



Flexicare (Oxford and Abingdon)

UK Charitable Incorporated Organisation number: 1172635

UK Company Number: CE010086

**Report and Financial Statements
For the year ended 31 August 2021**

(Formerly UK Registered Charity number 291844)

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Flexiuses (Oxford and Abingdon)

UK Charitable Incorporated Organisation number 1175835
UK Company Number: 06310675

Report and Financial Statements
For the year ended 31 August 2021

(Formerly UK Registered Charity number 261641)

Report of the Trustees for the year ending 31 August 2021

Reference and Administrative Information

Charitable Incorporated Organisation (CIO) Name: Flexicare (Oxford and Abingdon)

CIO number: 1172635

Registered Office and operating address: 61 St Gabriel's
Wantage
Oxon, OX12 8FL

Website: www.flexicare.org

The Trustees for the relevant year: Mr James Ross (Chairman)

Mr Ben Stagg (Treasurer)

Mrs Elizabeth Ballard

Mrs Harriet Bretherton

Mrs Tracy Strain

Mr Tom Velickovic

Senior Coordinator

Katherine Boyce

Bankers

CAF Bank Ltd, 25 Kings Hill Avenue,
Kings Hill, West Malling, Kent, ME19
4JQ

Structure, Governance and Management

Governing Document

Flexicare was originally constituted by a Deed of Trust dated 25th April 1985. During 2017 the Trustees decided, in the best interests of the children and families it supports and its trustees and staff, to change the status of Flexicare (Oxford and Abingdon) to that of a Charitable Incorporated Organisation (CIO). Flexicare (Oxford and Abingdon) (CIO) was formally registered with the Charity Commission on 19th April 2017 (registration number 1172635) taking over the assets, liabilities, contracts and activities of Flexicare (Oxford and Abingdon). At the same time Flexicare (Oxford and Abingdon) (registration number 291844) closed and was removed from the Charity commission register on 22nd February 2018.

Flexicare is registered with The Care Quality Commission (CQC) as a Domiciliary Care Agency. Registration. The Responsible Individual is the Chairman of Trustees and the Registered Manager is Katherine Boyce.

Organisational Structure

Flexicare (Oxford and Abingdon) has a Board of Trustees who meet at least four times a year and are responsible for the strategic direction and policy of the CIO. Day-to-day responsibility for the provision of the services rests with the Senior Coordinator.

Recruitment and Appointment of Trustees

Each member of the Board of Trustees is selected on the basis of their skills, ensuring that the board has diverse and relevant skills. In the event of particular skills being lost due to retirements, it is the responsibility of the remaining trustees to recruit appropriate replacements. The Constitution specifies that there should be a minimum of three trustees and a maximum of twelve. There is no maximum period of service.

Induction and training for new Trustees

New Trustees are given the main documents that set out the operational framework for the CIO including the Constitution and a summary of the work of the CIO. They also receive the guidance of the Charity Commission on the responsibilities of Charity trustees.

Risk Management

The Trustees have reviewed the major risks to which the CIO is exposed. Internal financial risks are minimised by the requirement that all cheques and external bank payments have to be authorised by two people, one of whom has to be a trustee. The CIO follows written policies regarding safeguarding children, moving and handling, equality, health and safety and administration of medications guidance. All carers are offered regular updates in First Aid, Moving and Handling, Safeguarding and individual training for the administration of medication, undertaking feeds and other requirements of the Oxfordshire Shared Care Protocol. The CIO is inspected by the CQC and is currently graded as "Good". The last inspection took place in October 2018. Since the start of the Covid pandemic, Flexicare's CQC Inspector has been in periodic contact with Flexicare to ensure that the measures that are in place are sufficient for the current situation. Since July 2021, CQC have undertaken monthly desktop assessment of Flexicare based on the data and information available to them and have not found evidence that they need to carry out an inspection or reassess Flexicare's rating at this stage. Since Flexicare resumed sits in June 2020, a Covid 19 risk assessment has been undertaken and reviewed regularly, particularly when things have changed. The Trustees monitor this risk assessment at the Trustee meetings.

Objectives and Activities

The CIO's objects and principal activities are "to improve the quality of life for children resident in the Oxford and Abingdon areas who have challenging or complex care needs as a result of severe physical or mental disability by the provision of occasional care attendants who will assist their families or carers with their care".

The CIO continues to provide a totally flexible service determined by the requests of the families. It offers sitting in/care at home for families in the Oxford, Abingdon, Grove and Wantage area who have young children up to the age of 18 years with mental and/or physical disabilities. The service relies on volunteers who are supported by 1.9 full-time-equivalent paid staff at present.

The Trustees confirm that they have complied with their duty under section 4 of The Charities Act 2006 to have regard to public benefit guidance published by the Charity Commission. The Trustees believe that all of the activities of Flexicare (Oxford and Abingdon) further its charitable purposes for the public benefit.

Achievements and Performance

Flexicare (Oxford and Abingdon) continues to provide a totally flexible, family-led sitting service for families living within an eight-mile radius of the centre of Oxford, Grove and Wantage who have a child or children with a severe disability. The time that the sitter spends with the family allows the parents/carers and/or siblings to go out and do things that most families take for granted, or to catch up on some much-needed sleep. Siblings under 14 may also be looked after by the sitter or sitters, as we are more than happy to put in more than one sitter where required.

During the year there were 52 families with 56 children with disabilities registered to use the service. Three bereaved families continue to receive support.

Care and support was provided by 14 volunteers and 4 paid staff.

The number of requests for sits this year has increased again despite the continued impact of Covid19 on our families: 311 compared to 262. Including the hours spent visiting and registering a total of 781 hours (2020: 792) was spent with the families. Covid continued to have a big impact on the service, nearly two thirds of the hours with our families, came in the second half of the year but many of our families are still being very cautious about interactions outside of the home.

15 (2020: 14) families were referred to the service during the year and 7 were registered from this year and last year's waiting list. Of those not offered registration, three did not meet our criteria, one left the area before we contacted them and one was after regular childcare. Three families and seven professionals were still on the waiting list at the end of the year. We have closed the waiting list again as we cannot foresee when we can bring further families on to our books.

Staff

The service was run on a day-to-day basis by Katherine Boyce, assisted by Lynn Ross and Jayne Castle. Amelia Macpherson joined Flexicare as a Coordinator in May 2021 and Andrea Baines in June 2021 as Office Manager.

Remuneration & Related Party Transactions of the Board of Trustees

No members of the Board of Trustees received any remuneration from the CIO during the year. Travel costs and expenses of trustees amounted to £nil (2020: £nil).

During the year, Andrea Baines, was appointed as Office Manager through a robust recruitment process. She is the wife of Ben Stagg, the Treasurer of the CIO. In addition, Lynn Ross, a member of staff, is the wife of James Ross, the Chair of the CIO. All other trustees are satisfied with this arrangement and the Charity Commission confirmed, for both appointments, that they had no concerns either.

Katherine Boyce, the senior co-ordinator, is also a trustee of Helen and Douglas House, who provide training for Flexicare volunteers in practical moving and handling.

No other members of the Board of Trustees or other persons related to the CIO had any personal interest in any contract or transaction entered into by the CIO during the year.

Financial Review

The total income for the year to 31st August 2021 amounted to £106,000 (2020: £55,000) and expenditure to £70,000 (2020: £66,000). The increase in income was due to a legacy of £55,000 for which the trustees are extremely grateful.

A proportion of the annual income is derived from a quarterly contract with Oxfordshire Social Services £21,400 (2020: £16,050) to provide care to children. Only three instalments were received in 2020.

This year it was not possible for us or the Flexicare Supporters to undertake fundraising events. However, we assisted one of our volunteers to undertake a virtual Bridge Tournament that was very well received.

We have also received generous donations from the following sources:

Cranston Trust	A number of In Memory donations
Collecting boxes	The Rotary Club of North Oxford
Donations from several supporters	A former family undertook an open
Upholstery coffee and fabric and chair sale	garden and plant sale.
Wallingford Bridge Club	Waitrose Abingdon green token scheme
Alfreic Masonic Lodge	Cumnor Christmas Lights Appeal
the Good Gift Guide,	

Plans for Future Periods

The CIO plans to continue the activities outlined above subject to satisfactory funding arrangements as a CIO.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the CIO's funds are to be spent in the short term so there are no funds for long term investment. It is the Trustees' policy to retain the bulk of its funds in an interest-earning deposit account. In the current circumstances of negligible interest rates even this is hardly significant, but the CAF Gold Fund is considered to give as good a return as any.

Ben's Fund is held in a 60-day notice account to gain slightly better interest. As this is a supporter provided fund its use is planned and does not form part of the day-to-day finances of the charity.

Reserves Policy

The Trustees have examined the CIO's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed should amount to a minimum of 9–12 months of running costs. The reserves are needed to meet the working capital requirements of the CIO and the Trustees are confident that at this level they would have the necessary flexibility to wind down the activities of the CIO in an orderly manner in the event of a significant drop in funding.

Based on actual expenditure for 2021 the reserves target for general funds should be broadly between £52,500 and £70,000. Despite the difficult circumstances, the level of unrestricted reserves at 31st August 2021 was £107,000, which is regarded by the Trustees as very healthy in the current uncertain times. The increase is due to the legacy of £55,000 received in the year. The trustees will aim to continue to manage the activities of the CIO within the limits of the funds available and with prudent planning.

There is a restricted fund known as Ben's Memorial Fund, which was set up by a family in memory of their son who was cared for by the service until his death. The fund was established to provide or increase care to families, appropriate to their needs, where this would be over and above the care that Flexicare could normally offer. This fund spent £1,178 on families this year.

The following grants have been provided during the year:

- True Colour Trust provided funds to trial an administrator and to assist with policy and procedure updating.
- Flexicare received a number of Covid grants to assist with amongst other things staff testing costs, these were provided through Oxfordshire County Council

Declaration by the Trustees

Members of the Board of Trustees who served during the year and up to the date of this report are set out on page 1.

The Trustees certify that:

- so far as we are aware, there is no relevant audit information of which the CIO's independent examiner is unaware; and
- we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the CIO's independent examiner is aware of that information.

Examination of the Accounts

Because the income of the CIO is over £25,000, there is a requirement for an independent examination. The Trustees express their gratitude to Ms Ros Avery for carrying out this important task.

Approved by the Board of Trustees on 19/4/22 and signed on its behalf by:

Mr James Ross (Chair)



**Independent Examiner's Report to the Trustees of
Flexicare (Oxford and Abingdon)
for the year ended 31 August 2021**

I report to the Trustees on the accounts of Flexicare (Oxford and Abingdon) (UK Registered Charitable Incorporation number 1172635) for the year ended 31 August 2021 which are set out on page 8.

Respective Responsibilities of trustees and examiner

The CIO's trustees are responsible for the preparation of the accounts. The CIO's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act. and
- to state whether particular matters have come to my attention.

Basis of Independent examiner's statement

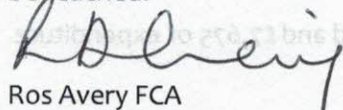
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the CIO a comparison of those accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit; and consequently no opinion is given as to whether or not the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records.

I 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 accounts to be reached.



Ros Avery FCA
115 Mill Street, Kidlington, Oxon, OX5 2EE

25/4/22

Flexicare (Oxford and Abingdon)

Receipts and payments account for the year to 31 August 2021

	year to 31 August 2021 Unrestricted Funds £	year to 31 August 2021 Ben's Fund £	year to 31 August 2021 Other restricted Fund £	year to 31 August 2021 Total Funds £	year to 31 August 2020 Total Funds £
Receipts:					
Oxfordshire County Council Social Services grant	26,900	—	2,745	29,645	16,050
Fundraising events and income from supporters' group	690	—	—	690	2,965
Job retention grant	—	—	—	—	3,903
Other grants and donations	14,120	876	5,000	19,996	29,647
Legacy	55,718	—	—	55,718	—
Investment income	8	101	—	109	210
Total Receipts	97,436	977	7,745	106,158	54,775
Payments:					
Staff costs	46,300	—	8,465	54,765	51,823
Travel costs for staff and volunteers	2,706	—	—	2,706	3,387
Training costs for volunteers	802	—	—	802	843
Telephone costs	324	—	—	324	299
Registration and insurance costs	1,568	—	—	1,568	1,725
IT and database costs	21	—	6,038	6,059	4,360
Fundraising costs	198	—	—	198	1,438
Governance	303	—	1,200	1,503	—
Other costs	651	1,178	—	1,829	1,950
Total Payments	52,873	1,178	15,703	69,754	65,825
Net of receipts/ (payments)	44,563	(201)	(7,958)	36,404	(11,050)
Cash funds at 31 August 2020	62,761	12,073	15,200	90,034	101,084
Cash funds at 31 August 2021	107,324	11,872	7,242	126,438	90,034

During the year to 31 August 2020 £2,099 of income was restricted and £7,675 of expenditure was restricted.

Statement of assets and liabilities as at 31 August 2021

	31 August 2021 Unrestricted Funds £	31 August 2021 Ben's Fund £	31 August 2021 Other restricted Funds £	31 August 2021 Total Funds £	31 August 2020 Total Funds £
Total Funds	107,324	11,872	7,242	126,438	90,034

The restricted funds includes income from Oxfordshire County Council for Protective equipment during COVID19 and was fully spent.

Approved by the Board of Trustees on 19/4/22 and signed on its behalf by:

Mr James Ross (Chair)



