

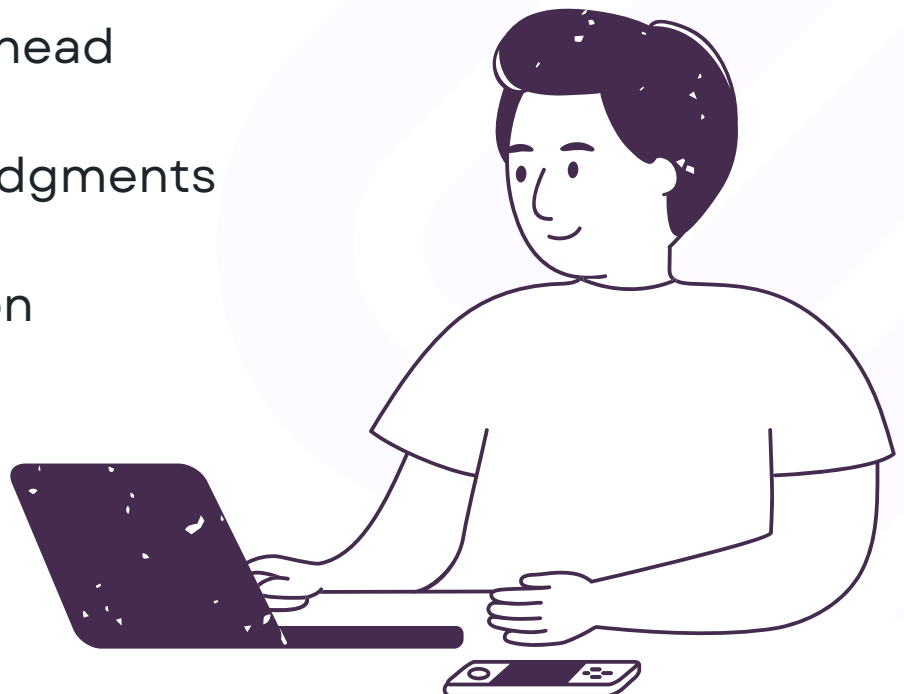


ANNUAL REPORT

2022 - 2023

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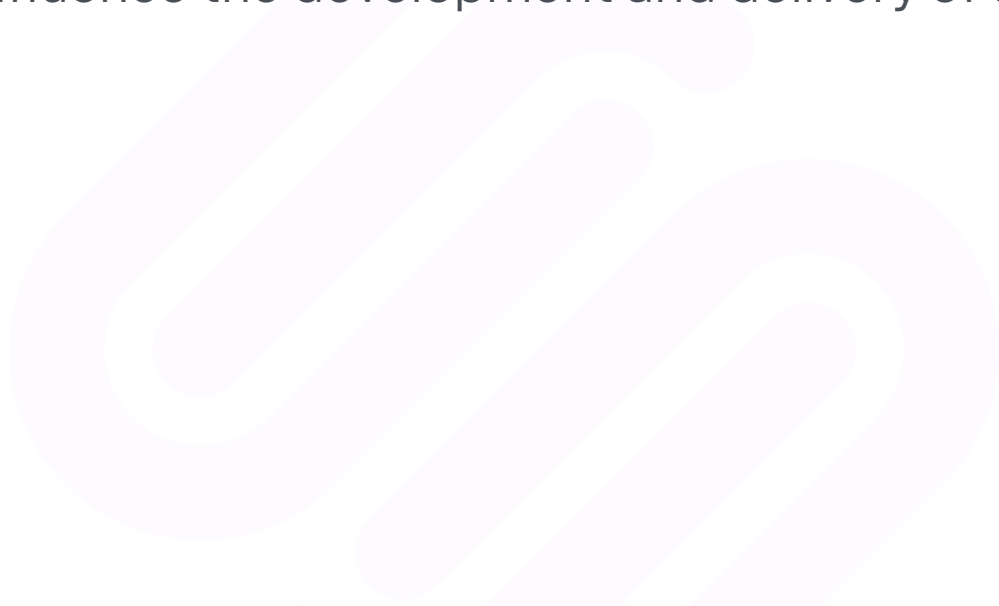
1. Introduction

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



2022/23

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



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.

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!

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

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	

WEST SUSSEX PARENT CARER FORUM

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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 £
	Notes						
<u>Income from:</u>							
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
Total income		<u>166,592</u>	<u>17,500</u>	<u>184,092</u>	<u>98,557</u>	<u>14,290</u>	<u>112,847</u>
<u>Expenditure on:</u>							
Charitable activities	5	<u>164,566</u>	<u>17,500</u>	<u>182,066</u>	<u>136,799</u>	<u>14,290</u>	<u>151,089</u>
Net income/(expenditure) for the year/ Net movement in funds		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>
Fund balances at 31 March 2023		<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 £	£
Fixed assets					
Tangible assets	10		845		1,372
Current assets					
Debtors	11	16,992		61,813	
Cash at bank and in hand		134,092		111,425	
		151,084		173,238	
Creditors: amounts falling due within one year	12	(42,893)		(67,600)	
Net current assets			108,191		105,638
Total assets less current liabilities			109,036		107,010
Income funds					
Unrestricted funds			109,036		107,010
			109,036		107,010

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

	Charitable Expenditure - Centre services 2023 £	Charitable Expenditure - Centre services 2022 £
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>
Analysis by fund		
Unrestricted funds	164,566	136,799
Restricted funds	17,500	14,290
	<u>182,066</u>	<u>151,089</u>
For the year ended 31 March 2022		
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

Employment costs

	2023 £	2022 £
Wages and salaries	128,967	129,983

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
	£	£	£
Cost			
At 1 April 2022	926	7,493	8,419
At 31 March 2023	926	7,493	8,419
Depreciation and impairment			
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
Carrying amount			
At 31 March 2023	270	575	845
At 31 March 2022	363	1,009	1,372

11 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
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
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
Deferred income at 31 March 2023	37,000	63,210

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

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
	150	330

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 (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	

WEST SUSSEX PARENT CARER FORUM

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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 £
	Notes						
Income from:							
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
Total income		<u>166,592</u>	<u>17,500</u>	<u>184,092</u>	<u>98,557</u>	<u>14,290</u>	<u>112,847</u>
Expenditure on:							
Charitable activities	5	164,566	17,500	182,066	136,799	14,290	151,089
Net income/(expenditure) for the year/ Net movement in funds		<u>2,026</u>	<u>-</u>	<u>2,026</u>	<u>(38,242)</u>	<u>-</u>	<u>(38,242)</u>
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>
Fund balances at 31 March 2023		<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 £	£
Fixed assets					
Tangible assets	10		845		1,372
Current assets					
Debtors	11	16,992		61,813	
Cash at bank and in hand		134,092		111,425	
		151,084		173,238	
Creditors: amounts falling due within one year	12	(42,893)		(67,600)	
Net current assets			108,191		105,638
Total assets less current liabilities			109,036		107,010
Income funds					
Unrestricted funds			109,036		107,010
			109,036		107,010

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

	Charitable Expenditure - Centre services 2023 £	Charitable Expenditure - Centre services 2022 £
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>
Analysis by fund		
Unrestricted funds	164,566	136,799
Restricted funds	17,500	14,290
	<u>182,066</u>	<u>151,089</u>
For the year ended 31 March 2022		
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

Employment costs

	2023 £	2022 £
Wages and salaries	128,967	129,983

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 £
Cost			
At 1 April 2022	926	7,493	8,419
At 31 March 2023	926	7,493	8,419
Depreciation and impairment			
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
Carrying amount			
At 31 March 2023	270	575	845
At 31 March 2022	363	1,009	1,372

11 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
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
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
Deferred income at 31 March 2023	37,000	63,210

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

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
	150	330

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.

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