

# **Carers Network Westminster**

## **Annual Accounts for Year Ending March 2018**

**Company Number: 04712756**

**Charity Number: 1097723**

**Carers Network Westminster**

**FINANCIAL STATEMENTS**

**31/03/2018**

**CARERS NETWORK WESTMINSTER**  
**(LIMITED BY GUARANTEE)**  
**Financial Statements for the year ended 31 March 2018**

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**CARERS NETWORK WESTMINSTER**  
**Reference and administrative details**

<b>The Board of Trustees</b>	Steven Bramley CBE Myrna Hayter Jarka Hinksman Jihan Salha U'Hla Htay Nadia Stoyneva Taylor Elizabeth Anne Adair Emma Margaret Snow Linda Elizabeth McHugh Jenny Ousbey Punam Birly David Evans (Resigned 5 June 2018)
<b>Company Secretary &amp; Chief Executive</b>	Sally Miller - Chief Executive Luke Evans - Company Secretary
<b>Registered Office</b>	Office 8 Beethoven Centre Third Avenue London W10 4JL
<b>Auditors</b>	Ward Williams Belgrave House 39-43 Monument Hill Weybridge Surrey KT13 8RN
<b>Bankers</b>	Unity Trust Bank Plc Nine Brindley Place Birmingham B1 2HB
<b>Company Number</b>	04712756
<b>Charity Number</b>	1097723
<b>Solicitors</b>	Robinson Wilson Solicitors Beethoven Centre Third Avenue London W10 4JL

**CARERS NETWORK WESTMINSTER  
(LIMITED BY GUARANTEE)  
Trustees' Report for the year ended 31 March 2018**

The trustees present their annual report with the audited financial statements for the year ended 31 March 2018. Comparative figures are those for the year ended 31 March 2017.

**Introduction from the Chair**

I am delighted to report another year of progress as we at Carers Network extend our services from Westminster, Hammersmith & Fulham and the City (since 1991, 2013 and 2016 respectively) to Kensington & Chelsea from August 2017.

This followed our successful set of bids to provide information, support and advice across three boroughs for the next three years. We are pleased to be working with a new set of councillors and are raising our levels of engagement with each of them. My meetings with each lead councillor have been positive, supportive and constructive.

We approach next year armed with our new strategy to 2021, delivering twin missions of higher quality services to even more carers. Key focus areas within this strategy are:

- more health and wellbeing initiatives
- increased outreach to adult carers
- building partnerships with local providers
- development of volunteer services

A key strategic aim for Carers Network is to reduce the extent of our dependency on our four council-commissioned contracts, by refreshing our fundraising strategy. This has been kick-started by a new three-year relationship with The Portman Estate, which has already provided us with £30,000 following a sponsored walk from Ascot to London! As valuable as the funds themselves is the wealth of new networks this will offer us, working and learning both with The Portman Estate and their stakeholders. Dan Anderson will lead our new fundraising strategy, which has already delivered essential continuity funding for Francis Ngale's ground-breaking, vital and much-loved End of Life project, for carers preparing for the death of their cared-for person.

Amid all this change, our governance structures have also been transformed. Some members of our board have reached the end of their terms of office, and we have five new trustees who together bring in an unprecedented variety of professional skills. We have established two new committees to provide closer scrutiny - a Finance & Risk Committee and a Services Committee. The first of these is chaired by our new Treasurer, Emma Snow, who joined the Board this year. The second is led by Nadia Taylor, who also became Vice Chair of the Board this year. Nadia is one of our five carer trustees and receives our services in Hammersmith. And I feel privileged to have replaced Rob Allen as Chair of the Carers Network Board since May 2017.

I must also thank Sally Miller, our Chief Executive since last summer, for her inspirational leadership of Carers Network as we advance along our journey of providing ever better information, advice and support to more and more adult unpaid carers in London.

Finally, the achievements of the past year could not have happened without the dedication and professionalism of our staff and the support of our carers, our volunteers and our other stakeholders. Thank you all. We look forward to working with you in the year ahead in rolling out our new three-year strategy.

**CARERS NETWORK WESTMINSTER  
(LIMITED BY GUARANTEE)  
Trustees' Report for the year ended 31 March 2018**

## **Objectives and Activities**

### **Purpose**

As set-out in its Memorandum of Association, Carers Network 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

### **Public Benefit**

The primary public benefit of Carers Network is to support unpaid carers in Westminster, Hammersmith & Fulham, the City of London, Kensington and Chelsea and other London boroughs, as well as to their families, the person(s) they care for and their 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.

The main activities of Carers Network that provide this public benefit are as follows:

#### *1. Information and Advice*

Carers Network provides a core service of information and advice to all carers aged 18 and over across London. This includes the offer of a statutory Carers Assessment, referrals and signposting to relevant services. Since the introduction of the Care Act in April 2015, Carers Network has had delegated authority to complete statutory Carers Assessments on behalf of the local authorities. Carers receive information through quarterly newsletters, a new monthly E-Bulletin, emails, a Twitter feed and at events throughout the year. Advice can be obtained on the phone or in a carer's own home where necessary. For carers with limited English, interpretation is available via a third-party organisation. Carers Network also seek to involve carers in decision-making at every stage of their caring role by equipping them with relevant knowledge on their rights.

#### *2. Support*

Carers Network provides emotional support, through casework and support groups, and practical support, through liaison with other professionals. Regular support groups are provided to carers who care for people with specific conditions (e.g. Learning Disabilities, dementia or mental health conditions). Carers Network also provides a programme of training and development for carers, which enables them to fulfil their role safely and confidently.

#### *3. Small grants*

Carers Network supports carers in applying for a range of other small grants from charitable sources.

#### *4. Advocacy*

Carers Network seeks to influence service provision for the benefit of carers by engaging with providers of social care, health, advice and other services with the aim to improve support for carers and the people they care for.

#### *5. Carer involvement*

Carers Network facilitates Carers Action in Westminster and a Carers Forum in Hammersmith & Fulham, Kensington & Chelsea and City where carers find out about and influence local service delivery. These events are a recognised mechanism for service providers and commissioners to consult with carers. Carers Network involves carers in different aspects of its work, including interviewing new staff members, co-presenting carer awareness training and developing new projects. Carers are also regularly consulted for feedback and ideas to enable continuous improvement to services and development of the organisation's strategy.

#### *6. Wider Family and Social Life*

As carers often risk becoming socially isolated, Carers Network organises day trips and activities to encourage social connection. Carers are also encouraged to register for emergency planning schemes in each borough, which provide replacement care in an emergency.

**CARERS NETWORK WESTMINSTER  
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Trustees' Report for the year ended 31 March 2018**

**Volunteers**

Carers Network supports the development of volunteer-driven projects and has worked with 67 volunteers in this financial year. Examples of volunteer roles are appearing in films, raising funds, running events and activities, and carrying out administrative tasks alongside the staff team.

Regular volunteers are fully inducted and provided with a programme of support.

**Equal Opportunities**

All Carers Network services 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. Through various networks information for carers is made available to all communities.

Carers Network's Equal Opportunities policy has recently been reviewed and updated.

**CARERS NETWORK WESTMINSTER  
(LIMITED BY GUARANTEE)  
Trustees' Report for the year ended 31 March 2018**

**Achievements and Performance**

**Mission, Vision and Aims**

Mission: Supporting unpaid carers, changing lives across London

Vision: Every unpaid carer in the areas in which Carers Network operates is recognised and leads a healthy, fulfilling life with control over their caring role

Aims:

1. To deliver more of the high-quality services that carers want to receive
2. To reach more carers at the times when they most need help
3. To continue to be a sustainable organisation with a good base of diversified funding and strong staff skills

**Achievements against objectives**

Carers Network's three-year strategy 2015-2018 is in its final year, ending mid-way through 2018.

In 2016/2017, in response to an increasingly competitive environment, additional aims were added related to increased partnership work and further building the organisation's reputation and influence.

A review of the performance against these strategic objectives in the financial year ended March 2018 is set-out as follows:

<b>Objective one</b> <i>Carers Network delivers more of the high-quality services that carers tell us they want to receive</i>	
<b>Objectives</b>	<b>Achievements in 2017/2018</b>
Communicate more about what we are doing, and to more people	<ul style="list-style-type: none"> <li>- <b>Worked with 4,945 carers (4,258 in 2016/17, an increase of 16%)</b></li> <li>- Send newsletters to 3,252 carers by post and 1,897 carers by email</li> <li>- Broadened our online reach with 38,851 website views, 2,067 followers on Twitter and 194 followers on Facebook</li> <li>- Took up opportunities to identify those new to caring</li> <li>- Amended website templates to improve navigation</li> </ul>
Better demonstrate the impact and quality of our work	<ul style="list-style-type: none"> <li>- Applied impact measurement and feedback tools to three projects</li> <li>- Developed quality case studies for fundraising purposes</li> </ul>
Develop initiatives to help improve carers' mental and physical health	<ul style="list-style-type: none"> <li>- <b>Organised 54 trips and events (42 in 2016/17, an increase of 28%)</b></li> <li>- Held training sessions for carers</li> <li>- Worked with the health sector on 'self-care' and educational initiatives</li> </ul>
Support the development of carers' groups in Westminster and Hammersmith	<ul style="list-style-type: none"> <li>- Established the City Carers forum</li> <li>- Increased membership of the Westminster &amp; Hammersmith and Fulham Forum</li> <li>- Set-up a new forum in Kensington &amp; Chelsea</li> </ul>

<b>Objective two</b> <i>Carers Network reaches more carers at the times when they most need our support</i>	
<b>Objectives</b>	<b>Achievements in 2017/2018</b>
Raise awareness of the role of unpaid carers and reach out to more carers	<ul style="list-style-type: none"> <li>- <b>Identified 769 new carers (525 in 2016/17, an increase of 46%)</b></li> <li>- Supported 174 carers through the End of Life Carers Project, with 60% carers aged 75 or older</li> <li>- Supported 24 carers through the Former Carers Project</li> <li>- Ran 28 workshops covering a range of issues including accessing</li> </ul>

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	<p>employment, budgeting, confidence building, CV writing, dementia awareness, first aid, food hygiene, mindfulness, project management and self-advocacy</p> <ul style="list-style-type: none"> <li>- Produced five short films to raise awareness of carers</li> <li>- Ran a campaign to identify new carers including articles in Westminster Plus and the Marylebone Journal</li> <li>- Developed a new communications plan to reach out to more carers</li> </ul>
Develop support for carers transition	<ul style="list-style-type: none"> <li>- Set up and delivered the first year of the Former Carers Project</li> </ul>
Investigate adopting a high-profile local patron	<ul style="list-style-type: none"> <li>- Continued working to identify potential candidates</li> </ul>
Develop a volunteering project to support more carers	<ul style="list-style-type: none"> <li>- Recruited volunteers for ad-hoc work: 65 volunteers provided 660 hours of valuable support</li> <li>- Continued looking for funding for a volunteer-delivered project</li> </ul>

Objective/aim	
Carers Network is a sustainable organisation with a good base of diversified funding and strong staff skills	
Objectives	Achievements in 2017/2018
Continue to deliver Carers Hub services in Westminster and Hammersmith and Fulham	<ul style="list-style-type: none"> <li>- Implemented renewed contracts to deliver carer services in Westminster and Hammersmith &amp; Fulham</li> <li>- Implemented a new contract to deliver carer services in Kensington &amp; Chelsea</li> <li>- Set up new partnerships with Resonate Arts, Westminster Society for People with Learning Disabilities, Rethink Mental Illness, Hammersmith and Fulham Mencap and the Hammersmith &amp; Fulham Cognitive Impairment and Dementia Service</li> <li>- Delivered advice surgeries in two GP practices</li> <li>- Considered opportunities to deliver in other London areas</li> </ul>
Increase our resources	<ul style="list-style-type: none"> <li>- Met all fundraising targets</li> <li>- Secured funding to continue the End of Life Project</li> <li>- Completed a first challenge event</li> <li>- Ran a successful crowdfunding campaign</li> <li>- Delivered a successful fundraising event with The Portman Estate</li> <li>- Carried out joint carer training initiatives with The Portman Estate</li> <li>- Secured £9,867 in-kind funding (£5,415 in 2016/17, an increase of 82%)</li> <li>- Started establishing a monthly donation infrastructure</li> </ul>
Build local and political support bases	<ul style="list-style-type: none"> <li>- Increased presence at local boards, fairs and events</li> <li>- Developed relationships with local councillors</li> <li>- Developed strong working relationships with staff at The Portman Estate</li> <li>- Councillors attended carer forum meetings</li> </ul>
Ensure that Carers Network staff feel valued and involved in the organisation	<ul style="list-style-type: none"> <li>- Worked with staff and carers to develop the new three-year strategy</li> <li>- Held a joint staff and trustee awayday</li> <li>- Invited staff to attend Board meetings</li> </ul>
Continue to develop the board and improve links between trustees and staff	<ul style="list-style-type: none"> <li>- Provided governance and finance training to new trustees</li> <li>- Launched the Finance &amp; Risk and Services Committees</li> </ul>
NEW-- Strengthening the organisation	<ul style="list-style-type: none"> <li>- Consolidated staff into one office in Queen's Park</li> <li>- Prepared the new three-year strategy</li> <li>- Increased the involvement of trustees via the board and two sub-committees</li> <li>- Delivered staff training, including IT, Excel, advanced communications, management and project management</li> </ul>



**CARERS NETWORK WESTMINSTER  
(LIMITED BY GUARANTEE)  
Trustees' Report for the year ended 31 March 2018**

**Financial Review**

**Going Concern**

The trustees consider that there are no material uncertainties about Carers Network's ability to continue as a going concern.

**Financial Position**

In 2017/2018, Carers Network had a total income of £867,123, total expenditure of £820,242 and a resulting net income of £46,881.

Of the total expenditure, £751,110 was spent on carers support and events, £18,327 was spent on governance and £50,805 was spent on raising funds.

The average number of full-time employees at Carers Network throughout the year was 18 full time equivalents (21 staff members).

At 31 March 2018, Carers Network has £394,686 of funds carried forward, of which £24,084 is restricted, £22,515 is designated for volunteering and fundraising initiatives, and the remaining £348,087 is unrestricted.

No restricted funds are in deficit.

**Principle Sources of Funds**

Carers Network is substantially funded by Westminster City Council and the London Borough of Hammersmith and Fulham under contracts for Carers Hub Services.

Other key income sources include The Royal Borough of Kensington and Chelsea, Big Lottery Fund, City Carers Service, Lloyds Bank Foundation and City Bridge Trust.

**Reserves Policy**

The Carers Network reserves policy is to maintain sufficient reserves to enable normal operating activities to continue over a period of three to six months should a shortfall in income occur.

In developing this reserves policy, Trustees have considered the following:

- The importance of spending available reserves on meeting its core strategic purpose
- The requirement to ensure essential services for vulnerable beneficiaries are maintained if any funding streams are reduced / removed
- The risks to income resulting from high dependency on a small number of funding sources
- The desire to maintain flexibility to launch new projects included in the 2018-2021 strategy.

Trustees and management do not want to hold surplus funds unnecessarily, but believe sustainability is paramount to beneficiaries and therefore on balance are comfortable that this policy is appropriate for the organisation.

For 2018/2019, the target range of reserves has been calculated as £190,000 to £380,000.

At 31 March 2018, Carers Network holds free available reserves of £348,087. This has been calculated as total funds less restricted funds and designated funds.

The reserves of Carers Network are therefore within its target range.

The reserves policy is kept under periodic review and reserves levels are adjusted as perceptions of risk and other factors change.

**CARERS NETWORK WESTMINSTER  
(LIMITED BY GUARANTEE)  
Trustees' Report for the year ended 31 March 2018**

**Risk Management**

Carers Network has a Finance & Risk Committee in place, chaired by the Carers Network Treasurer, which met for its inaugural meeting on 8 September 2017. This Committee has reviewed the charity's risk management policy and procedure and has developed a revised version. Each identified risk undergoes an assessment process and plans are put in place to remove the risk or mitigate against it. The Committee reviews key risk assessments to ensure that timely and appropriate actions are taken, and ensures the Board receives regular updates. This revised way of working means that the Board reviews all risks regularly and can act quickly to help reduce or prevent the impact when required.

A key risk in 2017/2018 has been a gap in Carers Network's financial infrastructure. This is being addressed through appointment of a new part-time Finance Manager.

**CARERS NETWORK WESTMINSTER  
(LIMITED BY GUARANTEE)  
Trustees' Report for the year ended 31 March 2018**

**Structure, Governance and Management**

**Constitution**

Carers Network Westminster is a registered charity. It 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).

The charity is governed by a Memorandum and Articles of Association.

The charity's objects were amended in January 2011. The Memorandum and Articles were amended in 2013 and in 2016.

Carers Network Westminster operates under the name Carers Network.

**Appointment of Trustees**

The minimum number of trustees is four and the maximum is fifteen.

Trustees are elected by the membership at the Annual General Meeting.

In selecting a person to be appointed as a trustee, existing trustees consider how their residence, occupation, employment, special knowledge, and personal or professional qualifications may contribute to delivering against the objects of the charity.

**Induction and Training of Trustees**

All new trustees are provided with a comprehensive induction to Carers Network, which includes the Memorandum and Articles of Association, current strategic plan, organisational structure, annual budget and last audited accounts. They also receive details of their obligations under charity law.

Following their appointment, Carers Network provides trustees with ongoing training as appropriate.

**Related Parties**

Carers Network has no related party arrangements to disclose.

**Wider Network**

Carers Network is an affiliated member of the national charities Carers Trust and Carers UK.

**CARERS NETWORK WESTMINSTER**  
**(LIMITED BY GUARANTEE)**  
**Statement of Trustee's Responsibilities**

The trustees, who are also directors of Carers Network for the purposes of company law, are responsible for preparing the Trustees' Annual 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 year, which give a true and fair view of the state of affairs of the Carers Network and of the incoming resources and application of resources, including the income and expenditure, of the Carers Network for the period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP 2015 (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; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Carers Network will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Carers Network and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Carers Network and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

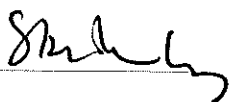
- There is no relevant audit information of which the Carers Network's auditor is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Carers Network's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Auditor**

Ward Williams were appointed as auditor to the Carers Network during 2017 and a resolution proposing that they be re-appointed will be put forward at the next General Meeting.

This report was approved by the Board of Trustees.

  
\_\_\_\_\_  
**Steven Bramley**  
Chair

\_\_\_\_\_  
12 October 2018

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

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

**Independent Auditor's Report to the Trustees of Carers Network Westminster**

**Opinion**

We have audited the financial statements of Carers Network Westminster for the year to 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

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 2018, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**CARERS NETWORK WESTMINSTER  
(LIMITED BY GUARANTEE)  
Independent Auditor's Report to the Trustees of Carers Network Westminster  
(continued)**

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 10, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

**CARERS NETWORK WESTMINSTER  
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Independent Auditor's Report to the Trustees of Carers Network Westminster  
(continued)**

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Use of our report**

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.



Colin Hamilton (Senior Statutory Auditor)

for and on behalf of Ward Williams

Belgrave House

39-43 Monument Hill

Weybridge

Surrey

KT13 8RN

Date: 18/10/18.

*Ward Williams is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.*

**CARERS NETWORK WESTMINSTER**  
**(LIMITED BY GUARANTEE)**  
**Statement of Financial Activities as at 31 March 2018**

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds	Total Funds 2018 £	Total Funds 2017 £
<b>Income and endowment from:</b>						
Charitable activities	2	715,207	102,329	-	817,536	772,215
Donations and legacies	3	36,264	13,323	-	49,587	18,490
Investments		-	-	-	-	82
<b>Total</b>		<b>£ 751,471</b>	<b>£ 115,652</b>	<b>£ 0</b>	<b>£ 867,123</b>	<b>£ 790,787</b>
<b>Expenditure on:</b>						
Charitable activities		662,975	106,462	-	769,437	802,446
Raising funds		50,805	-	-	50,805	52,938
<b>Total</b>	4	<b>£ 713,780</b>	<b>£ 106,462</b>	<b>£ 0</b>	<b>£ 820,242</b>	<b>£ 855,384</b>
<b>Net income/(expenditure)</b>		<b>37,691</b>	<b>9,190</b>	<b>-</b>	<b>46,881</b>	<b>(64,597)</b>
Transfers between funds		52,966	(52,966)	-	-	-
<b>Net movement in funds</b>		<b>90,657</b>	<b>(43,776)</b>	<b>-</b>	<b>46,881</b>	<b>(64,597)</b>
Total funds brought forward		279,945	67,860	-	347,805	412,402
<b>Total funds carried forward</b>		<b>£ 370,602</b>	<b>£ 24,084</b>	<b>£ 0</b>	<b>£ 394,686</b>	<b>£ 347,805</b>

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

All incoming resources and resources expended derive from continuing activities.

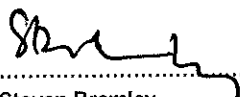
The notes on pages 17 to 23 form part of these financial statements.



**CARERS NETWORK WESTMINSTER  
(LIMITED BY GUARANTEE)  
Balance Sheet as at 31 March 2018**

	Notes	2018 £	2018 £	2017 £	2017 £
<b>Fixed Assets</b>					
Tangible assets	9		22,632		8,523
<b>Current Assets</b>					
Debtors	10	143,333		214,825	
Cash at bank		305,323		198,145	
		<u>448,656</u>		<u>412,970</u>	
<b>Liabilities</b>					
Creditors falling due within one year	11	<u>(76,602)</u>		<u>(73,688)</u>	
<b>Net current assets</b>			372,054		339,282
<b>Total assets less current liabilities</b>			<u><u>£ 394,686</u></u>		<u><u>£ 347,805</u></u>
<b>Funds of the charity</b>					
Restricted funds	13		24,084		67,860
Unrestricted funds - General fund	13		348,087		236,888
Unrestricted funds - Designated funds	13		22,515		43,057
			<u><u>£ 394,686</u></u>		<u><u>£ 347,805</u></u>

These financial statements were approved by the Board of Trustees on 12 October 2018 and are signed on their behalf by:



.....  
Steven Bramley  
Chair of Trustees on behalf of the trustees 12 x 18

Company Registration No. 04712756

The notes on pages 17 to 23 form part of these financial statements.

**CARERS NETWORK WESTMINSTER  
(LIMITED BY GUARANTEE)  
Cash Flow Statement as at 31 March 2018**

	Notes	2018 £	2017 £
<b>Cash flows from operating activities:</b>	15	129,433	(119,067)
<b>Cash flows from investing activities:</b>			
Payments to acquire tangible fixed assets		(22,255)	(3,461)
Interest received		-	82
<b>Net cash flow from investing activities</b>		<u>(22,255)</u>	<u>(3,379)</u>
<b>Net increase / (decrease) in cash and cash equivalents</b>		107,178	(122,446)
<b>Cash and cash equivalents as at 01 April 2017</b>		198,145	320,591
<b>Cash and cash equivalents as at 31 March 2018</b>		<u>305,323</u>	<u>198,145</u>
 <b>Cash and cash equivalents consist of:</b>			
Cash at bank and in hand		305,323	198,145
<b>Cash and cash equivalents at 31 March 2018</b>		<u>305,323</u>	<u>198,145</u>

**CARERS NETWORK WESTMINSTER**  
**(LIMITED BY GUARANTEE)**  
**Notes to the financial statements for the year ended 31 March 2018**

**1. Accounting policies**

**(a) General information and basis of preparation**

Carers Network Westminster is a registered charity (Charity number: 1097723; Company number: 04712756) limited by guarantee in England & Wales. 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. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principle activities are to provide core services of information advice and support to all carers and their families in the City of Westminster and adjoining boroughs.

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 and applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financials Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and the UK generally Accepted Practice as it applies from 1 January 2015.

The Charity has applied Update Bulletin 1 as published on 2 February 2016.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**(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.

**CARERS NETWORK WESTMINSTER**  
**(LIMITED BY GUARANTEE)**  
**Notes to the financial statements for the year ended 31 March 2018**

**1. Accounting policies (continued)**

**(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.

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.

**(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 the NEST Pension Scheme which is a defined workplace contribution scheme. 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.

**(k) Critical accounting estimates and areas of judgement**

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements not do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

**CARERS NETWORK WESTMINSTER**  
**(LIMITED BY GUARANTEE)**  
**Notes to the financial statements for the year ended 31 March 2018**

**2 Incoming Resources from Charitable Activities**

	Unrestricted Funds £	Restricted Income Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>Carer Support and activities</b>				
Big Lottery Fund	-	45,820	45,820	32,627
City Bridge Trust	-	21,500	21,500	42,500
City Carers Service	34,000	-	34,000	18,723
Clinical Commissioning Group/NHS	-	10,917	10,917	5,588
Hammersmith and Fulham Council	229,596	-	229,596	180,596
Lloyds Bank Foundation	-	23,592	23,592	328
Local Sustainability Fund	-	500	500	36,793
Other income	-	-	-	10,616
Royal Borough of Kensington and Chelsea	66,667	-	66,667	10,500
Westminster City Council	384,944	-	384,944	294,944
	<u>715,207</u>	<u>102,329</u>	<u>817,536</u>	<u>633,215</u>
<b>Carers Breaks</b>				
Hammersmith and Fulham Council	-	-	-	49,000
Westminster City Council	-	-	-	90,000
	<u>£ 715,207</u>	<u>£ 102,329</u>	<u>£ 817,536</u>	<u>£ 772,215</u>

**3 Voluntary Income**

	Unrestricted Funds £	Restricted Income Funds £	Total 2018 £	Total 2017 £
Grants for individuals	-	13,323	13,323	6,687
Donations and grants received	36,264	-	36,264	11,803
	<u>36,264</u>	<u>13,323</u>	<u>49,587</u>	<u>18,490</u>

**4 Resources expended on charitable activities**

	Direct Staff Costs £	Other Direct Costs £	Support Staff Costs £	Other Support Costs £	Total 2018 £	Total 2017 £
<b>Costs of Charitable Activities</b>						
Carers Break Scheme	-	-	-	-	-	139,000
Carers Support & Events	413,691	70,281	142,838	124,300	751,110	640,363
	<u>413,691</u>	<u>70,281</u>	<u>142,838</u>	<u>124,300</u>	<u>751,110</u>	<u>779,363</u>
<b>Governance Costs</b>	-	-	5,415	12,912	18,327	23,083
<b>Raising Funds</b>	-	-	48,512	2,293	50,805	52,938
	<u>£ 413,691</u>	<u>£ 70,281</u>	<u>£ 196,765</u>	<u>£ 139,505</u>	<u>£ 820,242</u>	<u>£ 855,384</u>

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

**CARERS NETWORK WESTMINSTER  
(LIMITED BY GUARANTEE)  
Notes to the financial statements for the year ended 31 March 2018**

**5 Governance Costs**

	2018	2017
	£	£
Audit fees	5,800	3,500
Meeting Costs	2,072	993
Miscellaneous costs	5,040	12,342
Staff costs	5,415	6,248
	<b>£ 18,327</b>	<b>£ 23,083</b>

**6 Net incoming resources for the period**

**This is stated after charging**

	2018	2017
	£	£
Depreciation	8,033	5,382
Auditors' remuneration	5,800	3,500

**7 Trustee and Staff Information**

**a) Trustees**

No trustee received remuneration during the year (2017: £nil). One trustee received travel reimbursement to the value of £1,361 (2017: £732) in the year.

**b) Staff**

	2018	2017
	£	£
Salaries and wages	519,598	467,679
Social security costs	45,159	41,327
Pension costs	32,829	30,366
Seconded and agency staff	12,870	15,406
	<b>£ 610,456</b>	<b>£ 554,778</b>

Key management personnel include the Chief Executive Officer, Head of Operations, Head of Services and Fundraising Manager. The total employee benefits of the Charity's key management personnel were £159,445 (2017: £186,676).

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

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

	2018	2017
	No.	No.
Governance and generating funds	2	2
Charitable activities	16	14
	<b>18</b>	<b>16</b>

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

**Notes to the financial statements for the year ended 31 March 2018**

**8 Taxation**

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

**9 Tangible fixed assets**

	<b>Computers and Equipment £</b>
<b>Cost:</b>	
At 1 April 2017	34,703
Additions	22,255
Disposals	(2,558)
<b>At 31 March 2018</b>	<b>54,400</b>
 <b>Depreciation:</b>	
At 1 April 2017	26,180
Depreciation charged in the year	8,033
Eliminated in respect of disposals	(2,445)
<b>At 31 March 2018</b>	<b>31,768</b>
 <b>Net book value</b>	
At 31 March 2018	<b>£ 22,632</b>
At 31 March 2017	<b>£ 8,523</b>

**10 Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Grant debtors	26,587	-
Grants receivable - accrued income	106,144	204,847
Prepayments	6,606	5,300
Staff advance/loan	674	3,095
Other debtors	3,322	1,583
	<b>£ 143,333</b>	<b>£ 214,825</b>

**11 Creditors : amounts falling due within one year**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade creditors	3,481	2,171
Accruals and deferred income	54,592	54,739
Other taxation and social security	13,645	11,818
Pension	4,694	4,311
Other liabilities	190	649
	<b>£ 76,602</b>	<b>£ 73,688</b>

**CARERS NETWORK WESTMINSTER**  
(LIMITED BY GUARANTEE)  
Notes to the financial statements for the year ended 31 March 2018

**12 Commitments under operating leases**

At 31 March 2018 the charity had total future minimum lease payments under non-cancellable operating leases as follows:

	2018 £	2017 £
Total commitments	<u>51,321</u>	<u>46,995</u>

**13 Analysis of net assets between funds**

	General Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Tangible fixed assets	22,632	-	22,632	8,523
Current assets	424,572	24,084	448,656	412,970
Creditors: Amount falling due within one year	(76,602)	-	(76,602)	(73,688)
Net asset at 31 March 2018	<u>370,602</u>	<u>24,084</u>	<u>394,686</u>	<u>347,805</u>

**14 Movement in Funds**

	Brought forward £	Incoming Resources £	Outgoing Resources £	Transfers £	Carried Forward £
<b>Restricted Funds</b>					
Big Lottery Fund	6,576	45,820	(38,121)	-	14,275
City Bridge Trust	1,087	21,500	(22,587)	-	-
Clinical Commissioning Group/H&F	318	-	(318)	-	-
Clinical Commissioning Group/NHS	2,340	10,917	(13,257)	-	-
Grants for individuals	52,966	13,323	(12,913)	(52,966)	410
Lloyds Bank Foundation	328	23,592	(17,485)	-	6,435
Local Sustainability Fund	4,245	500	(1,781)	-	2,964
<b>Total Restricted Funds</b>	<u>£ 67,860</u>	<u>£ 115,652</u>	<u>(£106,462)</u>	<u>(£52,966)</u>	<u>£ 24,084</u>
<b>Unrestricted Funds</b>					
General Fund	236,888	730,471	(672,238)	52,966	348,087
Designated Funds	43,057	21,000	(41,542)	-	22,515
<b>Total Unrestricted Funds</b>	<u>£ 279,945</u>	<u>£ 751,471</u>	<u>(£713,780)</u>	<u>£52,966</u>	<u>370,602</u>
<b>TOTAL FUNDS</b>	<u>£ 347,805</u>	<u>£ 867,123</u>	<u>(£820,242)</u>	<u>£ 0</u>	<u>£ 394,686</u>

**15 Reconciliation of net income / (expenditure) to net cash flow from operating activities**

	2018 £	2017 £
Net income / (expenditure) for the year	46,881	(64,597)
Interest receivable	-	(82)
Depreciation of tangible fixed assets	8,033	5,382
Loss on disposal of fixed assets	113	-
Decrease / (increase) in debtors	71,492	(109,774)
Increase in creditors	2,914	50,004
<b>Net cash from operating activities</b>	<u>129,433</u>	<u>(119,067)</u>



**CARERS NETWORK WESTMINSTER**  
**(LIMITED BY GUARANTEE)**  
**Notes to the financial statements for the year ended 31 March 2018**

**16 Purpose of Restricted Funds**

**Big Lottery Fund** - This funding supports the Timebank Project.

**City Bridge Trust** - This funding supports the End of Life Project for unpaid carers aged 65 and over.

**Clinical Commissioning Group/H&F** - This funding provided mindfulness sessions to unpaid carers in Hammersmith & Fulham.

**Clinical Commissioning Group/NHS** - This funding provided carer training and the healthy Carers Better Care project.

**Grants for Individuals** - This funding comes from applications made to charities and Trusts (mainly Carers Trust) on behalf of specific individuals. The brought forward balance of £52,966 relates to a donation from the Lord Mayor's Fund (Westminster) back in 2009. The Trustees consider that upon reflection no specific restrictions were placed on this donation, which was to support the objectives of the charity. It has therefore this year been transferred to unrestricted funds.

**Lloyds Bank Foundation** - This funding supports the Former Carers Project to support people whose caring role has come to an end.

**Local Sustainability Fund** - This funding from the Cabinet Office is to further the sustainability of Carers Network.

**17 Purpose of Designated Funds**

At the end of the year, £22,515 (2017: £43,057) is held within designated funds. This includes £21,000 relating to specific funds raised by The Portman Estate, which have been earmarked to be used on a new volunteering development post in 2018/19. The remainder relates to future fundraising.

**18 Related Party Transactions**

During the year, £nil (2017: £948) was awarded to carer trustees of the charity, in line with normal grant procedures. One (2017: One) trustee received travel reimbursement to the sum of £1,361 (2017: £732).

**19 Controlling Party**

The Charity is controlled by the Trustees.

