

GATESHEAD CARERS ASSOCIATION
(A company without share capital limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2020

Company Number : 06133161
Charity Number : 1118942

GATESHEAD CARERS ASSOCIATION
(A company limited by guarantee)

Contents

	Page
Report of the trustees	1 - 4
Report of the independent examiner	5
Statement of financial activities	6
Balance sheet	7
Statement of cash flows	8
Notes to the financial statements	9 -12

Report of the trustees for the year ended 31 March 2020

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2020 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 their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015). The organisation is a Public Benefit Entity within the definitions of s34 FRS 102.

Our purposes and activities

The charity's objects were to relieve the stresses experienced by Carers in the Borough of Gateshead and surrounding areas in particular by the provision of information, advice and support services to such persons so as to assist them and their dependents.

In shaping the objectives for the year and planning activities, the trustees have considered the Charity Commission's guidance on public benefit.

Achievements and performance

This financial year was dominated by the commencement of our new contract with Gateshead Council / Newcastle Gateshead CCG for the delivery of adult carer services in Gateshead. The contract commenced on 1st May 2019.

As the contract was offered through the competitive tendering process a significant amount of work was carried out prior to the contract launch particularly relating to the need to adhere to Transfer of Undertakings Protection of Employment (TUPE) legislation. TUPE applies when a contract ends and is given to a new contractor and in our case we were obliged to ensure continuation of employment for relevant staff from the outgoing provider of services. Three new members of staff joined the organisation under TUPE made up of two Carer Wellbeing Facilitators and a Coordinator for the Carer Wellbeing Fund. In addition we recruited our first Volunteer Coordinator, an Apprentice in Digital Marketing and an additional Carer Wellbeing Facilitator.

The thoroughness of our planning prior to the contract launch meant there was a smooth, seamless and effective transition to the delivery of the new contract with no disruption in our offer to carers.

In January 2020 we achieved the Trusted Charity quality standard. This nationally recognised standard, included a 3 day site visit by an independent assessor who investigated all aspects of the organisation including Governance, Leadership and Management, Managing Money, Managing Resources, User Centred Service, External Communications, Working with Others and Assessing Outcomes and Impact.

During the year we also registered with the Fundraising Regulator. This is the independent regulator of charitable fundraising in England, Wales and Northern Ireland. It promotes best practice in fundraising in order to protect donors. Registration with the Fundraising Regulator means that we will uphold the regulators Fundraising Code of Practice.

This sits alongside our registration with the Information Commissioners Office which is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

During the year we also registered as a Disability Committed Employer. This government backed scheme is about creating a movement of change, encouraging employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people.

Report of the trustees for the year ended 31 March 2020**Achievements and performance - continued**

The end of this financial year saw the development of the Covid 19 pandemic. This resulted in the organisation, in line with government guidance, moving to home working on March 18th for staff with underlying health conditions and for all staff on March 23rd 2020. The board are pleased to report that we did so without any service disruption although face to face meeting with beneficiaries and partner organisations halted. Support to beneficiaries moved to telephone, WhatsApp, Zoom, email and text.

Financial Review

The financial statements show a surplus of £92,901 (2019 Deficit - £43,051). Cash balances remain healthy at £280,213 (2019 - £186,695). Within the bank the charity is holding £43,278 on behalf of the John Haswell Memorial Trust.

Reserves policy and going concern

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure; it is estimated that this currently equates to £150,000. At this level of unrestricted reserves, the charity could maintain operation for three months even if no income was being generated. Current unrestricted reserves after adjusting for fixed assets amount to £201,858.

The charity enjoys good liquidity and has no issue on meeting its liabilities when they are due. The trustees are confident for the next twelve months.

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency bills, repairs and other expenditure

Legal and administrative information**Management Committee**

E V Smith	E Johnson
J Gordon	S Cox
D Clelland	A Tonkinson
M Fitzpatrick	M Barrett
A Owens	M Hall

Secretary:

S Cowen

Registered Office:

John Haswell House
8 – 9 Gladstone Terrace
Gateshead
Tyne and Wear
NE8 4DY

Report of the trustees for the year ended 31 March 2020**Achievements and performance - continued****Legal and administrative information - continued**

Independent examiner: McCready Page LLP
511 Durham Road
Low Fell
Gateshead
Tyne and Wear
NE9 5EY

Bankers: Unity Trust Bank PLC
Nine Brindley Place
4 Oozels Square
Birmingham
B1 2HB

Linked Charity

Under an amendment to a Uniting Direction dated 13 June 2016 the John Haswell Memorial Trust (Charity number 1118942-1) is linked to Gateshead Carers Association. The John Haswell Memorial Trust had previously been linked to Gateshead Voluntary Organisation Council before that charity entered liquidation.

Governing Document

The charity operates as a company limited by guarantee. The company was incorporated on 1 March 2007 and it registered with the Charity Commission on 25 April 2007. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and Appointment of Management Committee**Trustee Induction and Training**

Management committee members were recruited in a variety of ways including advertisements. Members are drawn from the wider membership of the Association, and elected at the annual general meeting, with additional members being co-opted because of their position or knowledge. Members serve for a three-year period and may then be elected for a further three-year period. Meetings take place approximately once a month. New members receive appropriate induction briefings and attend relevant courses for Trustees. Skills and training needs of members are identified through a periodic skills audit.

Risk Management

Risks to the charity have been identified and reviewed on an ongoing basis, and appropriate action taken. This has included ensuring appropriate insurance cover, identifying physical risks such as uneven surfaces, reviewing fire safety systems and training staff, ensuring staff have first aid training, and undertaking a general health and safety risk assessment throughout our premises.

Organisational Structure

Strategic decisions are taken by the Management Committee; with detailed deliberation sometimes being delegated to the Finance sub committee or personnel sub committee. Day-to-day management is delegated to the Chief Officer who leads the staff team and who provides clear written reports to trustees at every meeting. Members of the management committee take a close interest in the work of the Association and often visit between formal meetings.

Report of the trustees for the year ended 31 March 2020**Linked charity**

The assets of the linked charity – John Haswell Memorial Trust comprised of a property known as “John Haswell House” and funds totalling £43,278. The value of the property has not been included within the accounts. The money transferred from Gateshead Voluntary Organisation Council has been used to fund building costs. Rents received from tenants have been added to the John Haswell Memorial Trust funds.

Trustees’ responsibilities in relation to the financial statements

The charity trustees (who are also the directors of the company 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 trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of the incoming resources and application of resources.

In doing so the trustees are required to:

- Select suitable accounting policies and then apply them consistently

- Observe the methods and principles in the Charities SORP

- 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 a going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for 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.

Signed on behalf of the trustees

D Clelland

29 October 2020

Report of the Independent Examiner to the trustees of Gateshead Carers Association

I report on the financial statements of Gateshead Carers Association for the year ended 31 March 2020 which are set out on pages 7 to 14.

Respective responsibility of trustees and independent examiner

The charity's trustees are responsible for the preparation of the financial statements. 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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

Examine the accounts under section 145 of the 2011 Act

To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act) and

To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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
- . to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - . to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities,

have not been met ;or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

R A Page FCCA
511 Durham Road
Low Fell
Gateshead
Tyne & Wear
NE9 5EY

29 October 2020

Statement of financial activities
Year ended 31 March 2020

	Notes	Unrestricted £	Restricted £	2020 £	2019 £
Income					
Donations		135	-	135	11,609
<i>Income from charitable activities</i>					
Procurement contracts		633,916	-	633,916	346,984
Grants	2	-	4,167	4,167	31,665
<i>Income from other trading activities</i>					
Employment allowance		3,000	-	3,000	3,000
Other income		-	1,474	1,474	2,505
Bank interest					
Total income		637,051	5,641	642,692	395,763
Expenditure					
<i>Expenditure on charitable activities</i>					
Charitable activities	3	544,150	5,641	549,791	438,814
Net (expenditure)/income and net movement in funds		92,901	-	92,901	(43,051)
Transfers		-	-	-	-
		92,901	-	92,901	(43,051)
Reconciliation of funds					
Funds brought forward		113,436	-	113,436	156,487
Funds carried forward		206,337	-	206,337	113,436

Balance sheet as at 31 March 2020

	Notes	2020		2019	
		£	£	£	£
Fixed assets					
Tangible fixed assets	7		4,479		5,972
Current assets					
Debtors	8	1,152		5,459	
Cash at bank		<u>280,213</u>		<u>186,695</u>	
		281,365		192,154	
Creditors: amounts falling due within one year	9	<u>79,507</u>		<u>84,690</u>	
Net current assets			201,858		107,464
Total assets less current liabilities			<u>206,337</u>		<u>113,436</u>
Funds			<u>206,337</u>		<u>113,436</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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 their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015). These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The financial statements were approved by the Board of Trustees on 29 October 2020 and were signed on its behalf by

Statement of Cash Flows
Year ended 31 March 2020

	2020	2019
Cash used in operations	£	£
Net movement in funds	92,901	(43,051)
Decrease in debtors	4,307	(2,457)
(Decrease) in creditors	(5,183)	5,707
Depreciation	1,493	1,991
Net cash generated in operations	93,518	(37,810)
Change in cash in the year	93,518	(37,810)
Cash brought forward	186,695	224,505
Cash carried forward	280,213	186,695

Notes to the financial statements
Year ended 31 March 2020

1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

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 (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 1023), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Donations and voluntary income

Donations and voluntary income are accounted for on a receipts basis.

Grants

Grants for immediate expenditure are accounted on a receivable basis. Grants where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Interest receivable

Interest is included when received by the charity.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Costs

Charitable expenditure comprises 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.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly and other are apportioned on an appropriate basis such as staff time.

Tangible fixed assets and depreciation

Fixed assets for charitable use are capitalised at cost where acquired or market value as determined by the trustees when donated. The assets are stated at cost or value less depreciation.

Depreciation is calculated to write off the cost or valuation of the fixed assets less their estimated residual value over their expected useful lives on the following bases:

Office equipment	25% reducing balance
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Notes to the financial statements
Year ended 31 March 2020

1 Accounting policies - continued

Fund accounting

Funds held by the charity are either:

- . *Unrestricted general funds* – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- . *Restricted funds* – these are 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.

2 Grants

	2020	2019
	£	£
Gateshead Council – MECC	4,167	14,582
Training assistance	-	12,083
Other funding	-	5,000
	<hr/>	<hr/>
	<u>4,167</u>	<u>31,665</u>

3 Total resources expended

	Carer Support	Grant	2020	2019
	£	£	£	£
Direct costs				
Staff costs	434,050	4,167	438,217	341,220
Direct costs	27,010	1,474	28,484	24,501
IT	14,956	-	14,956	4,771
AGM	577	-	577	351
Premises	26,841	-	26,841	20,816
Office	19,235	-	19,235	5,818
Communications	12,047	-	12,047	10,935
Support costs				
Membership fees	2,635	-	2,635	1,480
Trustees expenses	506	-	506	232
Legal and professional	4,489	-	4,489	26,407
Bank charges	311	-	311	292
Depreciation	1,493	-	1,493	1,991
	<hr/>	<hr/>	<hr/>	<hr/>
	<u>544,150</u>	<u>5,641</u>	<u>549,791</u>	<u>438,814</u>

4 Staff Costs

Staff costs includes

	2020	2019
	£	£
Salaries	396,838	312,794
Social security costs	33,710	25,052
Pension contributions	7,669	3,374
	<u>438,217</u>	<u>341,220</u>

Management wages amounted to £71,168 for two staff members. No employee received emoluments of more than £60,000.

5 Trustee Remuneration & Related Party Transactions

No members of the management committee received any remuneration during the year. Travel costs amounting to £506 (£232 – 2019) were reimbursed to 3 members of the management committee.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

6 Taxation

As a charity Gateshead Carers Association is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

7 Fixed assets

Cost	Office Equipment £
At 1 April 2019 and 31 March 2020	<u>18,812</u>
Depreciation	
At 1 April 2019	12,840
Charge for year	<u>1,493</u>
At 31 March 2020	<u>14,333</u>
Net book value	
As at 31 March 2020	<u><u>4,479</u></u>
As at 31 March 2019	<u><u>5,972</u></u>

Year ended 31 March 2020

8 Debtors

	2020	2018
	£	£
Other debtors	1,152	5,459
	<u>1,152</u>	<u>5,459</u>

9 Creditors : Amounts falling due within one year

	2020	2019
	£	£
Grants in advance	-	20,915
Carers Partnership	1,974	2,444
Funds held for carers	31,900	-
John Haswell Memorial Trust	43,278	49,203
Other creditors	2,355	12,128
	<u>79,507</u>	<u>84,690</u>

The John Haswell Memorial Trust owns the property occupied by the charity. Funds shown above are held on behalf of the John Haswell Memorial Trust.

10 Analysis of net assets between funds

	Unrestricted	Restricted	Endowment	Total
	£	£	£	£
Fixed assets	4,479	-	-	4,479
Current assets	238,087	-	43,278	281,365
Current liabilities	(79,507)	-	-	(79,507)
Net assets at 31 March 2020	<u>163,059</u>	-	43,278	<u>206,337</u>

ANNUAL REPORT

2020

FUNDING FOR CARERS

£253,284 - BENEFITS ACHIEVED FOR CARERS

£139,400 - CARER WELLBEING FUND GRANTS

£12,618 - FUNDS FROM OTHER GRANTS

CARER WELLBEING

2596 - DIFFERENT CHALLENGES UNPAID
CARERS PRESENT

1337 - UNPAID CARERS REACHING OUT TO US

611 - NEW CLIENTS

319 - WELLBEING ACTIVITY SESSIONS

19 - BME COMMUNITIES SUPPORTED

2100 - PROACTIVE CALLS TO CARERS
DURING THE PANDEMIC

OUR DIGITAL IMPACT

877 NEWSLETTER SUBSCRIBERS SIGNED UP

75 ONLINE EXTERNAL REFERRALS

84 PARTNER ORGANISATION SUBSCRIBERS

41 ONLINE SELF REFERRALS

24,826 WEBSITE PAGE VIEWS

68 INDIVIDUAL LIVE CHAT CASES (from April 2020)

183,307+ PEOPLE REACHED ON
SOCIAL MEDIA (ALL PLATFORMS)

4,273 INDIVIDUAL WEBSITE USERS