

**YORK CARERS CENTRE**  
**INDEPENDENT EXAMINED ACCOUNTS**  
**(UNAUDITED)**  
**FOR THE YEAR ENDED**  
**31 MARCH 2019**

Company registration number 06760783  
Charity number 1127644

## YORK CARERS CENTRE

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## **YORK CARERS CENTRE**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019**

The trustees (who are also the directors of York Carers Centre for the purposes of company law) presents their report and the financial statements of the charity for the year ended 31 March 2019 which are also prepared to meet the requirements for a directors report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **OBJECTIVES, ACTIVITIES AND PUBLIC BENEFIT**

The company's principal activity and public benefit is to relieve in and around the city of York the elderly, the sick and people with disabilities by providing support, advice and information to those responsible for their care.

York Carers Centre is committed to meeting the needs of all Carers in York and improving their quality of life, helping them fulfil their full potential living their own life alongside their caring role. We aim to achieve this by providing support, advice and information, representing carers' views and influencing local and national policies and practice.

##### **Aims**

- To enable carers to have choices about their caring role
- To positively influence local and national policy and practice to benefit carers
- To support effective caring

##### **Objectives**

- To support carers in their caring role
- To provide quality information, advice and advocacy for carers in York
- To provide accurate and accessible information and advice
- To assist carers to register an emergency plan
- To facilitate carer representation on local and national groups and forums
- To support carer groups and facilitate consultations
- To run groups, organise trips and events for carers
- To provide a support service for young carers including one to one work
- To provide access to breaks for all carers
- To provide groups, trips & events for young carers
- To provide specific support groups for 18-25 year old carers
- To provide help with employment, education and training for carers

The trustees have due regard to the Charity Commission's guidance on public benefit, and ensure that the activities of the organisation meet those requirements.

## YORK CARERS CENTRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019 (continued)

#### ACHIEVEMENTS AND PERFORMANCE

##### **Chair's Report:**

We are delighted with the response from City of York Council commissioners following our first annual report and end of year review, particularly on the quality of service we are providing. We have a very dedicated and skilled workforce, including volunteers, and appreciate our relationship with a number of statutory and voluntary organisations, not least City of York Council and the Vale of York Clinical Commissioning Group. We are also grateful for their financial support and collaborative ways of working with York Carers Centre.

Securing funding is always challenging but we have support from a number of local charitable trusts, national funding bodies, local business and individuals. Such funding helps us to develop our work with carers of all ages and enables us to be responsive to carers in most need. We further host activities and events enabling carers to take a break.

We have been successful in recruiting and retaining a board with the skills and experience to progress our work and strengthen charity governance. We have attended training events around roles and responsibilities, reviewed our fund raising and risk strategy along with policies ensuring an effective and quality service.

##### **York Carers Centre Services and Support:**

With ever increasing pressures on health and social care to make savings many carers report they are feeling the pressure of their caring role increasing.

Carers not only provide practical and emotional support they often find themselves having to manage and co-ordinate a range of health and social care services for the person they care for. This may include arranging and organising transport for GP and hospital appointments, picking up and administering medication, updating and co-ordinating a range of service provision, reporting changes in medication and condition of the cared for, maintaining contact with paid care services.

Many carers also report the emotional and physical strain of having to seek out a place at a residential care home that is compounded by feeling under pressure to have the cared for leave hospital quickly to relieve pressure for hospital beds. This is on top of having to deal with subsequent changes in welfare benefits and financial considerations; understanding eligible needs including NHS continuing care.

A carers role is therefore not static and we pride ourselves in being able to be flexible and responsive to carers changing needs and circumstances.

Part of our mission is to ensure carers are respected, acknowledged and valued. In drawing up a draft Carers Strategy for York we were reminded of the enormous contribution that carers make to the economy and to society. Estimates include carers saving the economy £132 billion per year, almost equal to the total spent on healthcare in the UK, and reports highlight a rapid increase both in the numbers of carers and their caring responsibilities, at a time of further cuts and pressure in health and social care.

We are fortunate to have the support of commissioners, both from the Vale of York Clinical Commissioning Group and City of York Council alongside a dedicated and highly skilled workforce and volunteers.

**Quality Award:** We are coming to the end of our PQASSO award (January 2020) and are already preparing to secure the National Council for Voluntary Services Trusted Charity Award. We will need to evidence the quality of our work over twelve key areas including Governance, Planning, Finance, Leadership and Management.

**York Carers Centre Reception Team:** Reception staff play a vital role and are the 'go to' focal point for all carers throughout York. They are a first point of access, taking carers through a registration process, discussing their immediate needs and helping plan an effective route through to appropriate support, whether that be with our own advisors or external services. Reception staff initially send carers an information pack including our most recent newsletter. Carers can maintain contact with our Reception Team, guaranteeing we have their personal information and contact details to hand should they need further support.

## YORK CARERS CENTRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

#### Adult Carers Service:



Throughout our work our aim is to ensure carers are heard, respected and acknowledged. Carers have in depth experience about the person they look after and are an asset in the planning and delivery of care and in influencing and improving services and facilities. Our role is to not only provide direct support to carers but to promote the principle of carers being everybody's business. Our promotions raise awareness of the value of carers in our community, their needs and the barriers they face.

This year some 804 professionals attended our **Carer Awareness Training**. Our sessions are often supported by carers who share their personal experience with attendees highlighting particular problems carers face. Training helps professionals to better identify carers, better understand their problems and to reflect on what support they can provide that is often about ways of working and attitudes rather than any change in the delivery of a service. Training is targeted at a variety of audiences such as student nurses, mental health staff, GP practices etc.

**Direct service** provision includes skilled staff helping carers through a statutory assessment of need; a befriending, listening and sitting service, meetings and events that bring carers together; benefits, residential and community care advice. We have a fantastic team of carer support workers who support carers on a one-to-one basis with any issues they face in their caring role. This can range from information and advice around access to services and equipment to in-depth emotional or bereavement support.

Working with the City of York Council Adult Services we have jointly initiated, under the Care Act 2014, the provision of a **carer's assessment of need**. The assessment process helps carers identify what impact caring has on their life and what support they may be able to access.



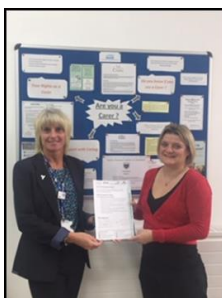
We further bring carers together for mutual support and to influence change. The York Carers Centre **Mental Health Carers Group** runs in partnership with Rethink Mental Illness York Group. We work collaboratively to utilise expertise, to avoid duplication and to develop work that reflects the needs of members of the group. We have further secured funds to support an additional group for carers who are new to a caring role of someone with a mental ill health condition.

The photo shows the Mental Health Carer Group marking Carers Week 2018.



Through our **Substance Misuse Support Group** we held a stall at the York in Recovery Summit event in July, raising awareness of recovery from addiction. One of our volunteers gave a talk to 200 attendees and another carer talked about her journey with her son's addiction. This gave the audience an insight and better understanding of the support York Carers Centre offers to carers, as well as the experiences of those closest to those with, or in recovery of an addiction.

**York Carers Action Group** has continued to meet, facilitated by staff who organise meetings and guest speakers. This year members took an active role in drafting a Carers Strategy for York, attending meetings, helping with the launch and supporting the national Carers Trust event 'Meet your MP'. This event highlighted the need for carers to be included in the Social Care Green Paper. The group will consider and engage in strategy and policy and help resolve practical issues that carers face.



**Our Carers in Employment** project seeks to help employers recognise, identify and support carers through adopting carer friendly policies and practices such as requests for flexible working. A number of employers, including York College, York Neighbours, York Medical Group (pictured left, and Haxby Group of surgeries (pictured far left) have been awarded our Carer Friendly Employer status.

## YORK CARERS CENTRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

**Carers Hubs:** are facilitated by staff and volunteers, providing a local meeting place for carers, including community centres, cafes and health and social care venues. Sessions vary, providing a place to meet and socialise and to access advice from both York Carers Centre staff and external services. Pictured left is Cllr Carol Runciman meeting carers at the Carers Café, our city centre hub.



The hubs also provide opportunity for carers to take a break, to develop interests and hobbies or try out therapies such as mindfulness. The hubs are designed to be responsive to carers needs and interests and help them to maintain their own health and wellbeing.



Feedback from a carer attending a Little Bites Cookery Course for carers: *"Thank you for letting me know about the course, it's been fun, interesting and a chance to meet new people. I've loved finding the time to do something just for me"*

**Carer breaks:** Carers enjoyed a panto trip to York Theatre Royal, witnessing the final performance of York's famous panto dame retiring after 40 years! Carers also enjoyed a summer break with a trip to Bridlington attended by some 50 carers. We held an afternoon tea at a local hotel during Carers Week and for Carers Rights Day we invited both local MP's to share carers concerns. This was followed by lunch and a chocolate making session.

**Individual Advice Sessions:** Our benefits and rights advisors have given 492 individual advice sessions to carers, on a range of topics including disability rights, community care and benefits to carers and the people they care for. These have included 127 enquiries to our Carers Advice Line, open from 5pm to 8pm every Wednesday evening, allowing working carers to access out of hours advice.

**Supporting carers in their role:** We arrange informal training sessions to help carers build expertise and understanding of certain conditions. As an example we supported the delivery of a two-week course to help carers recognise the signs of dementia and where to access help. Our Carers Wellbeing sessions included Mental Health, Skin Health/Pressure Wounds, Capacity and Safeguarding (Clinical Commissioning Group); Cancer Care Talk (York Hospital); Dementia Awareness (Dementia Forward); a visit to Be Independent; talk from York Neighbours and a session on End of Life and Advanced Care Planning. We have also facilitated regular legal clinics and session on coping with grief.

We have initiated a Befriending, Sitting and Listening Service matching volunteers to support carers to take a break. To date we have recruited volunteers; met with other providers including Age UK York and Crossroads Care; drafted guidance booklets for both carers and volunteers; written and delivered volunteer training and induction and carried out full DBS checks.



**Promotion events:** During Carers Rights Day in November 2018 we engaged carers to meet with York's two MPs (York Inner MP Rachel Maskell pictured left). During Carers Week in June 2018 we celebrated the contribution that carers make to society, and a feature on this appeared on York's own TV channel.



Lord Mayor Councillor Barbara Boyce visited York Carers Centre and highlighted support she had received as a carer herself.

Staff, volunteers and young adult carers ran a stall at York's Dragon Boat Race attracting the Mayor of York and raising public awareness of caring and of the free support available for unpaid carers in the city.



## YORK CARERS CENTRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

**Young Adult Carers Service:** helps young adult carers through a difficult time in their lives transitioning from children's to adult services and where decisions they make may impact on the rest of their lives. Exploring further education away from home is a difficult and emotional experience for a young person who has supported a family member from an early age. Many feel their family would be unable to cope without them. Other young adult carers, new to caring at this age, may support a partner or their own child with additional needs. Our staff ensure these carers have the information to make informed choices and have equal opportunity to fulfil their identified life choices and aspirations.

We were delighted that our young adult carers were invited by Carers Trust to help design a national mental health resource. The project involved 4-6 trips to London and engaged 3 young adult carer representatives.

Young adult carers also participated in a range of activities including a pantomime trip, meeting with young adult carers from other cities, meals out and a day at a theme park.

We secured additional funding to enable young adult carers to learn to drive, take vocational courses, access gym membership and have time away from their caring roles.

**Young Carers Service:** Regular youth sessions engaged carers of different age groups and maintained a range of fun and challenging activities for young carers aged between 5 and 18. Activities included a spooky Halloween trip to York Dungeons; roller skating at Energise and ice skating at Winter Wonderland followed by a Christmas Party with a bouncy castle and a UV disco.



Summer holiday activities engaged 140 young carers attending trips out including to York Maze, Beetle Bank Farm and Lightwater Valley. We have maintained drop-ins at schools in York including Millthorpe and York High School and supported young carers to share their experience and achievements through school assemblies. We have secured additional funding from external grants to help to pay for activity sessions and outings for young and young adult carers, and to purchase school uniforms.



We are grateful to our amazing **volunteers** who support administrative work, newsletter distribution, carers hubs, attend and present carer awareness training sessions, support meetings and consultation events alongside volunteering for the Sitting, Befriending and Listening Service. We held a celebration afternoon tea for our volunteers as a token of gratitude.

#### HIGHLIGHTS 1 APRIL 2018 TO 31 MARCH 2019

- 3406 carers are registered with York Carers Centre
- Staff held 566 one to one support sessions, and 492 one to one advice sessions– working through issues with carers and making appropriate connections to further support
- 116 carers joined the Carers Emergency Card scheme
- 13,000 of our newsletters sent to carers and professionals
- 804 professionals completed our carer awareness training, either face to face or online
- 3 young adult carers were part of a national steering group, helping to develop wellbeing resources to be used by young adult carers nationally
- 6 local schools were supported by our young carer staff towards attaining the Young Carers in Schools Award.

## **YORK CARERS CENTRE**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019 (Continued)**

#### **FINANCIAL REVIEW**

York Carers centre finished the year with a deficit of £9,797 (2018: deficit £11,592). Total income decreased by £4,625 to £469,611 (2018: £474,236) at the same time expenditure decreased by £6,420 to £479,408 (2018: £485,828).

#### **RESERVES POLICY**

Free reserves of £96,803 were held at 31 March 2019. Free reserves exclude those reserves which are restricted and fixed assets.

The trustees have now established a reserves policy and agreed on the level of reserves the charity will require to sustain its operations in the future.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

York Carers Centre is a registered charity and a company limited by guarantee not having a share capital. The company is governed by its Memorandum and Articles of Association dated 28th November 2008 and Articles dated 18th September 2014 as amended by special resolution dated 21 September 2017.

The board of trustees is responsible for management of York Carers Centre. The board consists of a minimum of 6 and a maximum of 12 Trustees who should either be elected by and from the membership at or prior to the annual general meeting. Up to four persons (who need not be members of the charity) can be co-opted by the trustees because they make a special contribution or have a particular interest in the work of the charity; provided that at no time shall co-opted trustees constitute more than one half of the total Board.

The chief executive who is also the company secretary reports to the board of trustees, and is responsible for the day to day management of the Carers Centre. The board of trustees hold a management meeting once a month. All trustees received training and an induction when appointed, and their training needs are reviewed annually.



**YORK CARERS CENTRE**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019 (Continued)**

**REFERENCE AND ADMINISTRATIVE INFORMATION**

**Charity name** York Carers Centre

**Company number** 6760783

**Charity number** 1127644

**Trustees**

Mrs R J Temple	Chair
Mr J P R Dean	Treasurer
Mrs J Chapman	
Mr C Durant	
Mr A Brown	
Mr G Cooney	
Ms L Shelbourn	
Ms H Weatherly	

**Company secretary and chief executive**

Ms C D Zagrovic

**Key management personnel**

Ms C D Zagrovic, Mrs J Crosby and the trustees

**Registered office and principal address**

Priory Street Centre  
17 Priory Street  
York  
YO1 6ET

**Our advisers**

**Bankers**

Unity Trust Bank plc  
Nine Brindleyplace  
Birmingham  
B1 2HB

**Independent examiner**

N Clemit ACA, FCCA  
JWPCreers LLP  
Chartered Accountants  
Genesis 5  
Church Lane  
Heslington  
York  
YO10 5DQ

**YORK CARERS CENTRE**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019 (Continued)**

**FUNDS HELD ON BEHALF OF OTHERS**

At 31 March 2019 the charity held funds on behalf of Young Carers Revolution of £7,860 (2018: £7,860)

**Trustees responsibilities in relation to the financial statements**

The charity trustees (who are also the directors of the York Carers Centre for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**BY ORDER OF THE BOARD**

.....  
R J Temple – Chair

16 September 2019

**INDEPENDENT EXAMINERS REPORT  
TO THE TRUSTEES OF YORK CARERS CENTRE**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2019 which comprises of the statement of financial activities, balance sheet and the notes to the accounts.

**Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA.

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act;  
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

N Clemit ACA, FCCA  
JWPCreers LLP  
Chartered Accountants  
Genesis 5  
Church Lane  
Heslington  
York YO10 5DQ

23 September 2019

**YORK CARERS CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2019**

	Note	Unrestricted Funds £	Restricted funds £	Total funds 2019 £	Total funds 2018 £
<b>INCOME</b>					
Donations and legacies					
Donations	2	2,490	6,856	9,346	8,352
Charitable activities	2	444,967	14,635	459,602	464,772
Other trading activities	2	529	134	663	1,112
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total income</b>		447,986	21,625	469,611	474,236
		<hr/>	<hr/>	<hr/>	<hr/>
<b>EXPENDITURE</b>					
Charitable activities	3	459,689	19,719	479,408	485,828
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>		459,689	19,719	479,408	485,828
		<hr/>	<hr/>	<hr/>	<hr/>
Net income/(expenditure) for the year before transfers		(11,703)	1,906	(9,797)	(11,592)
Transfer between funds		(110)	110	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net income/(expenditure)</b>		<b>(11,813)</b>	<b>2,016</b>	<b>(9,797)</b>	<b>(11,592)</b>
<b>Reconciliation of funds:</b>					
Funds brought forward		113,360	46,412	159,772	171,364
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		<b>101,547</b>	<b>48,428</b>	<b>149,975</b>	<b>159,772</b>
		<hr/>	<hr/>	<hr/>	<hr/>

The statement of financial activities includes all gains and losses in the period. All income and expenditure derive from continuing activities.

**YORK CARERS CENTRE**  
(Company number 6760783)

**BALANCE SHEET AT 31 MARCH 2019**

	Note	31 March 2019 £	2018 £
Fixed assets	6	5,503	4,952
<b>CURRENT ASSETS</b>			
Debtors	7	5,494	4,793
Bank and cash in hand		148,830	155,451
		<u>154,324</u>	<u>160,244</u>
<b>CURRENT LIABILITIES</b>			
Creditors falling due within one year	8	(9,852)	(5,424)
<b>NET CURRENT ASSETS</b>		<u>144,472</u>	<u>154,820</u>
<b>NET ASSETS</b>		<u>149,975</u>	<u>159,772</u>
<b>THE FUNDS OF THE CHARITY</b>			
Unrestricted	9	101,547	113,360
Restricted	9	48,428	46,412
<b>TOTAL FUNDS OF THE CHARITY</b>		<u>149,975</u>	<u>159,772</u>

For the year ending 31 March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the trustees and are signed on their behalf by:

.....  
R J Temple - Chair

16 September 2019

## YORK CARERS CENTRE

### NOTES TO THE ACCOUNTS - 31 MARCH 2019

#### 1. ACCOUNTING POLICIES

##### **Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

York Carers Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

##### **Income**

All income is included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### **Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and legal fees.

##### **Operating leases**

Rents payable under operating leases are charged in the statement of financial activities as incurred over the term of the lease.

##### **Pension costs**

Staff can pay into the Pension Trust's Flexible Retirement Plan. The assets are held separately from those of the charity. Pension costs charged in the statement of financial activities represent the contributions payable by the charity in the year.

##### **Tangible fixed assets**

Individual fixed assets costing £500 or more are capitalised at cost.

##### **Depreciation**

Depreciation is provided to write off the cost of tangible fixed assets over their expected economic lives over 3 years.

##### **Fund accounting**

Restricted funds are those funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Unrestricted funds are those funds that can be used in accordance with the charitable objects at the discretion of the trustees.

**YORK CARERS CENTRE**  
**NOTES TO THE ACCOUNTS - 31 MARCH 2019**

**2. INCOME**

	2019 Unrestricted £	2019 Restricted £	2019 Total £	2018 Unrestricted £	2018 Restricted £	2018 Total £
<b>Donations and legacies</b>						
Donations	2,490	6,856	9,346	5,996	2,356	8,352
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Charitable activities</b>						
Grants and contracts						
City of York Council	363,133	880	364,013	321,000	23,850	344,850
Vale of York CCG	81,154	-	81,154	81,154	-	81,154
Carers Trust	680	3,992	4,672	-	8,298	8,298
Grant making trusts	-	9,763	9,763	3,574	26,896	30,470
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	444,967	14,635	459,602	405,728	59,044	464,772
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Other trading activities</b>						
Fundraising	529	134	663	117	995	1,112
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	447,986	21,625	469,611	411,841	62,395	474,236
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**3. EXPENDITURE ON CHARITABLE ACTIVITIES**

	2019 Unrestricted £	2019 Restricted £	2019 Total £	2018 Unrestricted £	2018 Restricted £	2018 Total £
<b>Activities</b>						
Core activity	459,689	-	459,689	408,149	-	408,149
CYC Childrens Services	-	-	-	-	15,608	15,608
Joseph Rowntree						
Foundation	-	1,237	1,237	-	3,709	3,709
Carers Trust	-	2,179	2,179	-	5,678	5,678
Yor-Part	-	-	-	-	5,743	5,743
Young Carers	-	12,703	12,703	-	24,251	24,251
Young Adults	-	3,529	3,529	-	3,172	3,172
Adults	-	42	42	-	-	-
Substance Misuse Fund	-	29	29	-	3,458	3,458
Early Intervention Fund	-	-	-	-	8,402	8,402
Awards for All - Big Lottery	-	-	-	-	7,658	7,658
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	459,689	19,719	479,408	408,149	77,679	485,828
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>



**YORK CARERS CENTRE**

**NOTES TO THE ACCOUNTS - 31 MARCH 2019**

**3. CHARITABLE ACTIVITIES - continued**

	2019 Unrestricted £	2019 Restricted £	2019 Total £	2018 Unrestricted £	2018 Restricted £	2018 Total £
These costs comprise:						
Salaries	344,036	3,187	347,223	311,845	42,882	354,727
DBS and recruitment	2,272	87	2,359	2,517	167	2,684
Volunteers expenses	589	40	629	246	67	313
Training and conferences	5,013	277	5,290	3,033	351	3,384
Rent and room hire	23,317	-	23,317	24,140	413	24,553
Office costs	29,225	557	29,782	29,681	853	30,534
Carers week and carers rights day	500	-	500	306	-	306
Travel expenses including parking	5,118	2,627	7,745	5,359	3,489	8,848
Bank charges	339	-	339	387	-	387
Activity costs	8,845	11,783	20,628	6,098	29,457	35,555
Project costs (counselling)	16,350	-	16,350	-	-	-
Newsletter costs	3,666	-	3,666	3,283	-	3,283
Legal and professional fees	5,660	-	5,660	9,272	-	9,272
Hospitality for carers	298	-	298	297	-	297
Sundries	-	-	-	2,872	-	2,872
Website and IT costs	8,216	782	8,998	4,320	-	4,320
Depreciation	3,610	379	3,989	2,717	-	2,717
Accountancy fees	2,174	-	2,174	1,776	-	1,776
Governance cost	461	-	461	-	-	-
	<u>459,689</u>	<u>19,719</u>	<u>479,408</u>	<u>408,149</u>	<u>77,679</u>	<u>485,828</u>

**4. STAFF COSTS**

	2019 £	2018 £
Wages and salaries	307,666	321,612
Social security	21,854	19,801
Pension costs	15,297	17,187
Holiday accrual	2,406	(3,873)
	<u>347,223</u>	<u>354,727</u>
Average number of employees during the year (full time equivalent)	<u>14</u>	<u>13</u>

No employee earned £60,000 pa or more (2018: none).

No trustee nor any person connected with them received any remuneration during the year (2018: £nil).

No trustees have been reimbursed for expenses. (2018: £nil).

The average monthly headcount was 20 (2018: 20).

The key management personnel received £63,931 in the year (2018: £60,209).

**YORK CARERS CENTRE**  
**NOTES TO THE ACCOUNTS - 31 MARCH 2019**

**5. MOVEMENT IN TOTAL FUNDS FOR THE YEAR**

	2019 £	2018 £
This is stated after crediting/charging		
Depreciation	3,989	2,718
Accountancy fees – independent examination	1,850	1,776
Corporation tax return	324	-
	<u>          </u>	<u>          </u>

**6. TANGIBLE FIXED ASSETS**

	Computer System £	Total £
<b>Cost</b>		
As at 1 April 2018	14,320	10,000
Additions	4,540	4,320
	<u>          </u>	<u>          </u>
As at 31 March 2019	18,860	14,320
	<u>          </u>	<u>          </u>
<b>Depreciation</b>		
As at 1 April 2018	9,368	6,650
Charge	3,989	2,718
	<u>          </u>	<u>          </u>
As at 31 March 2019	13,357	9,368
	<u>          </u>	<u>          </u>
<b>Net book value</b>		
As at 31 March 2019	5,503	5,503
	<u>          </u>	<u>          </u>
As at 31 March 2018	4,952	4,952
	<u>          </u>	<u>          </u>

**7. DEBTORS**

	2019 £	2018 £
Prepayments	5,494	4,793
	<u>          </u>	<u>          </u>
	5,494	4,793
	<u>          </u>	<u>          </u>

**8. CREDITORS DUE WITHIN ONE YEAR**

	2019 £	2018 £
Accruals	9,852	5,424
	<u>          </u>	<u>          </u>
	9,852	5,424
	<u>          </u>	<u>          </u>

YORK CARERS CENTRE

NOTES TO THE ACCOUNTS - 31 MARCH 2019

9. MOVEMENT IN FUNDS

	Funds at 01.04.18 £	Income £	Expenditure £	Transfer between funds £	Funds at 31.03.19 £
<b>Unrestricted funds</b>					
General funds	113,360	447,986	459,689	(110)	101,547
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Restricted funds</b>					
Carers Trust	1,619	2,992	2,179	-	2,432
Young Carers	23,535	14,958	12,703	-	25,790
Young Adults	12,988	1,791	3,529	-	11,250
Adults	4,081	1,634	42	-	5,673
Substance Misuse Fund	3,062	250	29	-	3,283
Joseph Rowntree Foundation	1,127	-	1,237	110	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total restricted funds	46,412	21,625	19,719	110	48,428
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total funds</b>	159,772	469,611	479,408	-	149,975
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

	Funds at 01.04.17 £	Income £	Expenditure £	Transfer between funds £	Funds at 31.03.18 £
<b>Unrestricted funds</b>					
General funds	110,076	411,841	408,149	(408)	113,360
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Restricted funds</b>					
Early Intervention Fund	-	8,259	8,402	143	-
Carers Trust	-	7,297	5,678	-	1,619
Young Carers	42,665	5,121	24,251	-	23,535
Young Adults	3,660	12,500	3,172	-	12,988
Adults	2,703	1,378	-	-	4,081
Substance Misuse Fund	6,520	-	3,458	-	3,062
Joseph Rowntree Foundation	-	4,836	3,709	-	1,127
CYC Children's Services	-	15,590	15,608	18	-
Awards for All – Big Lottery	-	7,414	7,658	244	-
Yor-Part	5,740	-	5,743	3	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total restricted funds	61,288	62,395	77,679	408	46,412
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total funds</b>	171,364	474,236	485,828	-	159,772
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**YORK CARERS CENTRE**

**NOTES TO THE ACCOUNTS - 31 MARCH 2019**

**RESTRICTED FUNDS**

**Carers Trust**

Individual grants received to provide opportunities for carers to improve and maintain their health and wellbeing, support them in accessing work, training and employment and to work with them to explore a life outside their caring role.

**Funding for young carers**

Grants from trust funds and donations/fundraising from local businesses, churches and organisations specifically to provide activities and groups for carers under 18 years.

**Funding for young adults**

Grants from trust funds and donations/fundraising from local businesses, churches and organisations specifically to provide activities and groups for carers aged 18-25 years.

**Funding for adults**

Grants from trust funds and donations/fundraising from local businesses, churches and organisations specifically to provide activities and groups for carers aged 25+ years.

**Substance Misuse Fund**

Donations/fundraising from businesses and organisations specifically to provide information and support groups for carers who are affected by someone else's substance misuse.

**Joseph Rowntree Foundation**

A small grant to employ a member of staff to assist in the facilitation and administration of a group for carers of people with severe mental ill health which is run in partnership with Rethink mental illness York group. The member of staff is also able to offer additional support to carers who require it and follow up any issues that arise at group meetings.

The transfer is to clear the fund deficit.

**YORK CARERS CENTRE**

**NOTES TO THE ACCOUNTS - 31 MARCH 2019**

**10. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted fund £	Restricted fund £	Total 2019 £
Fixed assets	4,744	759	5,503
Current assets	106,549	47,775	154,324
Current liabilities	(9,746)	(106)	(9,852)
	<hr/>	<hr/>	<hr/>
	101,547	48,428	149,975
	<hr/>	<hr/>	<hr/>

	Unrestricted fund £	Restricted fund £	Total 2018 £
Fixed assets	4,952	-	4,952
Current assets	113,832	46,412	160,244
Current liabilities	(5,424)	-	(5,424)
	<hr/>	<hr/>	<hr/>
	113,360	46,412	159,772
	<hr/>	<hr/>	<hr/>

**11. RELATED PARTY TRANSACTIONS**

There are no related party transactions in either year.