

Registered Charity Number: 1041250
Company Number: 02966792 (England and Wales)

SHEFFIELD CARERS CENTRE

**TRUSTEES REPORT AND
UNAUDITED ACCOUNTS**

YEAR ENDED 31 MARCH 2021

SHEFFIELD CARERS CENTRE

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SHEFFIELD CARERS CENTRE

LEGAL AND ADMINISTRATION DETAILS

Trustees	L Warren B Broome A Forrest L T Griffiths C Register A J Stocks A M Rowland S Bhurtun A Barney F Jeferzade C Neal S J Simpson	Resigned 25 November 2020 Resigned 25 November 2020
Chief Executive	P Kimantas	
Carers Services Manager	H Fawcett	
Charity number	1041250	
Company number	02966792	
Registered office	Dearing House 1 Young Street Sheffield S1 4UP	
Independent examiner	Philip Allsop FCA BHP LLP 2 Rutland Park Sheffield S10 2PD	
Bankers	Bank of Scotland 33 Old Broad Street London EC2N 1HZ	

SHEFFIELD CARERS CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The trustees, who are also directors for the purposes of company law, present their report with the financial statements for the year ended 31 March 2021.

Structure, Governance and Management

Sheffield Carers Centre is a company limited by guarantee and therefore does not have any paid up share capital. Each member of the company has, however, guaranteed an amount not exceeding £1. The Centre is also an independent local charity (registered charity no 1041250).

The Board of Trustees are responsible for managing the business of the organisation, safeguarding the charity's assets, managing its funds and ensuring Sheffield Carers Centre carries out the charity's purpose as defined in its Articles of Association. At the end of March 2021 Sheffield Carers Centre had about 400 members.

The Carers Centre's governing document requires four of the trustees to be carers or former carers, and this requirement is exceeded, with 6 out of 10 Trustees having current or former experience. The Trustees are also well networked into key sectors in the city, including Sheffield City Council, the Sheffield Clinical Commissioning Group, the NHS Teaching Hospitals Foundation and Health and Social Care Foundation Trust, the faith sector, the University of Sheffield and Sheffield Hallam University.

The Board of Trustees usually meets a minimum of four times during the year and is responsible for decision-making, with advice from the Chief Executive and any of the relevant sub-committees. The sub-committees (Finance and Resources; Quality, Outcomes and Performance Management and Corporate Governance) met regularly during 2020-21.

In addition, three Covid related Task and Finish Groups (resources, services for carers, staffing and volunteering) also met regularly until the autumn, and a further Task and Finish Group has been involved in the more detailed work of preparing for the tender for the next carers' service contract.

Sheffield Carers Centre is a member of the Carers Trust national network. The main benefits this year have included keeping abreast with national policy and campaign developments, representation with national government on carers' issues, access to a wide range of information and resources on the Knowledge Hub and hardship grants for individual carers.

Risk assessment

The Board of Trustees has discussed, and reviewed, all of the major risks to which the charity is exposed and has established systems to mitigate these risks. By maintaining the charity's reserves in accordance with the levels set out in the Financial Review, the charity will have sufficient resources to deal with any foreseeable adverse situations.

Objectives and Activities

Mission

The trustees have referred to the Charity Commission's general guidance on public benefit when reviewing the Carers Centre's objectives and planning future activities.

The charity's objects as stated in the governing document are:

- To help people who are caring, or who have cared, for elderly, sick or disabled people at home, who are in need, and to promote their welfare;
- To help carers who have been physically and mentally affected by their caring role;
- To raise awareness of caring amongst carers and the public.

SHEFFIELD CARERS CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021 - continued

Mission and values

The charity's mission is: to be the major independent charity offering support to Sheffield carers by providing high quality information, advice, advocacy and support and by reaching out to all carers to ensure that their needs are met. By carer, we mean a person who, unpaid, looks after or supports someone who is unable to manage alone because of frailty, disability or illness.

We believe all carers should be recognised, valued and effectively supported to enable them to continue caring in the way they choose and to have a life of their own, regardless of their caring situation. We aim to be carer-focussed, professional, responsive and accessible to all carers.

Quality Accreditation

Sheffield Carers Centre achieved accreditation of ISO 9001, which is an internationally recognised Quality Management System.

Overview of the year

The year 2020-21 has been dominated by three major disruptive issues:

- The Coronavirus pandemic
- Relocation to new office premises
- The final year of the Centre's main source of funding, a five-year contract to deliver the City-wide Carers Service, and preparing to compete for the new contract.

It has been a major achievement that Sheffield Carers Centre has maintained service delivery to a high standard and without interruption, adapted to respond to carers' needs arising from the pandemic, re-located office and prepared extensively for the re-tendering of its key contract with the Council.

Covid Pandemic

The Carers Centre adapted quickly and effectively to the changes brought about by lockdowns and the shift to working at home, thanks to the commitment and adaptability of staff and volunteers and the possibilities afforded by technology. Staff and volunteers began working at home from the beginning of the first lockdown in March 2020. At the same time processes for carers to access the services were adapted to maintain essential service delivery. A steep technological learning curve was climbed to deliver all functions by phone and internet from the homes of 19 staff, 10 Trustees and other volunteers.

Staff and volunteer sickness absence from Covid has thankfully been at very low levels, however there has been reduced staff and volunteering capacity for extended periods of time due to vacant posts and other Covid related circumstances. Due to the isolation of working at home in exceptionally challenging circumstances, considerable attention was paid to the wellbeing of staff and volunteers. Measures included additional leave for staff for a short period to compensate for dealing with often complex and distressing cases, new guidelines for working from home, wellbeing resources, a virtual 'staff room' for dropping in to see colleagues, and an online chat function for internal communications. New protocols were put in place to ensure GDPR compliance and confidentiality for home working.

It has been a major achievement that the services have continued to be delivered without interruption. A total of 54 volunteers remained involved, though circumstances meant that some were 'paused', for example some volunteers could not carry out their role from their home. Three former employees came forward to volunteer their time making triage calls for several weeks.

Tender preparation

The main source of funding, a contract with Sheffield Council, was due to end in December 2021. There has been considerable work during the year to prepare for the competitive procurement process for the next contract, which was due to start in May 2021. This involved an extensive review of existing provision, posts and structure, ideas for improvements or new initiatives and competitor analysis. This work involved all staff and volunteers and carers, in particular the Board and management team. As a result, the charity was in a strong position of preparedness.

Premises

The lease on the office premises expired at the end of March 2021. The Board considered an options appraisal of future premises requirements, prompted by the possibilities of the new home working arrangements. A decision was made to maintain a city centre office base that would accommodate the existing staffing complement, so the search for new premises began in the autumn 2020. Suitable new premises were secured and the relocation took place at the end of March.

SHEFFIELD CARERS CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021 - continued

Service Delivery

The Covid pandemic has had an enormous impact on carers, and the sectors, services, systems and activities that affect their lives, thus creating a 'perfect storm'. The number of carers is estimated to have increased by around 50% (Caring Behind Closed Doors, Carers UK), they have been providing more hours of care, carrying out more caring tasks, and the activities and services that would usually enable carers to have breaks either shut down or were considerably reduced due to lockdowns and Covid restrictions.

Sheffield Carers Centre therefore quickly adapted its service provision to meet the needs of carers during these challenging times, focussing on providing trusted information about Covid safety, providing connection to other carers and online activities, access to emotional support and maintaining the Carer Advice Line and Carers Assessments.

- Total of 3,093 carers received support during the year.
- 1,378 carers were added to the Carers Register
- The main caring situations were: carers of someone with dementia (32%), carers of someone with a mental health condition (15%), carers of someone with a learning disability (10%) and carers of someone with autism/Asperger's
- 95 carers received regular check-in calls and ongoing support from 25 Community Connect volunteers, who contributed a total of 1,751 hours.
- 701 new Tier 1 and 41 Tier 2 Carers Assessments carried out.
- 72 reviews of carers assessments carried out.
- At the year-end 208 carers had a Personal Budget, with a total value of £236,350, enabling them to purchase support to reduce the impact of caring.
- 17,422 people visited the website for a total of 24,206 sessions.
- A total of 64,500 pageviews were made on the website.
- The most visited webpages were the home page (24% of total), services (8%), Carer Card (7%) and Contact Us
- 266 carers received a time for a Break grant, totalling £45,374.
- £163,346 additional income from welfare benefits was secured.
- £21,250 was granted to carers to purchase essential items such as cookers and washing machines.

At risk carers

One of the priorities of the first lockdown was to identify which carers' situations were at high risk of breakdown under the strain of the pandemic. The huge range of community activities and services upon which they, and the person they look after, depended, came to a halt. Many carers therefore found themselves providing more care with no means of getting a break. A list of most 'at risk' carers was drawn up and the Council made initial check-up calls, and the Carers Centre ensured that support, such as regular Community Connect calls, was put in place. This partnership working was highly valued by those most at risk.

The Carers Centre also contributed to another important piece of work with the Council, involving the roll-out of the Covid vaccination to carers. The data from the Carers Register was transferred securely to the Council, to then be passed to the NHS so that eligible carers would be invited for vaccination. This was carried out in line with the national requirement to share data to respond to the public health emergency.

Community Connect

Recognising that isolation would be a major issue, the Carers Centre adapted the Community Connect service to provide ongoing support for a growing number of carers who were isolated and would benefit from a regular check-in call from a volunteer. The number of carers who received the service almost doubled during the year, from 50 in the first quarter to 95 in the final quarter. Before the first lockdown there were 4 volunteers in the service, quickly joined by Advice Line volunteers moving across to the role, bringing the number to 11 volunteers. Two rounds of recruitment brought the total figure to 25 volunteers by the final quarter of the year. Each volunteer called several carers on a regular basis (weekly or fortnightly). The total number of hours of support provided by the volunteers increased from 282 in the first quarter to 641 in the final quarter. In addition, 5 volunteers delivered Christmas Goody Bags to 38 carers.

The quote encapsulates the value of this service:

"... And may I thank the Carers Centre for having this most wonderful and extraordinary service of a volunteer ringing in. This is really and I cannot desist from emphasising it, this is really the most important service for me in your portfolio. It is a great privilege and I am very grateful for the conversations with your volunteer. I always look forward to them. In general and especially now with the virus I feel this is a key and important part of my social network to keep me going as I feel that I should continue to be in near lockdown simply to protect my mother. I do go out to do the necessary shopping, but that's about it almost. So thank you again for all of your hard and dedicated work!"

SHEFFIELD CARERS CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021 - continued

Digital and social exclusion

The issue of carers who, for a variety of reasons, do not use the internet, became very significant during a period when being able to use the internet became an essential lifeline to information and support. A grant from the Carers Trust enabled the Carers Centre to enhance its support by purchasing 4 tablets for loan and producing the 'Keep in Touch' guide. The guide, which was viewed by 101 carers, encouraged carers to keep in social contact with others during a time of social distancing, and gave examples of how to do so with introductory information about popular digital platforms such as WhatsApp and Zoom.

The Carers Café and other groups moved to meeting online, and the Community Liaison Coordinator and a volunteer provided coaching for carers to use Zoom so they could participate. The number of carers participating in online groups grew to 90.

Carers of People with Dementia

Carers of people with dementia were particularly affected by the pandemic restrictions. Additional project funding from the Clinical Commissioning Group increased the Carers Centre's capacity to support those carers, and respond to an increase in the number of referrals. During a five-month period 230 carers in this group received support, of whom 153 had not been in contact with the Carers Centre before.

Information and Advice

The provision of up to date and trusted information during the pandemic has been of paramount importance, and was a particular challenge during the initial crisis period when circumstances were constantly changing. In the first few weeks many calls to the Carer Advice Line were about daily practical challenges such as how to buy food and worries about being stopped whilst travelling to provide care during lockdowns.

Pandemic related information also became the focus of much of the content in social media, website and Carers Enews for many months. A new Coronavirus webpage was created to provide a single place for trusted information, including links to Government guidance, information about the Covid vaccination, PPE and bereavement support. This was the fifth most visited webpage during the year, indicating how much this was needed. There was considerable promotion of the emergency planning booklet and template plan to encourage carers to plan for such events.

The Enews was given a new format and sent to over 6,000 subscribers every month. An average of 440 people per edition 'clicked' on items to read more about them. Items about the Covid vaccination and other Covid related items received the highest levels of engagement. Thanks to a grant from the Carers Trust, a one-off printed newsletter was sent to 5,000 carers who did not have email addresses.

The Carers Centre has supported campaigns to address Covid misinformation and reach groups who were vaccine hesitant. During the roll-out of the vaccination programme, the Centre also took the lead in clarifying the processes by which carers would receive their invitation, raising issues about the barriers that some carers experienced and communicating updates and information with other organisations.

The Carers Trust introduced a new brand during the year, which was applied across all digital and printed materials. This gave carers even more assurance that our information and support was legitimate.

SHEFFIELD CARERS CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021 - continued

Having a Break

As stated earlier, the lockdowns and restrictions had a major negative impact on carers' opportunities to have a break, which was reflected in the reduction in Time for a Break grants. Carers were encouraged to find more creative ways to take a break other than going away, and examples included subscribing to magazines, purchasing tablets and arts and craft materials. 266 carers received a Time for a Break grant, totalling £45,374. The quotes below demonstrate the value of the grants:

"Hello, just a note to say that my lovely new Samsung Tablet has arrived I really like it - I've downloaded Zoom, Skype and What's App so I can keep in touch with friends and family and that's a great boost for my outlook. I've also downloaded a free daily newspaper (Metro which I really prefer to reading the news on websites and also has puzzles and games each day) as well as some other games an BBC I player so I can watch things in the garden or away from everyone else. It takes great photos too! It's been a really helpful and useful buy which I'm keeping separate from all the other stuff I have to deal with for my son."

"Please know you've made a huge difference in my life. Not just because of the bike, but because you saw a need and you were willing to help me out. I look forward to continued discussions and support as well. I can't thank you enough. Even in my emotional state right now, I know that if nothing else, I have the bike (from T4B) to look forward to. It really is everything."

Sub-contracts

The partnerships with Citizens Advice Sheffield and Sheffield Mencap and Gateway continued to deliver specialist services, with their staff also maintaining service continuity whilst working from home. £163,346 additional income for carers was secured.

Reaching new carers

Community outreach activities that contribute towards reaching new carers either moved online or stopped as a result of Covid restrictions, thus reducing some opportunities to raise awareness of carers. Nevertheless, 1,378 carers were added to the Carers Register, of whom 7% were from Black, Asian or minority ethnic groups.

Awareness raising, training, talks and presentations moved to online delivery. Sessions included training to mental health professionals working in primary care localities and staff in the Health and Social Care Trust, the Adult Safeguarding Partnership, the celebration of good practice in social care and pastoral workers in the Methodist Church. A webinar was recorded which has become part of the mandatory training for staff in Adult Social care, and the Centre contributed on carers issues to a series of 'lunch-time learning' sessions about dementia, including diagnosis and dealing with crisis.

A communications campaign was delivered in Carers Week, working in partnership with Sheffield Young Carers. A social media pack with key messages and imagery was provided for other organisations to use, the Director of Public Health wrote a column about carers for a local newspaper,

The campaign was successful in increasing our reach to carers, with 250 visits to the self-registration webpage and a large increase in carers making contact from posts on Facebook. Forty carers received a home delivered afternoon tea and activity pack during Carers Week.

Carers Rights Day

Twenty carers attended a webinar about carers rights delivered by the legal firm Irwin Mitchell. Another joint awareness raising campaign was delivered with Sheffield Young Carers. The CEO and a carer took part in live interviews on BBC Radio Sheffield, with an emphasis on how Covid has impacted carers.

SHEFFIELD CARERS CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021 - continued

Carer voice and partnerships

The Carers Centre has continued to provide information about consultations and other relevant opportunities for carers to have their say on issues that are important to them through the Have Your Say webpage, Enews and social media. It has participated in a variety of partnerships, bringing carers' views and raising issues.

Areas and partnerships in which carers' issues and perspectives have been contributed include:

- The Covid Prevention and Management Board
- Rapid Health Impact Assessments that were carried out in response to the disproportionate impact of the pandemic on disadvantaged groups.
- Relatives visits to care homes during pandemic restrictions
- Home Care Transformation project
- Review of Adult Social Care
- Physical Health Strategy for People with Severe Mental Illness, Learning Disability and Autism
- The new Covid Hubs network of voluntary and community groups and organisations
- The End of Life group led by Sheffield Teaching Hospitals
- Dementia Strategy Implementation Group

Funding and Fundraising

The events of the year have required significant investment in new premises and laptops and other equipment to enable working at home. Small grants from South Yorkshire Community Foundation and the Sheffield City Council Covid Response Fund have contributed towards some of the additional costs of the pandemic, however the majority of the funding has come from the Charity's reserves. The Cutler's Charity launched a Covid response fund, from which a donation of £500 was given towards carers' hardship grants.

Sickleholme Golf Club adopted Sheffield Carers Centre as the Club's charity of the year for fundraising, just before the pandemic struck. Not to be deterred, the Club members still raised a total of £5,025. A portion of this was used for 'treats' that were delivered to carers in Carers Week and at Christmas, and the remainder will be used to provide social activities when safe.

Financial Review

The accumulated funds of the Charity at 31 March 2021 are shown in total in the Balance Sheet and details of the restricted funds are shown in the notes.

Unrestricted funds amounted to £333,844, but £48,096 of these has been designated for specific purposes as explained on page 19. This leaves free funds of £285,748. The trustees have considered the level of unrestricted funds which is appropriate in order to safeguard the Charity's activities and have concluded that this should be the equivalent of three to six months operational expenditure. The trustees have therefore set a target for free funds of a minimum of £100,000.

The main item of expenditure continues to be staffing, followed by premises and office costs. These are all directed towards the core objectives referred to above.

SHEFFIELD CARERS CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021 - continued

Trustees' responsibilities for the financial statements

The trustees are responsible for preparing the Trustees' Report 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 period, which give a true and fair view of the state of affairs of the company and of the surplus or deficit of income over expenditure of the company for that period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles of the Charity SORP 2019 FRS 102;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

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

By order of the Board

A Forrest

Trustee

SHEFFIELD CARERS CENTRE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SHEFFIELD CARERS CENTRE

I report on the accounts of the Charity for the year ended 31 March 2021 which are set out on pages 10 to 20.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 ICAEW.

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
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts 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 accounts to be reached.

Philip Allsop FCA
BHP LLP
Chartered Accountants
2 Rutland Park
Sheffield
S10 2PD

SHEFFIELD CARERS CENTRE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income from:						
Donations and legacies	2	13,955	-	-	13,955	11,010
Charitable activities	3	518,635	-	266,936	785,571	850,031
Investments	4	827	-	-	827	3,486
Other income	5	92	-	-	92	6,831
Total income		533,509	-	266,936	800,445	871,358
Expenditure on:						
	6					
Charitable activities						
City Wide Support Service		356,773	-	59,776	416,549	493,986
Sundry projects		185,966	635	136,784	323,385	308,320
Total expenditure		542,739	635	196,560	739,934	802,306
Net (expenditure) / income		(9,230)	(635)	70,376	60,511	69,052
Transfer of funds		(4,498)	3,225	1,273	-	-
Net movement in funds		(13,728)	2,590	71,649	60,511	69,052
Reconciliation of funds:						
Total funds brought forward		299,476	45,506	259,057	604,039	534,987
Fund balances at 31 March 2021		285,748	48,096	330,706	664,550	604,039

The statement of financial activities includes all gains and losses recognised in the year.

The statement of financial activities has been prepared on the basis that all operations are continuing operations.

SHEFFIELD CARERS CENTRE

BALANCE SHEET AS AT 31 MARCH 2021

Assets employed:	Notes	2021	2020
		£	£
Fixed assets			
Tangible assets	10	9,221	7,405
Current assets			
Debtors	11	4,625	18,588
Cash at bank and in hand		685,581	599,874
		<u>690,206</u>	<u>618,462</u>
Creditors: amounts falling due within one year	12	<u>(34,877)</u>	<u>(21,828)</u>
Net current assets		655,329	596,634
Net assets		<u>664,550</u>	<u>604,039</u>
Income funds			
Restricted funds	13	330,706	259,057
Designated funds	14	48,096	45,506
Unrestricted funds:		285,748	299,476
Total funds		<u>664,550</u>	<u>604,039</u>

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors responsibilities:

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

The financial statements were approved by the Board on

L T Griffiths
Trustee

A Forrest
Trustee

Company registration number 02966792

SHEFFIELD CARERS CENTRE

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2021

	Note	2021 £	2020 £
Cash flow from operating activities	18	91,868	69,129
Cash flows from investing activities			
Purchase of tangible assets		(6,161)	(7,374)
Net cash used in investing activities		(6,161)	(7,374)
Change in cash and cash equivalents in the reporting period		85,707	61,755
Cash and cash equivalents at the beginning of the reporting period		599,874	538,119
Cash and cash equivalents at the end of the reporting period		<u>685,581</u>	<u>599,874</u>

SHEFFIELD CARERS CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting Policies

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. 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 2019) - (Charities SORP (FRS 102)) and the Companies Act 2006.

(b) Company status

The charity is a company limited by guarantee. The members of the company are specified within the legal and administrative information. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

(c) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(d) Income recognition

Grants receivable and donations are recognised on the Statement of Financial Activities when the conditions for receipt have been complied with. Grants receivable in respect of many activities are paid in relation to a given period such as a year and in these circumstances the grants are deferred to the extent that they relate to future accounting periods.

Investment and other income is recognised on a receivable basis.

SHEFFIELD CARERS CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

(e) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

(f) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management costs.

(g) Fixed Assets and depreciation

Expenditure in respect of the acquisition and/or enhancement of fixed assets by the Centre are capitalised. Depreciation is then calculated so as to write off the cost over the expected useful lives of the relevant fixed assets on a straight line basis. The rates used are as follows:

Improvements to short leasehold property	- 33.33%
Office equipment	- 33.33%

(h) Operating leases

Operating lease rentals are charged to the Statement of Financial Activities as incurred.

(i) Pensions

The pension cost charged in the financial statements represents the contributions payable by the company during the year into defined contribution arrangements for staff.

SHEFFIELD CARERS CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

2. Donations and legacies	2021	2020
	£	£
Emily Weircroft Charitable Trust	250	250
C Thomas-Cooke	600	600
Swatlakis Solicitors LLB	-	250
Raffle donations	-	4,114
A F Forrest	340	210
Sickleholme Golf Club	4,525	-
British Land	1,000	-
St Marks Church	975	-
Other donations and fundraising	6,265	5,586
	<u>13,955</u>	<u>11,010</u>

Donations and legacies of £13,955 (2020: £11,010) were unrestricted. £Nil (2020: £Nil) were for restricted funds.

3. Income in relation to charitable activities	2021	2020
	£	£
City Wide Support Service	506,706	545,456
Personal Budgets	146,849	146,864
Short Breaks	99,996	99,996
DTOC Project	7,500	57,715
Isolation Project	20,091	-
Covid-19 Response	3,429	-
Hardship Fund	1,000	-
	<u>785,571</u>	<u>850,031</u>

Charitable activities income of £518,635 (2020: £545,456) was unrestricted. £266,936 (2020: £304,575) was restricted.

4. Investment income	2021	2020
	£	£
Rental income	(260)	1,135
Interest receivable	1,087	2,351
	<u>827</u>	<u>3,486</u>

All income from investments for the current and previous year relates to unrestricted funds.

5. Other income	2021	2020
	£	£
Sundry sales & other income	92	6,831
	<u>92</u>	<u>6,831</u>

All other income for the current and previous year relates to unrestricted funds.

SHEFFIELD CARERS CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

6. Direct charitable expenditure

	Staff Costs £	Depreciation £	Other Costs £	Total 2021 £	Total 2020 £
Activities undertaken directly	367,635	-	49,464	417,099	493,986
Support costs	-	4,345	318,490	322,835	308,320
	<u>367,635</u>	<u>4,345</u>	<u>367,954</u>	<u>739,934</u>	<u>802,306</u>

Charitable expenditure of £542,739 (2020: £492,576) was unrestricted, £635 (2020: £1,994) was in designated funds, and £196,560 (2020: £307,736) was restricted.

7. Trustees and key management personnel remuneration and expenses

During the year remuneration of £Nil was paid to trustees (2020: £Nil). No trustees were reimbursed expenses in the year (2020: 2 trustees reimbursed £97 for travel expenses).

The trustees consider its key management personnel to comprise of the Chief Executive and the Carer Services Manager. The total amount of employee benefits received by key management personnel is £46,905 (2020: £54,104).

8. Employees

	2021 No.	2020 No.
Average monthly number of employees	<u>18</u>	<u>20</u>
	2021 £	2020 £
Wages and salaries	316,471	342,608
Social security costs	22,993	21,773
Other pension costs	28,171	32,322
	<u>367,635</u>	<u>396,703</u>

No employees received remuneration over £60,000 (2020: none).

9. Net (expenditure)/income for the year

Net (expenditure)/income is stated after charging -

	2021 £	2020 £
Depreciation of tangible fixed assets	4,345	1,999
Independent examiner's remuneration	2,484	2,436
Operating lease rentals	(55)	39,945
<i>Exceptional relocation costs:</i>		
- Removal costs	4,199	
- Legal fees	1,800	
- Agents fees	500	
- Dilapidations	12,000	

SHEFFIELD CARERS CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

10. Tangible fixed assets

	Leasehold Property Improvements	Office equipment	Total
	£	£	£
Cost			
At 1 April 2020	19,023	79,567	98,590
Additions	-	6,161	6,161
Disposals	-	-	-
At 31 March 2021	<u>19,023</u>	<u>85,728</u>	<u>104,751</u>
Depreciation			
At 1 April 2020	19,023	72,162	91,185
Charge	-	4,345	4,345
Disposals	-	-	-
At 31 March 2021	<u>19,023</u>	<u>76,507</u>	<u>95,530</u>
Net book value			
At 31 March 2021	<u>-</u>	<u>9,221</u>	<u>9,221</u>
At 30 March 2020	<u>-</u>	<u>7,405</u>	<u>7,405</u>

11. Debtors

	2021	2020
	£	£
Other debtors	4,625	18,588

12. Creditors: amounts falling due within one year

	2021	2020
	£	£
Other creditors	34,877	21,828

SHEFFIELD CARERS CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

13. Restricted funds

	Personal Budgets £	Short Breaks £	Carers card £	Lloyds TSB Fund £	Isolation Project £	Total £
Balance at 1 April 2020	161,068	88,295	-	9,694	-	259,057
Income	146,849	99,996	-	-	20,091	266,936
Expenditure	(126,282)	(48,914)	-	-	(21,364)	(196,560)
Transfers	-	-	-	-	1,273	1,273
Balance at 31 March 2021	181,635	139,377	-	9,694	-	330,706

Restricted funds - prior year

	Personal Budgets £	Short Breaks £	Carers card £	Lloyds TSB Fund £	Cancer Champions £	DTOC Project £	Total £
Balance at 1 April 2019	133,586	85,582	12,281	14,519	16,250	-	262,218
Income	146,864	99,996	-	-	-	57,715	304,575
Expenditure	(119,382)	(97,283)	(12,281)	(4,825)	(16,250)	(57,715)	(307,736)
Transfers	-	-	-	-	-	-	-
Balance at 31 March 2020	161,068	88,295	-	9,694	-	-	259,057

Personal Budgets - to meet carers' eligible needs for support (Carers Act 2014)

Short Breaks - to provide breaks for carers.

Carers Card - to provide a discount and emergency contact card for carers

Lloyds TSB fund - to enable the Carers Centre to purchase specialist professional advice

Cancer Champions - to encourage carers to become aware of the signs of cancer and to access screening

DTOC Project - to provide information and support to carers looking after someone returning home from hospital

Isolation Project - to provide services to carers to reduce their social isolation.

SHEFFIELD CARERS CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

14. Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds for specific purposes:

	Balance at 1.4.20	Income	Resources expended	Transfers	Balance at 31.3.21
	£	£	£	£	£
Future Initiatives	33,295	-	-	-	33,295
Fundraising	12,000	-	-	-	12,000
Carers Hardship Fund	211	-	(635)	3,225	2,801
	<u>45,506</u>	<u>-</u>	<u>(635)</u>	<u>3,225</u>	<u>48,096</u>

Designated funds- prior year

	Balance at 1.4.19	Income	Resources expended	Transfers	Balance at 31.3.20
	£	£	£	£	£
Future Initiatives	35,000	-	(1,705)	-	33,295
Fundraising	12,000	-	-	-	12,000
Carers Hardship Fund	-	-	(289)	500	211
	<u>47,000</u>	<u>-</u>	<u>(1,994)</u>	<u>500</u>	<u>45,506</u>

Future initiatives - to support additional management and administration hours for further development of the
 Fundraising - to support fundraising activities.
 Carers Hardship Fund - to provide small grants to carers experiencing hardship.

SHEFFIELD CARERS CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

15. Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31/03/2021 are represented by:				
Tangible fixed assets	-	-	9,221	9,221
Cash and current investments	316,000	48,096	321,485	685,581
Other current assets / liabilities	(30,252)	-	-	(30,252)
	<u>285,748</u>	<u>48,096</u>	<u>330,706</u>	<u>664,550</u>

Analysis of net assets between funds - prior year

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31/03/2020 are represented by:				
Tangible fixed assets	-	-	7,405	7,405
Cash and current investments	307,381	45,506	246,987	599,874
Other current assets / liabilities	(7,905)	-	4,665	(3,240)
	<u>299,476</u>	<u>45,506</u>	<u>259,057</u>	<u>604,039</u>

16. Financial commitments

Financial commitments in relation to the premises lease are as follows-

	2021	2020
	£	£
Due in less than one year	20,000	39,945
Due in two to five years	20,000	-
	<u>40,000</u>	<u>39,945</u>

17. Taxation

As a charity, Sheffield Carers Centre is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

18. Reconciliation of net (expenditure)/income to net cash flow (used in)/from operations

	2021	2020
	£	£
Net income	60,511	69,052
Adjustments for -		
Depreciation of tangible assets	4,345	1,999
Decrease/ (increase) in debtors	13,963	1,017
(Decrease)/increase in creditors	13,049	(2,939)
Cash flow from operating activities	<u>91,868</u>	<u>69,129</u>

19. Related Party Transactions

There are no related party transactions during the period (2020: £ nil).

20. Post Balance Sheet Events

Following the year end the charity was awarded a new contract. This contract secured income for the charity until December 2026.