

**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)	(Appointed 16 September 2020)
	H Merrick	
	C Martin	
	B Burt	
	L Butterfield	
	R Hayes	(Appointed 24 May 2021)
	S Taylor	(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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# 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.

# 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.

# 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 £
	Notes						
<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	<u>102,371</u>	<u>24,642</u>	<u>127,013</u>	<u>110,160</u>	<u>13,828</u>	<u>123,988</u>
<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

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### 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

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### 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

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Charitable activities

	Charitable Expenditure - Centre services 2021 £	Charitable Expenditure - Centre services 2020 £
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

#### Employment costs

	2021 £	2020 £
Wages and salaries	105,067	84,770

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	926	6,344	7,270
<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	470	5,858	6,328
<b>Carrying amount</b>			
At 31 March 2021	456	486	942
At 31 March 2020	548	825	1,373

### 9 Debtors

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

# 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

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:** paul.heward@wspcf.org.uk

**Identity Check:** Email Authentication

**Signature Type:** Typed

**Time Zone:** UTC+01:00, Europe/London (British Summer Time)

**Signer:** lindsey.butterfield@wspcf.org.uk

**Identity Check:** Email Authentication

**Signature Type:** Typed

**Time Zone:** UTC+01:00, Europe/London (British Summer Time)

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

**Identity Check:** Email Authentication

**Signature Type:** Typed

**Time Zone:** UTC+01:00, Europe/London (British Summer Time)

## 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.

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

**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.

**Oct 21, 2021, 9:24 AM** - paul.heward@wspcf.org.uk electronically signed or completed the document, from 86.20.87.62.

END OF LOG