

Receipts and payments accounts

For the period from

01-Apr-23

To

31-Mar-24

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants	63,500	-	-	63,500	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	63,500	-	-	63,500	-
A2 Asset and investment sales, (see table).					
Transfer of funds from unincorporated association - Suffolk Parent Carer Forum	43,036	-	-	43,036	-
	-	-	-	-	-
Sub total	43,036	-	-	43,036	-
Total receipts	106,536	-	-	106,536	-
A3 Payments					
Employee Costs	38,580	-	-	38,580	-
Staff training	703	-	-	703	-
Events	451	-	-	451	-
Legal and professional fees	1,699	-	-	1,699	-
Insurance	96	-	-	96	-
Travel	262	-	-	262	-
Office costs	659	-	-	659	-
Computer costs	746	-	-	746	-
Printing, postage and stationery	229	-	-	229	-
Telephone and internet	144	-	-	144	-
Subscriptions	200	-	-	200	-
Sub total	43,769	-	-	43,769	-
A4 Asset and investment purchases, (see table)					
Fixed asset addition	199	-	-	199	-
	-	-	-	-	-
Sub total	199	-	-	199	-
Total payments	43,968	-	-	43,968	-
Net of receipts/(payments)	62,568	-	-	62,568	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	62,568	-	-	62,568	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank account	62,568	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	PC		-	-
	Smart phone		-	-
	4 laptops		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
	Independent examiners fee		1,500	
	PAYE		744	
	Pension contributions		48	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		 Claire Davidson	Sue Willgoss Claire Davidson	7/3/25 7/3/25

Suffolk Parent Carer Forum

Trustees' Annual Report



Charity Information

The Suffolk Parent Carer Forum is a registered charity with the Charity Commission. The adoption of its constitution took place and was agreed on by all Trustees on 14th July 2022. The registered Charity number is 1200411 and the charity's registered address is Suffolk Parent Carer Forum, Brightspace, 160 Hadleigh Road, Ipswich, IP2 0HH.

Membership

The Charity consists of Trustees, Chair of Operations, an Administrator, Experts by Experience, members and Affiliates. The Charity has a registered membership of over 400 parents and carers with an engaged Social Media presence with over 1000 followers. We additionally have a contact list of around 530 education settings, as well as an extensive list of professionals and registered voluntary organisations in Suffolk, all of whom we keep fully informed of SPCF's work and opportunities.

Trustees and Officers

Mrs S Willgoss (Chair of Trustees)
Mrs C Smith (Chair of Operations)
Mrs C Davidson (Trustee / Treasurer)
Mr B Devine (Trustee/ Safeguarding Officer)
Mrs F Churchill (Trustee)

The charity is managed and administered by a committee comprising the officers and other members, the officers consist of:

- 1) a Chair of Trustees
- 2) a Chair of Operations
- 3) a Safeguarding Officer
- 4) a Treasurer

The number of trustees shall not be less than three or exceed eleven and no trustee may appoint another to act on their behalf. The officers will be appointed by the trustees. Trustees must be nominated by notice endorsed with a member's signature and agreement by signature of the nominee.

The first charity trustees are as follows, and are appointed for the following terms:

Sue Willgoss [for [4] years]
Claire Davidson [for [4] years]
Fay Churchill [for [4] years]
Brian Devine [for [4] years]

Apart from the first charity trustees, every trustee must be appointed [for a term of [3] years] by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Aims and Objectives

The charity's stated aim, is to ensure that as many parents and carers in Suffolk's voices, views and experiences matter and that they contribute towards developing and improving services. We do this by reaching out to parents and carers to be involved by representing their experience and expertise to decision-makers and making recommendations for service improvements.

Activities

Our activity, as stated with The Charity Commission, is that we work with and alongside, but independently, from the Local Authority, Education and Health Services in Suffolk. We gather as many voices as possible voices and lived experience of local families with SEND aged 0-25. Through co-production we bring that voice into meetings to improve the quality of services. We signpost to services, share information and run events.

During the year, the charity held multiple online focus groups, sessions and two in person information days for SEND families, all available to the public. The feedback from these events was very positive and well received by parents, carers and professionals alike and had really strong participation and professionals turn out.

Risk Management

The trustees have assessed the major risks to which the charity is exposed, in particular those related to management of the finances of the charity. They are satisfied that the systems in place sufficiently manage its exposure to those threats. The trustees have developed strong working relationships with assisting bodies who are available to provide professional advice when required.

Public Benefit

The trustees consider the objectives and activities of the charity are in accordance with the Charity Commission's general guidance on public benefit.

Suffolk Parent Carer Forum have represented the needs and views of many parents and carers with Suffolk County Council, Suffolk and North East Essex Integrated Care Board (NHS), Norfolk & Waveney Integrated Care Board (NHS) and other service providers. The forum has managed to help service providers with their planning and development of services by feedback and experiences from parents and carers.

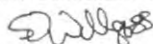
During the year, the charity held multiple Open Events to provide information and signposting for families. A variety of different organisations in SEND health and education attended the events, providing a range of information and support for parents and carers. The feedback from the events have been positive and were received from parents, carers and professionals.

Reserves

The charity holds unrestricted reserves based on unspent funds which will be spent in the future in accordance with SPCF policies and policies provided by Contact, the charity for disabled children, on behalf of the Department for Education. The reserves held by Suffolk Parent Carer Forum as of 31st March 2024 are £62,568. General reserves are retained to enable the trustees to wind up the charity over a period of time without causing excessive distress to the parents and carers.

In reference to the submission of the annual return, an amount of £43,036 was introduced in the 23-24 tax year from the Suffolk Parent Carer Forum previous business bank account prior to becoming a CIO.

Approved on behalf of the trustees on 10 March 2025



Mrs. S Willgoss
Chair of Trustees

SUFFOLK PARENT CARER FORUM
(A Charitable Incorporated Organisation)
Charity registration number: 1200411

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

Independent Examiner's Report to the Trustees of Suffolk Parent Carer Forum

I report to the trustees on my examination of the accounts of Suffolk Parent Carer Forum ('the charity') for the year ended 31 March 2024 which comprise the summary of receipts and payments and the statement of assets and liabilities.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no audit opinion on the accounts and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records.

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 accounts to be reached.

A handwritten signature in black ink, appearing to read 'EC' followed by a stylized flourish.

Emma Clifton FCCA

Scrutton Bland Limited
Fitzroy House
Crown Street
Ipswich
IP1 3LG

12 March 2025