

EAST YORKSHIRE PARENT CARER FORUM
(A Charitable Incorporated Organisation)

FINANCIAL STATEMENTS

Year ended

31 MARCH 2022

PHOENIX ACCOUNTANCY AND BUSINESS CONSULTANCY LIMITED

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For the period ended 31 March 2022**

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**Trustees Annual Report
For the period ending 31 March 2022**

The Trustees present their report with the financial statements of the charity for the period ended 31 March 2022.

Reference and Administrative Details of the Charity, its Trustees and Advisers

Name of charity: East Yorkshire Parent Carer Forum

Charity Registration Number: 1179499

Correspondence Address:
7 Piper Road
Hutton
Driffeld
East Yorkshire
YO25 9YY

Principal Operating Address:
Unit 4
East Riding Business Centre
Annie Reed Road
Beverley
East Yorkshire
HU17 0LF

Trustees:

Names of Trustees who served during the period and since the year end were as follows:

Sheena Withers, Chairperson
Shirley Pethick
Samantha Bassett, Treasurer
Karen Gaut, Vice Treasurer - resigned November 2019

**Trustees Annual Report
For the period ending 31 March 2022**

Independent Examiner:

Rebecca Triffitt MAAT

Phoenix Accountancy and Business Consultancy
Limited

Morley's House

Morley's Yard

Walkergate

Beverley

HU17 9BY

Bankers

Yorkshire Bank

39 Saturday Market Place

Beverley

East Yorkshire

HU17 9AQ

Governing Document:

East Yorkshire Parent Carer Forum is a Charitable Incorporated Organisation, registered with the Charity Commission, governed by its Constitution. The CIO was registered on 9th August 2018.

Recruitment and appointment of Trustees:

The Trustees form the Management Committee of the charity. There must be at least three charity Trustees. The maximum number of charity Trustees is 12. The members of the Management Committee are elected at the Annual General Meeting and one third of the charity Trustees retire at each AGM. Retiring Trustees are eligible for re-election.

All members are circulated with invitations to nominate Trustees in advance of the AGM. There is a provision for the co-option of additional Trustees as long as the maximum number of Trustees has been reached.

Three Trustees are required to make a quorum.

**Trustees Annual Report
For the period ending 31 March 2022**Trustee Induction and Training:

Expression of interest forms are sent to potential new Trustees and these are discussed at the next Trustee meeting. Our members are then informed prior to the next AGM and members are given the opportunity to vote for them.

New Trustees then undergo induction training provided by the other Trustees including the activities, aims and objectives of the charity, the structure of the organisation, general procedures of the organization. They are also provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution, the latest statutory financial statements, Annual Report, and financial reports provided to Trustees.

Any additional training required by the new Trustees will be identified during induction, and may be requested at any point by new and existing Trustees, where it is considered useful to their role as Trustee.

Organisational Structure:

The Trustees are responsible for the overall management and control of the Charity. Trustees are aware that any conflict of interest is declared and minuted. The board meets monthly.

Risk Management:

The major risks to which the Charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

Comprehensive policies and procedures are in place and regularly updated.

Objectives and Activities

The charity's objectives and principal activities are the promotion of social inclusion among parents of children and young people with SEND (Special Educational Needs and Disabilities) who are socially excluded from society, or parts of society, as a result of their special educational needs and disability by:

1. providing education and information to support and enable parents to maximise educational opportunities for their children;
2. raising public awareness of the issues affecting families with children and young people young people and families with SEND, both generally and in relation to their social exclusion;
3. providing workshops, forums and general support;
4. providing recreational facilities and opportunities for families of children with SEND to be integrated into society.

**Trustees Annual Report
For the period ending 31 March 2022****Achievements and Performance**

The gradual opening up after Covid -19 and the resumption of a few face-to-face meetings with our members was a huge step forward especially for parent carers who had become very isolated during lock down. The majority of meetings with the LA, Health and Partners continue to be virtual meetings where we remain committed to representing the views of all parents and carers experiences. The year ending 31st March 2022 has been an extremely busy one for the forum largely dominated by readiness preparation for the impending Local Area Ofsted Inspection which took place in October 2021:

- Continuation of work on Steering Group restructure and succession planning with an external consultant
- The PCF worked closely with an LA commissioned practitioner on strengthening relationships and co-production with partners as part of the findings following the Ofsted Inspection..
- Workstream meetings attended with the LA and Health partners and monthly catch ups with the new Director of Specialist Services plus weekly communication with the communication and partnership manager.
- Attendance at PCF Regional meetings and training.
- The PCF met with the LA and stakeholders monthly to feedback concerns of parents which were turned into "You said, We did" on the Local Offer.
- The PCF worked alongside the commissioning team looking at short breaks and the re-instatement of the FASP post Covid-19.
- The PCF were part of organising Holiday Activities for CYP able to access HAF funding and these were very successful.
- Chaired Voluntary sector monthly meetings with ERVAS.
- The PCF increased to membership of the "Collective Voice Group" formed during Covid-19 sharing information, updates to services and gathering views. Secondly contact increased with individual parents to offer information and signposting to appropriate services.
- The PCF introduced the new SEND "10 point" plan via workshops/information sessions with parent's and carers.
- Held virtual "Coffee and Chat" sessions for members to share experiences and gather feedback as well as supporting LA led virtual themed workshops.
- Took part on interview panels for the communication and partnership manager and principal educational psychologist.
- Two Steering group members took places on the new refocused "SEND development and Improvement Board"
- The Administration Assistant became the Participation Co-ordinator for the PCF and a new part time administrator was employed.
- The PCF increased representation on the "neurodiversity" workstreams developing the new front door service.
- We worked with KIDS "YPEG" on C&YP participation.
- The PCF continued to hold coffee morning sessions and workshops (virtual and face to face) on the Annual review process, transport, personal budgets, reviewing the 0-25 team, elected members.

**Trustees Annual Report
For the period ending 31 March 2022****Achievements and Performance (Continued)**

- Ongoing SLA with the LA for a participation co-ordinator and administration support to increase membership in areas of low representation.
- Participation in the LA OFSTED Inspection over the period of a week and preparing parent carers for the meetings with the inspectors.

Main objectives for the following year:

In developing the main objectives for the following year the Trustees have given regard to the Charity Commission guidance on public benefit.

Our main objectives for the 2022/23 year are:

Internal

- Restructuring of the Steering Group/ Roles and Responsibilities working with an external facilitator on succession planning.
- Recruitment and expansion of the number of Trustees with expertise in particular areas.
- Recruitment of Steering Group members.
- Strengthen the relationship with voluntary and support groups in the East Riding
- Maintain the participation coordinator and administration roles to support the Forum

External

- Voluntary Sector, parents and carers with the support of CONTACT.
- Provide families with the support and information required following the release of the green paper.
- Co-sign the Memorandum of Understanding with the LA.
- Develop a more responsive approach to the feedback meetings with the Local Authority and Health. (Key current issues include: Safeguarding, sufficiency of provision, communications with the Local Authority; quality of EHC Plans and Annual reviews; and transition planning/Preparing for Adulthood)
- Continue to organise sessions and events based on the needs of parents/carers: e.g. information on the Graduated Response, Termly Support Plans, Parent Carer Needs Assessments; SEND Development and Improvement Plan, Roles and responsibilities of the SENDART/O-25 Team, Personal education budgets and Personal travel budgets etc.
- Develop joint events with adjacent Parent/Carer forums
- Co-produce a redesigned Local Offer
- Market and promote online/media platforms to deliver online webinars, meetings and training sessions
- To work with the LA and partners including the Voluntary sector on the SEND Development and Improvement plan and the Written Statement of Action.

**Trustees Annual Report
For the period ending 31 March 2022****Main objectives for the following year (continued):**

- To ensure that the action points and milestones co-produced by parent carers from the Ofsted Report are delivered by the LA.
- Develop better opportunities for C&YP seeking, voluntary work and employment with disabled confident employers.
- Improve access to the Neurodiversity service for C&YP and families.

Financial Review**Reserves Policy**

Due to the current funding structure of the Charity which is all restricted funds. We do not have a reserves policy at this time. We will look at implementing a reserves policy in 2022/23.

Independent Examiner

We appointed Phoenix Accountancy and Business Consultancy Limited, a trading subsidiary of East Riding Voluntary Action Services (ERVAS) Ltd to carry out the Independent Examination for the charity for this accounting period. A resolution to reappoint Phoenix Accountancy and Business Consultancy will be proposed at the forthcoming annual general meeting.

Statement of Trustees responsibilities

The Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. East Yorkshire Parent Carer Forum has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Trustees Annual Report
For the period ending 31 March 2022**

Statement of disclosure of information to Independent Examiner

We, the Trustees of the Charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- ☐ there is no relevant information of which the Charity's Independent Examiner is unaware; and
- ☐ we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

Declaration

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2022. The accounts comply with current statutory requirements, the governing document and Charity Commission guidance.

Approved by the Trustees and signed on its behalf by:

Sheena Withers
Chairperson

Sheena Withers

Date:

**Independent Examiner's Report to the Members of
East Yorkshire Parent Carer Forum**

I report on the accounts of East Yorkshire Parent Carer Forum for the year ended 31 March 2022, which are set out on pages 11 to 15.

Respective responsibilities of Trustees and examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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:

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

I have come across no matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rebecca Triffitt, MAAT
Practice Accountant
Employee of, Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage, Morley's Yard, Walkergate, Beverley, HU17 9BY

Date:

EAST YORKSHIRE PARENT AND CARER FORUM

Receipts and Payments Account
For the period ending 31 March 2022

	Notes	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £
Receipts							
Grants	1						
Total Receipts							
Payments							
Staffing Costs							
Consultancy Fees							
Parent/Carer Expenses							
Insurance							
Rent & Venue Hire							
Utilities							
Office Costs							
Refreshments							
Gift Vouchers for Parents/Carers							
Gifts for Parents/Carers							
Accountancy Fees							
Professional Fees							
Total Payments							
Net Surplus/(Deficit) for the Period							
Cash and Bank balances brought forward							
Transfers between funds							
Cash and bank balances carried forward							

The notes on pages 13 to 15 form part of these financial statements.

Statement of Assets and Liabilities
As at 31 March 2022

	Notes	2022 £	2021 £
Monetary Assets			
Current Account		14,634	28,221
Total Monetary Assets		14,634	28,221
Comprising:			
Unrestricted Funds		2,185	935
Restricted Funds	5	12,449	27,286
		14,634	28,221
Non-Monetary Assets			
Fixed Assets for the Charity's use	6	-	-
Debtors			
Sundry Debtors		-	-
		-	-
Creditors			
Accounts Fees		(480)	(400)
		(480)	(400)

These financial statements were approved by the committee on _____ (date) and signed on its behalf by:

 _____ Sheena Withers, Chairperson

 _____ Samantha Bassett, Treasurer

The notes on page 13 to 15 form part of these financial statements.

Notes to the Financial Statements For the period ended 31 March 2022

Notes

1 Basis of Preparation

These Financial Statements have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

The comparative figures are for the year ending 31 March 2021.

2 Grants

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Unrestricted £	2021 Restricted £	2021 Total £
Department for Education	-	16,930	16,930	-	15,000	15,000
East Riding of Yorkshire CCG	1,250	-	1,250	-	-	-
East Riding of Yorkshire Council	-	24,000	24,000	-	12,000	12,000
HEY Smile Foundation	-	-	-	-	1,500	1,500
Two Ridings Community Foundation	-	-	-	-	4,000	4,000
ERYC - Families EHWP	-	-	-	-	10,000	10,000
	1,250	40,930	42,180	-	42,500	42,500

Notes to the Financial Statements
For the period ended 31 March 2022

3 Staffing Costs

	2022	2021
	£	£
Employed Staff	11,239	-
Subcontracted staff from ERVAS	30,207	12,167
HMRC & NEST Pension	2,759	-
Payroll Fees	86	-
Training	360	-
Other sub-contracted staff	-	1,529
	44,651	13,696

4 Trustee Remuneration

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the accounting period to any Trustee.

There was reimbursement of travel expenses of £312 (2021: £865) during the year, this has been categorised as volunteer expenses or parent/carer expenses depending on the activity undertaken by the Trustee. Travel expenses for staff, Trustees, volunteers and parents/carers is paid at HMRC approved mileage rates.

5 Restricted Funds

	Balance at 01/04/21	Receipts	Payments	Transfers	Balance at 31/03/22
DfE	7,238	16,930	(17,509)	-	6,659
ERYC	13,606	24,000	(32,062)	-	5,544
ERYC - Families					
EHWB Fund	5,484	-	(5,292)	-	192
HEY Smile Foundation	956	-	(904)	-	52
TRCF	2	-	-	-	2
	27,286	40,930	(55,767)	-	12,449

**Notes to the Financial Statements
For the period ended 31 March 2022****Notes****5 Restricted Funds (continued)**

A brief description of the restricted funds is shown below:

Awards For All (National Lottery Community Fund)

Restricted funding was provided by the National Lottery Community Fund – Awards For All for the knowledge, information and support project. This project provides events to parents and carers of children with SEND. At the end of the project there was a small underspend, the National Lottery Community Fund agreed this could be transferred to unrestricted funds.

Department for Education (DfE)

Restricted funding was provided by the Department for Education for the development of the forum and associated running costs.

East Riding of Yorkshire Council

Restricted funding was provided by East Riding of Yorkshire Council for the development of the forum and associated running costs.

East Riding of Yorkshire Council – Families EHWP Fund

Restricted funding was provided by the East Riding of Yorkshire Council. This project paid for the resources to support the wellbeing and mental health of children and young people. The funding was to provide the opportunity for parents and carers to apply for resources to help them engage in activities at home or in the community.

HEY Smile Foundation

Restricted funding was provided by the HEY Smile Foundation. This funding was used to improve our email system and invest in SMS (text) service. This will improve our communication overall, but even more so with some hard-to-reach areas of the community.

Two Ridings Community Foundation (TRCF)

Restricted funding was provided by the Two Ridings Community Foundation. This project provides printers & creative materials for families with SEND during the Covid Pandemic.

6 Fixed Assets

East Yorkshire Parent Carer Forum maintain a register of fixed assets. Fixed assets transferred from the unincorporated association do not have a monetary value attached.

A list of fixed assets transferred to the Charity are shown below:

3 x Laptops	BT Business HUB3
2 x Printers	BT Freelance Phone
Iphone4	2 x Ipad's
Backup equipment	Shredder
Scanner	Laminator
Projector	Screen for projector

There were no new fixed assets purchased during this period or the prior period.

7 Taxation

East Yorkshire Parent and Carer Forum is a registered charity. All the charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.