

**REGISTERED COMPANY NUMBER: 07140432 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1135507**

**REPORT OF THE TRUSTEES AND  
AUDITED FINANCIAL STATEMENTS FOR THE YEAR  
ENDED 31<sup>st</sup> MARCH 2014  
FOR  
CARERS IN BEDFORDSHIRE**

**CARERS IN BEDFORDSHIRE**

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FOR THE YEAR ENDED 31ST MARCH 2014**

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## CARERS IN BEDFORDSHIRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2014

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31<sup>st</sup> March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number**

07140432 (England and Wales)

**Registered Charity number**

1135507

**Registered office**

Carers in Bedfordshire  
Suite K Sandland Court  
Pilgrim Centre, Brickhill Drive  
Bedford  
Bedfordshire  
MK41 7PZ

**Trustees**

Dr A Grant	retired by rotation and reappointed 16 October 2013
G Barton	retired by rotation and reappointed 16 October 2013
W Douglas	
J Rose	
V Eltringham	
T Vaughan	
J E Anderson	
B Clark	resigned 20 August 2013
A Pryer	Appointed 24 July 2013 and resigned 27 January 2014
M Frampton	appointed 24 July 2013, confirmed by the members 16 October 2013

**Company Secretary**

Paul Smith FCA

**Auditors**

Keens Shay Keens Limited  
Chartered Accountants &  
Registered Auditors  
2nd Floor Exchange Building  
16 St Cuthberts Street  
Bedford  
Bedfordshire, MK40 3JG

**Bankers**

Barclays Bank plc  
111 High Street  
Bedford, MK40 1NJ

**Senior management team**

Yvonne Clark – Chief Executive	retired 1 <sup>st</sup> November 2013
Helen Satterthwaite - Chief Executive	appointed 1 <sup>st</sup> October 2013
Sally Petre – Adult Services Senior Manager	
Robert Cunningham – Young Services Senior Manager	
Paul Smith FCA – Finance Manager	

## CARERS IN BEDFORDSHIRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2014

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#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The Charity is controlled by its governing document, Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006.

##### Recruitment and appointment of trustees

The Directors of the company are also charity Trustees for the purposes of charity law and under the company articles, are known collectively as the Board. Under the requirements of the Articles of Association, the members of the Board are initially appointed by the board to fill a vacancy. At the first annual general meeting, appointed directors must retire but may offer themselves for election. At each annual general meeting of the Charity, one-third of the directors must retire from office unless by the close of the annual general meeting the Members have failed to elect sufficient directors to hold quorate directors meetings. At every subsequent annual general meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one third must retire from office. The directors retire by rotation and are eligible for re-election.

At the charity's AGM in October 2013 Anne Grant was re-elected as chair and G Barton re-elected as director.

In accordance with the nature of the charity's work, the Board seeks to ensure that the needs and views of family carers are central to the working of the charity.

##### Induction and training of new trustees

*Carers in Bedfordshire* continues to implement its robust recruitment and induction procedure. This includes the provision of two satisfactory references and an enhanced DBS check. In addition to this documented procedure, Trustees are supplied with an induction pack, which includes written information about:

- The obligations of Board members and a Trustee code of conduct (which requires signatures for each year of office).
- The Memorandum and Articles of Association.
- The most recent report and annual accounts.
- Trustee training will be available to all members from external sources e.g. Carers Trust, Princess Royal Trust and Council for voluntary services.

##### Organisational structure

*Carers in Bedfordshire* is governed by a Board of up to ten members which now meets bi-monthly and is responsible for the strategic direction and policy of the organisation. At 31 March 2014, the Board comprised 8 members from a variety of backgrounds relevant to the work of the charity. One additional director, Emma Wilkinson, was co-opted to the Board on 19<sup>th</sup> March 2014 and will be offering herself for re-election at the forthcoming Annual General Meeting. The CEO also sits on the Board but has no voting rights. The Finance Manager, who is also the Company Secretary, and the senior management team also attend the board meetings but have no voting rights

The CEO is appointed by the Board to manage the day to day operations of the charity. On 1<sup>st</sup> October 2013 Helen Satterthwaite joined the organisation and assumed the responsibilities of the CEO on the retirement of Yvonne Clark on 1<sup>st</sup> November. To facilitate effective operations, the Chief Executive has delegated authority, within terms of delegation approved by the Board, for operational matters including finance, employment and service delivery. The senior management team has responsibility for day to day service and staff management and training; ensuring staff continue to develop their skills and good working practices. The staffing level for the year was an average of 26 full time equivalent employees and there were 32 individuals employed on a full or part time basis by *Carers in Bedfordshire* at 31 March 2014.

##### Related parties

The charity is a member of the Princess Royal Trust for Carers (now Carers Trust), and the National Council for Voluntary Organisations and affiliated to Carers UK. In so far as it is complementary to the charity's objectives, the charity is guided by national and local policy. At the national level it is steered by the government's National Carers Strategy and the relevant National Service Frameworks for a range of illnesses and disabilities. Members of the Board, the Chief Executive and senior staff are represented on several key local partnerships to deliver the relevant strategies in Bedfordshire.

## CARERS IN BEDFORDSHIRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2014

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#### **Risk management**

The Board maintains a risk register which is reviewed at each board meeting. It acts as a central repository for all risks identified by the organisation and, for each risk, includes information such as risk probability, impact, mitigation and risk owner.

#### **Public benefit**

The Board of Directors has regard to the requirement to demonstrate the public benefit of the charity's activity. The charity's services are offered free of charge to all carers (with a small donation at the Carers Cafe).

As agreed by the members in a general meeting on 7<sup>th</sup> December 2012, there are two levels of membership to the charity, Full Members of the Charity who promise, if the Charity is dissolved, to contribute up to £10.00 towards the payment of the debts and liabilities of the Charity and the costs charges and expenses of winding up. An Associate Member promises to contribute up to £1.00.

Members are entitled to attend the annual general meeting of the Charity but only Full Members may vote. Full Members contribute £20 per annum but Associate Membership is free. Every carer registered with *Carers in Bedfordshire* will continue to have access to all the charity's services.

As at 31 March 2014 there were 59 full members, no associate members and 5,238 other registered carers. As at 31 March 2013 there were 51 full members, no associate members and 4,082 other registered carers.

The National Carers Strategy recognises the benefit to society and communities of the contribution made by unpaid family carers and that public services would fail without their contribution. The estimated value of unpaid caring in the United Kingdom is £119 billion (source - Carers UK 2011). Accordingly, the charity's services are designed to enable those who wish to continue caring to do so; to be informed and enabled to access support and to have a voice; to have a life outside of caring, with equal opportunity to access work, leisure and education. Support is continued even if the "cared for" is admitted to residential care or if they pass away.

The charity continues to support the work of Bedford Borough and Central Bedfordshire Carers Strategies and monitors the accountability and outcomes of this strategy using feedback from its membership

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governance**

The wide ranging skills that are now represented on the Board of Directors and their unstinting involvement and commitment have contributed greatly to the overall success of the charity. Some of the skills on the Board now include people with experience in strategic management, clinical management of the health service, human resources, finance, project management, risk assessment, social media and in depth understanding of carers' issues. 75% of the board have had or still have direct experience of caring.

Procedures are in place to ensure compliance with health and safety of staff, volunteers and visitors to the premises. The charity has achieved level 1 accreditation of the recognised quality assurance system (PQASSO) and the Carers Trust Quality Award.

The Board is aware of its responsibility to ensure that the charity acts through sustainable means and is responsible for minimising its impact on the environment

## CARERS IN BEDFORDSHIRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2014

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#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

The charity aims to prevent today's carers from becoming tomorrows cared for.

Its principal activities are to:

- Identify and respond to the needs of unpaid family carers of any age, caring circumstance and community in Bedfordshire
- Disseminate information in person, by telephone, online and in printed form
- Coordinate carer peer groups and clubs for young carers
- Deliver services where carers can receive support with their cared for
- Deliver advice, advocacy and individual support for carers of all ages
- Deliver training to carers on subjects related to their caring role and also to develop new skills as a break from caring
- Undertake outreach to help identify carers including training professional staff in carers issues, and working with GP surgeries, voluntary and statutory organisations and schools, including delivering assemblies
- Deliver support at locations accessible to carers. We currently have a centre in Bedford, a Carers Lounge in Bedford Hospital and offices at Biggleswade and Leighton Buzzard.
- Monitor satisfaction levels of carers we support and the impact our support is making on their caring role and wellbeing through questionnaires, interviews and an annual survey
- Support carers to have a voice in all relevant services.
- Generate income to develop and grow our support for carers
- Recruit and train volunteers to participate in a range of our services.

The principle sources of income for *Carers in Bedfordshire* to carry out its charitable activities in 2013-14 were a jointly commissioned contract for Carers Services with Central Bedfordshire Council, contributed to by Bedford Borough Council and Bedfordshire Clinical Commissioning Group; designated project funding from Central Bedfordshire Council, Bedford Borough Council and Bedfordshire Clinical Commissioning Group, and project grants from the Big Lottery, Lloyds Bank Foundation and the Harpur Trust. *Carers in Bedfordshire* are grateful to these organisations and all our supporters for their ongoing support of the organisation's work for Bedfordshire's carers.

#### ACHIEVEMENT AND PERFORMANCE

##### Charitable activities

Carers in Bedfordshire set itself four objectives for 2013-14:

**1. To increase the number of carers with access to our support.**

**ACHIEVED:** 944 adult carers and 292 young or sibling carers registered with *Carers in Bedfordshire* between 1<sup>st</sup> April 2013 and 31<sup>st</sup> March 2014.

**2. To increase volunteer involvement in our service delivery**

**ACHIEVED:** The number of volunteers active across our services increased from 20 at 1<sup>st</sup> April 2013 to 58 at 31<sup>st</sup> March 2014.

**3. To further increase identification of carers in a hospital context**

**ACHIEVED:** Between 1<sup>st</sup> April 2013 and 31<sup>st</sup> March 2014, 1,136 carers were supported through the Bedford Hospital Carers Lounge funded by Bedford Borough Council. This represents a significant increase on the first year of opening in 2012-13 when 137 carers were supported.

**4. To increase our unrestricted reserves to support the charity's sustainability.**

**ACHIEVED:** Our unrestricted reserves at 1<sup>st</sup> April 2014 is £36,094, an increase of over 90% on the previous year.

Further detail on these achievements is given below.

## CARERS IN BEDFORDSHIRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2014

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#### ACHIEVEMENT AND PERFORMANCE (continued)

##### Charitable activities

##### **Objective 1: To increase the number of carers with access to our support.**

Total adult carers (including bereaved carers) at 31.03.2014 = 4,435 (At 31.03.2013 = 3,411)

Total number of young carers at 31.03.2014 = 803 (At 31.03.2013 = 668)

This equates to a 30% increase in reach to adult carers and a 20% increase in reach to young carers in the year.

##### **Our support for carers in 2013-14 was achieved through continuation and expansion of existing services:**

**Carers Breaks** - *Carers in Bedfordshire* continue to administer the Carers Breaks Fund, a National Health incentive offering carers grants to improve their health and well being where it has been adversely affected by their caring role. 1,134 awards were made to carers this year, 321 of them to young or sibling carers.

In addition to grants for individual carers and again in partnership with the NHS, we granted four organisations working within the Black Asian and Minority Ethnic community grants totalling £13,003 to develop their support for identified groups of carers.

**Carers Café** - This initiative offers family carers, the people they care for and immediate family, a chance to meet in venues around Bedfordshire. Cafés are held regularly on three Saturdays a month and two week days in different locations across Bedfordshire. In 2013 a café was opened in Carers in Bedfordshire's expanded premises in Leighton Buzzard and is already well attended. Carers are offered therapies including hairdressing, massage, pedicure and manicure, chiropody as well as benefits advice. There is also an opportunity to meet socially with other carers for peer support. Transport can be arranged so no one is excluded from the service. Average attendance is 60 per month to each of the five cafés, 300 in total.

**The Hub (Young Adult Carers 16-25yrs)** - Our team support young adult carers with school, college and university problems and coach them in looking for jobs, including training, CV writing and interview techniques. They also have social outings, residential weekends and monthly clubs which allows them time to be teenagers and young adults.

**Young Carer and Sibling support** –This support is for children (between the ages of 4 and 17), who help to care for a relative with disability, illness or life limiting condition. Each child is made to feel special, attending evening clubs, residential weekends and/or training programmes designed to help them understand their relative's condition. Our staff also support young carers by visiting them at home and supporting them at school, offering both 1-2-1 and group-based support. There were over 1000 attendances at our club nights in 2013-14 and 50 young carers benefited from a residential activity, attending either the Young Carers Festival, a PGL trip or Thorpe Park. Thirty-two young carers were trained to be mentors and support their peers to be safe both online and in school while circulation of our e-magazine edited by young carers increased from 319 to 432 subscribers.

*"My attendance at school has improved and they give me something to look forward to"*

*"Definitely more confident in talking to new people"*

*"I feel less alone knowing others are in the same situation"*

*"My confidence to socialise and be independent"*

*"I'm able to be more relaxed due to having a break"*

*"I now know I have people to talk to"*

Responses from young carers on what has changed for them  
since attending young carers' clubs

*"You can speak for yourself and no one else will hear it and make you feel bad"*

*"You can get a more understanding of other people's lives"*

*"Makes me feel relaxed and I know I'm not the only one to have a disabled sibling"*

*"I feel I can talk about stuff and not feel it's too personal to say"*

Feedback from sibling carers on workshops on understanding themselves and how they related to their sibling.

## CARERS IN BEDFORDSHIRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2014

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#### ACHIEVEMENT AND PERFORMANCE (continued)

##### Charitable activities

**Carer groups** – *Carers in Bedfordshire* support over 25 carer groups around the county offering carers of all ages a chance to socialise and support each other. These groups meet at different times and places to suit carers' needs. There were 700 attendances at carers groups during the year and carers learned about or discussed topics ranging from benefits, maintaining self-esteem, getting ready for winter, changes in local mental health provision to dementia.

**The Carers Rest** is a weekly forum in Bedford funded in 2013-14 by the Harpur Trust. for people caring for a relative with dementia to attend with the person they care for, where their behaviour is totally understood, in a safe and relaxed environment. This service includes a two course meal prepared by volunteers and encourages the formation of informal peer support amongst similar carers within and without the group. 42 carers and cared for attended the group regularly in 2013-14.

**Training programme** - We run a training programme which is free for carers on subjects they have highlighted as being important to them such; as First Aid, Use of Information Technology and Computers , Understanding Dementia, Stress Relief including body massage, coping with anxiety and depression, personalisation, Lasting Power of Attorney, moving and handling, wellbeing, Art, Craft and Photography and much more.

*“I have found the training invaluable. It has thrown me a life line in supporting me with ideas to help with the care of my mother.”*

Carer feedback on our Understanding Dementia course

*“Very enjoyable. This is the only place I can come and feel able to relax and to be me (rather than a carer). A place where people are interested & care about me and not my situation.”*

Carer feedback on our Art course

**Welfare Rights Advice** – Our two Welfare Rights Advisors funded by the Big Lottery Fund and the Lloyds Bank Foundation supported 453 carers with advice on benefits and allowances and supporting with appeal processes.

*“Firstly thank you for the help you both have given me in the pursuit of my claim. The support I have received both practical and emotional cannot be put in a quantifiable number. I ask for anything, nothing is too much trouble and all this is freely given with a smile.”*

Carer feedback on our Welfare and Benefits advice

**Having a voice** *Carers in Bedfordshire* is committed to supporting carers to have a voice in the design and delivery of services that affect them and the person they care for. We continue to promote carers needs and opinions in statutory forums and focus groups. We act as carers' representatives on partnership boards and continually seek carer's opinions at support groups and by the use of questionnaires. In 2013-14 we represented carers views or supported carers to express their views at a range of fora including the Central Bedfordshire and Bedford Borough Councils Carers Fora, Carers Partnership Boards, the Bedfordshire Dementia Strategy Group, the Mental Health Housing Forum and Stepped Care Review Workshop, the Older People's Partnership Board, SEPT Carers Champions meetings and the redesign of Learning Disability Services Workshop.

**Raising the profile of carers in Bedfordshire and reaching “hidden” carers** – *Carers in Bedfordshire* continues to promote and represent the needs of carers in the press, radio and local media and attends major events and conferences to champion the carers cause and encourage carers to identify themselves and come forward for support. We use all methods available to promote carers issues and disseminate information including delivering training and presentations to statutory and 3rd sector providers, submitting articles to newspapers and magazines, maintaining our website up to date and making the most of Twitter and Facebook, distributing posters and information packs in GPs surgeries, pharmacies, churches, hospitals and many other public locations.

**Partnership working** – Carers in Bedfordshire work in partnership with a range of providers and organisations to identify and deliver support for carers. In 2013-14 these included but were not limited to: Stroke Association, Mencap, Alzheimers Society, Motor Neurone Disease Society, Parkinsons UK, Healthwatch Bedford Borough and Central Bedfordshire, Beds Rural Community Charity, Bedfordshire Creative Arts, Tibbs Dementia Foundation, Mind, PEPS, Parent Carer Forum, Hospice from Home, Bedford Borough and Central Bedfordshire Social Services, District Nursing, Onecall, Pohwer, Money Advice at St Andrews, Citizens Advice Bureau Bedford and Biggleswade branches, Rotary Clubs and Lions clubs.

## CARERS IN BEDFORDSHIRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2014

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#### ACHIEVEMENT AND PERFORMANCE (continued)

##### Charitable activities

##### **Objective 2 To increase volunteer involvement in our service delivery**

The reputation of Carers in Bedfordshire and the goodwill and the support of the general public towards what we do is very high and as at 31 March 2014 we have an active network of 58 trained and committed volunteers who can enhance everything we do.

In the last quarter of 2013-14 alone, volunteers donated over 800 hours of their time to our general adult support services. Many of these hours were given by our team of telephone befrienders, who meet the needs of carers who would prefer a regular phone call rather than the other forms of support we offer. Volunteers also gave over 400 hours of their time at our cafes and through our new dementia befriending service. Through this service 21 volunteers have been trained to befriend and support a loved one with dementia to enable the carer to take a break or go out. As at 31<sup>st</sup> March 2014, 21 carers had benefited from this service.

To recognise and thank our volunteers for their commitment and hard work for *Carers in Bedfordshire* and the carers we support, we held a volunteer Christmas party on the 2<sup>nd</sup> December.

##### **Objective 3 To further increase identification of carers in a hospital context**

**Carers Lounge** - Funding awarded by Bedford Borough Council in 2012 enabled us to open and run a Carers Advice and Information Centre within Bedford Hospital (South Wing) that provides face to face information, advice and support to any visiting carer of any age and any caring circumstance, many of whom are at the beginning of their caring journey. This has allowed us to raise the profile of carers' issues with hospital professionals through training and attendance at planning meetings.

More and more carers have been identified through the Carers Lounge with 1,136 carers supported through the Lounge in 2013-14. Members of staff of the hospital who are carers have also received support through the Lounge. Two aims of a hospital based carer service are to reduce incidences of a patient being discharged home when a carer is not ready to receive them, and to reduce admission because a carer cannot cope. The Bedford Lounge Coordinator attends discharge meetings regularly and has been invited to work with more and more wards within the hospital to ensure carers needs are acknowledged and addressed.

##### **Objective 4 To increase our unrestricted reserves to support the charity's sustainability.**

We have succeeded in raising our unrestricted reserves through a combination of prudent cost management and the generosity of our donors. Donations to Carers in Bedfordshire almost doubled between 2012-2013 and 2013-2014 and the organisation is very grateful to our supporters who remain committed to helping us develop our services.

## CARERS IN BEDFORDSHIRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2013

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#### ACHIEVEMENT AND PERFORMANCE (continued)

##### Operational developments

In addition to and to support our delivery of services supporting carers to continue to care if they choose and to enable carers to have a voice in the county, the following developments occurred during 2013-14.

- The founder of *Carers in Bedfordshire*, Yvonne Clark, retired on 1<sup>st</sup> November 2013. From establishing the Eve Project in her conservatory 10 years ago, Yvonne oversaw the development of the charity to support over 5,000 carers in 2013-14. A day of celebrations took place on 1<sup>st</sup> November, and Yvonne was presented with a commemorative book, a range of gifts, and wellwishers from the Board, staff, membership and partner organisations visited The Pilgrim Centre to give Yvonne the send off she deserved. The event was covered in the press.
- We implemented a successful upgrade to the latest software and new computers and server across the organisation, jointly funded by The House Of Industry Estate and the Big Lottery Fund, with no loss of data and with less than ½ day of down time. The telephone system was also reprogrammed to allow the same hardware to be used more efficiently. This improvement in infrastructure was essential to enable us to work efficiently to support the number of carers who now access our support.
- Our jointly commissioned contract for Carers Services with Central Bedfordshire Council also representing Bedford Borough Council and Bedfordshire Clinical Commissioning Group will be continued for the 2014-2015 financial year. This represents an acknowledgement of a quality service offered by a very committed team to an ever increasing membership.
- We submitted a proposal to open a Carers Lounge at the Luton and Dunstable Hospital based on the Bedford Hospital model to Luton Borough Council and Central Bedfordshire Council. The proposal was accepted in principle and discussions were initiated with the Chief Nurse of the Luton and Dunstable Hospital. At the end of the year a potential venue for the new Lounge has been found and discussions are progressing.

#### FINANCIAL REVIEW

In the year £1,210,636 of income was achieved as analysed in the statement of financial activities on page 12. This was a 10% increase over the £1,100,998 achieved in 2013. By its very nature the cash from funding income is received before the money is spent and the unspent funds are held in reserves of £325,433 as at 31 March 2014 that enables our activities to continue strongly into 2014/15.

##### Investment powers and policy

In accordance with the Memorandum and Articles of Association, the Board may invest any money that the charitable company does not immediately need in any investments, securities or properties. The Board has recognised that through careful cash flow planning and monitoring, the level of working funds required can be determined and other surplus funds invested for longer periods of time to achieve higher rates of interest.

#### FUTURE PLANS

The Health and Social Care environment is changing rapidly, with many pieces of legislation coming into force in the next 12 months, including the Care Act and the Children and Families Act (2014). These changes, and the demographic changes taking place locally and nationally, will have a direct impact on carers, their benefits and the strategies adopted to support them. In this context *Carers in Bedfordshire* constantly considers ways of working that could deliver support to carers in new ways, scrutinises its efficiency and methods to ensure the maximum value for the funds we achieve, and explores new sources of funding and business models to enable us to develop services to address unmet need.

We will seek to meet these challenges by completing and implementing our communications strategy to reach more carers and developing our capacity to raise funds independently of statutory sources to safeguard valued service. We constantly strive to gain higher accreditation for the quality of our services and ensure we can evidence the difference our work makes to individuals and to the wider community and society, through careful monitoring.

Every effort is made to work as efficiently and economically as possible without reducing the quality of the service offered, but this is a big challenge for the whole team with the rate of growth we are experiencing.

## CARERS IN BEDFORDSHIRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2014

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#### FUTURE PLANS (continued)

In this context Carers in Bedfordshire has set the following objectives for 2014-15:

- To increase the reach and responsiveness of our support for carers through delivery of our core contract and funded projects
- To strengthen our evidence base on the difference our support makes to carers
- To establish robust policies and processes to underpin the development of a motivated, supported and trained staff and volunteer team
- To increase our stability and sustainability through fundraising and stakeholder and community engagement

#### STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of *Carers in Bedfordshire* for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

#### STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

#### AUDITORS

The auditors, Keens Shay Keens Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

#### ON BEHALF OF THE BOARD:

.....  
Dr A Grant - Chair

Date: ...11 August 2014

## **REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF CARERS IN BEDFORDSHIRE**

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We have audited the financial statements of *Carers in Bedfordshire* for the year ended 31<sup>st</sup> March 2014 on pages 1 to 24. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matter prescribed by the companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF  
CARERS IN BEDFORDSHIRE**

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**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Trustees.

Anthony Brice (Senior Statutory Auditor)  
for and on behalf of Keens Shay Keens Limited  
Chartered Accountants &  
Registered Auditors  
2nd Floor Exchange Building  
16 St Cuthberts Street  
Bedford  
Bedfordshire  
MK40 3JG

Date: ...11 August 2014.....

## CARERS IN BEDFORDSHIRE

### STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31ST MARCH 2014

	Notes	Unrestricted Funds £	Restricted Funds £	Year Ended 31.3.14 Total	Year Ended 31.3.13 Total £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income, activities and other income	2	16,776	954	17,730	15,836
Recognition of capital deferred grants	3	1,843	-	1,843	-
Investment income	4	1,661	-	1,661	1,721
<b>Sub Total</b>		<b>20,280</b>	<b>954</b>	<b>21,234</b>	<b>17,557</b>
<b>Incoming resources from charitable activities</b>					
Provision of support services		-	562,948	562,948	562,596
Aiming High		-	-	-	-
Allotment and volunteer training		-	3,500	3,500	-
Black, Asian and Minority Ethnic Grants ("BAME")		-	-	-	20,000
Borough Volunteer Coordination/Development		-	-	-	30,000
Big Lottery Fund Grant		-	88,443	88,443	21,864
Carers Breaks		-	220,000	220,000	200,000
Carers Café		-	131,231	131,231	110,477
Carers Lounge - Bedford		-	45,000	45,000	45,000
Carers Lounge - Luton		-	20,000	20,000	-
Carers Rest		-	1,584	1,584	1,786
Confident Carers		-	4,000	4,000	-
Harpur Trust		-	45,925	45,925	20,000
Info Booklet		-	1,740	1,740	-
Welfare Rights		-	-	-	25,900
NHS Dementia		-	15,000	15,000	25,000
Siblings		-	50,000	50,000	20,000
Other Support Groups		-	31	31	818
<b>Sub Total</b>	5	<b>-</b>	<b>1,189,402</b>	<b>1,189,402</b>	<b>1,083,441</b>
<b>Total incoming resources</b>		<b>20,280</b>	<b>1,190,356</b>	<b>1,210,636</b>	<b>1,100,998</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Provision of support services		-	519,147	519,147	579,026
Aiming High		-	-	-	782
Allotment and volunteer training		-	1,069	1,069	-
Black, Asian and Minority Ethnic Grants ("BAME")		-	13,003	13,003	-
Borough Volunteer Coordination/Development		-	19,967	19,967	1,881
Big Lottery Fund Grant		-	83,375	83,375	15,778
Carers Breaks		-	233,138	233,138	205,624
Carers Café		-	98,424	98,424	101,265
Carers Lounge - Bedford		-	40,166	40,166	33,473
Carers Rest		-	2,683	2,683	774
Confident Carers		-	2,735	2,735	184
Emergency Support		-	2,160	2,160	1,104
Harpur Trust		-	45,178	45,178	19,999
Info Booklet		-	3,480	3,480	-
Welfare Rights		-	18,378	18,378	3,066
NHS Dementia		-	26,381	26,381	2,050
Parent Participation		-	-	-	1,155
Personalisation Training		-	1,596	1,596	154
Siblings		-	53,389	53,389	12,776
Other Support Groups		-	267	267	30
<b>Governance costs</b>	8	<b>3,053</b>	<b>-</b>	<b>3,053</b>	<b>17,653</b>
<b>Total resources expended</b>	6	<b>3,053</b>	<b>1,164,536</b>	<b>1,167,589</b>	<b>996,774</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>17,227</b>	<b>25,820</b>	<b>43,047</b>	<b>104,224</b>

The notes form part of these financial statements.

**CARERS IN BEDFORDSHIRE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31ST MARCH 2014**

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			<b>Year Ended 31.3.14</b>	Year Ended
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>	31.3.13
<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	Total Funds £
RECONCILIATION OF FUNDS				
NET INCOMING/(OUTGOING) RESOURCES	17,227	25,820	43,047	104,224
Total funds brought forward	18,867	263,519	282,386	178,162
TOTAL FUNDS CARRIED FORWARD	<u>36,094</u>	<u>289,339</u>	<u>325,433</u>	282,386

**CARERS IN BEDFORDSHIRE**

**BALANCE SHEET  
AT 31ST MARCH 2014**

**Company Number: 07140432 (England and Wales)**

	Notes	Unrestricted funds £	Restricted funds £	2014 Total funds £	2013 Total Funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	4,755	15,848	20,603	9,989
<b>CURRENT ASSETS</b>					
Debtors	13	18,462	22,132	40,594	43,984
Cash at bank and in hand		<u>56,410</u>	<u>387,755</u>	<u>444,165</u>	<u>366,803</u>
		74,872	409,887	484,759	410,787
<b>CREDITORS</b>					
Amounts falling due within one year	14	<u>(43,533)</u>	<u>(136,396)</u>	<u>(179,929)</u>	<u>(138,390)</u>
<b>NET CURRENT ASSETS</b>					
		<u>31,339</u>	<u>273,491</u>	<u>304,830</u>	<u>272,397</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>36,094</u>	<u>289,339</u>	<u>325,433</u>	<u>282,386</u>
<b>NET ASSETS</b>					
		<u>36,094</u>	<u>289,339</u>	<u>325,433</u>	<u>282,386</u>
<b>FUNDS</b>					
Unrestricted funds	15			36,094	18,867
Restricted funds				<u>289,339</u>	<u>263,519</u>
<b>TOTAL FUNDS</b>					
				<u>325,433</u>	<u>282,386</u>

These financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standards for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 11 August 2014 and were signed on its behalf by:

.....  
Dr A Grant -Chair

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable
- The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable activities are accounted for when earned.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes attributable VAT which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise of the costs associated with attracting voluntary income through fundraising.
- Charitable expenditure comprises of those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with the meeting of constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

**Allocation and apportionment of costs**

Costs that can attribute to a specific activity or reserve are directly allocated within the Statement of Financial Activities.

Allocations of overheads to individual funds are based on a budget which is set at the commencement of each contract period.

## CARERS IN BEDFORDSHIRE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2014

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#### 1. ACCOUNTING POLICIES – continued

##### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Motor vehicles	- 25% on cost
Computer equipment	- 25% on cost

Fixed assets are stated at cost less accumulated depreciation. Minor additions of less than £250 are not capitalised.

##### Taxation

The charity is exempt from corporation tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### Pension costs

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate.

#### 2. VOLUNTARY INCOME, ACTIVITIES AND OTHER INCOME

	Year Ended 31.3.14 £	Year Ended 31.3.13 £
Membership income	160	1,040
Donations	14,325	7,183
Running courses run for other professionals	200	2,800
Fundraising	3,045	4,813
	<u>17,730</u>	<u>15,836</u>

At the Annual General Meeting held on 7<sup>th</sup> December 2012 the members agreed to amend its Articles to classify Members as either Full Members or Associate Members as opposed to a single category of membership. Full Members pay a membership fee, have full voting rights at the AGM and their liability is limited by guarantee and does not exceed £10 per member. Associate Members can attend the AGM but cannot vote and their liability is limited by guarantee and does not exceed £1 per member. Previously there was no membership fee. At 31 March 2014 there were 59 full members (31 March 2013 – 51) and no Associate Members as at 31 March 2014 and 31 March 2013.

#### 3. GRANTS RECEIVED FOR CAPITAL EXPENDITURE

During the year grants were received to assist the purchase of fixed assets. These are shown in the balance sheet as Deferred Capital Grant received in note 14. This balance is written back to the Income and Expenditure account in line with the assets depreciable life.

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## CARERS IN BEDFORDSHIRE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2014

#### 4. INVESTMENT INCOME

	Year Ended 31.3.14	Year Ended 31.3.13
	£	£
Bank interest receivable	<b>1,661</b>	1,721

#### 5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

*Carers in Bedfordshire* signed a contract for the provision of support services and a number of specific projects for the 12 months ended 31<sup>st</sup> March 2014 with the cohort of Central Bedfordshire Council, Bedford Borough Council and NHS Bedfordshire CCG acting together which is referred to as the “Core Contract” in the analysis by benefactor below. This “core” contract to provide services for a further period until 31 March 2015 was signed on 27 March 2014.

		Year Ended 31.3.14	Year Ended 31.3.13
		£	£
<b>Activity</b>	<b>Benefactor</b>		
Provision of support services	Core Contract	<b>562,948</b>	562,596
Carers Breaks	Core Contract	<b>220,000</b>	200,000
Siblings	Core Contract	<b>50,000</b>	20,000
BAME	Core Contract	-	20,000
Carers Café	Core Contract	<b>125,000</b>	105,000
Carers Café	Participants’ contribution	<b>6,231</b>	5,477
Volunteer development and coordination	Bedford Borough Council	-	30,000
Carers Lounge-Bedford	Bedford Borough Council	<b>45,000</b>	45,000
Carers Lounge – Luton & Dunstable	Central Bedfordshire Council	<b>20,000</b>	-
Confident Carers	Central Bedfordshire Council	<b>4,000</b>	-
Info Booklet	NHS Bedfordshire	<b>1,740</b>	-
NHS Dementia volunteer development	NHS Bedfordshire	<b>15,000</b>	25,000
Allotment and Volunteer training	Norah Mavis Campbell Trust	<b>3,500</b>	-
Big Lottery Fund Grant	Big Lottery Fund	<b>88,443</b>	21,864
Carers Rest	Entrance fee contribution	<b>1,584</b>	1,786
Harpur Trust support	Harpur Trust	<b>45,925</b>	20,000
Welfare Rights	Lloyds TSB	-	25,900
Other support groups	Participants’ contributions	<b>31</b>	818
		<b>1,189,402</b>	1,083,441

## CARERS IN BEDFORDSHIRE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2014

#### 6. CHARITABLE ACTIVITIES COSTS

<b>RESOURCES EXPENDED</b>	<b>Direct costs</b>	<b>Support costs</b>	<b>Totals</b>
<b>Charitable activities</b>		(See note 7)	
Provision of support services	29,431	489,716	519,147
Allotment and volunteer training	53	1,016	1,069
BAME	13,003	-	13,003
BBC Volunteering	87	19,880	19,967
Big Lottery Fund Grant	23	83,352	83,375
Carers Grants awarded	233,138	-	233,138
Carers Café	32,387	66,037	98,424
Carers Lounge - Bedford	708	39,458	40,166
Carers Rest	2,256	427	2,683
Confident Carers	965	1,770	2,735
Emergency Support	2,160	-	2,160
Harpur Trust	-	45,178	45,178
Information booklet	-	3,480	3,480
Welfare Rights	170	18,208	18,378
NHS Dementia	52	26,329	26,381
Personalisation Training	-	1,596	1,596
Siblings	7,279	46,110	53,389
Other Support Groups	267	-	267
Sub total	<u>321,979</u>	<u>842,557</u>	<u>1,164,536</u>
Governance costs	-	3,053	3,053
	<u>321,979</u>	<u>845,610</u>	<u>1,167,589</u>

#### 7. SUPPORT COSTS

	<b>Information technology</b>	<b>Human resources</b>	<b>Other</b>	<b>Totals</b>
	£	£	£	£
Provision of support services	10,767	360,767	118,182	489,716
Allotment and volunteer training	10	718	288	1,016
BBC Volunteering	247	17,284	2,349	19,880
Big Lottery Fund Grant	-	72,475	10,877	83,352
Carers Café	1,770	48,248	16,019	66,037
Carers Lounge - Bedford	569	33,478	5,411	39,458
Carers Rest	-	-	427	427
Confident Carers	16	1,487	267	1,770
Harpur Trust	577	40,288	4,313	45,178
Information booklet	-	-	3,480	3,480
Welfare Rights	89	17,342	777	18,208
NHS Dementia	322	22,485	3,522	26,329
Personalisation Training	156	279	1,161	1,596
Siblings	419	29,278	16,413	46,110
Sub total	<u>14,942</u>	<u>644,129</u>	<u>183,486</u>	<u>842,557</u>
Governance costs	-	-	3,053	3,053
	<u>14,942</u>	<u>644,129</u>	<u>186,539</u>	<u>845,610</u>

## CARERS IN BEDFORDSHIRE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2014

#### 8. GOVERNANCE COSTS

	Year Ended 31.3.14	Year Ended 31.3.13
	£	£
Legal costs and other accountancy	-	4,954
Quality standard achievement	-	3,487
Membership fees to Carers Trust and Carers UK	1,000	1,077
Auditors' remuneration	2,053	2,950
Auditors' remuneration for non-audit work 2012	-	5,185
	<b>3,053</b>	<b>17,653</b>

#### 9. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	Year Ended 31.3.14	Year Ended 31.3.13
	£	£
Auditors' remuneration	2,053	2,950
Depreciation - owned assets	8,446	7,448
Loss on disposal of fixed asset	239	-

#### 10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2014, nor for the period ended 31st March 2013

##### Trustees' Expenses

Some trustees received reimbursement for travel expenses incurred on behalf of the charity totalling £35 – (2013 – £67).

#### 11. STAFF COSTS

	Year Ended 31.3.14	Year Ended 31.3.13
	£	£
Wages and salaries	589,480	490,176
Social security costs	49,507	41,270
Other pension costs	2,205	2,580
Total Staff costs	<b>641,192</b>	<b>534,026</b>
Training and DBS checks	2,937	3,403
Total Human Resources costs	<b>644,129</b>	<b>537,429</b>

The average monthly number of employees during the year was as follows:

	Year Ended 31.3.14	Year Ended 31.3.13
Direct staff	20	17
Support staff	6	5
	<b>26</b>	<b>22</b>

No employees' emoluments exceeded £60,000 during the period.

**CARERS IN BEDFORDSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2014**

**12. TANGIBLE FIXED ASSETS**

	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>			
At 1st April 2013	8,206	21,584	29,790
Additions	-	19,299	19,299
Disposals	-	(8,418)	(8,418)
At 31st March 2014	<u>8,206</u>	<u>32,465</u>	<u>40,671</u>
<b>DEPRECIATION</b>			
At 1st April 2013	6,668	13,133	19,801
Charge for year	1,538	6,908	8,446
Disposals	-	(8,179)	(8,179)
At 31st March 2014	<u>8,206</u>	<u>11,862</u>	<u>20,068</u>
<b>NET BOOK VALUE</b>			
At 31st March 2013	<u>-</u>	<u>20,603</u>	<u>20,603</u>
At 31st March 2014	<u>1,538</u>	<u>8,451</u>	<u>9,989</u>

**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2014 £	2013 £
Trade debtors	20,946	29,856
Prepayments	19,186	13,456
Other debtors	462	672
	<u>40,594</u>	<u>43,984</u>

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2014 £	2013 £
Trade creditors	22,629	21,743
Taxation and social security	13,065	12,087
Carers breaks awarded not yet claimed	114,123	94,979
Deferred capital grant received	18,608	-
Other creditors and accruals	11,504	9,581
	<u>179,929</u>	<u>138,390</u>

**CARERS IN BEDFORDSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2014**

**15. MOVEMENT IN FUNDS**

	At 1.4.13	Incoming resources	Resources expended	Net movement in funds	At 31.3.14
<b>Unrestricted funds</b>					
<b>General fund</b>	<b>18,867</b>	<b>20,280</b>	<b>3,053</b>	<b>17,227</b>	<b>36,094</b>
<b>Restricted funds</b>					
Aiming High	12,492	-	-	-	12,492
Allotment Group and Volunteer Training		3,500	1,069	2,431	2,431
Black Asian & Minority Ethnic Grants ("BAME")	38,449	-	13,003	(13,003)	25,446
Borough Volunteering	28,119	-	19,967	(19,967)	8,152
Big Lottery Grant Fund	6,086	88,443	83,375	5,068	11,154
Carers Breaks	49,376	220,000	233,138	(13,138)	36,238
Carers Café	17,551	131,231	98,424	32,807	50,358
Carers Lounge - Bedford Hospital	41,527	45,000	40,166	4,834	46,361
Carers Lounge - Luton & Dunstable	-	20,000	-	20,000	20,000
Carers Rest	1,127	1,684	2,683	(999)	128
Confident Carers	1,666	4,000	2,735	1,265	2,931
Emergency Support	8,896	-	2,160	(2,160)	6,736
Harpur Trust	-	45,925	45,178	747	747
Info Booklet	1,800	1,740	3,480	(1,740)	60
Lloyds Welfare	22,834	-	18,378	(18,378)	4,456
NHS Dementia	22,950	15,000	26,381	(11,381)	11,569
Other Support Groups	788	231	267	(36)	752
Personalisation Training	1,596	-	1,596	(1,596)	-
Provision of Central Services	-	563,577	519,147	44,430	44,430
Siblings	8,262	50,025	53,389	(3,364)	4,898
	<b>263,519</b>	<b>1,190,356</b>	<b>1,164,536</b>	<b>25,820</b>	<b>289,339</b>
<b>TOTAL FUNDS</b>	<b>282,386</b>	<b>1,210,636</b>	<b>1,167,589</b>	<b>43,047</b>	<b>325,433</b>

## CARERS IN BEDFORDSHIRE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2014

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#### 15. MOVEMENT IN FUNDS – continued

<b>Aiming High</b>	Grants for carers to attend training to advise on and ameliorate problems caused in their caring role
<b>Allotment Group and Volunteer Training</b>	The Norah Mavis Campbell Trust Fund has provided funding to start a carers allotment that also provides opportunities to train volunteers
<b>BAME</b>	NHS Bedfordshire provides funding for grants made to Black Asian & Minority Ethnic groups running specific carers café projects
<b>Borough Volunteer Development and Coordination</b>	NHS Bedfordshire have provided funding to employ a part time support worker to assist, coordinate and develop volunteers specialising in dementia needs
<b>Big Lottery Grant Fund</b>	Funding has been received for three years to expand our premises in the south of the county and employ welfare rights and support staff
<b>Carers Breaks</b>	Grant awards for carers whose mental and physical wellbeing has been adversely affected by caring
<b>Carers Café</b>	Weekend café of services for carers, cared for and extended family
<b>Carers Lounge - Bedford</b>	Grant awarded by Bedford Borough Council to open and run a Carers Advice and Information Centre within Bedford Hospital (South Wing)
<b>Carers Lounge – Luton &amp; Dunstable</b>	Grant awarded by Central Bedfordshire Council to open and run a Carers Advice and Information Centre within The Luton & Dunstable Hospital in 2015
<b>Carers Rest</b>	Funding has been received from the Harpur Trust to continue the running of a weekly forum for only people caring for a relative with dementia could attend with the person they care for, where their behaviour is totally understood, in a safe and relaxed environment. This service was previously run by the Alzheimer's Society
<b>Confident Carers</b>	Funding has been received from Central Bedfordshire Council and Bedford Borough Council to provide Confident Carers Training Programmes separately in their areas
<b>Emergency Support</b>	Bedford Borough Council have funded us to run a six month trial offering carers a 24 hour emergency help line together with 72 hours replacement carer should they themselves face an emergency which makes it impossible for them to continue their caring role. The effectiveness of the trial will determine if and how the remaining funds will be used
<b>Harpur Trust</b>	Harpur Trust have funded us to provide a part time worker to support dementia carers in Bedford Borough and to contribute to back office staff to increase corporate governance and management effectiveness

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## CARERS IN BEDFORDSHIRE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2014

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<b>Info Booklet</b>	Funding has been received from Central Bedfordshire Council and Bedford Borough Council to produce and distribute an information booklet on services available to carers
<b>Lloyds Welfare Rights</b>	Lloyds TSB have funded us to provide a support worker advising carers on welfare rights
<b>NHS Dementia</b>	NHS Bedfordshire have provided funding to employ a part time support worker to assist, coordinate and develop volunteers specialising in dementia needs
<b>Personalisation Training</b>	We are funded to offer carers in Central Bedfordshire specialised training on how personalisation budgets work and the benefits of the system
<b>Provision of Central Services</b>	We are funded by Central Bedfordshire Council, Bedford Borough Council and NHS Bedfordshire CCG acting together to offer carers support services on their behalf
<b>Siblings Project</b>	We are funded by Central Bedfordshire Council, Bedford Borough Council and NHS Bedfordshire CCG acting together to offer support to young carers affected by their caring role of their siblings

## CARERS IN BEDFORDSHIRE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2014

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#### 16. RELATED PARTY DISCLOSURES

No transactions with related parties were undertaken such as are required to be disclosed under the Financial Reporting Standard for Smaller Entities.

#### 17. ULTIMATE CONTROLLING PARTY

The company is under the control of its members and as such there is no single controlling party.

#### 18. CAPITAL

The company has no share capital. At the Annual General Meeting held on 7<sup>th</sup> December 2012 the members agreed to amend its Articles to classify Members as either Full Members or Associate Members as opposed to a single category of membership. Full Members pay a membership fee, have full voting rights at the AGM and their liability is limited by guarantee and does not exceed £10 per member. Associate Members can attend the AGM but cannot vote and their liability is limited by guarantee and does not exceed £1 per member. There were 59 (2013: 51) full members and no (2013: nil) Associate Members as at 31 March 2014.

#### 19. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid

	<b>2014</b>	2013
	<b>£</b>	£
Expiring:		
Within one year	<b>16,700</b>	4,120
Between one and five years	<b>216</b>	20,000
	<b>16,916</b>	24,120

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## CARERS IN BEDFORDSHIRE

### DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2014

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	Year ended 31.3.14	Year ended 31.3.13
<b>INCOMING RESOURCES</b>	<b>£</b>	<b>£</b>
Donations and fundraising	17,565	11,734
Membership	160	1,040
Investment income	1,661	1,721
Other income	2,278	5,667
Café income	6,231	5,477
Grant release	1,843	-
Grant income	1,180,898	1,075,359
<b>Total Incoming Resources</b>	<b>1,210,636</b>	<b>1,100,998</b>
<b>RESOURCES EXPENDED</b>		
<b>Programme costs</b>		
Young Carers	14,570	23,952
Parents Together	-	150
Adults	12,940	4,328
BAME	13,005	-
Carers Breaks	208,951	189,578
Carers café	27,816	25,803
Carers Lounge	708	867
Carers Training	24,200	16,046
Confident Carers	605	-
Dementia Volunteers	52	-
Emergency support	2,160	-
Other Support Groups	1,530	34
Siblings Group	6,733	1,673
Hall Hire	10,347	8,908
Taxis	33,784	29,137
Vehicle hire	3,111	2,925
Volunteering	67	-
Welfare rights	102	-
Misc direct costs	1,836	2,845
	<b>362,517</b>	<b>306,246</b>

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**CARERS IN BEDFORDSHIRE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2014**

<b>Other costs</b>	<b>£</b>	<b>£</b>
Salaries and Wages	638,987	531,446
DBS Checks	1,141	1,586
Recruitment Expenses	4,578	1,846
Staff Training	1,796	1,817
Pensions	2,205	2,580
Rent and rates	43,681	33,872
Water	462	403
Electricity	3,039	2,611
Gas	2,592	2,337
Office maintenance	8,935	8,943
Telephone	12,680	9,881
Refreshments	4,972	1,192
Repairs	256	201
Motor expenses	1,781	1,407
Fuel	2,194	2,276
Stationery	8,484	7,457
Postage	6,810	6,807
Printing	17,414	17,429
Travel	10,412	11,870
Computer	8,882	6,850
Cleaning	2,460	353
Legal	2,160	7,114
Professional	2,575	10,354
Audit and accountancy	2,053	8,135
Insurance	4,038	3,351
Bank charges	141	92
Depreciation	8,446	7,448
Sundry office expenses	1,659	870
Loss on sale	239	-
	<b>805,072</b>	<b>690,528</b>
<b>Total Resources Expended</b>	<b>1,167,589</b>	<b>996,774</b>
<b>NET INCOME</b>	<b>43,047</b>	<b>104,224</b>