

Charity no. 1116714
Company no. 05939327

Action for Carers (Surrey)
Report and Financial Statements
31 March 2011

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consultants and auditors

Action for Carers (Surrey)

Reference and administrative details

For the year ended 31 March 2011

Status	The organisation is a charitable company limited by guarantee, incorporated on 19 September 2006 and registered as a charity on 9 November 2006.		
Governing document	The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.		
Company number	05939327		
Charity number	1116714		
Registered office and operational address	Astolat Coniers Way Burpham Guildford Surrey GU4 7HL		
Trustees	John Bale	Chair	(deceased 27 July 2011)
	John Phipps	Co. Secretary	
	Brian Lusk	Treasurer	(co-opted 7 December 2010)
	Graham Marks		
	Sandra Pinole		
	Gemma Roulston		
	Carol Norris		
	David Machin		(co-opted 7 December 2010)
	Karen Holdsworth-Cannon		(elected 7 December 2010)
	Geoff Martin		(co-opted 7 March 2011)
	Robert Tusler		(deceased 7 August 2010)
Principal staff	Jane Thornton	Chief Executive Officer (CEO)	
Bankers	CAF Bank Limited Kings Hill West Malling Kent ME19 1EP		
Solicitors	Barlow Robbins LLP The Oriel Sydenham Road Guildford Surrey GU1 3SR	Russell - Cooke LLP 2 Putney Hill London SW15 2AB	
Auditors	Sayer Vincent Chartered accountants and statutory auditors 8 Angel Gate City Road London EC1V 2SJ		

Action for Carers (Surrey)

Report of the Trustees

For the year ended 31 March 2011

The Trustees present their report and the audited financial statements for the year ended 31 March 2011.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Action for Carers (Surrey) (ACS) is a Company Limited by Guarantee number 05939327 registered in England and Wales with Charitable Status. The governing document is the memorandum and articles of association.

Organisational Structure

The decision making body is the Board of Trustees of which all directors and co-opted directors are members. The Board:

- Maintains a long term overview of the organisation and all its work
- Makes strategic and major decisions about the organisation's objectives, policies and procedures
- Ensures adequate resources to carry out its activities
- Takes legal responsibility for the organisation and all its actions

The organisation has sub-groups covering finance, risk management and individual operational activities which make recommendations to the Board.

The Chief Executive Officer is responsible for the day to day operation of the organisation as delegated by the Board, including the development of policies and procedures, as well as overseeing the management, delivery and monitoring of all services. The managers of each service (Action for Carers and Employment, Back Care, Surrey Young Carers and GP Carers Recognition) and the centralised functions of Finance and Support Services and Administration report to the CEO. Managers contribute to the development of policies and procedures and general operational activities through monthly senior staff team meetings, and conduct regular operational meetings of their services with staff.

Trustee Recruitment and Appointment

Trustees are recruited using a number of methods, e.g. REACH (a charity matching volunteers to voluntary organisations), and are appointed by current Board members taking into account their experience and relevant skills. All new Trustees undergo an induction, including the issue of all policies and procedures, Trustee roles and responsibilities and, dependant upon their experience and knowledge, are expected to attend relevant training as part of their induction and on an ongoing basis for updating.

We have an Equal Opportunities Policy, which is the overarching framework under which all other policies sit and all Board members are required to comply with the "Trustee Code of Conduct and Responsibilities" and "Effective Governance and Management" issues.

Action for Carers (Surrey)

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All Trustees give of their time voluntarily and any benefits received by the Trustees as a result of their role are incidental. Any expenses claimed from Action for Carers (Surrey) in the conduct of this role are set out in Note 7 to the accounts.

Wider networks and memberships

Action for Carers (Surrey) is affiliated to the Princess Royal Trust for Carers (PRTC) and works in partnership with them. This means we are part of the wider PRTC network but still retain our status as an independent registered charity. We have access to:

- Specialist information and advice on service provision
- A range of resource materials (including Trust Guidance and Trust website)
- Partnership activities with other voluntary organisations
- Grants and other services when available for carers
- Research reports and good practice guidance

Action for Carers (Surrey) in turn disseminates this good practice, information, and access to grants for carers to the ten local borough based carers support organisations in Surrey, which are autonomous but affiliated to Action for Carers (Surrey).

Action for Carers (Surrey) is also affiliated to Carers UK.

Relationships with Key Partners

Surrey County Council (SCC)

Our foremost relationship is with SCC, our main funder, and with whom we have Service Level Agreements for each of our services. These commit us to multi-agency working and to participate in the development of joint strategies, providing informed carer opinion on the statutory duties which Surrey County Council must undertake in relation to supporting carers. The CEO of ACS, as a key stakeholder, is a member of the SCC Adult Social Care Implementation Board which is overseeing the strategic and service changes taking place in the local authority.

Surrey County Council funds us to carry out our overall aim (see below) and core activities (including Giving Carers a Voice) as well as the specific services we operate for the benefit of carers directly - Action for Carers & Employment (ACE), Surrey Young Carers (SYC), Moving & Handling Back Care Service (BCA) and the newly commissioned GP Carers Recognition service.

Health Services

Our other key statutory partner is the Health Service in Surrey. This necessitates joint working with the Surrey NHS (formerly Surrey Primary Care Trust), the Surrey and Borders Partnership NHS Trust and the South East Coast NHS Trust. During 2010-11 we have continued to work in partnership with the health service to gather and develop knowledge about the needs and concerns of carers (including contributing to the update of the Joint Strategic Needs Assessment), to promote training for carers and professionals to enhance carer awareness, to participate in co-design events and to lobby on carers' issues to ensure carers' views are considered in policy and strategy formulation.

We continue to be signatories to the Surrey Carers Charter with Surrey County Council, Surrey NHS and Surrey and Borders Partnership NHS Trust.

Action for Carers (Surrey)

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The CEO of Action for Carers (Surrey) chairs the Joint Interagency Carers Commissioning Group which is responsible for commissioning all services specifically for carers in Surrey. These carers' services are jointly funded by both Surrey County Council and Surrey NHS.

Risk Policy

The Board and CEO carry out regular reviews of the major strategic, business and operational risks which the charity faces, and the opportunities available to it. We consider that the organisation has systems in place to manage the major risks. We have identified the risks that the organisation may face and categorised them according to impact and likelihood, using a recognised risk management system to produce a Risk Register for the organisation. Any major and critical risks identified in this process are reported to the Board each quarter by the CEO and actions agreed to minimise them. We consider this to be a rigorous and ongoing process of analysing and reducing risk, actively involving the service managers and Board members. This process of continuous monitoring and review also enables us to identify, monitor and control additional risks, to mitigate any impact that they may have on the organisation in the future.

Regulatory Compliance

The charity has policies and procedures which include the following:

Operational

Safeguarding Adults Policy
Safeguarding Children Policy
Data Protection
Reserves
Finance
Comments, Compliments & Complaints
Conflict of Interest
Incident Management
Code of Conduct for Staff & Trustees
Anti Fraud
Confidentiality
Gifts and Donations
Training and Development
Information and Communication Technology
Risk Management

Human Resources

Health & Safety
Whistle Blowing
Disciplinary & Dismissal
Grievance
Bullying & Harassment
Equal Opportunities
Flexible Working
Absence Management
Lone Working
Recruitment and Induction
Leave provision

These policies are compiled in line with current legislation and are monitored and reviewed at agreed intervals. They form part of the Action for Carers (Surrey) comprehensive handbook of policies and procedures.

OBJECTIVES AND ACTIVITIES

We review our aims, objectives and activities each year. This report looks at what we have achieved and the outcomes of our work within the previous 12 months. We report the success of each key activity and the benefits they have brought to the group of people we are set up to help. The review also helps us ensure our aim, objectives and activities remained focused on our stated purposes.

Action for Carers (Surrey)

Report of the Trustees

For the year ended 31 March 2011

The Objects

The organisation's objects ("the objects") are for the relief of the needs of carers, living or caring in Surrey, who provide regular unpaid help to adults or children who are disabled, ill, infirm, or who are otherwise in need of care. This object is met by providing and assisting in the provision of information, advice and other support or assistance to carers. The organisation operates throughout the county of Surrey.

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the organisation's aims and objectives and planning future activities and are satisfied that these are met.

Overall Aim

To raise awareness of carers' needs and concerns throughout Surrey, to foster and promote the value and contribution of carers within the community and to work in partnership with statutory and community partners to give carers a voice, and the services and support they need.

The vision of Action for Carers (Surrey) is to "enable carers to have a voice and to realise a life outside caring".

Impact Objectives

- To enable carers to have a forum in which to raise collective issues
- To enable carers to have an effective voice and an informed representation in the process of policy making, service development and monitoring standards
- To encourage carers to develop and maintain their own support networks as individuals and collectively
- To raise awareness of carers' issues in the wider community
- To improve carers' health and wellbeing, to reduce the impact of caring on their lives and to enable them to have a life beyond caring

Service Objectives

- To be a channel of good practice on delivery of information, advice, support and services to carers
 - By working with social care, health, borough and district councils and community sector to develop joint policies and practice on carers' issues. This includes working through the Surrey Carers Commissioning Group and local Area Carers Strategy Groups to influence and inform, and via implementation of the Carers Charter
 - By disseminating and sharing good practice with those working with carers. This includes facilitating dialogue with local Carers Support Schemes via the Princess Royal Trust for Carers network; hosting information days e.g. on Community Care law; or facilitating carer awareness training e.g. on Hospital Discharge
- To disseminate information to carers and to signpost carers to services and support
 - By holding regular forums with workshops on topics of interest to carers
 - By offering membership of ACS to carers with access to our newsletter and opportunities to participate in consultations or attend information events
 - By providing information, advice and signposting to carers who contact ACS on both internal ACS and external services

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- To facilitate carers to have a voice in the planning and delivery of services which affect them
 - By participating in planning of services which affect carers
 - By facilitating consultations with carers
 - By lobbying and campaigning on issues carers have identified as important to them

Service Response/Characteristics

- Action for Carers (Surrey) will provide an informed carer opinion to Surrey County Council, Surrey NHS and other statutory partners on matters of mutual interest.
- Action for Carers (Surrey) has employed a CEO with administrative support in order to promote the objectives in its governing instrument and will manage specific projects funded by Surrey County Council where this is agreed from time to time.

Service Outcomes

- Service providers to carers in both the statutory and voluntary sectors will be operating good practice, working jointly on developing support and services for carers where possible.
- Carers will be informed about services or benefits to which they may be entitled, how to access them and will be advised about any changes to these or new developments
- Carers views will be listened to, valued and taken into account in determining services which affect carers in Surrey so that the support and services for which carers asked are delivered.
- Carers' health and wellbeing will benefit from the direct services and activities delivered by Action for Carers (Surrey) as laid out in its objectives below.

Codes of Practice

- Action for Carers (Surrey) is committed to multi-agency working and will participate in the development of joint strategies, providing informed carer opinion
- Action for Carers (Surrey) adheres to the standards for carers services as set out in the Surrey Carers Charter to which it is a signatory

SERVICE ACTIVITIES DURING year 2010 to 2011

Our main activities and whom we try to help are described below. All our charitable activities focus is on carers and are undertaken to further our charitable purposes for the public benefit.

Giving Carers a Voice

<u>Objectives</u>	<u>Associated Actions achieved</u>
1. Provide a regular forum for carers to express their views on support and services	- Facilitated two Carers Forums, open to all carers, with presentations and workshops on topics relevant to carers and information from agencies working with carers in Surrey.
2. Encourage carers to make their views known on local or national plans and strategies and to ensure that these views are fed back	- Obtained carers' views on topical issues using a variety of formats to feed into planning and strategic process including encouraging tripartite responses with Surrey Coalition and Surrey County Council where appropriate - Facilitated bi-monthly "Giving Carers a Voice" group - Facilitated bi-monthly "Virtual" Carers group - Developed use of social networking media to widen reach - Commissioned carer led evaluation of Parent carers' views to highlight areas for improvement in SCC and NHS support.

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<u>Objectives</u>	<u>Associated Actions achieved</u>
3. Be an effective voice for carers in Surrey by providing informed representation in policy making, service development and monitoring standards	<ul style="list-style-type: none">- Represented carers' views and encouraged carer representation on local and County wide planning and strategic groups on social care, health and other relevant issues- Contributed to the work of the County Carers Commissioning group and the three Area Carers Strategy groups- Worked with partners in statutory and voluntary agencies to improve services and support to Carers and provide a more effective voice for Carers in Surrey- Facilitated six monthly meetings of local Carers support workers to share good practice and encourage joint working
4. Ensure carers have access to appropriate and accurate information on their rights and the services available for carers in Surrey	<ul style="list-style-type: none">- Provided information on carers' rights, services in Surrey, Carers groups, links to national organisations and other local and County information for Carers on Carersnet website (in conjunction with Surrey County Council (SCC))- Handled enquiries from adult Carers about information, advice and services that may be available and referred them to internal ACS services or other agencies such as social care or local carers' support- Delivered, in conjunction with Surrey Welfare rights unit, two professional training days on carers' rights- Published and circulated three newsletters for Carers
5. Create opportunities for carers to develop their own local network of support and communication	<ul style="list-style-type: none">- Maintained affiliation with Princess Royal Trust for Carers- Facilitated bi-monthly meetings of Chairs/ trustees of Carers support Schemes as part of this network to enable sharing of good practice on governance and management, and joint working on specific issues.

Giving Carers a Voice Future Plans 2011/12

During 2011/12 ACS will be rolling out a more comprehensive system for gathering carers' views and feeding back actions. This will be by offering more regular and more localised carers' forums and by utilising other existing networks to reach more carers [currently not known]. ACS also plan to re-design the ACS website to provide clearer information on the services it provides and to enable carers more easily to give feedback on its own services and in response to local and national consultations. Further development of the use of social media to reach more carers will continue.

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Action for Carers & Employment

<u>ACE Objectives</u>	<u>Associated actions achieved</u>
1. Provide a specialist carers service, offering support and information on carers' rights around work, training and education to ALL carers. (This includes former carers when caring responsibilities have excluded them from the labour market or training opportunities).	<ul style="list-style-type: none"> - Promoted the needs of carers who wish to train and work, wherever possible. - Advised carers of their right to an assessment. - Ensured carers' issues relating to work and training are considered during the Carers Assessment. - Provided 1 to 1 casework to 150 carers including out of hours service - Delivered 'Enabling Carers to Work' programme of eight training courses on Confidence and Assertiveness, Computer skills and Business Admin to 64 carers - Increased work with former carers as this group are available to train and work. - Produced packs of targeted information to send as an outcome of a telephone appointment/enquiry. - Developed case monitoring system including peer mentoring by monthly caseload validation
2. Promote carers' rights to Social Care staff to make them aware that carers' work and training issues need to be considered when a Carer's Assessment is being done.	<ul style="list-style-type: none"> - Continued with secondment from Surrey County Council as a replacement for Senior Development worker secondment to Jobcentre Plus. - Liaised with social care staff on behalf of Carers to ensure access to services and awareness of Carers and employment / training issues including team briefings - Delivered 12 'Because Carers Count' multi agency carer awareness training sessions to 110 staff in all sectors across Surrey, using carer co-facilitators. - Launched new comprehensive ACE website
3. Involve carers in awareness raising activities, promotion of carers' rights and in development of services surrounding work and training.	<ul style="list-style-type: none"> - Encouraged carers to take part in carer awareness activities. - Recruited more carer trainers for 'Because Carers Count' and Hospital Discharge training. - Identified activities for carers who are involved in the Carer Ambassador programme - Involved and encouraged carers to partake in GCAV . - Involve carers and parent carers in delivery of social care education and training (Surrey Care Association and Skills for Care). - Published carers' stories to raise awareness.
4. Work in partnership with relevant agencies in relation to carers' needs around training and work.	<ul style="list-style-type: none"> - Continued to work with other agencies that provide training and support around 'back to work'. e.g. Nextstep - Networked with mainstream providers. - Worked with Care Partnership manager at Jobcentre Plus to promote 'Work Focussed Support for Carers' and ensure carers are referred to this programme. - Explored local community initiatives. - Participated in local Community Learning Partnership

Action for Carers (Surrey)

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For the year ended 31 March 2011

Action for Carers & Employment Future Plans 2011/12

- Deliver joint carer awareness raising activities to social care teams, in partnership with Carers Practice Development Manager at Surrey County Council Adult Social Care.
- Deliver annual professionals forum.
- Work with Surrey Young Carers and local Carers Support services to provide enhanced support for 16-24 year olds.
- Work in partnership with Carers UK and Employers for Carers to produce toolkits for employers and social care staff

Moving and Handling Back Care

<u>Objectives</u>	<u>Associated Actions achieved</u>
1. To provide advice, information and training to carers about safe moving and handling techniques	- Delivered service to 190 carers across the 4 Boroughs of Guildford, Waverley, Tandridge, Redhill and Reigate in total providing home assessment , advice, information and training - Moving and Handling Back Care advice booklet for carers printed and distributed to all new referrals and existing clients - Distributed a Carer Questionnaire to all carers as case is closed during year with evaluation of results to follow.
2. Identify the need for basic equipment to assist the carer and demonstrate its safe use	- Continued to distribute Carers Instructions to carers - Provided equipment on loan for carers from ACS stock as required - Provided small items of equipment for immediate use as required -Worked closely with Surrey County Council O/T service for equipment provision and arranged regular meetings with Children's services OT's and Head of OT services
3. To refer to statutory agencies – with carers' agreement	- Developed and fostered relationships with social care teams and other service providers.
4. To promote and market the service to carers and professionals	- Promoted Back Care service to Primary Care teams together with Carers Recognition workers and other ACS services - Promoted Back Care service to hospital discharge teams
5. To liaise with colleagues in statutory and voluntary sectors	- Back Care advisers continue to work closely with Back Care colleagues in other services in Surrey and to attend the twice yearly County Back Care meeting. - Attendance at the Surrey Manual Handling team meetings.

The Back Care Service Future Plans 2011/12

- Continue to help reduce the risk to carers of muscular/skeletal disorders through Safe Moving and Handling by providing information, advice, training and support.
- Joint working with other Back Care services in Surrey for peer review and good practice protocols

Action for Carers (Surrey)

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GP Carers Recognition service (from 1 October 2010)

During 2010/11, ACS was asked by the Joint Commissioners of carers' services if it would take over the delivery of an enhanced GP Carers Recognition service which had been running as a successful pilot in southwest Surrey. The enhanced service would operate across the whole of Surrey, with funding from the Carers Commissioning group for three part time GP Carers Recognition workers (CRWs) to work with carers and GP surgeries directly to encourage both registration of carers at GP surgeries and improved recognition, services and support for carers from primary care teams.

The existing worker from the Southwest Surrey pilot joined ACS as the Senior CRW in October and two new CRWs were recruited and took up their posts in late November. The service was able to expand into the rest of Surrey (Northwest and Southeast) using the good practice model developed in the Southwest.

Objectives	Associated Actions achieved
1. Maintain up to date information on GP surgeries across Surrey to inform service	<ul style="list-style-type: none">- Compiled up to date database of all surgeries and GPs in Surrey including new GP consortia- Compiled or Maintained check lists of all surgery contacts- Completed baseline data collection on carer registration at each surgery in Northwest and Southeast areas where available
2. Encourage carers to register with their GP and to understand the importance of this.	<ul style="list-style-type: none">- Commenced distribution of GP Carers Registration form and poster in variety of venues in communities in Northwest and Southeast and continued in Southwest.- Attended Carer information events such as ACS and other Forums to inform Carers about GP registration and gather feedback- Offered to hold an annual Carer Awareness event in all surgeries and arranged as requested
3. Promote carer registration within surgeries to practice staff , GPs and other health professionals	<ul style="list-style-type: none">- Worked towards annual contact with every GP practice, Practice Manager and Carers' Lead in Surrey- Commenced identification of named contact or Carers' Lead for each practice in Northwest and Southeast and maintained for Southwest- Ensured supplies of Carers Registration form, GP leaflet, posters and Surgery information pack available at all surgeries- Delivered information sessions to GPs, other health professionals- Published Carers leads newsletter on quarterly basis- Updated GP Carers Recognition website and link to ACS site and Carersnet
4. Promote importance of Carer registration to other agencies	<ul style="list-style-type: none">- Developed and maintained links with local Carers' Support schemes and ACS teams and encouraged joint activities- Attended health and social care professional meetings as appropriate to promote GP carer registration
5. Share and gather best practice on Carer registration nationally	<ul style="list-style-type: none">- Developed links with other GP recognition projects nationally to share best practice

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Surrey Young Carers

<u>Objectives</u>	<u>Associated Actions achieved</u>
1. Conduct assessments of individual need of young carers	- Provided information, advice and advocacy to 683 young carers and families identified as in need of support.
2. Advocate on behalf of young carers with service providers to ensure their caring role is minimised and the family is supported	- Attended and input to Case Conferences, Child Protection meetings, Children In Need meetings and Looked After children meetings as requested - Agreed boundary changes with Mid Surrey Young Carers service and effected cross handover of young carer clients between two services
3. Provide young carers with an opportunity to meet with others and have a break from their caring role through	- Delivered 15 Young Carers groups across the county, each consisting of six to eight sessions for 15 young carers (with at least one junior and senior group) - Organised six "under 8's" activities - Organised four Residential breaks, including Young Carers Festival - two County wide Fun Days each for up to 170 young carers - Offered activities to support work with 20 families to identify areas of concern for when child transits from Primary to Secondary school - Offered variety of one off activities in each area for different age groups of young carers
4. Provide Young Carers with information sessions on specific topics identified by them to develop their skills and support them in their caring role	- Delivered three Sibling Young Carer workshops (to 45 young carers) and three Healthy Living workshops (to 60 young carers) - Piloted new National Literacy programme with group of young carers
5. Obtain funding for one off items, services or activities to help minimise impact of caring role on young carers	- Offered brokerage money to young carers in each area to purchase specific items or services - Utilised donated funds to extend core opportunities offered by young carers.
6. Enable young carers' views to be expressed and heard	- Six Young Carers Forum meetings held - Young carers designed, contributed to and recorded a Pod Cast which went live on Surrey Young Carers website during Carers Week 2010. - Young carers actively involved and contributing suggestions and views to the Surrey Interagency Strategy for young carers - Supported group of young carers to design and publish P.S.Y.C.I.C newsletter on quarterly basis delivered to all young carers on database - Met the needs of young carers through involvement and the updating of Surrey Young Carers website. - Redesigned Surrey Young Carers Information leaflet in conjunction with young carers
7. Raise awareness of young carers issues with staff working in statutory and other agencies	- Delivered awareness raising sessions to professionals in social care teams, health and education as requested. - Delivered awareness training to Children Centre Manager

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<u>Objectives</u>	<u>Associated Actions achieved</u>
8. Work in primary and secondary schools to raise awareness of young carers issues	<ul style="list-style-type: none">- Offered staff briefings on young carer issues and developed policies with both primary and secondary schools- Delivered assemblies to primary and secondary schools- Delivered school young carer groups- Offered initial information sessions to Young carers in school and referral to generic young carer services or other agencies- Disseminated Link Worker pack for schools- Met with designated Link Worker in each Primary school and promoted "Different but Normal" and Link Worker packs
9. Research local support and services available to young adult carers	<ul style="list-style-type: none">- Recruited Research Worker on one year contract to complete a report on the needs of young adult carers in Surrey, using donated funds.

Surrey Young Carers Future Plans 2011/12

- Develop promotional DVD's to enhance funding opportunities which promote the work of Surrey Young Carers
- Young carers to design, contribute and record a Pod Cast which will go live on Surrey Young Carers website
- Deliver awareness raising sessions to professionals in social care teams, health, education and Children's centres as requested.
- Develop and deliver young carer assessment and awareness training in conjunction with SCC Children's Services to Care Managers or Social Workers using variety of models
- Develop closer links with Surrey Clubs for Young People in order to share good practice on delivery of young carers' services.
- Review, disseminate and where possible implement the recommendations of the research being conducted into the needs of young adult carers aged 16-24. It may be appropriate to seek external funding to enable delivery of any recommended service proposals.

FINANCIAL REVIEW

General

As in previous years ACS continues to receive the majority (94%) of its income through the joint Carers commissioning process via SCC. This has enabled ACS to continue to maintain its services at the same levels this year as previously, with some use of reserves for non recurring items to improve efficiency such as IT and use of donated money particularly for Surrey Young Carers services.

Due to the current economic climate and the spending cuts which SCC is having to impose it has not awarded an inflationary uplift for grants for 2011/12. Funding for carers services from April 2012 is currently undergoing a major review and it will be necessary for ACS to bid as part of this process to deliver each of the services it currently provides, including those services rolled up into grants last year such as professional carer awareness training. Full information will be provided on this process by SCC and the Trustees are confident that ACS will be able to meet the service specification requirements in order to be successful in this process. Funding granted under this new process will be for three years which will provide more long term stability for our services and enable the organisation to plan ahead more effectively.

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To ensure that ACS working practices are maintained to a high standard adequate provision will continue to be made for the cost of training and continual professional development of staff, identified through supervision and appraisal, and for Trustees.

Governance costs continue to represent 2% of our overall costs. Support costs for the year, for managing the individual services, are in the region of 12% of total costs but these are not allocated evenly across the services, as can be seen from note 6 of the financial accounts. Funding from SCC includes provision of a 10% management fee to cover not only managing the individual services but also governance costs and therefore the unrestricted fund continues to subsidise the services it runs. SCC have agreed to a transfer from restricted funds to unrestricted funds £41,934 to cover the subsidy for 2009-10. Bids for future funding, as mentioned in paragraph 2 above, will be based on full cost recovery.

The Trustees will maintain the designated fund established to provide for statutory redundancy costs in the event of funding ceasing or being significantly reduced. This fund is reviewed annually.

ACS has utilised part of its reserves to employ, from December 2010, a network and communications co-ordinator to enhance the work being done with carers and other agencies.

Surrey Young Carers (SYC) service has continued to receive a significant number of donations during the year and these are used to provide more activities for young carers. An ad hoc activities coordinator is employed, when required, to organise these activities with the cost of this coordinator being taken from these donated funds.

The Trustees are very grateful for the support during 2010/11 from schools, societies, organisations, businesses and individuals. Special thanks go to Team charities, Blacknest Golf Club and the American Women of Surrey for their very generous donations to SYC and Action for Carers and Employment. The Trustees would also like to thank the volunteers who have given their time to help run activities.

Grant Making Policy

The SYC service invites applications from the Young Carers' Workers in Surrey for grants to help individual young carers. Until 31 March 2011 a maximum grant of £400 was available every two years, per family to be used to fund such items as clothing, school trips, music lessons, holidays, etc. for young carers. From 1 April 2011 a maximum grant of £250 is available each year, per young person or family to fund respite, equipment and outside interests. An additional £100 is available every year, per young person, to purchase school uniforms or equipment to enable them to participate within their education. Grants are approved by either the Young Carers' Manager or Deputy Manager. The total amount of funding available for cash grants is determined in the budget each year.

Reserves Policy

Unrestricted funds total £244,487 of which £119,145 are general funds and £125,342 designated funds as described in note 14 of the financial accounts

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The Trustees continue to believe that it is important to maintain reserves such that in the event of a period of severe reduction of funding they will enable the charity/company to deliver a transitional period of service. Following discussions with SCC, they consider that the unrestricted reserves should be in the region of three months of the resources expended not directly supported by restricted funds (i.e. costs related to working with and for carers, support and governance costs). At 31 March 2011 this equates to £75,198 and actual unrestricted general funds of £119,146 represents 4.75 months. ACS also have £59,574 in a designated fund to provide for redundancy costs.

Investment Policy

Under the governing document, the Trustees have the power to make any investment as they see fit. They have agreed that the CAF Gold account, designed for the charity sector, meets their immediate requirements to generate income in comparison with other major banks. They consider the average interest rate of 0.35% for 2010/11 to be satisfactory in the current economic climate. In addition the Trustees have agreed that ACS should retain in the CAF Gold account sufficient funds to meet short term liabilities and any unplanned crises and that any surplus funds are placed on short term deposits. During 2010/11 these were placed in a CAF Fixed Rate Selector account through Birmingham Midshires and with average interest rate of 1.02%.

PLANS FOR THE FUTURE

ACS will continue to foster and promote the value and contribution of carers within the community. It has already established itself as a channel of good practice for working with social care, health, borough councils and the community sector to develop joint policies and practice in carers' issues, and for disseminating and sharing good practice with those working with carers and will continue to do so for the next year.

ACS will continue to empower and enable carers to give their views on local county and national issues, by enabling carers to participate in the planning processes of statutory services, by facilitating consultations on a variety of issues relevant to carers, and by lobbying and campaigning on behalf of carers to enable their views to be heard and taken into account, both in Surrey and nationally.

The appointment during 2010/11 of a new Networking and Communications Coordinator will enable ACS to drive forward plans to develop an improved "Giving Carers a Voice" service and to reach out to more carers via previously untapped methods and networks. This will enable ACS to provide more evidence of carers' needs to statutory services to encourage greater support for carers and also to be able to feed back to carers the progress on issues they have raised.

We will continue to manage and deliver our specialist services for carers across Surrey, to enable further development of particular shared expertise in these areas, to the benefit of carers. ACS will monitor the delivery of its services to ensure they meet carers' needs and are delivered to the highest possible standards.

The CEO together with the Trustees will continue to ensure that there are appropriate policies and procedures in place together with robust reporting mechanisms to ensure that the organisation has the capacity to deliver its current objectives and meet any challenges in the future. ACS has produced a Business Plan for the coming year 2011/12 for both its core activities and direct carers' services and the CEO and Trustees will be monitoring the achievement of objectives through their regular reporting channels. Once hopefully three year funding is achieved through the current new strategic grants process, a longer term Strategic Plan can be written for 2012/15.

Action for Carers (Surrey)

Report of the Trustees

For the year ended 31 March 2011

Previous indications that the future funding process may require Surrey Young Carers to enter into a consortium arrangement with Mid Surrey Young Carers service have changed and this will no longer be necessary. Each service will be able to bid separately to deliver services in the geographical areas they cover. We will continue to work closely with Mid Surrey Young Carers service and share good practice.

Support for carers continues to be one of the four key objectives for Adult Social Care in Surrey and this has ensured that carers' services have not been subject to the same cuts as other voluntary sector services (up to 20%). The allocated funding for carers services in Surrey available under the new bidding process for 2012/13 and the following two years will in fact be slightly enhanced on this year's allocation, whilst carers services in some parts of the country are facing in year one and subsequent years cuts of up to 30%.

ACS will continue to be involved in the rollout of the transformation programme for social care by SCC particularly the introduction of self directed support and will continue to monitor this to ensure improved outcomes for carers. ACS continues to have good relationships with SCC to ensure that carers' views are listened to, valued and acted on, including ACS representation on the Adult Social Care Implementation Board. We will continue to press Adult Social Care to improve its performance in relation to carers' assessments, services and support, in line with national and local monitoring targets.

ACS have been actively building on the relationships it has developed with Surrey NHS to seek greater recognition of the business case for supporting carers and providing breaks. The recent agreement by the Surrey NHS Board to allocate the whole of the Carers Breaks money (£1.9 million) made available by the Dept of Health to carers in Surrey is a very encouraging turn around. ACS has been consulted as a key partner in the development of proposals for this carer's breaks money to be available to carers in the form of a GP prescription which will be of considerable benefit to carers not currently reached by other statutory services.

The Trustees continue to be acutely conscious of the public funding squeeze and the likely effects on carers, both directly and indirectly. They will continue to work with colleagues in the statutory and voluntary sectors to ensure that recognition and support for carers is still given a high priority

Statement of responsibilities of the Trustees

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the net income or expenditure, of the charitable company for that period

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;

Action for Carers (Surrey)

Report of the Trustees

For the year ended 31 March 2011

- state whether applicable UK Accounting Standards (United Kingdom Generally Accepted Accounting Practice) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Each of the trustees confirms that to the best of his/her knowledge there is no information relevant to the audit of which the auditors are unaware. Each of the trustees also confirms that he/she has taken all necessary steps to ensure that he/she is aware of all relevant audit information and that this information has been communicated to the auditors.

The Trustees

The Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

John Bale	Chair	(deceased 27 July 2011)
John Phipps	Company Secretary	
Brian Lusk	Treasurer	(co-opted 7 December 2010) (Treasurer until 19 May 2011)
Geoff Martin	Treasurer	(co-opted 7 March 2011) (Treasurer from 19 May 2011)
Sandra Pinole	Vice Chair	(Vice Chair from 19 May 2011)
Graham Marks	Trustee	
Gemma Roulston	Trustee	
Carol Norris	Trustee	
David Machin	Trustee	(co-opted 7 December 2010)
Karen Holdsworth-Cannon	Trustee	(elected 7 December 2010)
Robert Tusler	Vice Chair	(deceased 7 August 2010)

A new Chair will be appointed at the Board Meeting on 31 August 2011.

Members of the charity guarantee to contribute, if required, an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2011 was 555 (2010 - 204). The Trustees are members of the charity but this also entitles them only to voting rights. The Trustees have no beneficial interest in the charity.

Action for Carers (Surrey)

Report of the Trustees

For the year ended 31 March 2011

John Bale

The Board wishes to acknowledge the enormous debt and gratitude we owe to John Bale who died on the 27 July 2011. John's service and dedication to Action for Carers (Surrey) as a Trustee, Treasurer and Chair was exemplary. He championed the cause for Carers across Surrey and many have benefited from his commitment and passion for fighting for equality for all Carers. He will be sadly missed by his fellow trustees and all who worked with him.

Auditors

Sayer Vincent were re-appointed as the charitable company's auditors for the year and have expressed their willingness to continue in that capacity.

Approved by the Trustees on 31 August 2011 and signed on their behalf by

K.Holdsworth-Cannon - Chair

Independent auditors' report

To the members of

Action for Carers (Surrey)

We have audited the financial statements of Action for Carers (Surrey) for the year ended 31 March 2011 which comprise the statement of financial activities, balance sheet and the 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 auditors

As explained more fully in the statement of responsibilities of the trustees set out in the report of the trustees, 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 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 report of the trustees to identify material inconsistencies with the audited financial statements. 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 2011 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.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the report of the trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

Independent auditors' report

To the members of

Action for Carers (Surrey)

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.

Helen Elliott (Senior statutory auditor)

2 September 2011

for and on behalf of Sayer Vincent, Statutory Auditors

8 Angel Gate, City Road, LONDON EC1V 2SJ

Action for Carers (Surrey)

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2011

	Note	Restricted £	Unrestricted £	2011 Total £	2010 Total £
Incoming resources					
<i>Incoming resources from generated funds:</i>					
Voluntary income	2	51,059	4,665	55,724	66,491
Investment income		-	5,899	5,899	4,906
<i>Incoming resources from charitable activities:</i>					
	3				
Working with and for carers		39,040	88,952	127,992	115,831
GP carer recognition		66,937	-	66,937	-
Carers and employment		202,669	-	202,669	195,957
Back care advice		100,206	-	100,206	99,906
Young carers		522,394	-	522,394	530,813
GP recognition					
Other incoming resources	4	-	1,414	1,414	16,619
Total incoming resources		982,305	100,930	1,083,235	1,030,523
Resources expended					
<i>Charitable activities</i>					
Working with and for carers		40,292	88,911	129,203	93,596
GP carer recognition		38,691	-	38,691	-
Carers and employment		206,113	-	206,113	168,117
Back care advice		105,953	-	105,953	107,993
Young carers		581,590	-	581,590	567,839
<i>Governance</i>		19,560	2,296	21,856	20,113
Total resources expended	6	992,199	91,207	1,083,406	957,658
Net incoming resources before transfers	7	(9,894)	9,723	(171)	72,865
Transfers between funds	14	(17,868)	17,868	-	-
Net income/(expenditure) for the year		(27,762)	27,591	(171)	72,865
Reconciliation of funds					
Funds at the start of the year		275,454	216,896	492,350	419,485
Funds at the end of the year	14	247,692	244,487	492,179	492,350

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 14 to the financial statements.

Action for Carers (Surrey)

Balance sheet

As at 31 March 2011

	Note	£	2011 £	2010 £
Fixed assets				
Tangible fixed assets	10		6,953	8,750
Current assets				
Debtors	11	40,127		60,560
Short term deposits		201,394		350,000
Cash at bank and in hand		323,468		134,500
		564,989		545,060
Creditors: amounts due within one year	12	79,763		61,460
Net current assets			485,226	483,600
Net assets	13		492,179	492,350
Funds	14			
Restricted funds			247,692	275,454
Unrestricted funds				
Designated funds			125,342	109,203
General funds			119,145	107,693
Total funds			492,179	492,350

Approved by the Trustees on 31 August 2011 and signed on their behalf by

K.Holdsworth-Cannon - Chair

Action for Carers (Surrey)

Notes to the financial statements

For the year ended 31 March 2011

1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 2006. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities.
- b) Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable. Donated services are recognised as an incoming resource where the provider of the service has incurred a financial cost. Volunteer time is not included in the financial statements.
- c) Grants are recognised in full in the statement of financial activities in the year in which they are receivable.
- d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the basis of staff time, being the estimated amount attributable to each activity.

Governance costs are the charges associated with the constitutional and statutory requirements of the charity and include any costs relating to the strategic management of the charity's activities.

- e) Grants payable are included in the statement of financial activities in the year in which they are made.
- f) Computer equipment and other short life assets costing less than £2,500 and having a useful life of three years or less are written off in the year of acquisition. Other items costing up to £1,000 are written off in the year of acquisition against restricted funds.

Equipment costing over £2,500 is capitalised at cost as fixed assets within the relevant fund. Depreciation is provided on a straight line basis to write off fixed assets over their anticipated useful life and charged to the relevant fund

Photocopier - 5 years
Air conditioning - 5 years
Server system - 3 years

- g) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund together with a fair allocation of governance and support costs.
- h) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity.
- i) Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.
- j) Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the statement of financial activities in the year in which they fall due.

Action for Carers (Surrey)

Notes to the financial statements

For the year ended 31 March 2011

2. Voluntary income

	Restricted £	Unrestricted £	2011 Total £	2010 Total £
Donations				
Donated services	22,462	3,856	26,318	27,502
Corporate donors	2,168	500	2,668	10,962
Societies and organisations	23,376	-	23,376	26,797
Individuals	3,053	309	3,362	1,230
Total	<u>51,059</u>	<u>4,665</u>	<u>55,724</u>	<u>66,491</u>

Donated services includes £23,902 from Surrey County Council, which represents the estimated current annual market rent and services for the Guildford office. An equivalent amount has been included in resources expended during the year.

3. Incoming resources from charitable activities

	Restricted £	Unrestricted £	2011 Total £	2010 Total £
Working with and for carers				
Surrey County Council	35,800	86,986	122,786	90,265
Reimbursement of costs	490	1,965	2,455	22,346
Surrey NHS (formerly Surrey PCT)	1,850	-	1,850	-
Skills for Care	-	-	-	2,470
Princess Royal Trust for Carers	300	-	300	750
Skills South East	600	-	600	-
GP carer recognition				
Surrey County Council	55,168	-	55,168	-
Guildford and Waverley Borough Councils	11,769	-	11,769	-
Carers and Employment				
Surrey County Council	188,085	-	188,085	168,864
Reimbursement of costs	4,650	-	4,650	22,420
Surrey Independent Living Council	-	-	-	2,173
Surrey NHS (formerly Surrey PCT)	4,740	-	4,740	2,500
Wates Family Enterprise Trust	5,194	-	5,194	-
Back care advice				
Surrey County Council	99,906	-	99,906	99,906
John Beane's Eleemosynary charities	300	-	300	-
Young Carers				
Surrey County Council	519,343	-	519,343	455,879
Reimbursement of costs	3,051	-	3,051	3,908
Surrey Children's Fund	-	-	-	69,934
Surrey Independent Living Council	-	-	-	827
Other	-	-	-	265
Total	<u>931,246</u>	<u>88,951</u>	<u>1,020,197</u>	<u>942,507</u>

Action for Carers (Surrey)

Notes to the financial statements

For the year ended 31 March 2011

4. Other incoming resources

	Restricted	Unrestricted	2011 Total	2010 Total
	£	£	£	£
Surrey County Council - building repairs and maintenance	-	-	-	10,000
Insurance claim	-	-	-	935
Other	-	1,414	1,414	5,684
	<hr/>	<hr/>	<hr/>	<hr/>
Total	-	1,414	1,414	16,619
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

5. Grants payable

	2011 Total	2010 Total
	£	£
Grants to groups		
Breaks for Carers	-	700
Grants to individuals		
Equipment for Carers	300	-
Young Carers Social & Educational Welfare	10,712	12,423
	<hr/>	<hr/>
	11,012	13,123
	<hr/> <hr/>	<hr/> <hr/>

Action for Carers (Surrey)

Notes to the financial statements

For the year ended 31 March 2011

6. Resources expended

	Working with and for carers	GP carer recognition	Carers and employment	Back care advice	Young carers	Support costs	Governanc e	2011	2010
	£	£	£	£	£	£	£	£	£
Grants payable (note 5)	100	-	-	300	10,612	-	-	11,012	13,123
Staff costs (note 8)	48,788	25,899	115,413	80,450	343,334	101,388	9,248	724,520	642,239
Office costs	10,484	3,031	10,039	6,515	36,654	17,543	-	84,266	90,764
Premises	4,790	836	10,277	5,911	22,566	10,325	-	54,705	52,352
Direct activity costs	50,228	-	49,160	6	85,148	-	-	184,542	138,015
Equipment and furniture	1,117	3,240	1,801	1,215	3,244	1,136	-	11,753	9,671
AGM and executive meetings	-	-	-	-	-	-	311	311	515
Trustees' expenses	-	-	-	-	-	-	4,942	4,942	4,208
Legal and professional	-	-	-	-	-	-	215	215	15
Audit fee	-	-	-	-	-	-	7,140	7,140	6,756
	115,507	33,006	186,690	94,397	501,558	130,392	21,856	1,083,406	957,658
Support costs reallocated	13,696	5,685	19,423	11,556	80,032	(130,392)	-	-	-
Total	129,203	38,691	206,113	105,953	581,590	-	21,856	1,083,406	957,658

Action for Carers (Surrey)

Notes to the financial statements

For the year ended 31 March 2011

7. Net incoming/(outgoing) resources for the year

This is stated after charging:

	2011 £	2010 £
Trustees' remuneration	Nil	Nil
Trustees' expenses	3,558	3,389
Depreciation for year	9,485	7,200
Auditors' remuneration:		
▪ audit	7,140	6,756
Operating lease rentals:		
▪ property	-	8,500
▪ other	-	652
	<u> </u>	<u> </u>

Trustees' expenses represents the reimbursement of travel, respite and subsistence costs to 10 (2010 - nine) trustees relating to attendance at meetings of the trustees.

One Trustee received remuneration in respect of professional services provided as a trainer. See note 17.

8. Staff costs and numbers

Staff costs were as follows:	2011 £	2010 £
Salaries and wages	615,955	549,530
Social security costs	51,616	49,858
Other staff costs	56,949	36,597
Consultants' fees	-	6,254
	<u> </u>	<u> </u>
	<u>724,520</u>	<u>642,239</u>

No employee earned more than £60,000 during the year.

The average weekly number of employees (full-time equivalent) during the year was as follows:

	2011 No.	2010 No.
Working with and for carers	4.3	1.3
GP carer recognition	0.8	-
Carers and employment	3.7	3.7
Back care	2.2	2.8
Young carers	10.9	12.5
	<u> </u>	<u> </u>
	<u>21.9</u>	<u>20.3</u>

Action for Carers (Surrey)

Notes to the financial statements

For the year ended 31 March 2011

9. Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

10. Tangible Fixed Assets

Equipment
2011
£

Cost

At the start of the year	24,308
Additions in year	7,688
At the end of the year	31,996

Depreciation

At the start of the year	15,558
Charge for year	9,485
At the end of the year	25,043

Net Book Value

At the end of the year	6,953
At the start of the year	8,750

11. Debtors

	2011 £	2010 £
Other debtors	28,253	53,606
Prepayments	11,874	6,954
	40,127	60,560

12. Creditors: amounts due within one year

	2011 £	2010 £
Taxation and social security	16,608	14,052
Other creditors	11,163	6,508
Accruals	42,113	40,900
Deferred income	9,879	-
	79,763	61,460

13. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	-	6,953	6,953
Net current assets	247,692	125,342	112,192	485,226
Net assets at the end of the year	247,692	125,342	119,145	492,179

Action for Carers (Surrey)

Notes to the financial statements

For the year ended 31 March 2011

14. Movements in funds

	At the beginning of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
Restricted funds:					
Working with and for carers	4,890	39,041	(39,363)	(4,092)	476
GP carer recognition	-	67,493	(40,572)	(560)	26,361
Back care advice	33,905	102,815	(107,889)	(4,557)	24,274
Surrey young carers	155,003	561,292	(595,004)	(6,591)	114,700
Carers and employment	71,656	211,664	(209,371)	(2,068)	71,881
Building repairs and maintenance	10,000	-	-	-	10,000
Total restricted funds	275,454	982,305	(992,199)	(17,868)	247,692
Unrestricted funds:					
<i>Designated funds:</i>					
Redundancy	53,562	-	-	6,012	59,574
Training and Development	8,830	7,600	(6,520)	(691)	9,219
Equipment	19,811	-	(2,750)	9,988	27,049
Premises	27,000	-	-	2,500	29,500
<i>Total designated funds</i>	109,203	7,600	(9,270)	17,809	125,342
General funds	107,693	93,330	(81,937)	59	119,145
Total unrestricted funds	216,896	100,930	(91,207)	17,868	244,487
Total funds	492,350	1,083,235	(1,083,406)	-	492,179

Transfers between funds

Transfers are made where the full costs of the restricted fund, including attributable overheads, are in excess of the resources received from that service and so a subsidy is required from general funds.

Included in the transfers above are the following amounts which it was agreed by our funders, Surrey County Council, could be transferred from restricted funds to general reserves to recover part of the support costs of running the services in 2009/10 which had been subsidised by the general fund:

Back Care Advice	£5,881
Surrey Young Carers	£30,460
Carers and Employment	£5,593

Transfers also include a separate transfer of £26,745 from general funds to restricted funds for support costs incurred in 2010/11 that the restricted funds did not cover.

Action for Carers (Surrey)

Notes to the financial statements

For the year ended 31 March 2011

14. Movements in funds (continued)

Purposes of restricted funds

Working with and for carers

To work within GP surgeries in Surrey to assist them to recognise carers and keep them informed of carers rights and issues. To help ensure that carers are registered so that they can gain access to the services they really need.

To apply to the PRTC for grants on behalf of individuals and the Carers Support organisations within Surrey.

To deliver two training programmes to professionals on Carers & Personalisation and Carers, Employment & Equalities.

To provide a programme of independent carer led service evaluations agreed between Surrey County Council and Action for Carers (Surrey)

To provide events about issues jointly identified by Action for Carers (Surrey) and Surrey County Council to obtain informed views from carers.

To provide and maintain a carers website, with carer input, including the provision of "podcast" and streamed web services.

To provide training on welfare benefits for carers and for staff from the statutory and voluntary sector working with carers.

Back Care Advice

To provide moving and handling training and support for carers in Tandridge, Redhill, Reigate, Guildford and Waverley areas and raise awareness of back care issues with health and social

Surrey Young Carers

To provide individual support and advocacy for young people who have a caring responsibility or where disability in the family has had an impact on their lives, and provide group activities and support groups where young carers can take "time out". Generally to raise awareness of the circumstances and issues of young carers. Also to raise awareness of young carers' issues in schools through assembly presentations, Personal, Social, Health Education lessons, staff training and to give advocacy and support to young carers identified in those schools.

Carers and Employment

To address the barriers faced by carers who wish to work by providing information, advice, training courses and advocacy in relation to education, training, employment and leisure activities, as well as support in applying for jobs and seeking funding for training courses. To work with employers, trainers, careers and employment services to raise the awareness of carers' needs and how to support them in the workplace.

To provide carer led "Because Carers Count" training for professionals so that the workforce is better informed leading to better services for carers.

Action for Carers (Surrey)

Notes to the financial statements

For the year ended 31 March 2011

14. Movements in funds (continued)

To provide, on behalf of Wates Family Enterprise Trust, an advice telephone helpline for the employees and pensioner community of the Wates Group, who have caring responsibilities, for a one year pilot to February 2012.

Building repairs and maintenance

To pay for repairs and maintenance costs for the Astolat office.

Purposes of designated funds

Redundancy

To provide for the payment of redundancy in the event of our funding ceasing

Training and development

To provide training and development opportunities to enable trustees and staff of Action for Carers (Surrey) and the local Carer Support Organisations to enhance their skills.

Equipment

To provide funds to replace photocopier, computer equipment and ancillary costs.

Premises

To provide for the cost of moving offices to one central site and for any dilapidation and redecorating costs of existing offices at end of lease.

16. Operating lease commitments

The charity had annual commitments at the year end under operating leases expiring as follows:

	2011	2011	2010	2010
	Property	Equipment	Property	Equipment
	£	£	£	£
Less than 1 year	5,000	327	-	-
1 - 2 Years		-	-	627
2 - 5 Years	8,500	-	8,500	-
	<u>13,500</u>	<u>327</u>	<u>8,500</u>	<u>627</u>

17. Related party transactions

The charity paid:-

Sandra Pinole, a Trustee, £1,101 (2009 - £781) for services provided as a carer trainer.

Trudy Waite, an employee of our young carers service, £1,200 for fees as a play therapist