

Carers Network Westminster
Annual Accounts year ending March 2014

Company Number: 04712756
Charity Number: 1097723



CARERS NETWORK WESTMINSTER

FINANCIAL STATEMENTS
31 MARCH 2014

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Financial Statements for the year ended 31 March 2014

Contents	Pages
Legal and administrative information	1
Report of the Board of Trustees	2
Auditor's Report	10
Statement of Financial Activities	12
Balance Sheet	13
Notes to the Financial Statements	14

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Legal and administrative information

The Board of Trustees

Robert Allen
Steven Barnes (appointed September 2013)
Steven Bramley
Etta Carnelli (resigned September 2013)
David Evans
Myrna Hayter (appointed September 2013)
Jarka Hinksman (appointed September 2013)
Betty Hippolyte (resigned August 2013)
Michelle Mcgrade
Ian Peck
Ruth Quintyne
Sue Reynolds Hart (resigned May 2014)
Jihan Saiha (appointed September 2013)

Company Secretary & Chief Executive

Sarah Mitchell Chief Executive (appointed April 2014)
Annette Furley Chief Executive (resigned March 2014)
Luke Evans Company Secretary (appointed March 2014)
Ellen O'Mahony Company Secretary (resigned March 2014)

Registered Office

Office 8, Beethoven Centre, Third Avenue
London W10 4JL

Auditor

Chantrey Vellacott DFK LLP
Chartered Accountants & Statutory Auditor
Cheviot House
53 Sheep Street
Northampton
NN1 2NE

Bankers

Unity Trust Bank Plc
Nine Brindley Place
Birmingham
B1 2HB

Company Number

04712756

Charity Number

1097723

Solicitors

Russell-Cooke
2 Putney Hill
London
SW15 6AB

CARERS NETWORK WESTMINSTER (LIMITED BY GUARANTEE)

Trustees' Report for the year ended 31 March 2014

The trustees present their annual report with the audited financial statements for the year ended 31 March 2014. Comparative figures are those for the year ended 31 March 2013.

Public Benefit

The public benefit of our service is to all of our clients who are unpaid carers in the City of Westminster, Royal Borough of Kensington and Chelsea and London Borough of Hammersmith and Fulham and their families, the person they care for and employers. The wider benefit to the public is to promote sustainable communities through support for those residents who provide unpaid support to elderly, sick or disabled residents.

Structure, Governance and Management

Constitution

Carers Network Westminster is a registered charity. The organisation was founded in 1991 and was first registered as a charity in 1996. The current charity was registered on 29 May 2003 following constitution as a company limited by guarantee (incorporated on 26 March 2003) and is therefore governed by a Memorandum and Articles of Association. The objects were amended in January 2011. The Memorandum and Articles were amended in 2013. Carers Network Westminster operates under the name **Carers Network**.

Recruitment and Appointment of Trustees

The minimum number of trustees is four, the maximum is fifteen. Trustees are elected by the Membership at the Annual General Meeting. In selecting persons to be appointed as trustees, the existing trustees shall take into account the benefits of appointing a person who through residence, occupation, employment, special knowledge, or personal or professional qualifications can make a contribution to the pursuit of the objects or the management of the Charity.

Trustees Induction and Training

All new trustees are provided with a comprehensive induction pack to Carers Network Westminster, which includes the Memorandum and Articles of Association, current business plan, staffing structure, annual budget and last audited accounts. They are also provided with details of obligations under Charity Law. Following their appointment, we will endeavour to provide trustees with on-going training by conducting a skills audit and recommending relevant courses for them to attend as appropriate.

Related Parties

The majority of the charity's income is from Westminster City Council with a significant portion now received from London Borough of Hammersmith and Fulham.

Carers Network Westminster is an affiliated member of the national charity Carers Trust.

Risk Management

In March 2011 Carers Network Westminster established a Risk Register, which assesses all of the major risks that the charity faces, an outline of the systems that mitigate these risks and details of the procedures to be undertaken to minimise the potential impact, should those risks materialise. The risks were reassessed in November 2012, Spring 2013 and most recently in April 2014. The most significant risk that the charity faces is **Failure to reach our fundraising target**. The current economic outlook raises general concerns about the challenges of fundraising. Whilst the majority of our funding has been secured through council contracts there is still a small shortfall which needs to be secured if the organisation is to develop and grow. This risk is deemed to be minimal.

CARERS NETWORK WESTMINSTER (LIMITED BY GUARANTEE)

Trustees' Report for the year ended 31 March 2014

Objectives and Activities

Summary of Objects as set out in the Memorandum and Articles of Association

According to the Memorandum of Association, Carers Network Westminster exists to:

- Relieve poverty among Carers in the City of Westminster and adjoining boroughs.
- Relieve the aged, the sick, the infirm and persons suffering from mental illness or learning or physical disabilities in the City of Westminster and surrounding boroughs by the provision of advice, support, training, and other assistance to their carers, and by the provision of respite care.
- Advance the education of the public in all matters relating to caring and the role of carers.

What we do

1. Information

We provide a core service of information and advice to all carers. This includes the offer of an initial assessment and information about their right to a statutory Carers Assessment. Carers are provided with signposting to relevant services and referrals, where appropriate. Contact is maintained through our regular newsletter, Information Fairs, activities throughout Carers Week, carers events during the year, our website, social media, emails, telephone calls and home visits. Information is provided in Bengali, Arabic and a number of other languages. All carers can access support at the level of "assisted information", which means they will be helped to identify the issues they face and find appropriate sources of information and advice.

2 Support

Emotional Support - Emotional support is available to all carers on initial contact and at points of crisis, through casework and support groups. **Practical support** - We are able to provide some practical support, including help with form-filling, liaising with professionals and grant applications to other organisations. **Support Groups** - We host regular support groups for Carers of Older People, Carers of Adults with Mental Health issues, Carers of Adults with a Learning Disability and Bangladeshi Carers. In addition we facilitate 'special interest' support groups. **Specialist Support** - As well as the support we can provide to all carers, we have an enhanced level of support for the above groups, which may involve more in depth "casework", and advocacy. We provide a programme of training and development for carers, which enables them to fulfil their role safely and knowledgeably.

3 Wider Family and Social Life

Breaks - The Carers Break Scheme provides breaks to carers, in the form of individual grants for breaks, and group holidays. We also organise a number of social events for carers including day trips, Christmas and Eid celebrations. Carers **Emergency Card Scheme** - This service provides carers with emergency replacement care for the person they care for, in the event of an emergency and is designed to provide carers with peace of mind. As a part of this scheme, we are running GP Link and Pharmacy Link.

4 Advocacy and Services

Carers Network Westminster seeks to **influence** service provision for the benefit of carers. We therefore engage with service providers often through partnership working to develop services that improve support to carers and the people they care for. We seek to involve carers in decision making at every relevant stage of their caring role by equipping them with up to date knowledge on their rights and advocacy skills.

5 Carers Fora

Carers Network Westminster facilitates **Carers Action** in Westminster and **Carers Forum in Hammersmith and Fulham (in its early development)**, which are fora made up of elected carers to a steering group committee. Steering group meetings and forums provide a platform for carers to meet and discuss matters of common concern. It also provides a recognised mechanism for statutory service providers and commissioners to consult with carers.

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Trustees' Report for the year ended 31 March 2014

Explanation of Aims and Objectives

Our strategic aims are to:

- To ensure carers are central to all Carers Network services
- To empower carers to make their own choices, as well as to develop, design, lead, influence services – *Carers in control*
- To ensure that governance and operations of Carers Network exist to meet these aims

Our vision is of a city where the role of unpaid carers is recognised, supported and celebrated. We aim to:

- Ensure that carers receive the **information** necessary to make informed choices
- Ensure that carers have **support** needed to care for their family member/friend
- Help carers sustain their caring role without compromising their **family or social life**
- Enable carers access to **learning, leisure and employment** opportunities
- Ensure carers health is protected and promoted through **advocacy and services**.
- **Empower** and enable carers to respond to policy and services through recognised forums

Performance against Objectives for the year 2013/14

Objectives 2013/14	Achievements against objectives 2013/14
Win and introduce new carers services contracts in Westminster and Hammersmith and Fulham to sustain the organisations	After many months of negotiation we were awarded these two contracts for carers hub services. The contract for Westminster commenced in November 2013 and the Contract for Hammersmith and Fulham commenced in December 2013. Both contracts are for a period of two years with the option of an extension of a further 18 months. Although difficulties with carer data migration from the council delayed the introduction of the Hammersmith and Fulham contract, both are now fully in place and progressing well.
To review Carers Break Scheme to improve its transparency and fairness	This has now been reviewed twice after consultation with staff and carers. It is now more in line with the councils approach to personal budgets and similar to the scheme previously used for small grants in Hammersmith and Fulham. This has now been implemented and new guidelines publicised. 242 carers benefitted from the scheme during the year. We have also reached our target for number of carers going on group holidays (66 against a target of 60).
To improve methods of outreach to reach more, and less visible carers	DVDs have been produced for use at all events, at surgeries and other organisations activities. We have also increased the number of other organisations that we attend to promote our service (support workers have this as one of their objectives), produced a new carers leaflet, are making use of council medium such as their newsletters. The work with GPs and primary care teams appear to be raising the numbers of carers reached, and the hospital discharge project set up during the year is anticipated to further increase our reach. During the GP and Primary Care Team work 6 training sessions were organised at 6 different GP surgeries. 33 practice staff attended representing 36 practices. 11 of the practices have since identified a carer lead within their team, which is a particular achievement, as is the creation of a new triage referral form exclusively for the use of GP Practices and the production of a Carers Identification Card.
To improve the quality of information for carers and the use of social media in order to reach more carers	We have set up Twitter and Facebook accounts, have designed and created a new Carers Network website, which is now live. We have increased the use of texting and emailing carers to communicate activities and have updated leaflets and flyers promoting our service

<p>and better promote carers network services</p>	<p>to carers and other organisations. These now better reflect our service and are also in line with the councils branding policies. A new Social Media policy is now in place.</p>
<p>To support the development of Carers Action to ensure they are equipped to represent the views of carers in Westminster</p>	<p>New aims and objectives have now been developed with Carers Action and steering group members have benefitted from development training. Carers Network facilitated Carers Action members input into the governments draft Care Bill and we have jointly organised a programme of activities at which carers can have a voice, including two Carers Action Days and involvement in Carers Network events. We have set a budget for the Carers Action year ahead and are in the process of agreeing future training of steering group members. The Chair of Carers Action now has an automatic place on Carers Network board in order to improve joint working and development. Carers Action now have their own page on Carers Network website. As we took on the contract for carers services in Hammersmith and Fulham during the year we have also taken the lead in supporting the Carers Forum in that borough and are exploring the development of that group during 2014.</p>
<p>To increase the numbers of new carers who we will support by providing information and advice</p>	<p>As well as the work above we have also been working in close partnership with the councils different adult services teams to promote our service. Our work with GPs and primary care teams and the new hospital discharge project is raising awareness of carers and starting to reach more carers. Links have been made with Carers UK primary care navigator workers who are complementing our work in GP practices. During this period there were 1653 carers on our database and we supported 70 new carers in Hammersmith and Fulham (since December when new contract started) and 319 new carers in Westminster.</p>
<p>To review the way we deliver carers support groups to ensure they are empowering and not undermining carers</p>	<p>We have reviewed the support groups and, based on feedback from carers, have introduced a new model which is now being implemented. This will mean, as well as the existing model of support groups, we are also now promoting and facilitating carer led groups, which may be 'cared for' community groups (e.g. carers of people with mental health issues) or interest groups e.g. photography. This has started slow but is building momentum as we train more volunteer carers to lead their groups. Consultation in Hammersmith and Fulham has started the process of review with the aim of improving access to, and efficiency of, support groups and advice sessions in that borough, although the outcome will not be known until later in the year.</p>
<p>To increase our use of surveys, feedback and evaluation in order to ensure the services we provide are appropriate to carers</p>	<p>We have reviewed the evaluation and feedback forms and introduced a more consistent approach and are more efficient about ensuring they are used for every training, holiday, event, support groups. Each of these is now analysed. We also produced an annual carers survey, the results of which were very positive. We have now agreed with the councils that every alternate year we will carry out a survey in conjunction with them. This is part of our partnership working with them and the next survey will be carried out in the summer 2014.</p>
<p>To increase the support that we offer to carers who are in employment or who want to enter or return to work</p>	<p>We have set up a volunteering programme which we have now recruited approx. 20 people to, some of whom are carers. This is/will enhance the confidence of carers as well as provide work environment experience which will be good for CVs. We have established relationships with DWP and Job Centre Plus so that we can refer carers to the appropriate agency as well as access the most up to date information. DWP have also met with the team to discuss the latest benefit changes so that staff are kept up to date and can better inform carers. During the year we also delivered an employment project across three Westminster wards, which not only provided training and advice to carers but has also provided us with an evidenced pilot that we are using to seek further funding for this</p>

	work. From this project 85 carers benefitted from employment training and skill development opportunities and 86 carers attended our employability event and conference.
To deliver a training programme for carers based on what would be useful to carers	We have put in place a training programme for carers based on what carers said would be useful e.g. first aid, confidence building (e.g. music therapy), IT skills. We have also advertised other organisations training opportunities to carers and there is a slot in each newsletter and on the website advertising training opportunities. Earlier in the year we provided training to the steering group of Carers Action to enable them to better perform their role.
To develop a volunteering programme which supports carers, supports carers network and develops carers skills and confidence	After establishing the types of volunteers we could support we have set up a volunteering programme which we have now recruited approx. 20 people to, some of whom are carers. This is/will enhance the confidence of carers as well as provide work environment experience which will be good for CVs. A programme of development for volunteers is now in place including new volunteers attending an induction session.
To develop the role of Advocacy for carers which will improve the choices that carers are able to make	Making connections with Dame Phillippa Russell and Lord Hunt as well as strengthening relationships with Carers Trust and Carers UK have enabled Carers Network and carers to have a direct voice in influencing the government draft care bill and other legislative discussions. we have also made stronger links with other organisations who carry out an advocacy role for individuals e.g. MIND and Z2k. And through our work supporting the development of the carers fora this has, and will continue, to enable more carers to self-advocate and advocate on behalf of each other, become reps on partnership boards etc. The work developing the carer led support groups will further enhance their advocacy skills/role. We have also identified a number of carers who are inspirational to others and interviewed them for newsletters and the web site. and are looking how we can support them to become leaders of carers.
To develop the board so that it is fit for purpose in order to govern the organisation in a sustainable way	The structure of the board was reviewed at the beginning of the year and once skill gaps were identified, vacant posts recruited to for marketing, legal, financial, HR and corporate expertise. Three additional carers have joined the board ensuring a balance of carers and non- carers. The Chair of Carers Action has joined the board as a result of a change in our Memorandum and Articles, which makes this an automatic appointment. Trustees have received training during the year on governance and service issues.

Of those carers receiving targeted support:

<u>Age</u>	<u>Ethnicity</u>
• 18-24 year olds: 31	• 14 – Arabic
• 25-34 year olds: 69	• 58 – Asian/Asian British
• 35-44 year olds: 79	• 59 – Middle Eastern
• 45-54 year olds: 110	• 80 – Black/Black British
• 55-64 year olds: 99	• 3 – Chinese
• 65-74 year olds: 47	• 100 – unknown/withheld
• 75-84 year olds: 39	• 153 – White British
• 85-94 year olds: 1	• 4– White Irish
• Unknown ages: 42	• 46 – White Other

Gender	Service User's Category:
<ul style="list-style-type: none"> Female: 368 	<ul style="list-style-type: none"> Chronic Progressive: 2
<ul style="list-style-type: none"> Male: 149 	<ul style="list-style-type: none"> Dementia: 26
	<ul style="list-style-type: none"> Older people: 88
	<ul style="list-style-type: none"> Unknown/other: 171
	<ul style="list-style-type: none"> Learning Disabilities: 63
	<ul style="list-style-type: none"> Mental Health: 69
	<ul style="list-style-type: none"> Neurological condition: 3
	<ul style="list-style-type: none"> Physical Disabilities: 95

Priorities for the year 2014/15

The priority for Carers Network is further develop our work to reach as many carers as possible in Westminster and Hammersmith and Fulham, who do not currently receive support, advice and access to breaks. Our work with GPs and Primary Care teams and Hospital Discharge teams will be vital in achieving this; as will our work with younger adult carers. In addition work to empower carers is key and so we will further develop our partnership activity with Carers Action and the Carers Forum and continue to build on our carer volunteer programme. The following continue to be our Aims for 2014/15:

To ensure carers are central to all Carers Network services
To empower carers to make their own choices, as well to develop , design, lead, influence services
To ensure that Carers Network governance and operations exist to support the above aims

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Trustees' Report for the year ended 31 March 2014

Reserves Policy

Carers Network Westminster reserves policy during the year was to maintain unrestricted funds of at least £60,000, which equates to more than the 10% of overall turnover. This was intended to provide Carers Network Westminster with working capital and also act as a sensible contingency against unexpected shortfalls in fundraising income or project funding, which is an on-going risk that voluntary organisations such as Carers Network Westminster are exposed to and for which they need to plan sensibly. With the same aims, the Board reviewed the reserve policy during the year and in April 2014 revised it. It now aims to create a reserve of unrestricted funds that will enable the organisation to operate a full carers service (based on current service levels) for a period of three months. It has set itself a period of three years to build the General Funds to the required level to meet this target.

Personnel

The average number of full time employees at Carers Network Westminster throughout the year was 9. Additional staff were transferred under TUPE from London Borough of Hammersmith and Fulham as part of the Carers Hub Contract.

Volunteers

Carers Network Westminster supports the development of volunteers and has created a volunteer strategy as a result. During the year approximately 20 volunteers, some of whom were carers, worked with us on administrative duties such as fundraising, developing our database and carers break scheme administration, running support groups. Volunteers are fully inducted and provided with a programme of support during their time with us.

Equal Opportunities

All Carers Network Westminster services are provided to ensure maximum equality of opportunity in access. All venues used for service delivery are fully accessible to people with disabilities. Where necessary, interpreters are made available. We are able to provide information and advice directly in Arabic and Bengali. Through various networks we ensure that information for carers is available to all communities. The organisation worked to the updated equal opportunities policy developed during the previous year.

Financial Review

Carers Network Westminster shows an increase in income in the reporting year, from £430,404 to £535,577. The organisation is substantially supported by Westminster City Council and London Borough of Hammersmith and Fulham under contracts for Carers Hub Services. In addition other funding was received from Royal Borough of Kensington and Chelsea, alongside donations.

In the reporting period £497,552 was spent on direct charitable expenditure, while £32,260 was spent on income generation and governance, resulting in a net surplus of £5,765, which is transferred to General Funds and will contribute to the Reserve target described above.

At the end of 2013/14, the Charity's total reserves now stand at £209,936 of which £52,966 is restricted, and £156,970 is unrestricted.

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Trustees' Report for the year ended 31 March 2014

Statement of Trustees' Responsibilities

Law applicable to charities in England and Wales requires the directors/trustees to prepare accounts for each financial year, which give a true and fair view of the state of the charitable company's affairs and of its income, and expenditure for the financial year. In preparing these accounts the directors/ trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The directors/trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The maintenance and integrity of the charity's website is the responsibility of the trustees. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislations in other jurisdictions.

In so far as the Trustees are aware:

- there is no relevant information of which the charitable company's auditor is not aware, and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditor

A resolution will be proposed at the Annual General Meeting to re-appoint Chantrey Vellacott DFK LLP as auditor to the charitable company for the ensuing year.

Small company provisions

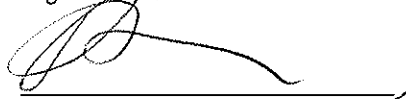
This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006 and with the Financial Reporting Standards for Smaller Entities (Effective April 2008).

The statement of financial activities has been prepared in accordance with the requirements of the Statement of Recommended Practice (SORP 2005) "Accounting by Charities."

This report was approved by the board of trustees on 4 December 2014 and signed on its behalf by

Registered office:
Office 8, Beethoven Centre
Third Avenue, London
W10 4JL

Signed on behalf of the Trustees



Robert Allen-Company Chair

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Independent Auditor's Report to the Members

We have audited the financial statements of Carers Network Westminster for the year to 31 March 2014 which comprise the Statement of Financial Activities, the Balance Sheet and related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Respective responsibilities of Trustees and Auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 9, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion

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

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Independent Auditor's Report to the Members

Opinion on other matter prescribed by the Companies Act 2006

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

Matters on which we are required to report by exception

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

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

Chantrey Vellacott DFK LLP

Elliot Harris (Senior Statutory Auditor)
for and on behalf of CHANTREY VELLACOTT DFK LLP
Chartered Accountants and Statutory Auditor
Northampton

2/2/2014

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Statement of financial activities (including income and expenditure account)

For the year to 31 March 2014

	Note	Unrestricted funds	Restricted funds	Total funds 2014	Total funds 2013
		£	£	£	£
Incoming Resources from Charitable Activities					
Carers Support and activities		368,192	47,000	415,192	326,501
Carers Breaks		112,330	-	112,330	95,000
	2	<u>480,522</u>	<u>47,000</u>	<u>527,522</u>	<u>421,501</u>
Generated Funds					
Voluntary income	3	2,410	5,350	7,760	8,579
Bank interest		295	-	295	324
Total incoming resources		<u>483,227</u>	<u>52,350</u>	<u>535,577</u>	<u>430,404</u>
Resources expended on Charitable Activities					
Carers Support		262,855	37,000	299,855	237,614
Carers Events		76,575	15,000	91,5675	80,021
Carers Breaks		105,772	350	106,122	79,004
		<u>445,202</u>	<u>52,350</u>	<u>497,552</u>	<u>396,639</u>
Cost of Generating Funds					
Governance		14,907	-	14,907	8,266
		17,353	-	17,353	12,382
Total Resources Expended	4	<u>477,462</u>	<u>52,350</u>	<u>529,812</u>	<u>417,287</u>
Net incoming resources for the year	7	5,765	-	5,765	13,117
Transfers between funds		-	-	-	-
Total funds at 1 April 2013		151,205	52,966	204,171	191,054
Total funds at 31 March 2014		<u>156,970</u>	<u>52,966</u>	<u>209,936</u>	<u>204,171</u>

The statement of financial activities includes all gains and losses recognised in the period. All incoming resources and resources expended derive from continuing activities. The notes on pages 14 to 21 form part of these financial statements

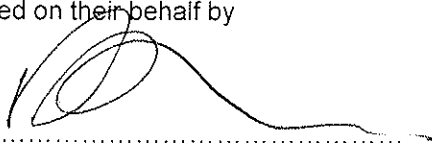
**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Balance Sheet at 31 March 2014

	Note	Total funds 2014 £	Total funds 2013 £
Fixed assets			
Tangible fixed assets	10	10,155	8,021
Current assets			
Debtors	11	21,232	6,808
Cash at bank and in hand		206,326	205,727
		227,558	212,535
Creditors: Amounts falling due within one year	12	(27,777)	(16,385)
Net Current Assets		199,781	196,150
Total assets less current liabilities		209,936	204,171
Funds			
Restricted funds		52,966	52,966
Unrestricted funds - General fund		156,970	151,205
- Designated fund		-	-
Total Funds	15	209,936	204,171

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

The financial statements were approved by the Trustees and authorised for issue on 4 December 2014 and are signed on their behalf by



Robert Allen Company Chair

Company Number: 4712756

The notes on pages 14 to 21 form part of these financial statements



**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

Accounting policies

(a) **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with Statement of Recommended Practice, "Accounting and Reporting by Charities" (revised 2005), the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective April 2008). The accounts have been prepared on a going concern basis which assumes that the charitable company will be able to continue for the foreseeable future.

(b) **Fund accounting**

The charity maintains various types of funds as follows.

Restricted funds – Restricted funds represent grants and donations received which are allocated by the donor for specific purposes. Expenditure that meets these criteria is charged to the fund, together with a fair allocation of support costs.

Designated funds – Designated funds represent funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.

Unrestricted funds – Unrestricted funds represent income which is expendable at the discretion of the Trustees in the furtherance of the objects of the charity.

(c) **Incoming resources**

Donations and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource. Donated services are valued at the estimated value to the charity of the services received.

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year for which they are received.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received. Investment income is included in the SOFA in the year in which it is receivable.

(d) **Resources expended and basis of allocation of costs**

Expenditure is recognised on an accrual basis as a liability is incurred, inclusive of any VAT which cannot be recovered. Grants payable are charged in the year they become payable. Grants are available to qualifying persons upon submission of a relevant and reasonable application. Consideration of such applications is made on an individual basis at meetings of management who decide upon the most deserving recipients.

Other resources expended are allocated directly to the particular activity where the cost relates to that activity.

Support costs have been allocated between charitable activities, generating voluntary funds and governance costs. Costs that are not wholly attributable to an expenditure category have been apportioned to each activity on an estimate of staff time.

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

1. Accounting policies (continued)

(e) **Costs of generating voluntary funds**

Costs of generating funds include the cost of advertising for donations and the staging of special fundraising events. Costs relating to grant applications for specific projects are allocated direct to charitable expenditure.

(f) **Charitable activities**

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs.

(g) **Governance costs**

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity such as the cost of board meetings, statutory compliance and costs linked to the strategic management of the charity.

(h) **Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation, which is provided in annual instalments over the estimated useful lives of the assets. The rates of depreciation applied to the assets are:

Fixtures, Fittings & Equipment 20% straight line

(i) **Pension costs**

The charity contributes to a stakeholder pension scheme for employees or contributes towards employee's personal pension schemes. The cost of the contributions is charged to the Statement of Financial Activities (SOFA) when the cost is incurred.

(j) **Gifts in kind**

Items gifted to the charity are included either as incoming resources in the statement of financial activities or as an asset in the balance sheet. The valuation of such items is as deemed reasonable by the Trustees.

2. Incoming Resources for Charitable Activities

	Unrestricted	Restricted	2014 Total	2013 Total
Carers Support and activities	£	£	£	£
CCG	-	37,000	37,000	-
Hammersmith and Fulham Council	54,854	-	54,854	-
Lloyds TSB	-	-	-	12,000
Westminster City Council	313,338	-	313,338	304,501
Royal Borough of Kensington and Chelsea	-	10,000	10,000	10,000
	<hr/>	<hr/>	<hr/>	<hr/>
	368,192	47,000	415,192	326,501
Carers Breaks				
Hammersmith and Fulham Council	17,330	-	17,330	-
Westminster City Council	95,000	-	95,000	95,000
	<hr/>	<hr/>	<hr/>	<hr/>
	480,522	47,000	527,522	421,501
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

3. Voluntary Income

	Unrestricted	Restricted	2014 Total	2013 Total
	£	£	£	£
Grants for individuals	-	350	350	400
Donations & Grants received	2,410	-	2,410	3,179
Donated Services	-	5,000	5,000	5,000
	<u>2,410</u>	<u>5,350</u>	<u>7,760</u>	<u>8,579</u>

4. Total Resources Expended

	Direct Staff Costs	Other Direct Costs	Support Costs	2014 Total	2013 Total
	£	£	£	£	£
Costs of Charitable Activities:					
Carers Support	177,241	20,663	101,951	299,855	237,614
Carers Events	46,048	19,040	26,487	91,575	80,021
Carers' Break scheme	10,780	89,141	6,201	106,122	79,004
	<u>234,069</u>	<u>128,844</u>	<u>134,639</u>	<u>497,552</u>	<u>396,639</u>
Cost of generating voluntary income	-	3,536	11,371	14,907	8,266
Governance costs	-	11,126	6,227	17,353	12,382
	<u>234,069</u>	<u>143,506</u>	<u>152,237</u>	<u>529,812</u>	<u>417,287</u>

5. Governance Costs

	2014 Total	2013 Total
	£	£
Audit fees	3,900	4,040
Meeting costs	515	343
Miscellaneous	6,711	3,133
Support costs	6,227	4,866
	<u>17,353</u>	<u>12,382</u>

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

6. Support Costs

	Charitable Activities £	Generating Funds £	Governance £	2014 Total £	2013 Total £
Staff costs	62,220	11,371	6,227	79,818	48,658
General costs	69,379	-	-	69,379	59,766
Depreciation	3,040	-	-	3,040	2,005
Loss on disposal of asset	-	-	-	-	1,472
	<u>134,639</u>	<u>11,371</u>	<u>6,227</u>	<u>152,237</u>	<u>111,901</u>

Support costs are allocated to activities based on an assessment of the time spent by staff on each activity.

7. Net incoming resources for the period

This is stated after charging

	2014 £	2013 £
Loss on disposal	-	1,472
Depreciation	3,040	2,005
Auditors' remuneration	3,900	4,040
	<u>6,940</u>	<u>7,517</u>

8. Trustee and Staff Information

a) **Trustees**

No trustee received emoluments and travel reimbursement in either year.

b) **Staff**

	2014 £	2013 £
Salaries and wages	256,926	219,024
Social security costs	25,588	22,123
Pension costs	9,657	6,099
Seconded and agency staff	21,716	13,711
	<u>313,887</u>	<u>260,957</u>

No employee received emoluments in excess of £60,000 on an annualised basis during either year.

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

8. Trustee and Staff Information continued

The average full-time equivalent of staff employed by the charity during the period, including seconded staff, calculated in full-time equivalents was:

	2014	2013
Governance and generating funds	0.6	0.5
Charitable activities	8.5	7.6
	<u>9.1</u>	<u>8.1</u>

9. Taxation

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

10. Tangible fixed assets

	Fixtures, Fittings and Equipment £
Cost	
At 1 April 2013	27,843
Additions	5,174
	<u>33,017</u>
At 31 March 2014	33,017
Depreciation	
At 1 April 2013	19,822
Charge for period	3,040
	<u>22,862</u>
At 31 March 2014	22,862
Net book value	
At 31 March 2014	<u>10,155</u>
At 31 March 2013	<u>8,021</u>

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

11. Debtors

	2014	2013
	£	£
Grants receivable	19,133	4,000
Prepayments	599	1,366
Other debtors	1,500	1,442
	<u>21,232</u>	<u>6,808</u>

12. Creditors: amounts falling due within one year

	2014	2013
	£	£
Trade creditors	10,598	-
Accruals and deferred income	8,875	8,303
Other taxation and Social security	5,586	8,022
Pension	2,718	60
	<u>27,777</u>	<u>16,385</u>

13. Commitments under operating leases

At 31 March 2014 the charity had annual commitments under non-cancellable operating leases as set out below:

	2014	2013
	£	£
Land and buildings		
Operating leases which expire:		
Within 1 year	14,327	-
Within 2 to 5 years	-	14,327
	<u>14,327</u>	<u>14,327</u>

14. Analysis of net assets between funds

	General funds	Restricted funds	Total funds 2014	Total 31 March 2013
	£	£	£	£
Tangible fixed assets	10,155	-	10,155	8,021
Current assets	174,592	52,966	227,558	212,535
Creditors: Amount falling due within one year	(27,777)	-	(27,777)	(16,385)
	<u>156,970</u>	<u>52,966</u>	<u>209,936</u>	<u>204,171</u>

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

15. Movement in funds

	Brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Carried forward £
Restricted funds					
Grants for individuals	52,966	350	(350)	-	52,966
Donated Services	-	5,000	(5,000)	-	-
Royal Borough of Kensington and Chelsea	-	10,000	(10,000)	-	-
CCG	-	37,000	(37,000)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total restricted funds	52,966	52,350	(52,350)	-	52,966
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Unrestricted funds					
General fund	151,205	483,227	(477,462)	-	156,970
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Unrestricted Funds	151,205	483,227	(477,462)	-	156,970
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
TOTAL FUNDS	<u>204,171</u>	<u>535,577</u>	<u>(529,112)</u>	<u>-</u>	<u>209,936</u>

**CARERS NETWORK WESTMINSTER
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

16. Purpose of Restricted Funds

Grants for individuals

Carers' Network Westminster makes applications to grant-making trusts on behalf of carers in financial hardship.

Donated Services

The Thistle Hotel, Marble Arch provided services in kind in the form of a Christmas meal for approx. 100 carers at their hotel.

Royal Borough of Kensington and Chelsea

This grant is used to deliver support services and activities to hidden carers between ages of 18 to 50.

CCG

This is an NHS grant to raise awareness of carers needs amongst primary care services staff and GPs and provide support services to carers in GP surgeries.

17. The liability of the guarantors

The charity does not have a share capital and is limited by guarantee. In the event of the charity being wound up, the maximum amount which each member is liable to contribute is one pound. There were 10 such members at 31 March 2014.

18. Related party transactions

No transactions with related parties were undertaken during the current or prior year.

19. Capital commitments

At the 31 March 2014 the charitable company had capital commitments of £1,161 (2013: £nil).