

EAST YORKSHIRE PARENT CARER FORUM
(A Charitable Incorporated Organisation)

FINANCIAL STATEMENTS

Year ended

31 MARCH 2025

PHOENIX ACCOUNTANCY AND BUSINESS CONSULTANCY LIMITED

**Contents to the Financial Statements
For the period ended 31 March 2025**

	Page
Trustees Annual Report	3
Independent Examiners' Report	12
Receipts and Payments Account	13
Statement of Assets and Liabilities	14
Notes to the Financial Statements	15-18

Trustees Annual Report For the period ending 31 March 2025

The Trustees present their report with the financial statements of the charity for the period ended 31 March 2025.

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: Office F13
Beverley Enterprise Centre
Beck View Road
Beverley
East Yorkshire
HU17 0JT

Trustees:

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

Samantha Bassett	Treasurer	- Resigned 01.10.24
Naveen Judah		- Appointed 11.07.24
Dr Sally-Ann Pindar	Chairperson	- Appointed 11.07.24 Chair from 08.10.24
Graham Tait	Chairperson	- Appointed 23.06.23 Resigned 25.09.24
Karen Gaut		- Resigned 11.07.24
Rowena Shanks		- Resigned 11.07.24
Martin Cox		- Appointed 25.08.24

**Trustees Annual Report
For the period ending 31 March 2025**

Independent Examiner:

Rebecca Triffitt MAAT

Phoenix Accountancy and Business Consultancy
Limited

4-6 Robert Street

Scunthorpe

North Lincolnshire

DN15 6NG

Bankers

Virgin Money

10-12 Paragan Street

Hull

East Yorkshire

HU1 3ND

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 amended 26 June 2023.

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 2025**Trustee Induction and Training:

Ordinarily 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.

As the boards of trustees resigned at the end of this financial year, the training of new trustees will need to be undertaken by the Management Team.

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.

Board of Trustees

The Board of Trustees is the governing body responsible for the overall direction, strategy, and governance of the charity. Trustees are volunteers and are legally responsible for ensuring the charity operates in compliance with relevant laws and regulations.

Key Responsibilities:

- Setting the charity's strategic direction.
- Ensuring financial stability and integrity.
- Ensuring compliance with legal and regulatory requirements.
- Safeguarding the charity's assets.
- Monitoring and evaluating the charity's performance

Chair of the Board

The Chair leads the Board of Trustees, ensuring effective governance and representing the charity externally when needed.

Key Responsibilities:

- Leading Board meetings.
- Ensuring the Board functions effectively

Senior Management Team (Steering Group)

The Steering Group consists of senior members of the Charity who manage different functions such as finance, operations, programs, and fundraising.

Key Responsibilities:

- Leading specific functions.
- Implementing strategy within their areas of responsibility.

**Trustees Annual Report
For the period ending 31 March 2025**Staff and Volunteers

Staff and volunteers carry out the operational work of the charity, delivering services and activities that support the charity's mission.

Key Responsibilities:

- Delivering programs and services.
- Supporting fundraising and awareness campaigns.

The structure is designed to ensure that the charity is governed effectively, with clear lines of responsibility and accountability, enabling it to fulfil its mission whilst complying with legal and regulatory requirements. The Board of Trustees is central to this structure, setting the strategic direction and overseeing the charity's activities.

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;

The East Yorkshire Parent Carer Forum (EYPCF) is a group of volunteers who are representative of its community, ensuring pan disability representation. This means that a forum representative will always represent the views of all the EYPCF membership at a meeting, and not their own views.

Steering Group meetings and training embed this along with co-productive practices.

Regular steering group meetings, communications and training offer the opportunity for all representatives to expand their knowledge, question and understand the feedback from the parents and carers so they can properly reflect the communities' views in the area they are representing. Any parent or carer of a child or young person (0-25years old) with an additional need can be a member and apply to be on the steering group or become a Trustee, if there are vacancies, they meet the criteria and they successfully complete the training.

As a voluntary representative organisation for families with additional needs this has advantages and disadvantages.

**Trustees Annual Report
For the period ending 31 March 2025**

'Partners' is used as a term in this report to describe one or more of the following groups (this list is not exhaustive), parent and carer members, the local authority (East Riding of Yorkshire Council - ERYC), Health Services NHS Humber, North Yorkshire & Humber Teaching NHS Foundation Trust, Integrated Care Boards (ICB's), Social Care (ERYC), National Network of Parents & Carers (NNPCF), Contact a Family (Contact), Hull and East Yorkshire Hey Smile Foundation.

Achievements

- Continuing contribution to the PINS project including:
monthly drop ins, updates to ER schools, presentations to parents at schools involved in the project, workshops on specific topics such as PDA, development of PCF colleagues to deliver the project and on-going monitoring meetings with the ICB, NHS and other project stakeholders
- Regular meeting of the SG to discuss delivery, continuity, succession, infrastructure and events planning.
- 'Check in and chats', hosted in Bridlington, Beverley, Market Weighton, support brunch events at the Red Sails and other locations, stall holders at various 'fairs' – Beverley Grammar School, Worklink Summer Fair, Blackburn Leisure Centre, Brough
- Exploration of the development of supported internships
- Attending the Yorks and Humber Regional PCF meetings
- Developing a questionnaire to assess the current SENDIASS Service
- Delivering Send KIS Workshops in Pocklington, Goole, Bridlington, Beverley.
- PfA event
- Training and information sessions have been delivered throughout the region on topics such as Disagreement Resolution and Mediation, Early Help and Intervention, Identifying Need Providing Support and EHCPs, Working with Professionals, PDA.
- Meetings with the Local Offer officers to update on changes and improvements to website
- Attendance at EP and SENCO training and the SENCO Forum and Conference
- Meetings with Partner Services: Autism Board, Health and Care Partnership, Learning Disability Board, Hull Neurodiversity meetings, 0-25 Team, HEY Smile, SEND and Inclusions Board, EBSA, SALT
- Operational meetings: AGM, SLA/grant, liaison with Kids

The formulation and development of the latest ER approach to SEND has involved multiple workstreams and meeting with the authority and also with parents to disseminate this approach and receive feedback. The themes, workshops and areas of discussion have covered:

**Trustees Annual Report
For the period ending 31 March 2025**

- Strategy co-production
- The Big Listen
- RISE
- The VANS library project/short breaks statement
- QA Framework
- Sufficiency
- Overview and Scrutiny
- SEND Improvement Plan
- Voice and Engagement
- SEND Inspection Tactical Group
- SEND workforce
- Primary to Secondary Transition

And working parties have been arranged around the following themes:

- Strategic
- Performance
- Integrated Development
- Voice
- Transitions
- Full Board

Gathering Feedback

1. Feedback is gathered from direct contact with parents and carers at coffee mornings, breakfast meetings, information sessions, questionnaires and evaluation forms, the PCF Facebook page, emails, PCF website.
2. PCF representation has been invited to attend and deliver a presentation at the local authority's special educational needs coordinators (SENCO) conference.
3. Representation at school/college parents' evenings. Also, indirectly through the links with many voluntary sector groups through their collective voice group. Including groups for children and young people Tyler.
4. The forum is also aware of the national picture, through attending national network parent carer forum events throughout the year, face to face and online.

Using Feedback

1. Communicating parents and carers opinions and needs with partners is undertaken through work stream meetings as part of the 10-point plan.
2. Meetings with health and social care take place such as the Neurodiversity group and Futures plus, education other than at school (EOTAS), these meetings have recently increased to look at transition into adulthood, also alternative provision.
3. The forum will contact whichever service is required depending upon the parent carer feedback.

**Trustees Annual Report
For the period ending 31 March 2025****Feedback to parents**

1. This is undertaken at face to face at events listed above.
2. Through the ERYC Bulletin.
3. On the Local Offer
4. EYPCF emails and news bulletins.
5. EYPCF Facebook page.
6. Mailchimp.
7. Collective Voices and Tyler

Risks and Advantages to the Charity

The forum has worked hard to feedback about services and provision to all parties. It is overall a well met challenge to have the capacity of volunteers to ensure information is gathered and fed

Risks and Advantages to the Charity

The forum has worked hard to feedback about services and provision to all parties. It is overall a well met challenge to have the capacity of volunteers to ensure information is gathered and fed back to the relevant services, with outcomes fed back to parents and carers. These actions enable a circle of monitoring and are the constant aim.

Continuity and communication: Due to the makeup of the organisation, it being a forum of volunteers who are parents or carers, often required to take some downtime from the forum to manage their personal commitments. Communication is very important, to share and disseminate, to ensure if a volunteer is absent the information is still shared appropriately.

The great advantage of this is, volunteers are often able to ask pertinent questions, understand through lived experiences those of the parent carers they listen to and awareness of the services available in the local authority. This is a valuable resource to aid commissioning of services for our children and young people as they often experience the unintentional consequences of services.

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 2025/26 year are:

**Trustees Annual Report
For the period ending 31 March 2025**Internal

- Completion of the induction of the Engagement Officer and the Administrative co-ordinator
- Recruitment and expansion of the number of Trustees with expertise in particular areas
- Recruitment and expansion of steering group members
- Strengthen the relationship with voluntary and support groups in the East Riding
- The continued improvement in the IT infrastructure of the Forum
- Creating capacity to meet parental requests for support

External

- To expand the grant funding streams for the PCF
- Participation in the Local Authority's SEND Review
- To explore ways to access funding and participate in the completion of the PINS project

Financial ReviewReserves 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 2025/26.

Independent Examiner

We appointed Phoenix Accountancy and Business Consultancy Limited, a trading subsidiary of Community Vision CIO 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 2025**

Statement of disclosure of information to Independent Examiner

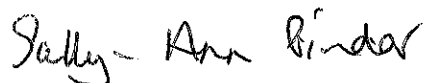
We, the Trustees of the Charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- ☉ 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 2024. The accounts comply with current statutory requirements, the governing document and Charity Commission guidance.

Approved by the Trustees and signed on its behalf by:



Dr Sally-Ann Pindar

Chairperson

Date: 21/9/25

**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 2025, which are set out on pages 13 to 18.

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.

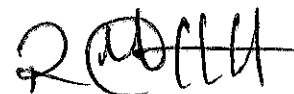
Independent examiner's statement

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
4-6 Robert Street, Scunthorpe, North Lincolnshire, DN15 6NG



Date: 31/9/25

Receipts and Payments Account
For the period ending 31 March 2025

	Notes	2025 Unrestricted Funds £	2025 Restricted Funds £	2025 Total Funds £	2024 Unrestricted Funds £	2024 Restricted Funds £	2024 Total Funds £
Receipts							
Grants	1	-	37,026	37,026	-	39,500	39,500
Other	2	3	-	-	-	-	-
Total Receipts		3	37,026	37,029	-	39,500	39,500
Payments							
Staffing Costs	3	-	21,990	21,990	-	13,564	13,564
Training		-	527	527	-	938	938
Travel Costs		-	-	-	-	559	559
Volunteer Expenses		-	1,442	1,442	-	3,018	3,018
Parent/Carer Expenses	4	-	1,645	1,645	-	1,626	1,626
Insurance		-	555	555	-	493	493
Rent & Venue Hire		-	7,773	7,773	-	10,484	10,484
Utilities		-	259	259	-	332	332
Office Costs		-	1,797	1,797	-	2,042	2,042
Equipment		-	1,490	1,490	-	354	354
Gifts for Parents/Carers		-	20	20	-	50	50
Workshop & Events costs		-	2,657	2,657	-	-	-
Accountancy Fees		-	960	960	-	-	-
Advertising & Marketing		-	2,215	2,215	-	6,195	6,195
Total Payments		-	43,330	43,330	-	39,655	39,655
Net Surplus/(Deficit) for the Period		3	(6,304)	(6,301)	-	(155)	(155)
Cash and Bank balances brought forward		2,257	30,691	32,948	2,257	30,846	33,103
Cash and bank balances carried forward		2,260	24,387	26,647	2,257	30,691	32,948

Statement of Assets and Liabilities
As at 31 March 2025

	Notes	2025 £	2024 £
Monetary Assets			
Current Account		26,647	32,948
Total Monetary Assets		26,647	32,948
Comprising:			
Unrestricted Funds		2,260	2,257
Restricted Funds	5	24,387	30,691
		<u>26,647</u>	<u>32,948</u>
Non-Monetary Assets			
Fixed Assets for the Charity's use	6	-	-
HP 17" Laptop x2			
32" Curved Monitors x2			
		1,374	
		<u>1,374</u>	-
Debtors			
Sundry Debtors		-	-
		<u>-</u>	<u>-</u>
Creditors			
Accounts Fees		(480)	(480)
		<u>(480)</u>	<u>(480)</u>

These financial statements were approved by the committee on 31/9/25 (date) and signed on its behalf by:

Sally-Ann Pindar Dr Sally-Ann Pindar (Chairperson)

The notes on page 15 to 18 form part of these financial statements.

Notes to the Financial Statements
For the period ended 31 March 2025

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 2024.

2 Grants

	2025	2025	2025	2024	2024	2024
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Department for Education	-	-	-	-	17,500	17,500
East Riding of Yorkshire Council	-	2,000	2,000	-	22,000	22,000
East Riding of Yorkshire Council	-	26,151	26,151	-	-	-
NHS England	-	6,667	6,667	-	-	-
Joyona Trust	-	2,208	2,208	-	-	-
	-	37,026	37,026	-	39,500	39,500

Notes to the Financial Statements
For the period ended 31 March 2025

3 Staffing Costs

	2025	2024
	£	£
Employed Staff	-	-
Subcontracted staff	21,990	13,564
HMRC & NEST Pension	-	-
Payroll Fees	-	-
Other sub-contracted staff	-	-
	<u>21,990</u>	<u>13,564</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 £163 (2024: £2,227) during the year, this has been categorised as travel, parent/carer expenses or office costs depending on the activity undertaken by the Trustee. Travel expenses for staff, Trustees, volunteers and parents/carers are paid at HMRC approved mileage rates.

Two trustees resigned during the year, so expenses paid prior to resigning is class as Trustee expenses, after the date volunteer expenses.

5 Restricted Funds

	Balance at 01/04/24	Receipts	Payments	Transfers	Balance at 31/03/25
DfE	7,457	-	-	-	7,457
ERYC	22,300	2,000	(1,077)	-	23,223
ERYC – (24-27)	-	26,151	(15,522)	-	10,629
ERYC - Priority Grant	688	-	-	-	688
ERYC - Families EHWP Fund	192	-	-	-	192
HEY Smile Foundation,	52	-	-	-	52
HEY Smile Foundation,2	-	-	(17,500)	-	(17,500)
Two Ridings CF	2	-	-	-	2
NHS England	-	6,667	(7,023)	-	(356)
Joyona Charitable Trust	-	2,208	(2,208)	-	-
	<u>30,691</u>	<u>37,026</u>	<u>(43,330)</u>	<u>-</u>	<u>24,387</u>

**Notes to the Financial Statements
For the period ended 31 March 2025****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 - £2,000

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 - £26,151

Restricted funding was provided by East Riding of Yorkshire Council to pay towards a participation worker and admin worker at East Yorkshire Parent Carer Forum.

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.

HEY Smile Foundation 2

£17,500 of restricted funding was provided by the HEY Smile Foundation. This funding was to be spent on Parent and Carer's Participation during period 24/25. Funding was received after the year end.

The Joyona Charitable Trust

£2,208 of restricted funding was provided by The Joyona Charitable Trust. This funding was spent on putting on a workshop to give support, knowledge & Information on Special Educational needs and disabilities within the East Riding area.

Notes to the Financial Statements For the period ended 31 March 2025

NHS England

£6,667 of restricted funding was provided by the NHS England. This funding is to be spent on providing training in schools about Neurodiversity. Additional funding was received after the year end.

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

7 Related Party Transactions

Grant / Other funding received to:	Related party & relationship	Amount	Details
Joyona Charitable Trust	Trustee Sheena Withers from The Joyona Charitable Trust, was previously a trustee at East Yorkshire Parent Carer Forum but not at the same Time.	£2,208	Grant

8 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.