



# ANNUAL REPORT

2023-2024

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# 1. Introduction

2023/2024

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

2023/2024

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.

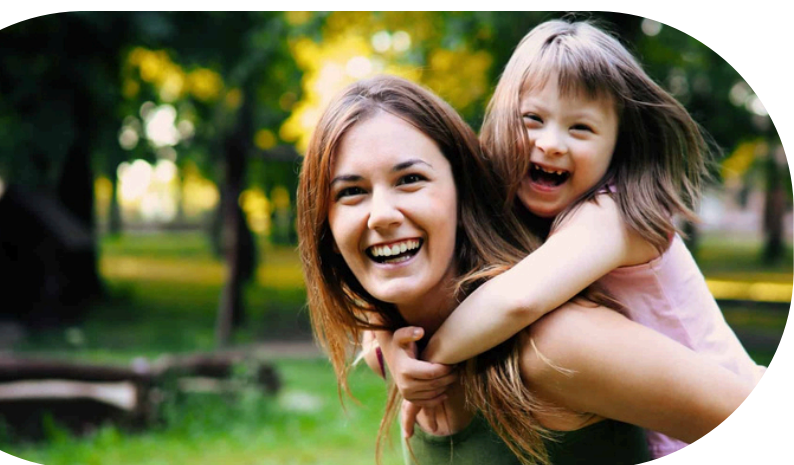
### **Mission:**

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



## 4. Structure, Governance & Management

2023/2024

### **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..

## 5. Chair's Report

2023/2024

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

2023/2024

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).



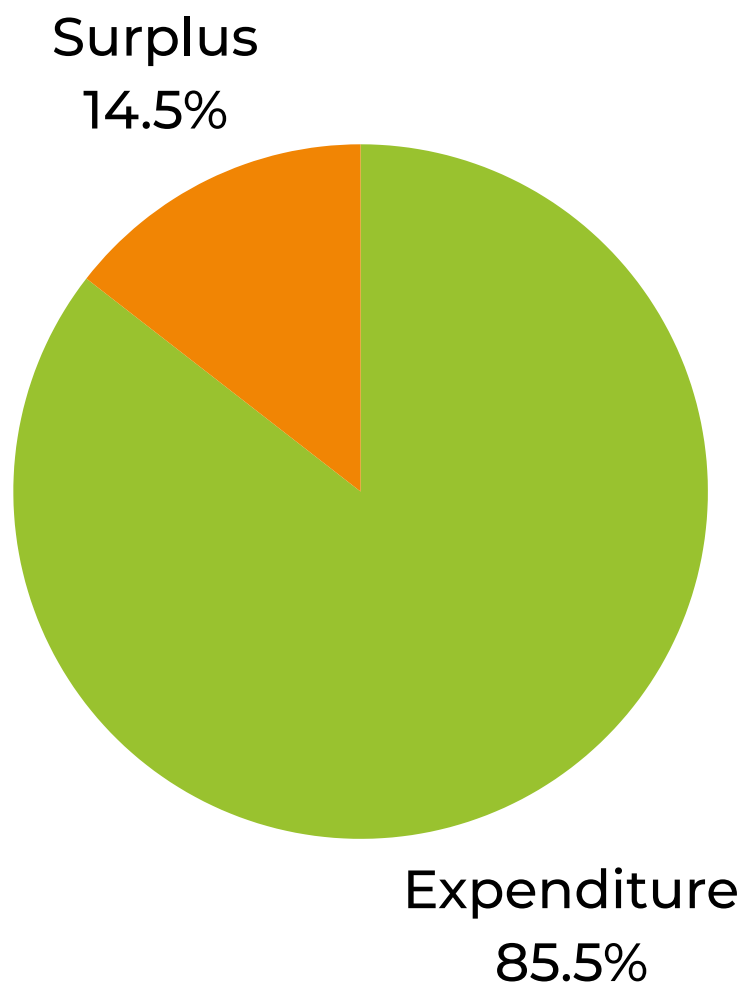


## 6. Financial Overview

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.

## 6. Financial Overview

2023/2024

### 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.

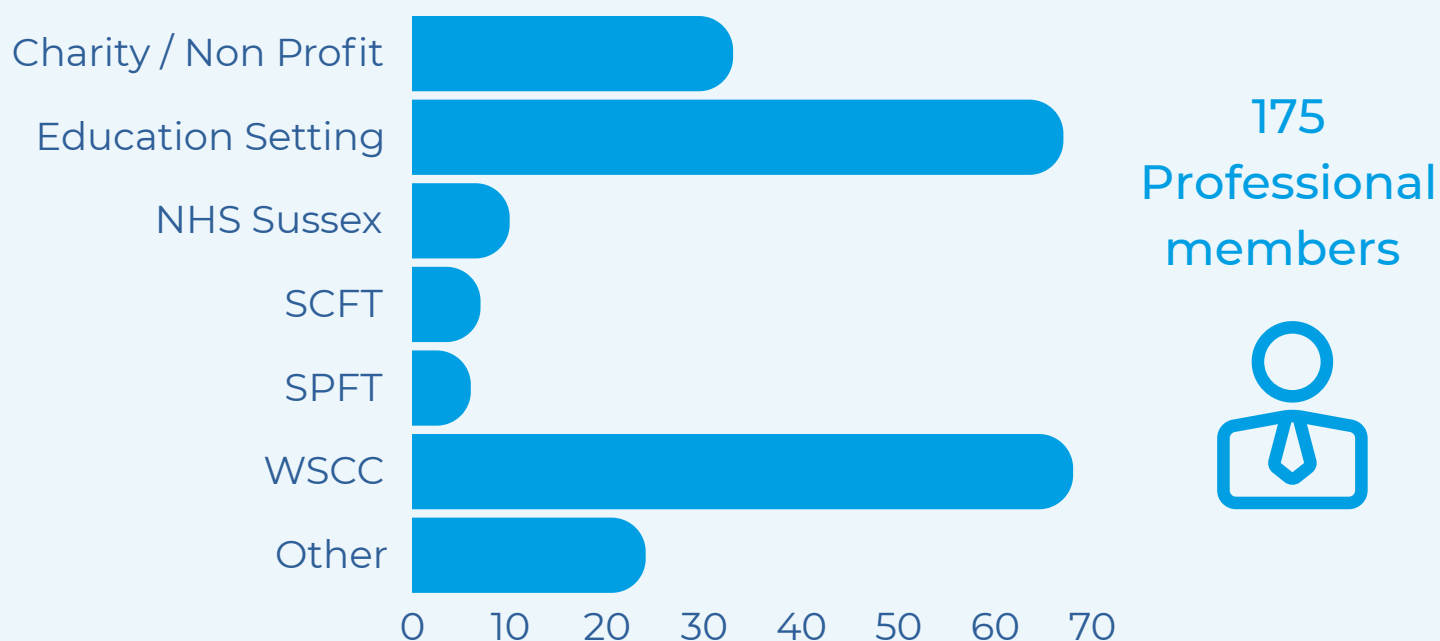
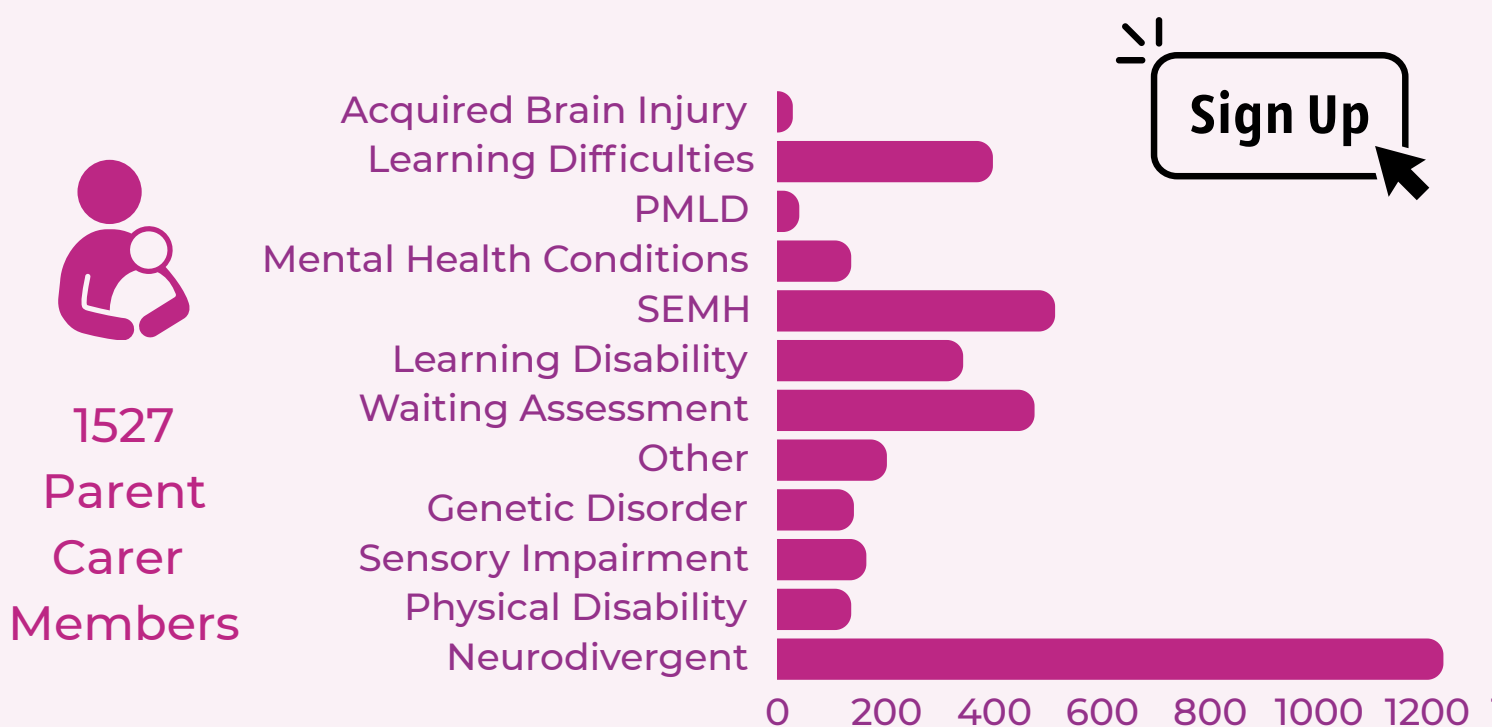


*Rowan Westwood*  
*Chief Executive*  
*Officer*

## Communications & Engagement

### Membership

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



## Communications & Engagement

### Social Media

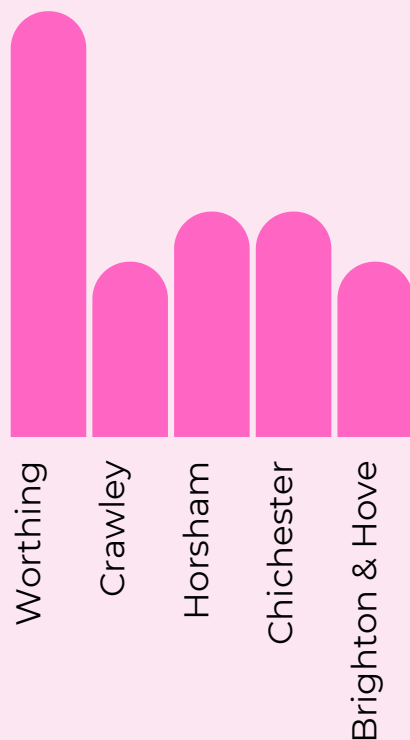


**5300 Followers**  
**4700 Page Likes**  
**19.1K Visits**  
**594 Posts**

#### Followers by Location



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



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



# 8. Activities & Achievements

2023/2024

## 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"*



# 8. Activities & Achievements

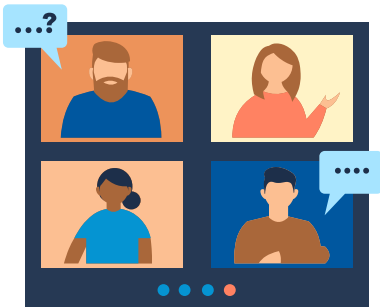
2023/2024

## 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

"This has really opened my eyes, there are more of us then 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."

**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





### 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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# 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**

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
<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**

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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 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

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### 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 £
Charitable activities		
Grants	<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

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### 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
---------------------------------------------	-----	-----

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### 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

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### Employment costs

2024	2023
£	£

Wages and salaries	133,927	128,967
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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)	-
Previous year:	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	-
	10,833	-

### 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

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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 (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.

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