals:

1. To continue to strengthen our operational team.
2. To increase our parent carer engagement.
3. To continue to coproduce services across West Sussex.
4. To build our regional engagement across the National Network of Parent Carer Forums across the South East.
5. To build financial resilience.

Given the continued impact of the COVID-19 pandemic, our plans for *how* we would achieve these goals remained adaptable to the needs of our parent carer community. With the continued threat of lockdowns and ever present COVID-19, our events remained online for much of the financial year. However, as the needs of parents carers changed, our offer also adapted to their need. With an increase of poor mental health of our children, young people and their parent carers we developed fresh ideas of providing engagement opportunities through informative information sessions targeted at parent carers with a focus of current local needs. Topics included were: ARFID, DLA and PIP. However there were others of significant importance for the current experience of our families.

### Activities

We undertook the following activities during the financial year 2021-2022:

10 Virtual Events, attending covering a range of different SEND subjects, including topics such as, ERIC, Next steps into Employment and Wills & Trusts for example.

2 Face to Face Events for parent carers.

6 Expert Parent Programme training days.

274 parent carers attended the above events

2 Focus Groups were held

3 Networking Events for professionals and parent carers.

# WEST SUSSEX PARENT CARER FORUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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35 Externally ran training sessions, workshops and Events were attended, leading to learning and building relationships with Practitioners and parent carers.

We worked with a group of parent carers, a young person, and NHS England representatives alongside the South East Regional Network of Parent Carer Forums to create and develop a Hospital Admission Avoidance video.

### Meetings, Interviews & Panels

During this financial year we continued to invest in our relationships with our partners across Education, Health and Social Care and our Reps attended virtual and face to face meetings with our partners across Education, Health and Social Care to represent the voice of parent carers. We were also part of an interview panel for one high-profile position within WSCC.

680+ hours of Meetings with the Local Authority/Health Providers and other key stakeholders.

136 hours of WSCC panels attended.

### **Achievements and Performance**

#### Autism in School Project

One achievement for this year was our involvement within a new NHS England initiative as part of the NHS Long Term Plan was the Autism in Schools Project. We are delighted that West Sussex has been approached by NHS England and NHS Improvement to engage in an Autism Schools Project. This exciting project involves working co-productively with 5-6 schools from 4 different localities (21 schools in total) to transform the experiences of autistic pupils within schools.

#### **Strengthen Operational Team**

Building on from the newly formed team of last year, we have seen the departure of Sarah Lambert and Victoria Harvey. Recruiting a new Communications Manager who could continue where Victoria left has proven problematic. However, it has been a challenge in which WSPCF continues to grow. The fact that our team are all parent carers and continue to juggle their parent carer role alongside their work responsibilities is a testament to their own resilience and shows their lived experience to help demonstrate care and compassion to their fellow parent carers.

With securing the Autism in Schools Project, this pathed the way for additional support in the way of project officers to manage the new workstream. Furthermore, this enabled us to offer volunteers the opportunity of employment on a fixed term contract.

Since Victoria's departure, our Facebook membership has continued to grow in excess of 4300 members.

#### **Coproducing Services**

We continue to build and solidify relationships with our key funders, while developing new relationships with other possible new stakeholders.

This has enabled us to extend our culture of coproduction work closely with our strategic partners across the NHS CCGs, to ensure our participation at meetings where decisions that affect children and young people with SEND are being made.

#### **Financial Resilience**

Following a year of unprecedented challenges, the Forum maintained its strong financial resilience. Our main funders remained loyal to us, and we were also able to attract some new funding. We have also undertaken a new workstream through our first Pilot Project Funding to support autistic children and young people in local schools. Additional to the project funding, we also received additional funding from NHS England to coproduce a Hospital Avoidance video supported by Millstream Productions. This will be published in the new financial year.

We continue to work remotely, assessing the needs of both parent carers and that of our team with ongoing review to return to an office base if needed.

# WEST SUSSEX PARENT CARER FORUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### Financial review

During this year, the Trustees have been supported by the Chief Executive, Val Evans, who has provided strategic leadership of the charity and established long-range goals, strategies, plans and policies that will ensure the health of WSPCF into the future. The charity ended this financial year with a loss of £38,242 (2021 loss £20,081). This reflects our Board's decision to continue to use our reserves rather than seeking more funding at such an uncertain time. It also puts us in a stronger position to seek additional funding in future years, since our reserves have now been further reduced to 10 months.

Given the unplanned challenge of COVID, we believe this evidences the financial resilience of our organisation and also of our Trustees' determination to continue to provide a quality service to every parent carer who needs us.

### Reserves Policy

The Trustees have taken 5 key elements into account when framing the Reserves Policy. These are:

- An analysis of existing funds
- The reliability of current income sources and new income opportunities
- Expenditure on planned activities
- Future needs, contingencies and risks
- Consequences of being unable to meet forecasted need

The current policy aims to maintain unrestricted reserves at a level necessary to function effectively for an interim period of 12 months, should financial difficulties occur beyond the control of the charity. This equates to our core costs relating to governance, fundraising, back office support and development work.

The reserves currently exceed this level to mitigate the risk of losing our main source of funding. Current reserves would give us adequate time in which to recruit a fundraiser and fundraise in a timely manner.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

### Structure, governance and management

The organisation is a charitable company limited by guarantee and a registered charity. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association adopted on 16<sup>th</sup> August 2013.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

P Heward	(Resigned 10 May 2022)
H Merrick	
C Martin	
B Burt	(Resigned 14 March 2022)
L Butterfield	
R Hayes	(Appointed 24 May 2021 and resigned 25 August 2022)
S Taylor	
L Foster	(Appointed 26 January 2022)
M Hughes	(Appointed 26 October 2021)

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

# WEST SUSSEX PARENT CARER FORUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

---

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Articles of Association the trustees are appointed by ordinary resolution. The recruitment of new trustees will be informed by the skills and experience gaps identified by the skills matrix and a search conducted for trustees able to strengthen the current Board of Trustees. None of the trustees has any beneficial interest in the company.

The trustees and CEO met once every term to discuss and decide upon day to day, operational and strategic matters. However, at the end of the financial year due to a change in personal circumstance, Vice-Chair Ben Burt decided to depart WSPCF as a Trustee and Director on the 14<sup>th</sup> March 2022.

The trustees' report was approved by the Board of Trustees.

*Helen Merrick*

.....  
**H Merrick**

Trustee

Dated: 10 Dec 2022.....

*Maria Hughes*

.....  
**M Hughes**

Trustee

Dated: 8 Dec 2022.....

# WEST SUSSEX PARENT CARER FORUM

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF WEST SUSSEX PARENT CARER FORUM

---

I report to the Trustees on my examination of the financial statements of West Sussex Parent Carer Forum (the charity) for the year ended 31 March 2022.

#### **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**

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.

*Michelle Westbury FCCA*

Michelle Westbury FCCA  
West & Berry Limited  
Mocatta House  
Trafalgar Place  
Brighton  
BN1 4DU

11 Dec 2022  
Dated: .....

# WEST SUSSEX PARENT CARER FORUM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	57	-	57	893	-	893
Charitable activities	4	98,500	14,290	112,790	81,397	24,642	106,039
<b>Total income</b>		<u>98,557</u>	<u>14,290</u>	<u>112,847</u>	<u>82,290</u>	<u>24,642</u>	<u>106,932</u>
<b>Expenditure on:</b>							
Charitable activities	5	136,799	14,290	151,089	102,371	24,642	127,013
<b>Net expenditure for the year/ Net movement in funds</b>		(38,242)	-	(38,242)	(20,081)	-	(20,081)
Fund balances at 1 April 2021		<u>145,252</u>	<u>-</u>	<u>145,252</u>	<u>165,333</u>	<u>-</u>	<u>165,333</u>
<b>Fund balances at 31 March 2022</b>		<u><u>107,010</u></u>	<u><u>-</u></u>	<u><u>107,010</u></u>	<u><u>145,252</u></u>	<u><u>-</u></u>	<u><u>145,252</u></u>

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.

# WEST SUSSEX PARENT CARER FORUM

## BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	8		1,372		942
<b>Current assets</b>					
Debtors	9	61,813		1,881	
Cash at bank and in hand		111,425		147,626	
		<u>173,238</u>		<u>149,507</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(67,600)</u>		<u>(5,197)</u>	
Net current assets			105,638		144,310
<b>Total assets less current liabilities</b>			<u>107,010</u>		<u>145,252</u>
<b>Income funds</b>					
Unrestricted funds			107,010		145,252
			<u>107,010</u>		<u>145,252</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 2022.

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.

5 Dec 2022

The financial statements were approved by the Trustees on .....

*Helen Merrick*

.....

H Merrick  
Trustee

*Maria Hughes*

.....  
M Hughes  
Trustee

Company registration number 7955164

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 31 MARCH 2022*

---

### 1 Accounting policies

#### Charity information

West Sussex Parent Carer Forum is a private company limited by guarantee incorporated in England and Wales. The registered office is C/O West & Berry Limited, Mocatta House, Trafalgar Place, Brighton, BN1 4DU.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 applying FRS 102 Update Bulletin 1 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. 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.

#### 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.

#### 1.5 Expenditure

Expenditure is accounted for on an accruals basis and is classified under the headings that aggregate all costs related to the category.

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

---

### 1 Accounting policies

(Continued)

#### 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. Expenditure under £500 is not capitalised.

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:

Fixtures and fittings	10 years straight line
Computers	4 years 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.

##### **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.

##### **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.

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

---

### 1 Accounting policies

(Continued)

#### *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 Pension

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 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Donations and gifts	57	893

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

---

### 4 Charitable activities

	Charitable Income 2022 £	Charitable Income 2021 £
Grants	112,790	106,039
	<u>112,790</u>	<u>106,039</u>
Analysis by fund		
Unrestricted funds	98,500	81,397
Restricted funds	14,290	24,642
	<u>112,790</u>	<u>106,039</u>

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

5

Charitable activities

	<b>Charitable Expenditure - Centre services 2022 £</b>	<b>Charitable Expenditure - Centre services 2021 £</b>
Staff costs	129,983	105,067
Depreciation and impairment	719	432
Premises	2,022	2,647
Insurance	2,405	1,701
Client services	2,370	7,093
Office costs	3,091	4,393
Book-keeping, payroll and accounting	495	450
Independent examiner	495	450
Travel	27	31
Memberships	273	435
Training	2,275	820
Legal & professional	402	1,479
Sundry	1,402	838
Small equipment	5,130	1,177
	<u>151,089</u>	<u>127,013</u>
	<u>151,089</u>	<u>127,013</u>
<b>Analysis by fund</b>		
Unrestricted funds	136,799	102,371
Restricted funds	14,290	24,642
	<u>151,089</u>	<u>127,013</u>
<b>For the year ended 31 March 2021</b>		
Unrestricted funds	102,371	
Restricted funds	24,642	
	<u>127,013</u>	

Included above are Governance costs of £495 for Independent Examination (2021: £450) Other amounts paid to the examiner were £495 for accountancy (2021: £450).

### 6 Trustees

No trustee was reimbursed expenses during the year for travel and other sundry expenses (2021: £81)

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 7 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	10	8

#### Employment costs

	2022 £	2021 £
Wages and salaries	129,983	105,067

No employees earned over £60,000 this year or in the prior year.

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

### 8 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>			
At 1 April 2021	926	6,344	7,270
Additions	-	1,149	1,149
At 31 March 2022	926	7,493	8,419
<b>Depreciation and impairment</b>			
At 1 April 2021	470	5,858	6,328
Depreciation charged in the year	93	626	719
At 31 March 2022	563	6,484	7,047
<b>Carrying amount</b>			
At 31 March 2022	363	1,009	1,372
At 31 March 2021	456	486	942

### 9 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Trade debtors	60,000	300
Prepayments and accrued income	1,813	1,581
	61,813	1,881

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 10 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Deferred income	11	63,210	-
Trade creditors		304	899
Other creditors		4,086	4,298
		<u>67,600</u>	<u>5,197</u>

### 11 Deferred income

	2022 £	2021 £
Other deferred income	<u>63,210</u>	<u>-</u>

Deferred income is included in the financial statements as follows:

	2022 £	2021 £
Deferred income is included within:		
Current liabilities	<u>63,210</u>	<u>-</u>
Movements in the year:		
Deferred income at 1 April 2021	-	-
Resources deferred in the year	<u>63,210</u>	<u>-</u>
Deferred income at 31 March 2022	<u>63,210</u>	<u>-</u>

### 12 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		
	Income £	Expenditure £	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Contact Parent Participation Grant	<u>24,642</u>	<u>(24,642)</u>	<u>-</u>	<u>14,290</u>	<u>(14,290)</u>	<u>-</u>

### 13 Related party transactions

There were no related party transactions in the year ended 31 March 2022 or the prior year, other than set out in note 6.

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<https://www.encyro.com/esign/verify>

Upload the file. The result will indicate if the file contents have been tampered with.

## Signed By

**Signer:** Helen Merrick (helen.merrick@wspcf.org.uk)

**Identity Check:** Email Authentication

**Signature Type:** Typed

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

**Signer:** Maria Hughes (maria.hughes@wspcf.org.uk)

**Identity Check:** Email Authentication

**Signature Type:** Typed

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

**Signer:** Michelle Westbury FCCA (michelle@westandberry.co.uk)

**Identity Check:** Email Authentication

**Signature Type:** Typed

**Time Zone:** UTC-00:00, Europe/London (Greenwich Mean Time)

## Event Log

**Dec 7, 2022, 12:49:51 AM** - Email notification sent to Helen Merrick (helen.merrick@wspcf.org.uk).

**Dec 7, 2022, 12:49:52 AM** - Email notification sent to Maria Hughes (maria.hughes@wspcf.org.uk).

**Dec 7, 2022, 12:49:52 AM** - Email notification sent to Michelle Westbury FCCA (michelle@westandberry.co.uk).

**Dec 7, 2022, 12:49:54 AM** - Email notification delivered to Maria Hughes (maria.hughes@wspcf.org.uk).

**Dec 7, 2022, 12:49:54 AM** - Email notification delivered to Helen Merrick (helen.merrick@wspcf.org.uk).

**Dec 7, 2022, 12:49:55 AM** - Email notification delivered to Michelle Westbury FCCA (michelle@westandberry.co.uk).

**Dec 7, 2022, 7:09:00 AM** - Maria Hughes (maria.hughes@wspcf.org.uk) opened the email notification (estimated).

**Dec 8, 2022, 7:47:58 PM** - Maria Hughes (maria.hughes@wspcf.org.uk) electronically signed or completed the document, from 90.254.61.73.

**Dec 10, 2022, 11:39:55 AM** - Helen Merrick (helen.merrick@wspcf.org.uk) electronically signed or completed the document, from 5.69.67.134.

**Dec 10, 2022, 6:20:00 PM** - Helen Merrick (helen.merrick@wspcf.org.uk) opened the email notification (estimated).

**Dec 11, 2022, 9:11:08 PM** - Michelle Westbury FCCA (michelle@westandberry.co.uk) electronically signed or completed the document, from 31.54.183.103.

END OF LOG

**WEST SUSSEX PARENT CARER FORUM**

England & Wales - Charity number 1156360

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# Accounts

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**Charity Registration No. 1156360**

**Company Registration No. 7955164 (England and Wales)**

**WEST SUSSEX PARENT CARER FORUM**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# WEST SUSSEX PARENT CARER FORUM

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	P Heward (Chair from 01/01/21) H Merrick C Martin B Burt L Butterfield R Hayes S Taylor	(Appointed 16 September 2020)     (Appointed 24 May 2021) (Appointed 1 June 2020)
<b>Secretary</b>	Ms L Butterfield	
<b>Charity number</b>	1156360	
<b>Company number</b>	7955164	
<b>Registered office</b>	West & Berry Limited Mocatta House Trafalgar Place Brighton BN1 4DU	
<b>Independent examiner</b>	West & Berry Limited Mocatta House Trafalgar Place Brighton BN1 4DU	

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# WEST SUSSEX PARENT CARER FORUM

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Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9 - 15

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# WEST SUSSEX PARENT CARER FORUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2021

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It gives us great pleasure to present WSPCF's annual report and financial statements for the year ended 31st March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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)".

#### **Objectives and activities**

The charitable purposes of West Sussex Parent Carer Forum are to relieve the needs of children with disabilities and/ or additional needs and their parents and families in West Sussex through participation in shaping local services, the provision of information and support.

West Sussex Parent Carer Forum supports parent carers of children and young people aged 0-25 with Special Educational Needs and Disabilities (SEND). We are an independent, parent carer led charity representing the views of our members in West Sussex. We work in partnership with others to make our voice heard, to positively influence and improve local services for children and young people with SEND. We also provide information, training and support.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Objectives**

The charity focused on delivering five main goals:

1. To rebrand the charity
2. To strengthen our operational team
3. To reshape our membership strategy
4. To continue to coproduce services across West Sussex
5. To build financial resilience

In the face of the COVID-19 pandemic, our plans for *how* we would achieve these goals had to change. By the beginning of this financial year, we had taken all our activities online and Zoom became a major investment in reaching out to parent carers and participating in the development of service alongside our partners.

We are particularly proud to have pivoted our work towards a virtual offer in response to COVID-19. The pandemic has caused great stress and worry for parent carers, so we have stayed open and running during this time when we were needed most.

In light of the COVID lockdowns, we had to change the way we were planning to do things during 2020-21. We undertook the following activities during the year:

21 x Virtual Pop-Up events for parent carers to meet up and socialise with each other. These were attended by 110 parent carers.

10 x Virtual Events, covering a range of different SEND subjects, were attended by 288 parent carers.

2 x Virtual Expert Parent Programme training days were attended by 18 parent carers.

2 x Online Engagement Competitions were run, attracting 202 parent carers.

2 x Focus Groups were held, consisting of 18 parent carers and 4 Participation Officers.

150 x wellbeing packs were sent out to parent carers of children with PMLD.

123 x Virtual Meetings with the Local Authority/Health Providers SENCO Support.

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# WEST SUSSEX PARENT CARER FORUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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We worked with a group of Rother Valley Schools to improve access to services for parent carers who live in mid Sussex and who are typically 'hard to reach'. We attended meetings with their SENCOs to talk about the Forum, and how we could help and support them and their parent carers.

### Meetings, Interviews & Panels

During this financial year we continued to invest in our relationships with our partners across Education, Health and Social Care and our Reps attended 123 virtual meetings with our partners across Education, Health and Social Care to represent the voice of parent carers. We were also part of an interview panel for one high-profile position within WSCC.

### **Achievements and Performance**

#### **Charity Rebrand**

With the charity 'rebranded' in 2019-20, we took the opportunity during this financial year to consolidate that branding. We achieved this through a series of communication templates, which re colour coded in line with our logo colours, and which represent various strands of our work:

- Orange = Coproduction
- Pink = Engagement
- Blue = Training
- Green = Admin/BAU

Using the same colourways, we also developed a series of social media templates, to create a uniform message and to ensure coherent branding across our external communications.

#### **Strengthen Operational Team**

Strengthening our team in the middle of a pandemic was always going to be a challenge, but our staff coped admirably. The fact that our team are all parent carers and were juggling their work responsibilities alongside educating their children from home is testament to their own resilience as well as their passion to improve services for families like their own.

Sadly, there were some casualties, with our Participation Officers for the north and south of the county resigning in the face of their increased family responsibilities. However, we have rebuilt the team, welcoming on board 4 new parent carers as Participation Officers. Nada Guigliani represents the North of the County, Francesca Cecil represents the South, Lucie Dumbleton represents the East and Sarah Lambert represents the West. They are managed by Rowan Westwood who completed her first year at the Forum having only met any of her team remotely!

Victoria Harvey continued to focus her attentions on our social media content, growing our Facebook followers to over 3800 through a regular scheduling programme that is both informative and uplifting.

In the summer, Grainne Saunders stepped back as an active Forum volunteer. However, she continues to uphold the values of the Forum by becoming our first Ambassador. She has also continued to provide training to parent carers through the Expert Parent Programme, of which she is an accredited trainer.

Behind the scenes, Val Evans continued to lead the charity in her role as CEO. She was assisted by Rachael Wilkes (admin) and Paula Bramley (finance).

#### **Reshape Membership Strategy**

In consideration of the impact of COVID-19 on parent carers, we took the decision to keep to our existing membership strategy rather than our planned movement to a database embedded within our website. That piece of work will be carried forward into the next financial year.

# WEST SUSSEX PARENT CARER FORUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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Facebook continued to be the main space for attracting new followers, but we encouraged parent carers to sign up to our mailing list to encourage and maintain our engagement levels. Over the course of the year we welcomed over 100 new families to our mailing list, and we are now in regular contact with over 1200 parent carers.

Our Expert Parent Programme translated easily to a virtual offer, so over the course of the year we offered the course to 18 parent carers by running 2 courses for a maximum of 10 people.

#### **Coproducing Services**

During this financial year we have built key relationships with the leadership team at West Sussex County Council, and some of their cabinet members. This has enabled us to extend our culture of coproduction to the people who hold the financial keys to our future and we look forward to continuing to work in coproduction with them and their colleagues for years to come. We also worked closely with our strategic partners across the NHS CCGs, to ensure our participation at meetings where decisions that affect children and young people with SEND are being made.

Most of the meetings we attended were facilitated over Zoom or Teams. The exception was a socially distanced gathering of senior leads within West Sussex County Council who invited Val Evans along to help brainstorm ideas for the new Joint Commissioning Strategy (JCS). The resulting 'Path' created a lot of opportunity for coproduction, and the Forum and our parent carers have been included in a range of discussion events and focus groups, as well as being a part of the Communications Team, the Leadership Team and the JCS Board. This strategy will eventually sit under the existing SEND & Inclusion Strategy, so it is very exciting that the Forum have had an opportunity to shape this strategy from its outset.

#### **Financial Resilience**

During a year of unprecedented challenges, the Forum has held strong. Our main funders remained loyal to us and we were also able to attract some new funding. Our particular thanks must go to Sussex Community Foundation who allowed us to veer away from our agreed objectives and use their funding towards investing in a professional version of Zoom as well as contributing to our Participation Team's salaries. Towards the end of the year we were also delighted to receive some funding from the Pears Foundation. As well as contributing towards some salary costs, we used this money to create some videos with Millstream Productions. These will be published in the new financial year.

In order to support our financial resilience, in September 2020, we moved out of our offices in Littlehampton. We have been enormously grateful to Mike Clayden and his team at Dove Lodge for providing us with such a comfortable office environment, but the benefits of our team working remotely during a pandemic far outweighed the benefits of 'mothballing' our office. We have saved approximately £100 per week in the process, and these funds are being used to ensure that our beneficiaries receive the information, training and support that they need and deserve.

#### **Financial review**

During this year, the Trustees have been supported by the Chief Executive, Val Evans, who has provided strategic leadership of the charity and established long-range goals, strategies, plans and policies that will ensure the health of WSPCF into the future. The charity ended this financial year with a deficit of £20,081 (2020 surplus £37,521) and total funds of £145,252 (2020: £165,333). Given the challenge of COVID, we believe this evidences the financial resilience of our organisation and our Trustees' determination to continue to provide a quality service to every parent carer who needs us.

#### **Reserves Policy**

The Trustees have taken 5 key elements into account when framing the Reserves Policy. These are:

1. An analysis of existing funds
2. The reliability of current income sources and new income opportunities
3. Expenditure on planned activities
4. Future needs, contingencies and risks
5. Consequences of being unable to meet forecasted need

# WEST SUSSEX PARENT CARER FORUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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The current policy aims to maintain unrestricted reserves at a level necessary to function effectively for an interim period of 12 months, should financial difficulties occur beyond the control of the charity. This equates to our core costs relating to governance, fundraising, back office support and development work.

The reserves currently exceed this level to mitigate the risk of losing our main source of funding. Current reserves would give us adequate time in which to recruit a fundraiser and fundraise in a timely manner.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

The Trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### Structure, governance and management

The organisation is a charitable company limited by guarantee and a registered charity. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association adopted on 16th August 2013.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

P Heward (Chair from 01/01/21)	(Appointed 16 September 2020)
C Briggs-Jones (Chair until 31/12/20)	(Resigned 31 December 2020)
H Merrick	
C Martin	
B Burt	
L Butterfield	
R Hayes	(Appointed 24 May 2021)
S Taylor	(Appointed 1 June 2020)

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Articles of Association the trustees are appointed by ordinary resolution.

The recruitment of new trustees will be informed by the skills and experience gaps identified by the skills matrix and a search conducted for trustees able to strengthen the current Board of Trustees. None of the trustees has any beneficial interest in the company.

All trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees and CEO met once every term to discuss and decide upon day to day, operational and strategic matters.

Upon the resignation of Mrs C Briggs-Jones as Chairperson, the charity went through a formal recruitment process and appointed Mr P Heward to the post from 1/1/21. He joined the Board on 16/9/20 and went through a period of handover to ensure his straightforward succession to the role.

### Risk Management

The Board of Trustees continues to review the major risks to which the charity is exposed.

In approving this Annual Report, we also approve the Strategic Report included therein, in our capacity as company directors.

The trustees' report was approved by the Board of Trustees.

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# WEST SUSSEX PARENT CARER FORUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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*P W Heward*

**P Heward (Chair from 01/01/21)**  
Trustee  
Dated: 11 October 2021

*Lindsey Butterfield*

**L Butterfield**  
Trustee  
Dated: 11 October 2021

# WEST SUSSEX PARENT CARER FORUM

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF WEST SUSSEX PARENT CARER FORUM

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I report to the Trustees on my examination of the financial statements of West Sussex Parent Carer Forum (the charity) for the year ended 31 March 2021.

#### **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**

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.

*Michelle Westbury FCCA*

Michelle Westbury FCCA  
West & Berry Limited  
Mocatta House  
Trafalgar Place  
Brighton  
BN1 4DU

Dated: 11 October 2021

# WEST SUSSEX PARENT CARER FORUM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	<b>Notes</b>						
<b>Income from:</b>							
Donations and legacies	3	893	-	893	269	-	269
Charitable activities	4	81,397	24,642	106,039	147,412	13,828	161,240
<b>Total income</b>		<u>82,290</u>	<u>24,642</u>	<u>106,932</u>	<u>147,681</u>	<u>13,828</u>	<u>161,509</u>
<b>Expenditure on:</b>							
Charitable activities	5	102,371	24,642	127,013	110,160	13,828	123,988
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		(20,081)	-	(20,081)	37,521	-	37,521
Fund balances at 1 April 2020		<u>165,333</u>	<u>-</u>	<u>165,333</u>	<u>127,812</u>	<u>-</u>	<u>127,812</u>
<b>Fund balances at 31 March 2021</b>		<u><u>145,252</u></u>	<u><u>-</u></u>	<u><u>145,252</u></u>	<u><u>165,333</u></u>	<u><u>-</u></u>	<u><u>165,333</u></u>

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.

# WEST SUSSEX PARENT CARER FORUM

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	8		942		1,373
<b>Current assets</b>					
Debtors	9	1,881		218	
Cash at bank and in hand		147,626		174,142	
		<u>149,507</u>		<u>174,360</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(5,197)</u>		<u>(10,400)</u>	
Net current assets			144,310		163,960
<b>Total assets less current liabilities</b>			<u>145,252</u>		<u>165,333</u>
<b>Income funds</b>					
Unrestricted funds			145,252		165,333
			<u>145,252</u>		<u>165,333</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 2021.

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 11 October 2021

*P W Heward*

P Heward (Chair from 01/01/21)  
**Trustee**

*Lindsey Butterfield*

L Butterfield  
**Trustee**

**Company Registration No. 7955164**

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 Accounting policies**

#### **Charity information**

West Sussex Parent Carer Forum is a private company limited by guarantee incorporated in England and Wales. The registered office is West & Berry Limited, Mocatta House, Trafalgar Place, Brighton, BN1 4DU.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 applying FRS 102 Update Bulletin 1 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. 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.

#### **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.

#### **1.5 Expenditure**

Expenditure is accounted for on an accruals basis and is classified under the headings that aggregate all costs related to the category.

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

---

### 1 Accounting policies (Continued)

#### 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. Expenditure under £500 is not capitalised.

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:

Fixtures and fittings	10 years straight line
Computers	4 years 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 net income/(expenditure) for the year.

#### 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.

##### **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.

##### **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.

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

---

### 1 Accounting policies

(Continued)

#### *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 Pension

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 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Donations and gifts	893	269

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

---

### 4 Charitable activities

	Charitable Income 2021 £	Charitable Income 2020 £
Grants	106,039	161,240
	<u>106,039</u>	<u>161,240</u>
Analysis by fund		
Unrestricted funds	81,397	147,412
Restricted funds	24,642	13,828
	<u>106,039</u>	<u>161,240</u>

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

5

Charitable activities

	<b>Charitable Expenditure - Centre services 2021 £</b>	<b>Charitable Expenditure - Centre services 2020 £</b>
Staff costs	105,067	84,770
Depreciation and impairment	432	432
Premises	2,647	5,254
Insurance	1,701	2,718
Client services	7,093	22,129
Office costs	4,393	5,975
Book-keeping, payroll and accounting	450	450
Independent examiner	450	450
Travel	31	-
Memberships	435	325
Training	820	882
Legal & professional	1,479	450
Sundry	838	153
Small equipment	1,177	-
	<u>127,013</u>	<u>123,988</u>
	<u>127,013</u>	<u>123,988</u>
<b>Analysis by fund</b>		
Unrestricted funds	102,371	110,160
Restricted funds	24,642	13,828
	<u>127,013</u>	<u>123,988</u>
<b>For the year ended 31 March 2020</b>		
Unrestricted funds	110,160	
Restricted funds	13,828	
	<u>123,988</u>	

Included above are Governance costs of £450 for Independent Examination (2018: £450) Other amounts paid to the examiner were £450 for accountancy (2018: £450).

### 6 Trustees

1 Trustee was reimbursed expenses during the year for travel and other sundry expenses of £81 (2020: £934) No Trustee's received payments totalling for work done. (2020: £1,475)

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 7 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	8	7
	<u>8</u>	<u>7</u>

### Employment costs

	2021 £	2020 £
Wages and salaries	105,067	84,770
	<u>105,067</u>	<u>84,770</u>

No employees earned over £60,000 this year or in the prior year.

Part time - full time equivalent staff 4 (2020: 2.5)

### 8 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>			
At 1 April 2020	926	6,344	7,270
At 31 March 2021	<u>926</u>	<u>6,344</u>	<u>7,270</u>
<b>Depreciation and impairment</b>			
At 1 April 2020	377	5,519	5,896
Depreciation charged in the year	93	339	432
At 31 March 2021	<u>470</u>	<u>5,858</u>	<u>6,328</u>
<b>Carrying amount</b>			
At 31 March 2021	<u>456</u>	<u>486</u>	<u>942</u>
At 31 March 2020	<u>548</u>	<u>825</u>	<u>1,373</u>

### 9 Debtors

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Trade debtors	300	79
Prepayments and accrued income	1,581	139
	<u>1,881</u>	<u>218</u>

# WEST SUSSEX PARENT CARER FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 10 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Deferred income	11	-	5,672
Trade creditors		899	168
Other creditors		4,298	4,560
		<u>5,197</u>	<u>10,400</u>

### 11 Deferred income

	2021 £	2020 £
Other deferred income	-	5,672
	<u>-</u>	<u>5,672</u>

### 12 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	-	1,058
	<u>-</u>	<u>1,058</u>

### 13 Related party transactions

There were no related party transactions in the year ended 31 March 2021 or the prior year, other than set out in note 6.

## Tamper Verification

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## Event Log

**Oct 10, 2021, 9:01 PM** - Email notification sent to paul.heward@wspcf.org.uk.

**Oct 10, 2021, 9:01 PM** - Email notification sent to lindsey.butterfield@wspcf.org.uk.

**Oct 10, 2021, 9:01 PM** - Email notification sent to Michelle Westbury (michelle@westandberry.co.uk).

**Oct 10, 2021, 9:01 PM** - Email notification delivered to paul.heward@wspcf.org.uk.

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**Oct 10, 2021, 9:01 PM** - Email notification delivered to Michelle Westbury (michelle@westandberry.co.uk).

**Oct 10, 2021, 9:03 PM** - Michelle Westbury (michelle@westandberry.co.uk) electronically signed or completed the document, from 87.80.73.19.

**Oct 10, 2021, 9:17 PM** - lindsey.butterfield@wspcf.org.uk opened the email notification (estimated).

**Oct 10, 2021, 9:19 PM** - lindsey.butterfield@wspcf.org.uk electronically signed or completed the document, from 82.15.234.86.

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END OF LOG