

**THE CARERS CENTRE (NORTH & WEST  
OXFORDSHIRE) LIMITED**

**TRUSTEES REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2009**

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**THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**  
(A company limited by guarantee)

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**THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**  
(A company limited by guarantee)

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2009**

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<b>Trustees</b>	Mrs Jeanne Allington Ms Vera Di Palma OBE Dr Robert Edwards Mr Arthur Flux, MBE, Chair Mrs Christine Glover Mr Tony Goode, Vice Chair Ms Mary Harpley (appointed 8 December 2008) Mr Ken Hawtin Mr Rodney Hayward Mrs Pennie Kennedy Ms Lynda Lake-Stewart (appointed 8 December 2008) Mr Peter Selby Mr Simon Smith, Treasurer
<b>Company registered number</b>	2769509
<b>Charity registered number</b>	1015800
<b>Registered office</b>	27 Horse Fair Banbury Oxon OX16 0AE
<b>Company secretary</b>	Mr S Smith
<b>Chief executive officer</b>	Mrs J Miller
<b>Auditors</b>	Phipps Henson McAllister Registered Auditors 4 South Bar Street Banbury Oxon OX16 9AA
<b>Bankers</b>	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

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**THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**  
(A company limited by guarantee)

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**TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2009**

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The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Carers Centre (the company) for the year ended 31 March 2009. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

**Structure, governance and management**

**a. CONSTITUTION**

The company is registered as a charitable company limited by guarantee and was set up by a Charity Commission Scheme .

The company is constituted under a Charity Commission Scheme and is a registered charity number 1015800.

The objectives of the Carers Centre are set out in the Memorandum & Articles of Association. They are to alleviate the condition of life among people who are caring for elderly, sick, disabled or otherwise infirm persons and to advance education concerning caring among carers and the public.

While the Carers Centre has its registered office in Banbury, it is committed to serve the community in the Cherwell and West Oxfordshire District Council area and in the villages of South Northamptonshire and South Warwickshire which border North and West Oxfordshire.

There have been no changes in the objectives since the last annual report.

**b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the company is the sole responsibility of the Trustees who are elected and co-opted under the terms of the Trust deedTrust deed.

**c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES**

Potential Trustees are invited to meet the Chair and the Chief Executive to discuss the roles and responsibilities of the Trustees. If still interested they are invited to attend the next Board meeting and join the Board as a co-opted member becoming a full member at the next AGM.

Trustees are invited to shadow staff, attend occasional staff meetings and undertake training as their skills and roles require.

**d. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Administrative Trustees meet every two months with the remaining Officers meeting monthly. The day to day administration is undertaken by the Chief Executive, Carers Centre Support Manager and Finance/IT Officer in consultation with the Chairman and Trustees, as necessary.

Major decisions are made and agreed by the Committee and implemented by the staff.

**e. RELATED PARTY RELATIONSHIPS**

In the opinion of the Chairman and Trustees, the only related party transactions in the year are those disclosed in the notes.

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**THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2009**

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**f. RISK MANAGEMENT**

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company. They are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

**Objectives and Activities**

**a. POLICIES AND OBJECTIVES**

The Trustees have devised a comprehensive list of relevant policies. Copies of these are available upon request.

The objectives of the Carers Centre are set out in the Memorandum & Articles of Association. They are to alleviate the condition of life among people who are caring for elderly, sick, disabled or otherwise infirm persons and to advance education concerning caring among carers and the public.

There have been no changes in the objectives since the last Annual report.

**b. STRATEGIES FOR ACHIEVING OBJECTIVES**

Strategies formulated by Trustees, staff and volunteers are presented to the board and implemented as appropriate.

**c. ACTIVITIES FOR ACHIEVING OBJECTIVES**

The activities for achieving objectives are many and varied, mostly organised according to demand. We provide home visits, group support, benefits advice, trips, parties, time out from caring role either via Volunteer Befriending Project or by a fund to assist individual carers, training courses, counselling and help for young carers in a variety of different ways

**d. PROGRAMME RELATED INVESTMENTS**

The charity does not hold investments other than monies held on deposit.

**e. VOLUNTEERS**

The company is grateful for the unstinting efforts of its volunteers who are involved in service provision and fundraising. It is estimated that over 7,200 volunteer hours were provided during the year. If this is conservatively valued at £5.85 an hour the volunteer effort amounts to over £42,120.

**Achievements and performance**

**a. REVIEW OF ACTIVITIES**

The Board has been successful during the financial year in ensuring the continued survival of the Carers Centre in the face of continuing tight financial settlement for the public sector in Oxfordshire. The Board is delighted to report support from the following funders:-

Oxfordshire County Council continues to be our major funder, despite facing savage cuts in their Social Services budget. They contributed £321,020 during 2008/09. - - - - -

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**THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**  
(A company limited by guarantee)

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2009**

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Oxfordshire Primary Care Trust also continues its generous levels of funding, despite huge pressure in the NHS. They contributed £44,197 during 2008/09.

Cherwell District Council continues to fund our activities generously, and contributed £9,747 during 2008/09.

A number of Town and Parish Councils also supported our activities.

Our Chief Executive has pursued a vigorous policy of seeking funding for specific projects of benefits to carers. During 2008/09, we carried out the following projects:-

Volunteers' Project- funded by the Carers Special Grant.

Young Carers- funded by Childrens Fund and the Carers Special Grant.

Time for Carers Project- fully supported and increased in 2008/09 by Oxfordshire County Council.

Carers Fund- partly supported by Princess Royal Trust and local fund raising.

Training Fund- supported by Oxfordshire County Council.

While these projects commit the Carers Centre to additional spending, a part of the funding received covers some of the core staff and other costs. Overall, these projects add to the quality of services available to carers in North and West Oxfordshire and help the board fund core operations. The Board will continue to seek funding in this way as well as continuing to look for core grant aid.

Funding for projects is raised for specific purposes and is therefore classified as 'Restricted Funds'. Some of these fund the costs of running the Carers Centre, others provide services to individual carers.

**b. INVESTMENT POLICY AND PERFORMANCE**

The Trustees aim to maximise the amount of investment income received whilst keeping the charity's funds reasonably accessible. In accordance with the articles of association.

**c. FACTORS RELEVANT TO ACHIEVE OBJECTIVES**

**Financial review**

**a. RESERVES POLICY**

It is the policy of the Trustees to maintain sufficient unrestricted reserves to provide for charitable expenditure in order for the Charity to continue to meet its objectives, for a period of 5 months, if all, or most of its income ceases.

**b. PRINCIPAL FUNDING**

Oxfordshire County Council continues to be our major funder, despite facing savage cuts in their Social services budget. They contributed £321,020 during 2008/09.

**c. MATERIAL INVESTMENTS POLICY**

Investment income received for the year amounted to £8,987 compared with £11,784 in the year to 31st March 2008. This is as a result of the reorganisation of the charity's monies held on deposit.

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**THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**  
(A company limited by guarantee)

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2009**

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**Plans for the future**

**a. FUTURE DEVELOPMENTS**

It is essential to ensure continuation of all core work at the Carers Centre.

Funding needs to be maintained to do this and all new funding streams explored as they become available.

Additionally, it is important that all current projects work alongside and continue to enhance the range of services the Carers Centre can offer carers and that the Young Carers project on a more solid footing.

**PUBLIC BENEFIT**

The Carers Centre provides free, impartial and appropriate support to Carers in North & West Oxfordshire through information, advice and advocacy. We empower Carers to have their voice heard by assisting them financially with claims and appeals and ensuring their rights are respected. Our Carers are also supported with respite care and necessary transportation to help their caring role. Our Carers Centre helps to enhance the local economy through providing financial assistance in the form of grants and help with benefit claims. We also provide advice to Carers of working age on remaining in or seeking employment for.

Carers who are registered are able to receive a broad range of support from qualified, experienced and empathetic staff who ensure the needs of Carers are of paramount importance.

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**THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**  
(A company limited by guarantee)

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2009**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also directors of Carers Centre for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and charity 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 charitable company and of the incoming resources and application of resources, including the income and 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;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- 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 proper accounting records that 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 1985. 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 United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

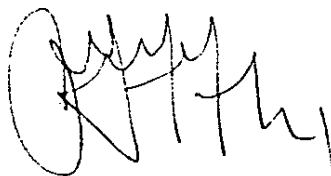
**PROVISION OF INFORMATION TO AUDITORS**

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

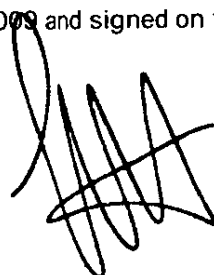
- so far as that Trustee is aware, there is no relevant audit information of which the company's auditors are unaware, and
- each Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the company's auditors in connection with preparing their report and to establish that the company's auditors are aware of that information.

The report of the Trustees has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the Trustees on 20 October 2009 and signed on their behalf, by:



**Mr Arthur Flux, MBE, Chair**



**Mr Simon Smith, Treasurer**



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**THE CARERS CENTRE (NORTH & WEST-OXFORDSHIRE) LIMITED**  
(A company limited by guarantee)

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**

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We have audited the financial statements of The Carers Centre (North & West Oxfordshire) Limited for the year ended 31 March 2009 which comprise the Statement of financial activities, the Balance sheet, and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the charitable company's members, as a body, in accordance with Section 235 of the Companies Act 1985. 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 its members, as a body, for our audit work, for this report, or for the opinion we have formed.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS**

The Trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985 and whether the information given in the Trustees' report is consistent with those financial statements.

We also report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the company is not disclosed.

We read the Trustees' report and consider the implications for our report if we become aware of any apparent misstatements within it.

**BASIS OF AUDIT OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Trustees in the preparation of the financial statements and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

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**THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**  
(A company limited by guarantee)

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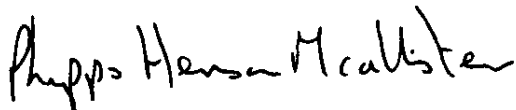
**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**

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**OPINION**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31 March 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' report is consistent with the financial statements.



**PHIPPS HENSON MCALLISTER**

Registered Auditors

4 South Bar Street  
Banbury  
Oxon  
OX16 9AA

20 October 2009

**THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**  
(incorporating income and expenditure account)  
**FOR THE YEAR ENDED 31 MARCH 2009**

	Note	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income	2	198,502	202,661	401,163	359,532
Activities for generating funds	3	-	13,231	13,231	28,379
Investment income	4	-	8,997	8,997	11,784
Other incoming resources	5	4	18,344	18,348	12,112
<b>TOTAL INCOMING RESOURCES</b>		<b>198,506</b>	<b>243,233</b>	<b>441,739</b>	<b>411,807</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Costs of generating voluntary income	6	-	1,553	1,553	2,761
Charitable activities	12	200,196	242,704	442,900	382,417
Governance costs	8	-	2,319	2,319	2,042
<b>TOTAL RESOURCES EXPENDED</b>	11	<b>200,196</b>	<b>246,576</b>	<b>446,772</b>	<b>387,220</b>
<b>NET INCOME / (EXPENDITURE) BEFORE TRANSFERS</b>		<b>(1,690)</b>	<b>(3,343)</b>	<b>(5,033)</b>	<b>24,587</b>
Transfers between Funds	17	2,214	(2,214)	-	-
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>524</b>	<b>(5,557)</b>	<b>(5,033)</b>	<b>24,587</b>
<i>Total funds at 1 April 2008</i>		<i>46,088</i>	<i>105,213</i>	<i>151,301</i>	<i>126,714</i>
<b>TOTAL FUNDS AT 31 MARCH 2009</b>		<b>46,612</b>	<b>99,656</b>	<b>146,268</b>	<b>151,301</b>

The notes on pages 11 to 20 form part of these financial statements.

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**THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**

(A company limited by guarantee)  
REGISTERED NUMBER: 2769509

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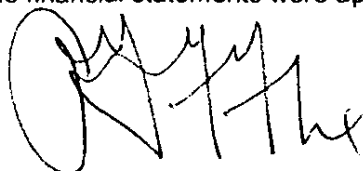
**BALANCE SHEET  
AS AT 31 MARCH 2009**

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	Note	£	2009 £	£	2008 £
<b>FIXED ASSETS</b>					
Tangible fixed assets	15		-		-
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		155,564		164,563	
<b>CREDITORS:</b> amounts falling due within one year	16	(9,296)		(13,262)	
<b>NET CURRENT ASSETS</b>			<u>146,268</u>		<u>151,301</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>146,268</u>		<u>151,301</u>
<b>CHARITY FUNDS</b>					
Restricted funds	17		46,612		46,088
Unrestricted funds	17		99,656		105,213
			<u>146,268</u>		<u>151,301</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Trustees on 20 October 2009 and signed on their behalf, by:



**Mr Arthur Flux, MBE, Chair**



**Mr Simon Smith, Treasurer**

The notes on pages 11 to 20 form part of these financial statements.

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**THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2009**

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**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

**1.2 Company status**

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**1.3 Fund accounting**

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

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

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

Investment income, gains and losses are allocated to the appropriate fund.

**1.4 Incoming resources**

All incoming resources are included in the Statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

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**THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2009**

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**1. ACCOUNTING POLICIES (continued)**

**1.5 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

**1.6 Cash flow**

The financial statements do not include a Cash flow statement because the charitable company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective January 2007).

**1.7 Tangible fixed assets and depreciation**

All assets costing more than £1,000 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures & fittings	-	25% straight line
Office equipment	-	25% straight line

**1.8 Operating leases**

Rentals under operating leases are charged on a straight line basis over the lease term.

Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the period until the date the rent is expected to be adjusted to the prevailing market rate.

**1.9 Government grants**

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

**1.10 Pensions**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

**THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2009**

**2. VOLUNTARY INCOME**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<b>Total Funds 2008 £</b>
Donations	1,182	23,116	24,298	14,083
Grants	197,320	179,545	376,865	345,449
	<u>198,502</u>	<u>202,661</u>	<u>401,163</u>	<u>359,532</u>

**3. FUNDRAISING INCOME**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<b>Total Funds 2008 £</b>
Fundraising	-	13,231	13,231	28,379
	<u>-</u>	<u>13,231</u>	<u>13,231</u>	<u>28,379</u>

**4. INVESTMENT INCOME**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<b>Total Funds 2008 £</b>
Bank and other interest receivable	-	8,997	8,997	11,784
	<u>-</u>	<u>8,997</u>	<u>8,997</u>	<u>11,784</u>

**5. OTHER INCOMING RESOURCES**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<b>Total Funds 2008 £</b>
Rental income	-	3,800	3,800	7,096
Receipts for services	-	14,400	14,400	4,873
Membership fees	4	144	148	143
	<u>4</u>	<u>18,344</u>	<u>18,348</u>	<u>12,112</u>

**THE CARERS CENTRE (NORTH & WEST OXFORDSHIRE) LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2009**

**6. COSTS OF GENERATING VOLUNTARY INCOME**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<b>Total Funds 2008 £</b>
Fundraising	-	1,553	1,553	2,761

**7. EXPENDITURE BY CHARITABLE ACTIVITY**

**SUMMARY BY FUND TYPE**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<b>Total Funds 2008 £</b>
Volunteer Project	27,684	-	27,684	26,817
Young Carers Project	-	33,394	33,394	-
PCT GP Project	21,287	-	21,287	19,000
Young Carers Break Fund	28,288	-	28,288	30,267
Carers Fund	-	2,000	2,000	1,772
Time For Carers	93,642	-	93,642	99,423
Childrens Fund	17,992	-	17,992	38,164
Core Services	-	173,428	173,428	122,962
Local Network Fund	3,206	-	3,206	6,660
Training Fund	8,097	-	8,097	2,996
Management and Administration	-	33,882	33,882	34,356
	<b>200,196</b>	<b>242,704</b>	<b>442,900</b>	<b>382,417</b>

**SUMMARY BY EXPENDITURE TYPE**

	<b>Staff costs 2009 £</b>	<b>Other costs 2009 £</b>	<b>Total 2009 £</b>	<b>Total 2008 £</b>
Volunteer Project	22,001	5,683	27,684	26,817
Young Carers Project	-	33,394	33,394	-
PCT GP Project	13,452	7,835	21,287	19,000
Young Carers Break Fund	22,246	6,042	28,288	30,267
Carers Fund	-	2,000	2,000	1,772
Time For Carers	31,020	62,622	93,642	99,423
Childrens Fund	11,515	6,477	17,992	38,164
Core Services	147,524	25,904	173,428	122,962
Local Network Fund	3,206	-	3,206	6,660
Training Fund	6,413	1,684	8,097	2,996
Management and Administration	-	33,882	33,882	34,356
	<b>257,377</b>	<b>185,523</b>	<b>442,900</b>	<b>382,417</b>



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**8. GOVERNANCE COSTS**

	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
Governance Auditors' remuneration	-	1,816	1,816	1,762
Governance - Trustees expenses reimbursed	-	503	503	280
	-	2,319	2,319	2,042

**9. DIRECT COSTS**

	Volunteer Project £	Young Carers Project £	PCT GP Project £	Young Carers Break Fund £	Carers Fund £	Time For Carers £
Project costs	5,683	33,394	7,835	6,042	2,000	62,622
Wages and salaries	20,692	-	13,452	22,246	-	31,020
National insurance	-	-	-	-	-	-
Pension cost	1,309	-	-	-	-	-
	27,684	33,394	21,287	28,288	2,000	93,642

	Childrens Fund £	Core Services £	Local Network Fund £	Training Fund £	Total 2009 £	Total 2008 £
Project costs	6,477	25,904	-	1,684	151,641	167,357
Wages and salaries	11,515	126,359	3,206	6,413	234,903	164,294
National insurance	-	18,420	-	-	18,420	13,297
Pension cost	-	2,745	-	-	4,054	3,113
	17,992	173,428	3,206	8,097	409,018	348,061

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**10. SUPPORT COSTS**

	Management & Administration £	Total 2009 £	Total 2008 £
Establishment	12,769	12,769	16,922
Administration	10,172	10,172	7,573
Legal and professional	10,826	10,826	9,728
Bank charges	115	115	133
	<u>33,882</u>	<u>33,882</u>	<u>34,356</u>

**11. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE**

	Staff costs 2009 £	Other costs 2009 £	Total 2009 £	Total 2008 £
Costs of generating voluntary income	-	1,553	1,553	2,761
<b>Costs of generating funds</b>	<u>-</u>	<u>1,553</u>	<u>1,553</u>	<u>2,761</u>
Volunteer Project	22,001	5,683	27,684	26,817
Young Carers Project	-	33,394	33,394	-
PCT GP Project	13,452	7,835	21,287	19,000
Young Carers Break Fund	22,246	6,042	28,288	30,267
Carers Fund	-	2,000	2,000	1,772
Time For Carers	31,020	62,622	93,642	99,423
Childrens Fund	11,515	6,477	17,992	38,164
Core Services	147,524	25,904	173,428	122,962
Local Network Fund	3,206	-	3,206	6,660
Training Fund	6,413	1,684	8,097	2,996
Management and Administration	-	33,882	33,882	34,356
<b>Charitable activities</b>	<u>257,377</u>	<u>185,523</u>	<u>442,900</u>	<u>382,417</u>
<b>Governance</b>	<u>-</u>	<u>2,319</u>	<u>2,319</u>	<u>2,042</u>
	<u>257,377</u>	<u>189,395</u>	<u>446,772</u>	<u>387,220</u>

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**12. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

	Activities undertaken directly 2009 £	Support costs 2009 £	Total 2009 £	Total 2008 £
Volunteer Project	27,684	-	27,684	26,817
Young Carers Project	33,394	-	33,394	-
PCT GP Project	21,287	-	21,287	19,000
Young Carers Break Fund	28,288	-	28,288	30,267
Carers Fund	2,000	-	2,000	1,772
Time For Carers	93,642	-	93,642	99,423
Childrens Fund	17,992	-	17,992	38,164
Core Services	173,428	-	173,428	122,962
Local Network Fund	3,206	-	3,206	6,660
Training Fund	8,097	-	8,097	2,996
Management and Administration	-	33,882	33,882	34,356
<b>Total</b>	<b>409,018</b>	<b>33,882</b>	<b>442,900</b>	<b>382,417</b>

**13. NET INCOME / (EXPENDITURE)**

This is stated after charging:

	2009 £	2008 £
Governance Auditors' remuneration	1,817	1,763
Pension costs	4,054	3,113

During the year, no Trustees received any benefits in kind (2008 - £NIL).

During the year, Trustees received reimbursement of expenses amounting to £503 in the current year, (2008 - £280).

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**NOTES TO THE FINANCIAL STATEMENTS  
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**14. STAFF COSTS**

Staff costs were as follows:

	2009 £	2008 £
Wages and salaries	234,903	164,294
Social security costs	18,420	13,297
Other pension costs	4,054	3,113
	<u>257,377</u>	<u>180,704</u>

The average monthly number of employees during the year was as follows:

	2009 No.	2008 No.
Core Services	<u>22</u>	<u>22</u>

No employee received remuneration amounting to more than £60,000 in either year.

**15. TANGIBLE FIXED ASSETS**

	Furniture, fittings and equipment £
<b>Cost</b>	
At 1 April 2008 and 31 March 2009	<u>37,673</u>
<b>Depreciation</b>	
At 1 April 2008 and 31 March 2009	<u>37,673</u>
<b>Net book value</b>	
At 31 March 2009	<u>-</u>
At 31 March 2008	<u>-</u>

**16. CREDITORS:**

Amounts falling due within one year

	2009 £	2008 £
Other creditors	179	-
Accruals and deferred income	9,117	13,262
	<u>9,296</u>	<u>13,262</u>

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**NOTES TO THE FINANCIAL STATEMENTS  
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**17. STATEMENT OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
<b>Designated funds</b>					
Carers Fund	4,645	350	(2,000)	-	2,995
Carers In Employment	-	10,000	(6,077)	-	3,923
Young Carers Project	-	51,821	(33,395)	-	18,426
	<u>4,645</u>	<u>62,171</u>	<u>(41,472)</u>	<u>-</u>	<u>25,344</u>
<b>General funds</b>					
General Funds	100,568	181,062	(205,104)	(2,214)	74,312
Total Unrestricted funds	<u>105,213</u>	<u>243,233</u>	<u>(246,576)</u>	<u>(2,214)</u>	<u>99,656</u>
<b>Restricted funds</b>					
Volunteer Project	32,949	26,192	(27,684)	-	31,457
Young Carers Break Fund	(1,577)	28,700	(28,288)	1,165	-
Time For Carers	(4,157)	96,750	(93,642)	1,049	-
Childrens Fund	6,078	11,914	(17,992)	-	-
Local Network Fund	3,206	-	(3,206)	-	-
Training Fund	9,364	3,333	(8,097)	-	4,600
Guarantee Fund	225	4	-	-	229
PCT GP Project	-	31,613	(21,287)	-	10,326
	<u>46,088</u>	<u>198,506</u>	<u>(200,196)</u>	<u>2,214</u>	<u>46,612</u>
Total of Funds	<u>151,301</u>	<u>441,739</u>	<u>(446,772)</u>	<u>-</u>	<u>146,268</u>

**SUMMARY OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
Designated funds	4,645	62,171	(41,472)	-	25,344
General funds	100,568	181,062	(205,104)	(2,214)	74,312
	<u>105,213</u>	<u>243,233</u>	<u>(246,576)</u>	<u>(2,214)</u>	<u>99,656</u>
Restricted funds	46,088	198,506	(200,196)	2,214	46,612
	<u>151,301</u>	<u>441,739</u>	<u>(446,772)</u>	<u>-</u>	<u>146,268</u>

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**NOTES TO THE FINANCIAL STATEMENTS  
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**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
Current assets	46,612	108,952	155,564	164,563
Creditors due within one year	-	(9,296)	(9,296)	(13,262)
	<u>46,612</u>	<u>99,656</u>	<u>146,268</u>	<u>151,301</u>

**19. PENSION COMMITMENTS**

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £4,054 (2008 - £3,113).

**20. OPERATING LEASE COMMITMENTS**

At 31 March 2009 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings 2009 £	2008 £	2009 £	Other 2008 £
<b>Expiry date:</b>				
Between 2 and 5 years	<u>19,300</u>	<u>-</u>	<u>5,220</u>	<u>-</u>

**21. RELATED PARTY TRANSACTIONS**

During the year, Wellers Accountants received fees amounting to £7,345 (2008 - £5,816). At the year end, £518 (2008 - £nil) was outstanding. Simon Smith, the honorary treasurer of Carers Centre is a partner in this practice.