

LINCOLNSHIRE PARENT CARER FORUM
CHARITY COMMISSION REGISTERED NO. 1141060
FINANCIAL STATEMENTS
for the year ended
31ST MARCH 2017



Supported by Lincolnshire County Council

LINCOLNSHIRE PARENT CARER FORUM

Annual Report

for the year ended 31st March 2017

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LINCOLNSHIRE PARENT CARER FORUM

Trustees' Annual Report

for the year ended 31st March 2017

The Lincolnshire Parent Carer Forum is a registered charity with the Charity Commission. The adoption of its constitution took place on 5 July 2010. Its registration number is 1141060. The charity's registered address is PO Box 1183, Spalding, Lincolnshire, PE11 9EE.

The constitution has been amended in January 2011, September 2012, December 2013, March 2015 and most recently on 3 February 2017. As a result of the previous amendments the trustees felt it appropriate to consider the whole constitution and a total of thirty changes were agreed by the members.

Membership

Our membership consists of Trustees and members with voting rights. We have a wider network of over 2000 parents and carers who we engage and communicate with (these are known as the network).

Officers and Trustees

The Trustees that served the charity during the year were as follows:-

| | |
|------------------------------------|-----------|
| Mrs C Cross | Chair |
| Mrs R Rollinson | Secretary |
| Mr B Emms | Treasurer |
| Mrs C Wilson | |
| Mr T Barzycki (appointed Mar 2017) | |
| Mrs S Swords (appointed Mar 2017) | |
| Mrs M Cooper (appointed Mar 2017) | |
| Mrs M Davies (resigned Jun 2016) | |
| Mrs S Donner (resigned Oct 2016) | |
| Mr J Lord (resigned Jan 2017) | |
| Mrs T Lord (resigned Jan 2017) | |

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

- i) a Chair
- ii) a Secretary
- iii) a Treasurer

The number of trustees shall not be less than three or exceed eleven and no trustee may appoint another to act on their behalf. The officers and trustees are appointed in general meeting and each shall retire at each AGM. Trustees must be nominated by notice endorsed with a members signature and agreement by signature of the nominee.

Aims and Objectives

The charity's objects are to relieve the charitable needs of parents and carers of children with disabilities and/or additional needs and/or special educational needs in Lincolnshire by facilitating a parent carer forum.

Activities

The charity's activities and achievements during the year can be found in the separate document attached to these financial statements.

LINCOLNSHIRE PARENT CARER FORUM

Trustees' Annual Report

for the year ended 31st March 2017

Risk Management

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

Public Benefit

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

Lincolnshire Parent Carer Forum have represented the needs and views of parent carers with Lincolnshire County Council, Lincolnshire Clinical Commissioning Groups (NHS) and other service providers. The forum has managed to help service providers with their planning and development of services informed by feedback and experiences from parents and carers.

Lincolnshire Parent Carer Forum held a Volunteers and Trustees Recruitment Day in February this year giving potential volunteers and trustees a chance to find out more about LPCF and what the organisation has to offer them, enabling expansion of the Charity's beneficiaries. This sort of initiative will enable the charity to support even more parent carers in the future which is vitally required.

During the year, the charity held three 'Free Information and Signposting' events; one in Billingham Village Hall, one in Coningsby and one in Spalding, demonstrating the spread throughout the county of Lincolnshire. A diverse range of organisations attended the events, providing a range of information and support for parent carers. The feedback from both events has been positive and was received from both parents and professionals alike and culminated in a report published on the Library page of the website.

Reserves

The charity holds restricted reserves based on unspent funds received for specific purposes which will be spent in the future in accordance with the restriction.

General reserves are retained to enable the trustees to wind up the charity over a short period of time without causing excessive distress to the Parent Carers. The Trustees previously considered running costs to be around £35,000 but they have risen to £55,000 per annum in recent years.

The Trustees would like to retain reserves of four months, £18,000. This is currently being achieved with reserves at the year end of £21,688

Approved on behalf of the trustees

Mrs C Cross
Chairperson

Date:

**Independent Examiners Report to the Trustees of
LINCOLNSHIRE PARENT CARER FORUM
for the year ended 31st March 2017**

I report on the accounts of the Charity for the year ended 31st March 2017, which are set out on pages 4 to 6.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- 1) examine the accounts under section 145 of the 2011 Act;
- 2) follow the procedures laid down in the general directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- 3) state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

SPALDING

Date:

K.J. Maggs B.A., F.C.A.
MOORE THOMPSON
Chartered Accountants

LINCOLNSHIRE PARENT CARER FORUM

Receipts and Payments Account

for the year ended 31st March 2017

| | 2017 | | | |
|--|-------------------|-----------------|---------------|---------------|
| | Unrestricted £ | Restricted £ | Total £ | 2016 £ |
| Receipts | | | | |
| Grants received - LCC | - | 6,667 | 6,667 | 40,000 |
| Grants received - DFE | - | 15,000 | 15,000 | 26,885 |
| Grants received - MCN | - | 1,000 | 1,000 | 1,000 |
| Lottery - Fund raising activities | 3,809 | - | 3,809 | 1,274 |
| Charitable events | 3,399 | - | 3,399 | 250 |
| Fundraising events | 944 | - | 944 | 2,150 |
| Donations | 1,317 | - | 1,317 | 2,725 |
| Gift Aid | - | - | - | 549 |
| Total Receipts | 9,469 | 22,667 | 32,136 | 74,833 |
| Direct Payments | | | | |
| Staffing costs | 5,997 | 11,166 | 17,163 | 42,254 |
| Training | 12 | 331 | 343 | 213 |
| Development information, printing, stationery | - | 990 | 990 | 2,876 |
| Room hire | - | 918 | 918 | 1,022 |
| Cost of charitable activities other | 638 | - | 638 | 244 |
| Lottery - Fundraising activities | 3,231 | - | 3,231 | 720 |
| Charitable events | 70 | 20 | 90 | 3,966 |
| Fundraising events | - | 1,843 | 1,843 | 3,588 |
| Return of surplus funds to fund provider | - | 788 | 788 | - |
| | 9,948 | 16,056 | 26,004 | 54,883 |
| Indirect Payments | | | | |
| Hard to Reach - phone, internet, postage | | 558 | 558 | 725 |
| Parent Carer expenses | - | 3,588 | 3,588 | 8,370 |
| Infrastructure | - | 1,837 | 1,837 | 3,601 |
| Governance costs - Independent examiner's fee | - | 570 | 570 | 558 |
| Governance costs - Trustee Indemnity Insurance | - | 206 | 206 | 430 |
| | - | 6,759 | 6,759 | 13,684 |
| Fixed asset additions | - | - | - | 1,347 |
| Total Payments | 9,948 | 22,815 | 32,763 | 69,914 |
| (Deficit)/surplus for the year | (479) | (148) | (627) | 4,919 |
| Fund balances at 1 April 2016 | 19,876 | 2,439 | 22,315 | 17,396 |
| Fund balances at 31 March 2017 | 19,397 | 2,291 | 21,688 | 22,315 |

The notes on page 6 form part of this account

LINCOLNSHIRE PARENT CARER FORUM

Statement of Assets and Liabilities

at 31st March 2017

| | 2017 | | | |
|------------------------------------|---------------------|-------------------|---------------|---------------|
| | Unrestricted | Restricted | Total | 2016 |
| | £ | £ | £ | £ |
| Cash deposits | | | | |
| Lloyds TSB - Current account | 13,431 | (148) | 13,283 | 14,556 |
| Lloyds TSB - No. 2 Account | 1,620 | 2,439 | 4,059 | 4,059 |
| Nat West - Current account | 4,346 | - | 4,346 | 3,700 |
| MONETARY ASSETS | <u>19,397</u> | <u>2,291</u> | <u>21,688</u> | <u>22,315</u> |
| Accruals | | | | |
| Independent examiner's fee | - | 600 | 600 | 570 |
| Professional fees | 230 | - | 230 | - |
| | <u>230</u> | <u>600</u> | <u>830</u> | <u>570</u> |
| NET MONETARY ASSETS | <u>19,167</u> | <u>1,691</u> | <u>20,858</u> | <u>21,745</u> |
| Fixed Assets - Equipment | | | | |
| Cost | | | | |
| At 1st April 2016 | - | 6,120 | 6,120 | 4,773 |
| Additions | - | - | - | 1,347 |
| At 31st March 2017 | <u>-</u> | <u>6,120</u> | <u>6,120</u> | <u>6,120</u> |
| Accumulated depreciation | | | | |
| At 1st April 2016 | - | 3,538 | 3,538 | 2,314 |
| Charge in year - 20% Straight Line | - | 1,223 | 1,223 | 1,224 |
| At 31st March 2017 | <u>-</u> | <u>4,761</u> | <u>4,761</u> | <u>3,538</u> |
| Net Book Value | <u>-</u> | <u>1,359</u> | <u>1,359</u> | <u>2,582</u> |
| NET ASSETS | <u>19,167</u> | <u>3,050</u> | <u>22,217</u> | <u>24,327</u> |

We approve these accounts and confirm that we have made available all relevant records and information for their preparation.

ON BEHALF OF THE LINCOLNSHIRE PARENT CARER FORUM

Mrs R Rollinson Date:

Mrs C Cross Date:

The notes on Page 6 form part of this statement

LINCOLNSHIRE PARENT CARER FORUM

Notes to the financial statements

for the year ended 31st March 2017

Basis of preparation of the financial statements

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

a) Basis of preparation of financial statements.

The financial statements have been prepared in accordance with the exemptions applicable under the Statement of Recommended Practice on Accounting by Charities, the Charities Act 2011 and the requirements of the Charities Commissioners publication 'Accounting for the Smaller Charity'.

b) Statement of financial activities

The statements of financial activities has been prepared on a receipts and payments basis which is a consistent basis to previous years.

c) Statement of Net Assets

The Statement of Assets shows the assets of the charity and any amounts due to or owed by the charity. The statement will not include any provisions for liabilities and charges. The trustees are of the opinion that should any significant matters arise prior to the year end, they will disclose them within the notes to the financial statements.

Restricted funds

Restricted funds relate to the Parent Carer Participation for which funding is received from the Department of Education and Lincolnshire County Council annually. Any surplus would be repayable to the grant maker and any deficit is covered by unrestricted funds. It also includes Short Break money, for the provision of activities for families plus any additional one-off restricted grants that the charity may

Split of assets :-

| | <u>Cash</u> <u>Deposits</u> | <u>Accruals</u> | <u>Fixed</u> <u>Assets</u> | <u>Total</u> |
|--|--------------------------------|-----------------|-------------------------------|--------------|
| Lincolnshire County Council | 2 | - | 128 | 130 |
| Department for Education | 3 | (600) | 717 | 120 |
| Department for Education - Discretionary Grant | - | - | 321 | 321 |
| Short Breaks | 2,286 | - | 193 | 2,479 |
| Managing Care Network | - | - | - | - |
| | <u>2,291</u> | <u>(600)</u> | <u>1,359</u> | <u>3,050</u> |

Payments to Trustees

No trustee has been paid in respect of their position as a trustee. All trustee work has been on a voluntary basis only.

During the year, payments have been made to trustees for other work undertaken by them, at rates agreed by the Charity Commission as detailed below.

| | 2017 £ | 2016 £ |
|---|-------------------------|-------------------------|
| Mrs C Cross - parent carer liaison work | 15,663 | 24,377 |
| Mrs T Lord - administrative work | 1,500 | 17,877 |
| | <u>17,163</u> | <u>42,254</u> |