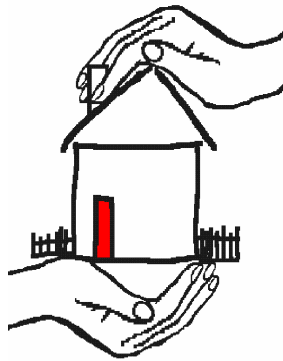


EAST SURREY CARERS SUPPORT ASSOCIATION

TRUSTEES' REPORT AND ACCOUNTS

FOR THE PERIOD ENDED 31 MARCH 2010



EAST SURREY CARERS SUPPORT ASSOCIATION

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EAST SURREY CARERS SUPPORT ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Richard Storey (Chair) Lynne Mulholland (Hon. Secretary) Peter J Wyeth (Treasurer) Jenny Benham Janet Everson (resigned October 2009) Rita Fitzgerald Carol Leach (appointed October 2009) Frances Loveless Elizabeth Townsend (resigned October 2009) Viv Sheppard Carol Wigley Michelle Wise
Charity number	1094813
Principal address	78a High Street Betchingley Surrey RH1 4PA Telephone : 01883 745057 Fax: 01883 745039 e-mail: info@escsa.demon.co.uk Web Site: www.escsa.org.uk
Independent examiner	Braidwood & Company Willow Grange, The Street, BETCHWORTH Surrey RH3 7DJ
Principal Bankers	HSBC Bank PLC 72 Station Road Redhill RH1 1PN CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

EAST SURREY CARERS SUPPORT ASSOCIATION

TRUSTEES' REPORT FOR THE PERIOD ENDED 31 MARCH 2010

Structure, Governance and Management

- a) The Association is a Charity, governed by its Constitution, and is formed as an unincorporated association of its Trustees.
- b) In accordance with the Association's Constitution, the Trustees of the Association are the elected officers and members of the management committee who are themselves Carers, former Carers or volunteers and who do not receive financial gain from their work as Trustees. Recruitment of Trustees is via an annual invitation to all members to come forward as potential Trustees.
- c) New Trustees are provided with copies of the Association's Constitution, the Charity Commission's "Responsibilities of Charity Trustees" and the Policies and Procedures of the Association, and are invited to attend Management Committee meetings to further understand the governance and management activities of the organisation. They also sign up to a Trustees' Code of Conduct. They are able to be nominated for training courses as appropriate.
- d) The Association elects a Chairperson, a Secretary and a Treasurer each year, who are the Honorary Officers of the Association, and who then take on various day to day management responsibilities of the Association in accordance with its powers. On at least a quarterly basis the Trustees meet as a Management Committee to consider the current activities of the Association, the performance of the staff, expenditure against budget, and any major, new development initiatives that are considered appropriate to further the interests of Carers in the geographical area of East Surrey (specifically Tandridge and Redhill, Reigate and Horley). The employed staff of the Association is empowered to take referrals from new Carers, to follow up any existing Carers as appropriate, and to make expenditure decisions within budget and under guidance from the Officers as necessary, all within the responsibilities laid out in the service agreement with the Association's funders.
- e) The Association is affiliated to the Princess Royal Trust for Carers, and receives all information related to Carers that this Trust issues on a national basis, enabling the Association to integrate any significant developments into its planning and activities. The Association acts also in concert with the Surrey-wide "Action for Carers (Surrey)" organisation that provides additional services that the Association can make available to its Carers e.g. the Back Care Scheme, and Action for Carers and Employment.

Objectives and Activities

In pursuing the objectives and activities of the Association, the Trustees have kept in mind the Charity Commission's guidance on public benefit at their management meetings.

The essential nature of the Association's work is for the specific help and support to Carers in the community, of whom it is estimated there are some six million across the country at any one time, with two million coming into the caring role, and two million leaving, each year. Thus, over time, a great proportion of the population has, or will, experience caring in the home setting. Additionally, of course, for each Carer identified there will be a person who needs their care, so overall the numbers mentioned can be doubled, at least, and there is thus an even greater public benefit, by the avoidance of costs, and therefore taxes, to the general population. The Association's work is limited by an annual grant and arrangement with Surrey County Council and the Surrey Health Primary Care Trust, and covers the areas of Tandridge and Redhill, Reigate and Horley (the rest of Surrey is covered by similar arrangements with other Carers' Support projects). We will accept referrals from all agencies in social care and public health, as well as informal referrals from neighbours and friends and, of course, via self referrals. Our services are entirely free to service users.

- a) The Objects of the Association are for the relief of persons with mental health problems, or physical or learning disabilities by, but not exclusively, providing: advice, support, advocacy and information to their Carers; respite breaks and access to respite care; and education concerning caring amongst Carers.
- b) The Association's main aims and objectives for the year were focused on enhancing Carers' lives by:
 - the identification of Carers by constant interaction with social care & health professionals, other voluntary agencies, associated Carers schemes, and the dispersal of leaflets in appropriate outlets across the area;
 - emotional support for Carers by a personal understanding of their needs and issues and the provision of information that will enable them to gain (and often to *regain*) confidence and to share experience with others via support groups for example, and thus help lighten their caring burden;
 - the protection and promotion of Carers' health needs by ensuring that they recognise the potential health risks of their caring duties, take up opportunities for relief from caring, and encouraging them to make certain that their GPs know of them, and to register them as Carers within the GP Carers' Identification process;
 - introducing Carers to other forms of development e.g. training, workshops, and the potential for re-entry into work via the Action for Carers and Employment scheme, as well as specific training opportunities to help with their problems e.g. "Stress Busting" courses;
 - brokering the facilities and service provision available from a variety of agencies to perform a "joined up" activity and create a package of caring that would not be possible by the agencies pursuing their own duties on a solitary basis, for example, co-ordinating the local District Council's housing responsibilities, the hospital discharge process, and financial

assistance from a voluntary agency, as a comprehensive approach to need;

- preventing the need for interventions – which would often be crisis interventions - from acute hospital or other NHS/Social Care agencies, by sustaining the caring role, understanding the relationships in the household and preventing a potentially related family breakdown; all of which not only produce better outcomes for service users and their Carers, but also save money and reduce the burden on the public purse;
- assisting with benefits claims both for the Carer – the Carers’ Allowance – and the Disability Living Allowance or Attendance Allowance for the Cared for, and also ensuring that Carers are aware of the direct payments systems in place;
- advocating for Carers, or the Cared for, in appeal systems as appropriate.

c) The Association’s strategies for achieving its objectives are to:

- maintain a working relationship with its funders to ensure continuity of finance;
- recruit, train and motivate Trustees who have a wish to further the aims of the Association;
- recruit, train and retain experienced and capable staff;
- understand the work and influence of all, similar providers of social care in the vicinity and nationally;
- lobby and advocate for Carers at all appropriate levels via its Trustees and staff;
- build partnerships and networks that contribute to the effectiveness of the Association’s aims and objectives;
- promote sound financial management to produce an effective and efficient organisation, able to meet the requirements of the Association’s role.

Achievements and Performance

This year the Association operated via funding from both Surrey County Council and the Surrey Health Primary Care Trust on a “rollover” basis”, and thus income and service provision were maintained on a level basis.

The Charity’s achievements for the year were:

(a) *The Primary Aim of:* providing continuous service via the generic scheme as a vital contribution to the caring role, and was achieved by:

- ❖ maintaining relevant and up to date information to address Carers’ needs;
- ❖ raising awareness for Carers by the work of our staff, and also by our Trustees by interactions with a variety of community groups across the area;
- ❖ ensuring that Carers’ Assessments were carried out by co-ordination with Social Care colleagues and raising the awareness of this facility – as a right – with our Carers, in order for them to benefit from direct payments and other facilities under the Carers (Equal Opportunities) Act 2004, where appropriate and wherever possible;

- ❖ in health terms: advocating for Carers with General Practitioners and other health practitioners and in particular being aware of the hospital discharge process and the difficulties that inappropriate – or badly managed – discharge can cause to Carers and their families;
 - ❖ enabling Carers to have access to training and employment opportunities, and particularly via our relationships with colleagues in the Action for Carers and Employment (ACE) project and by pooling resources to achieve such aims.
- (b) *Client Activities*: directed at allowing Carers to have short term respite from their caring duties, where the major element of activity is the provision of Carers' Support Groups, and regular, social outings under our Nomads banner. We operated 100 of these events throughout the year.
- (c) *Continuing to organise the Holiday Scheme* which provides relief from caring duties of a lengthier character than the short breaks scheme noted above, but also allows the Association to promote a solid and realisable benefit that touches whole families of Carers who may not otherwise be reached by our work. Further, the popularity of the scheme generates interest on a far wider basis than could be achieved from other forms of (probably expensive) publicity, and therefore identifies many Carers who otherwise may never have surfaced. In 2009/10, 33 holiday breaks were organised for Carers and family members and 48 adult Carers and 45 Young Carers derived benefit from this activity.
- (d) *Providing Taxi Vouchers* - that is 7,931 individual vouchers, which have benefited in the region of 120 Carers. In terms of achievement this service addresses not only the paucity of public transport in our predominantly rural area, but enables Carers to go outside the household for a short break, or to do some vital shopping, without having to plan ahead for a support package for the Cared for.

In terms of performance, the following aspects are noteworthy:

- (a) *The Staff Team*: the current team of Theresa and Tom – full time Carers' Support Officers – and Faye, the Office Administrator, has achieved outstanding results during the year in terms of the work rate, output and more importantly outcomes for Carers, and the Trustees are delighted to set this on record in the Annual Report.
- (b) *Carers*: the number of Carers registered with the Association now stands at 2,717, including those referrals that involve more than one Carer, an increase of nearly 3% over the previous year. New referrals numbered 318 representing over a 16% increase over the past three years.
- (c) *Partnerships* we worked in close co-operation with the specialist facilities offered by our colleagues in Action for Carers (Surrey) that is, Young Carers, Action for Carers and Employment and the Back Care Team, and other volunteer groups namely: Crossroads, Rethink, the Alzheimer's Society, the Autistic and Aspergers Support Group, and social care colleagues in the Tandridge and Redhill/Reigate/Horley Care Teams. In Health, new links have been forged with local GPs resulting in more referrals and improved access for carers to carers support services.

- (d) *Funders*: our funders – Surrey County Council and the Surrey Health Primary Care Trust – are totally satisfied with our work as both have provided continuing grants for the year in question.
- (e) *Risk Management*: we continue to pursue the route to incorporation (as reported in last year's Annual report) although the continuing delay over this facility has persuaded the Trustees to seek Trustee Indemnity Insurance for protection until the Charity Commissioners' publish the final authorisation for the Charitable Incorporated Organisation.
- (f) *Financial Management*: the SAGE software accounting package introduced in 2009 is now fully operational for the management of the Association's financial requirements.
- (g) *Trustee Training*: the programme of Trustee training was continued during the year, on an in-house basis, by our Secretary Lynne and Carers' Support Officer, Theresa.
- (h) *Identifying Hidden Carers*: a specific initiative during the year was the project at Greystone's GP Surgery where Support Officer Tom liaised with the surgery's Carers' Health Check process and identified many new Carers. Additionally Support Officer Theresa consolidated the relationship with the Oxted Health centre and is now a Carers' representative on the Centre's Patient Council
- (i) *Special Respite Outing*: once again a successful bid to the Surrey County Council Reigate & Banstead Councillors enabled 49 Carers to enjoy an "extra special" day out at Brighton in September 2009 – a respite break that could otherwise only be provided to a limited number, especially when substitute caring costs are taken into account. For many this outing represented the only occasion when caring duties could be put to one side, and the enjoyable company of many other Carers could be fully appreciated.

Financial Review

- a) *The reserves policy* of the Association is that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the period.
- b) *The principal funding source* for the year was Surrey County Council and its application of the National Carers' Grant; the grant provided has been applied to the generic Carers' support activity and appropriations at the discretion of the Trustees in accordance with the Association's objectives. Additional funding, from the Surrey Health Primary Care Trust was invaluable in enabling the Association to maintain its activities and assist in the provision of the Holiday Scheme and the Taxi Vouchers facility.
- c) *Investment Policy*. The Trustees having regard to the liquidity requirements of the Trust have operated a policy of keeping much of its available funds in interest bearing deposit accounts and by placing

monies in Fixed Term Fixed Rate deposits. They are also mindful of the need to minimise risk by spreading monies between financial institutions and to ensure that the counterparty risk in selection of those institutions is carefully considered. Interest earned was equivalent of 0.45% in the year, using the value of the opening reserves as the calculator. The Trustees will not be seeking to increase future returns by taking on greater risk.

Plans for Future Periods

The Association's plans for the future are:

- to continue to provide a service for Carers in accordance with its aims and objectives, delivering other means of support afforded by current and future policy developments;
- to review the Association's strategy and plans for the near to mid term future;
- to continue working in partnership with other organisations in the social care field, particularly through the new Local Involvement Networks (LINKs), in order to enhance the beneficial outcomes for Carers;
- to grow the organisation in terms of its range of service and its identification of hidden Carers;
- to continue to engage Trustees in a training/development programme in order to enhance knowledge, skills and commitment;
- to continue to ensure that our staff are properly supported via regular one-to-one meetings with line managers, combined staff/management meetings, and annual appraisals ;
- to pursue and achieve incorporated status via the new Charitable Incorporation Organisation route as part of our risk management approach;
- to recruit new Trustees as necessary to ensure that we operate and govern our affairs always in the interests of Carers.

Responsibilities of the Management Committee

The responsibilities of the management committee are to:

- a) ensure that the governance of the Association is pursued in accordance with the powers set out in the Association's Constitution;
- b) monitor the performance of the Honorary Officers and staff in terms of the day to day management of the Association;
- c) track the expenditure of the Association so that this is both within in the approved annual budget and that the money spent is properly accounted for at all times;
- d) contribute to the service development of the Association; and above all
- e) make sure that all the Association's activities and resources are directed at the well being of the Carers that are referred to the Association, from whatever source.

Independent Examiners

Braidwood and Company were re-appointed as the charitable trusts' independent examiners during the year and have expressed their willingness to continue in that capacity. This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005).

Public Benefit

The Trustees have complied with the duty in Section 4. of the Charities Act 2006 to have regard to the public benefit guidance published by the Charities Commission.

Risk factors

The committee has assessed the major risks to which the charity is exposed in terms of its financial processes and is satisfied that systems are in place to mitigate exposure to major risks, although the risk management activity referred to above is ongoing.

Approved by the Management Committee on 2010 and signed on its behalf by:

On behalf of the trustees

.....
R Storey (Chair)
Trustee

Dated:

REFERRALS AND CLIENTS 01/04/09 - 31/03/10

Client group (cared for)	Referred by	Tand	R/R/H	Total	2008-09	Grand total (since 1996)	
Elderly	Social Services	44	10	54	56	587	
	Hospital Social Services	4	5	9	3	120	
	Crossroads	0	0	0	0	24	
	Self Referral	22	33	55	74	662	
	Carers Support Groups	0	1	1	2	31	
	Day Centres	0	0	0	0	8	
	Health Staff	16	2	18	10	98	
	Age Concern Dom Help	16	0	16	28	68	
	Committee Member	2	0	2	2	21	
	Other Carers	6	5	11	7	66	
	Voluntary Organisations	4	8	12	6	84	
	Council	0	0	0	0	2	
	PHC Doctor's card/GP	1	29	30	15	182	
	Benefits Advisers	0	0	0	0	12	
	Other	4	9	13	17	59	2024
Physical Disabilities and Illness		Tand	R/R/H	Total	Total		
	Social Services	7	0	7	1	67	
	Hospital Social Services	0	1	1	1	20	
	Self Referral	8	4	12	15	119	
	Carers Support Groups	0	0	0	0	6	
	Health Staff	4	0	4	4	23	
	Age Concern Dom Help	0	0	0	0	1	
	Committee Member	0	0	0	0	7	
	Crossroads	0	0	0	1	8	
	Other Carer	0	3	3	1	13	
	PHC Doctor's card/GP	1	5	6	3	37	
	Voluntary Organisations	2	3	5	6	38	
	Other	0	5	5	10	27	366
Learning Disabilities		Tand	R/R/H	Total	Total		
	Social Services	3	0	3	2	15	
	Self Referral	1	3	4	1	24	
	Carers Support Groups	0	0	0	0	2	
	Hospital Social Services	0	0	0	0	2	
	Health Staff	0	0	0	1	2	
	PHC Doctor's card/GP	0	0	0	0	4	
	Other	1	0	1	1	3	
	Crossroads	0	0	0	0	1	
	Voluntary Organisations	1	0	1	1	4	
	Other Carer	0	0	0	1	2	
Age Concern Dom Help	1	0	1	0	1	60	
Children & Families		Tand	R/R/H	Total	Total		
	Carers Support Groups	0	0	0	0	15	
	Self Referral	3	9	12	15	131	
	Social Services	3	5	8	1	56	
	Other Carer	1	0	1	3	22	
	PHC Doctor's card/GP	0	0	0	0	12	
	Voluntary Organisations	0	3	3	4	32	
	Health Staff	1	0	1	3	11	
	Other	0	1	1	1	5	
Crossroads	0	0	0	0	1		
Hospital Social Services	0	0	0	0	1	286	
Mental Health		Tand	R/R/H	Total	Total		
	Social Services	0	0	0	2	8	
	Self Referral	1	7	8	6	50	
	Carers Support Group	0	0	0	1	5	
	Voluntary Organisations	1	3	4	2	13	
	Other	1	3	4	3	10	
	Other Carer	0	0	0	0	2	
	PHC Doctor's card/GP	0	1	1	1	4	
Health Staff	0	0	0	1	15		
ESCSA	1	0	1	0	2	109	
Total		<u>160</u>	<u>158</u>	<u>318</u>	312	2845	

EAST SURREY CARERS SUPPORT ASSOCIATION

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF EAST SURREY CARERS SUPPORT ASSOCIATION

I report on the accounts of the charity for the period ended 31 March 2010, which are set out on pages 13 to 20.

Respective responsibilities of trustees and examiner

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

(a) which gives me reasonable cause to believe that in any material respect the requirements:

(i) to keep accounting records in accordance with section 41 of the Act; and

(ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act; have not been met; or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Willow Grange
The Street
Betchworth,
Surrey
RH3 7DJ

Braidwood & Company
Registered Auditor &
Chartered Accountants

Date:

EAST SURREY CARERS SUPPORT ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31 MARCH 2010

	Notes	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
Incoming resources					
Grants	3	141,302	1,000	142,302	144,415
Donations	2	1,055	-	1,055	1,635
Gift Aid reclaimed		-	-	-	56
Investment income	1.3	660	-	660	4,380
Total incoming resources		<u>143,017</u>	<u>1,000</u>	<u>144,017</u>	<u>150,486</u>
Resources expended					
Costs of generating funds					
Fundraising and publicity costs		-	-	-	-
Charitable expenditure	4	132,041	1,265	133,306	129,168
Governance Costs	4	3,874	-	3,874	4,350
Total resources expended	4	<u>135,915</u>	<u>1,265</u>	<u>137,180</u>	<u>133,518</u>
Net incoming resources before transfers		7,102	(265)	6,837	16,968
Transfers between funds		(265)	265	-	-
Net income for the year/ Net movement in funds		6,837	-	6,837	16,968
Fund balances brought forward		147,620	-	147,620	130,652
Fund balances carried forward at 31 March 2010		<u>154,457</u>	<u>-</u>	<u>154,457</u>	<u>147,620</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities

The notes on pages 15-20 form an integral part of these accounts

EAST SURREY CARERS SUPPORT ASSOCIATION

BALANCE SHEET FOR THE PERIOD ENDED 31 MARCH 2010

	Notes	£	2010 £	£	2009 £
Fixed Assets					
Tangible Assets			-		-
Current assets					
Debtors	9	387		693	
Cash at bank and in hand		156,253		148,691	
		<u>156,640</u>		<u>149,384</u>	
Less Current Liabilities					
Creditors: amounts falling due within one year	10	(2,183)		(1,764)	
Net current assets		<u> </u>	154,457	<u> </u>	147,620
Total assets less current liabilities			<u>154,457</u>		<u>147,620</u>
Financed By					
Restricted funds	11		-		-
Unrestricted Funds	11				
Designated funds					
- Contingency Reserve			64,778		55,752
- Client Holidays & Support			29,178		38,736
- General Purposes Fund			60,501		53,132
Total Funds			<u>154,457</u>		<u>147,620</u>

The accounts were approved by the management committee on the 22nd September 2010 and signed on its behalf by:

Richard Storey (Chair)

Peter Wyeth (Treasurer)

The notes on pages 15-20 form an integral part of these accounts

EAST SURREY CARERS SUPPORT ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2010

1 Accounting policies

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

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

1.2 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor

1.3 Incoming resources

Income is accounted for as and when received, with the exception of certain income which is recognised in the period specified by the donor.

Where it is clear that a donor has specified a grant to be related to a fixed period for a specified use, these funds will be treated as deferred income and released to the Statement of Financial Activities to match the related expenditure.

Investment income is included when receivable.

1.4 Resources expended

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

Costs of generating funds comprise the costs associated with attracting voluntary income.

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.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial activities on a basis designed to reflect the use of the resource.

1.5 Fixed assets

Fixed assets are written off in the year of purchase.

EAST SURREY CARERS SUPPORT ASSOCIATION

NOTES TO THE ACCOUNTS (*Continued*) FOR THE PERIOD ENDED 31 MARCH 2010

2 Donations

	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
Donations from members	10	-	10	200
Donations – other	45	-	45	110
The Misses Barrie Charitable Trust	1,000	-	1,000	1,000
In memory of Mr Gaywood	-	-	-	325
	<u>1,055</u>	<u>-</u>	<u>1,055</u>	<u>1,635</u>

3 Incoming Resources from Activities to further the Charity's Objects

	Unrestricted £	Restricted £	Total 2010 £	Total 2009 £
Surrey County Council – Core Services	118,136	-	118,136	118,136
SCC - Other	-	-	-	3,500
Surrey PCT	23,166	-	23,166	22,779
Reigate & Banstead BC	-	1,000	1,000	-
	<u>141,302</u>	<u>1,000</u>	<u>142,302</u>	<u>144,415</u>

EAST SURREY CARERS SUPPORT ASSOCIATION

NOTES TO THE ACCOUNTS (*Continued*) FOR THE PERIOD ENDED 31 MARCH 2010

4	Total resources expended	Basis of Allocation	Carers Support £	Governance £	Total 2010 £	Total 2009 £
	Costs directly					
	Allocated to activities					
	Salaries & NI	Staff Time	68,210	1,780	69,990	63,872
	Travelling expenses	Staff Time	2,983	25	3,008	3,168
	Training	Direct	118		118	61
	Counselling	Direct	270		270	480
	Professional Fees	Direct	406	750	1,156	1,106
	Newsletter	Direct	2,921		2,921	2,818
	Sundries	Direct	469	915	1,384	1,274
	Client Support	Direct	50		50	216
	Client Activities	Direct	2,399		2,399	3,065
	Client Activities (restricted)	Direct	1,265		1,265	2,281
	Client Support (restricted)	Direct	-		-	240
	Holidays for Carers	Direct	24,352		24,352	27,963
	Taxi Voucher scheme	Direct	15,651		15,651	11,811
	Support costs					
	Allocated to activities					
	Premises	Staff	8,886		8,886	9,089
	Insurance	Direct	812	254	1,066	1,033
	Electricity	Direct	1,664		1,664	1,247
	Postage & Stationery	Apportioned	694	150	844	793
	Telephone and fax	Direct	2,002		2,002	1,939
	Publicity & Printing	Direct	81		81	856
	Office Equipment	Direct	73		73	206
	Incorporation	Direct	-		-	-
	Total Resources expended		<u>133,306</u>	<u>3,874</u>	<u>137,180</u>	<u>133,518</u>

5 Net incoming resources for the year

This is stated after charging Independent Examiners remuneration of £750 (2009 - £700)

EAST SURREY CARERS SUPPORT ASSOCIATION

NOTES TO THE ACCOUNTS (*Continued*) FOR THE PERIOD ENDED 31 MARCH 2010

6 Employees

Number of employees

The average monthly number of employees during the period was:

	2010 Number	2009 Number
Part Time Office administration	1	1
Full Time Carers Liaison Officers	2	2
	<u>3</u>	<u>3</u>
	<u><u>3</u></u>	<u><u>3</u></u>
Employment costs	2010	2009
	£	£
Salaries and wages	64,003	58,422
Social security costs	5,987	5,450
	<u>69,990</u>	<u>63,872</u>
	<u><u>69,990</u></u>	<u><u>63,872</u></u>

No employee received emoluments of more than £60,000.

7 Trustee Remuneration and Related Party Transactions

No trustee, member of the management committee or person related to the charity received any remuneration during the year. No expenses, including travel costs were claimed by any Trustee (2009 - Nil).

No Trustees received financial assistance in the year under the Holiday Scheme for Carers, administered by the Charity (2009 - Nil).

No trustee, member of the management committee or person related to the charity had any personal interest in any contract or other transaction entered into by the charity during the year (2009 – Nil).

8 Taxation

As a charity, East Surrey Carers Support 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.

EAST SURREY CARERS SUPPORT ASSOCIATION

NOTES TO THE ACCOUNTS (*Continued*) FOR THE PERIOD ENDED 31 MARCH 2010

9	Debtors					2010	2009
						£	£
	Other debtors - VAT					-	321
	Prepayments					387	372
						<u>387</u>	<u>693</u>
						<u><u>387</u></u>	<u><u>693</u></u>
10	Creditors: amounts falling due within one year					2010	2009
						£	£
	Trade creditors					269	220
	Other creditors – VAT					234	-
	Accruals					1,680	1,544
						<u>2,183</u>	<u>1,764</u>
						<u><u>2,183</u></u>	<u><u>1,764</u></u>
11	Movement of Funds						
		Balance at	Incoming	Resources	Transfers	Balance at	
		1 April	resources	expended		31 March	
		2009				2010	
		£	£	£	£	£	
	Restricted Funds						
	R & BBC Carers Activities	-	1,000	1,265	265	-	
	<i>Total Restricted Funds</i>	<u>-</u>	<u>1,000</u>	<u>1,265</u>	<u>265</u>	<u>-</u>	
	Unrestricted Funds						
	<i>Designated</i>						
	Contingency Reserve	55,752	-	-	9,026	64,778	
	Client Holidays and Client Support	38,736	1,010	24,402	13,834	29,178	
	<i>Other</i>						
	General Purpose Fund	53,132	142,007	111,513	(23,125)	60,501	
	<i>Total Unrestricted Funds</i>	<u>147,620</u>	<u>143,017</u>	<u>135,915</u>	<u>(265)</u>	<u>154,457</u>	
		<u>147,620</u>	<u>144,017</u>	<u>137,180</u>	<u>-</u>	<u>154,457</u>	

EAST SURREY CARERS SUPPORT ASSOCIATION

NOTES TO THE ACCOUNTS (*Continued*) FOR THE PERIOD ENDED 31 MARCH 2010

11 Movement of Funds - continued

Purposes of Restricted Funds granted in 2009/10

Reigate & Banstead Borough Council provided funding for Carers Activities.

Purposes of Designated Funds

Contingency Reserve - based on the ratio of reserves to expenditure. This is expressed as the number of months for which reserves could finance expenditure in the event that all income ceased and will include an allowance for the costs of staff redundancy. This is necessary due to the financial uncertainty caused by having to reapply annually for our grant funding, and the decisions of that process only being known shortly before the beginning of the new financial year. The Charity will endeavour to maintain reserves equivalent to at least 3 months running costs. This is essential not only for employees but for our client group

Client Holidays – the Trustees approved the designation of unrestricted funds to provide funding for Client Holidays.

Client Support - Unrestricted donations are designated to provide Client Support

12 Commitments under operating Lease

At 31 March 2010, the charity had aggregate commitments under non-cancellable operating leases as set out below

	2010	2009
	£	£
Due within 1 year	8,000	8,000
Due within 2-5 years	24,000	24,000