

Registered Charity
Number 1179499

EAST YORKSHIRE PARENT CARER FORUM
(A Charitable Incorporated Organisation)

FINANCIAL STATEMENTS

Year ended

31 MARCH 2023

PHOENIX ACCOUNTANCY AND BUSINESS CONSULTANCY LIMITED

**Contents to the Financial Statements
For the period ended 31 March 2023**

	Page
Trustees Annual Report	3
Independent Examiners' Report	9
Receipts and Payments Account	10
Statement of Assets and Liabilities	11
Notes to the Financial Statements	12

**Trustees Annual Report
For the period ending 31 March 2023**

The Trustees present their report with the financial statements of the charity for the period ended 31 March 2023.

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
Driffield
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

**Trustees Annual Report
For the period ending 31 March 2023**

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 2023****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 2023****Achievements and Performance**

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 2023 has been an extremely busy one for the forum largely dominated by Written Statement of Action (WSOA) following the Local Area Ofsted Inspection:

- Continuation of work on Steering Group restructure and succession planning with an external consultant
- The PCF worked alongside a Contact associate 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 were part of organising Holiday Activities for CYP able to access HAF funding and these were very successful.
- The PCF increased to membership of the "Collective Voice Group" for sharing information, updates to services and gathering views. Secondly contact increased with individual parents to offer information and signposting to appropriate services.
- Held in person "Coffee and Chat" sessions for members to share experiences and gather feedback as well as supporting LA led themed workshops.
- Took part on interview panels for various LA senior/executive posts.
- Two Steering group members attend "SEND development and Improvement Board" and other relevant SEND workstream meetings.
- 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.
- The PCF continued to hold coffee morning sessions and workshops (virtual and face to face) on a variety of subjects based upon topics our parents tell us are important.
- Ongoing SLA with the LA for a participation co-ordinator and administration support to increase membership in areas of low representation.

Our 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 2023/24 year are:

Trustees Annual Report For the period ending 31 March 2023

Internal

- Continue the restructure of the Steering Group/Roles and Responsibilities and working with an external facilitator on succession planning.
- Recruitment and expansion of the number of Trustees with expertise in particular areas.
- Recruitment of new 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.
- 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: 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.
- 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 mostly restricted funds. We do not have a reserves policy at this time. We will look at implementing a reserves policy in 2023/24.

**Trustees Annual Report
For the period ending 31 March 2023****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.

Statement of disclosure of information to Independent Examiner

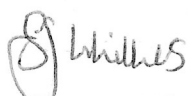
We, the Trustees of the Charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- ☉ 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 2023. 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

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 2023, which are set out on pages 10 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:

Receipts and Payments Account For the period ending 31 March 2023

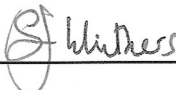
	Notes	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total Funds £	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £
Receipts							
Grants	1	-	49,500	49,500	1,250	40,930	42,180
Donations	2	72	-	72	-	-	-
Total Receipts		72	49,500	49,572	1,250	40,930	42,180
Payments							
Staffing Costs	3	-	16,922	16,922	-	44,651	44,651
Travel Costs		-	312	312	-	-	-
Volunteer Expenses		-	1,611	1,611	-	-	-
Parent/Carer Expenses	4	-	683	683	-	312	312
Insurance		-	930	930	-	692	692
Rent & Venue Hire		-	6,894	6,894	-	4,909	4,909
Utilities		-	1,127	1,127	-	1,785	1,785
Office Costs		-	1,128	1,128	-	1,456	1,456
Refreshments		-	816	816	-	249	249
Gift Vouchers for Parents/Carers		-	-	-	-	430	430
Gifts for Parents/Carers		-	200	200	-	883	883
Accountancy Fees		-	480	480	-	400	400
Professional Fees		-	-	-	-	-	-
Total Payments		-	31,103	31,103	-	55,767	55,767
Net Surplus/(Deficit) for the Period		72	18,397	18,469	1,250	(14,837)	(13,587)
Cash and Bank balances brought forward		2,185	12,449	14,634	935	27,286	28,221
Cash and bank balances carried forward		2,257	30,846	33,103	2,185	12,449	14,634

The notes on pages 12 to 15 form part of these financial statements.

Statement of Assets and Liabilities
As at 31 March 2023

	Notes	2023 £	2022 £
Monetary Assets			
Current Account		33,103	14,634
Total Monetary Assets		33,103	14,634
Comprising:			
Unrestricted Funds		2,257	2,185
Restricted Funds	5	30,846	12,449
		33,103	14,634
Non-Monetary Assets			
Fixed Assets for the Charity's use	6	-	-
Debtors			
Sundry Debtors		-	-
Creditors			
Accounts Fees		(480)	(480)
		(480)	(480)

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 12 to 15 form part of these financial statements.

Notes to the Financial Statements For the period ended 31 March 2023

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 2022.

2 Grants

	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Unrestricted £	2022 Restricted £	2022 Total £
Department for Education	-	25,500	25,500	-	16,930	16,930
East Riding of Yorkshire CCG	-	-	-	1,250	-	1,250
East Riding of Yorkshire Council	-	22,000	22,000	-	24,000	24,000
HEY Smile Foundation	-	2,000	2,000	-	-	-
	-	-	-	-	-	-
	-	49,500	49,500	1,250	40,930	42,180

Notes to the Financial Statements For the period ended 31 March 2023

3 Staffing Costs

	2023	2022
	£	£
Employed Staff	5,830	11,239
Subcontracted staff from ERVAS	8,859	30,207
HMRC & NEST Pension	2,162	2,759
Payroll Fees	71	86
Training		360
Other sub-contracted staff	-	-
	<u>16,922</u>	<u>44,651</u>

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 & other expenses of £804 (2022: £312) during the year, this has been categorised as volunteer expenses or parent/carers 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 01/04/22	Receipts	Payments	Transfers	Balance at 31/03/23
DfE	6,659	17,500	(16,859)	-	7,300
ERYC	5,544	22,000	(13,724)	-	13,820
ERYC - Priority Grant	-	8,000	(520)	-	7,480
ERYC - Families EHWP Fund	192	-	-	-	192
HEY Smile Foundation	52	2,000	-	-	2,052
TRCF	2	-	-	-	2
	<u>12,449</u>	<u>49,500</u>	<u>(31,103)</u>	<u>-</u>	<u>30,846</u>

**Notes to the Financial Statements
For the period ended 31 March 2023****Notes****5 Restricted Funds (continued)**

A brief description of the restricted funds is shown below:

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.

East Riding of Yorkshire Council – Priority Grant

£8,000 of restricted funding was provided by the East Riding of Yorkshire Council.

This project paid for the resources to support the families with disabled children within the community.

HEY Smile Foundation

£2,000 of restricted funding was provided by the HEY Smile Foundation. This funding was used to support communities to download & maximise the use of the NHS App.

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.

