



**REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2013**

Company number 3479082
Charity number 1067889

TUESDAY



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COMPANIES HOUSE

**CARERS BROMLEY
REPORT OF THE BOARD OF MANAGEMENT
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**CARERS BROMLEY
REPORT OF THE BOARD OF MANAGEMENT
GENERAL INFORMATION**

Company No 3479082
Charity No 1067889

Board of Management as at 31st March 2013

Chairman	Carole Crane
Vice Chairman	Antony Sheppard
Honorary Treasurer	Stephen Park
Company Secretary/Chief Executive	Lynne Powrie

Trustees/Directors	Michael Carney
	Michael Collins
	Peter Edmundson
	Louise Friend
	Michael McHale
	Chris McNamara
	Eileen Giles
	Michael Ricketts
	Anne Taylor
	Alexandra Wilson

Registered Office	Caritas House, 2 nd Floor
	Tregony Road
	Orpington
	Kent BR6 9XA

Bankers	Lloyds TSB Bank plc
	London SE13 6JG

Registered Auditor	F W Berringer
	Registered Auditors and Chartered Accountant
	Lygon House
	50 London Road
	Bromley, Kent
	BR1 3RA

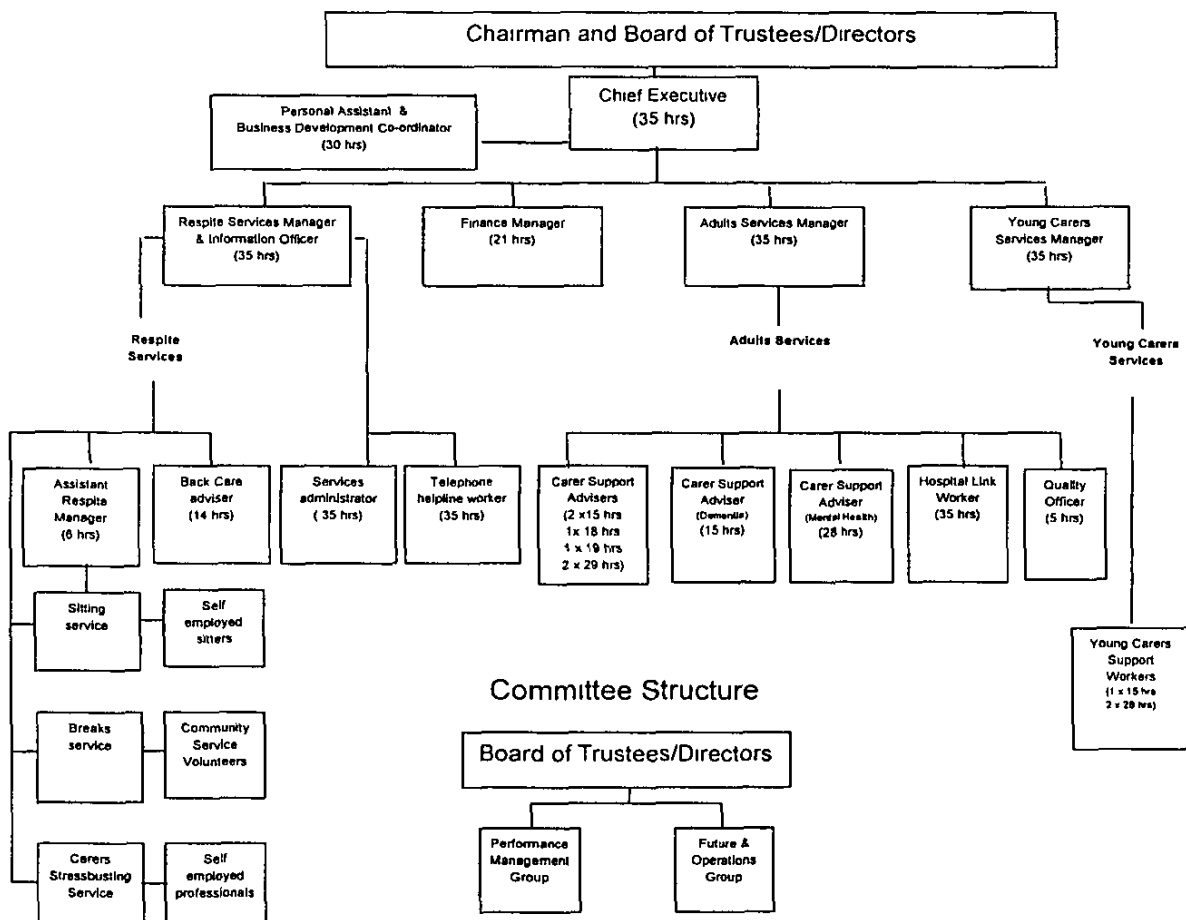
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CARERS BROMLEY
REPORT OF THE BOARD OF MANAGEMENT
FOR THE YEAR ENDED 31ST MARCH 2013

ORGANISATIONAL STRUCTURE OF CARERS BROMLEY

Carers Bromley has a Board of Trustees that meets quarterly and is responsible for the strategic direction and policy of the charity. At present the board has 13 members (it can have up to 15) from a variety of professional backgrounds relevant to the work of the charity. A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive along with the Services and Finance Managers. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Services Managers have responsibility for the day to day operational management of the centre including supervision of the staff team and also ensuring that the team continue to develop their skills and working practices in line with good practice.

Carers Bromley Organisational Structure



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GOVERNANCE ARRANGEMENTS

Governing Document

The organisation was formed on 1st April 1991 under the name of the Carers Information and Support Service and was registered with the Charity Commission under Charity Number 1007334. On 11th December 1997, the Charity was incorporated as a company limited by guarantee with Company Number 3479082. In February 1998, the Charity Number was changed to 1067889.

The organisation changed its name in April 2002 to Carers Bromley following a vote by members at the Annual General Meeting in 2001. Members also voted for the organisation to join the network of the Princess Royal Trust for Carers (Carers Trust with effect from April 2012) from the same date.

The company's governing documents are the Memorandum and Articles of Association for a company limited by guarantee and not having a share capital. Management is in the hands of the Board of Trustees/Directors that meet four times in the year. The Board is made up of a composite of skills and consists of carers and others with an interest in the needs of carers. Nominations for new members of the Board are voted on at the Annual General Meeting.

Recruitment and Appointment of Trustees/Directors

Directors/Trustees are recruited from the local community within the London Borough of Bromley, where possible. They are interviewed by the Chairman of the Board supported by the Chief Executive and their nomination is circulated to members for a vote at the Annual General Meeting. The Directors/Trustees, who are appointed mid-year by the Chairman and the Directors/Trustees, stand for election at the next AGM, where votes are taken by members.

Trustee Induction and Training

Directors/Trustees participate in the organisation's Business Planning Day held each year. In addition, they also participate in an internal induction programme for professionals and Carers Trust offer an induction day held at their headquarters. The Chairman is also invited to Carers Trust's annual conference.

Responsibilities of the Management Board

The Companies Act 2006 requires the Management Board of a Company to prepare financial statements for each financial year which give a true and fair view of the Company's financial activities during the year and of its financial position at the end of the year. In preparing the financial statements, the Management Board should follow best practice and

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statement,
- prepare the financial statement on the going concern basis, unless it is inappropriate to presume that the Company will continue in operation.

The Management Board is responsible for the overall strategic direction and is required to keep accounting records which disclose with reasonable accuracy and at any time the financial position of the Company, and which enable them to ensure that the financial statements comply with the Companies Act 2006. The Board is also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of

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REPORT OF THE BOARD OF MANAGEMENT
FOR THE YEAR ENDED 31ST MARCH 2013

fraud and other irregularities It has delegated the day-to-day responsibility for the management of the organisation to the Chief Executive

This year, four Board meetings and an Annual General Meeting took place

Responsibilities of the Sub-committees to the Board

The Chief Executive is a member of the two sub-committees They support the main Board in discharging its responsibilities, meet regularly and give a progress report at each Board meeting

The two sub-committees are

Performance Management Group

The remit of this group is to provide strategic leadership on financial policies, propriety, risk management and quality control and report on the day to day financial management and delivery of performance targets to the Board

The group is chaired by the Honorary Treasurer, Stephen Park, of the Board of Carers Bromley Other members of the group are

Carole Crane

Mike Carney

John Mossman – Finance Manager

Lynne Powrie

Tony Sheppard

Anne Taylor

Future and Operations Group

The remit of this group is to secure the long term future of the organisation and to put in place strategies to deal with issues such as future funding streams, fundraising strategy, stakeholder management, succession planning, third party relations, marketing and communication

This group is chaired by Mike Ricketts who is a Board member and Trustee Other members of the group are

Carole Crane

Eileen Giles

Michael McHale

Lynne Powrie

Karen Waldron – Business Development Co-ordinator

RISK MANAGEMENT

Carers Bromley has many policies and procedures in place, all ratified by the Board, to ensure equity of service to clients and quality provision in all areas of the organisation

A key element in the management of financial risk is the setting of a reserve policy The PMG regularly review the reserve position and the Honorary Treasurer reports the financial position against budget at each Board meeting

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REPORT OF THE BOARD OF MANAGEMENT
FOR THE YEAR ENDED 31ST MARCH 2013**

A robust, corporate, risk register is in place which comprises

- A system of identifying risks that the organisation may be facing
- An annual review of the risk register by the Trustees
- The establishment of procedures and controls to mitigate those risks identified
- The implementation of procedures to minimise the impact of those risks, should they materialise on the organisation

The development of a risk register has resulted in better contingency planning for the future

Quality Assurance

Award of the Quality Marks and Domiciliary Care Registration demonstrate the high standards of service provided by the organisation and work is continuous to ensure that standards are maintained. Carers Bromley's staff participate in reviewing policies at monthly staff meetings and any recommendations for change are identified. In this way, it is the intention that all policies covered are reviewed at least once a year. The Performance Management Group considers all new and revised draft policies.

In addition the Breaks Service, where Carers Bromley uses Lattitude, formerly known as Community Service Volunteers, GAP Students or ICYE students, is inspected annually by the Care Quality Commission. Following a successful initial inspection in November 2003, the service has successfully passed the inspection each year since.

Carers Bromley continues to meet the standards of the Advice Quality Standard (AQS) (formerly Community Legal Service's) (CLS) Quality Mark and has done so since the summer of 2003, so demonstrating the high standards that Carers Bromley adheres to in support of carers. In addition, Carers Bromley was registered with the National Care Standards Commission (which became the Commission for Social Care Inspection and is now the Care Quality Commission) in November 2003 as a Domiciliary Care Provider under the terms of the Care Standards Act that came into force in 2003. Carers Bromley has achieved PQASSO level I together with the Carers Trust additional standards and is working towards PQASSO level II. Furthermore, Carers Bromley is a member of Advice UK.

Related Parties

Carers Bromley is linked into the network of Carers Trust via the Principles of Partnership. The Trust provides support in terms of networking with other carers support organisations across the UK, highlighting good practice, national and local policy guidance, additional training for staff and trustees and gives access to their own charitable grants system. Carers Bromley is also linked to Carers UK, a national lobbying organisation that keeps organisations like Carers Bromley up to date on national issues. Both of these organisations seek advice and information in order to identify areas where lobbying would be useful to the benefit of carers.

OBJECTIVES AND ACTIVITIES

The name of the Association (referred to as "the service") is Carers Bromley.

"The service is established to promote and further charitable purposes for the benefit of those who, through disability arising from age or physical or mental impairment, are unable to cope on their own without assistance, in particular through the provision of practical help, advice support, advocacy and information to their carers."

Carers Bromley aims to provide support to the 31,000 carers (approximately) in the borough and currently supports over 13% of the carer population. Carers Bromley provides information, advice and practical support via staff situated at a central office base who visit locations across the borough. Eighteen full and part time paid posts were in place at the year end. Alongside this, around twenty volunteers provide additional support. This includes the members of the Board of Management. The organisation is funded from a variety of sources and all funders require that their targets are met in exchange for their investment.

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REPORT OF THE BOARD OF MANAGEMENT
FOR THE YEAR ENDED 31ST MARCH 2013**

DELIVERING AIMS

The Trustees of Carers Bromley refers to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and for future activities

We review our aims, objectives and activities each year as part of an annual business planning process. The business planning day is led by the Chair and is attended by the Trustees and staff of Carers Bromley. The purpose of the day is to consider and review what we have achieved and where we would like to position ourselves in the next year. This event also gives us the opportunity to examine whether our aims, objectives and activities remain focused on our stated purpose.

Our main activities, and who we help, are set out in the section below. Our services and funding allows us to provide support to carers who are resident in the London Borough of Bromley and as such, are the beneficiaries of our services.

ACTIVITIES

The main areas of charitable activity are the provision of services to carers, those who give help, assistance and support to people with disabilities or illness, and who are unpaid. These include providing emotional support, information, advocacy, respite, a telephone helpline and activities for young carers. The Management Team sit on a variety of multi-agency partnership groups and forums, which gives carers recognition and a voice.

Adults Services - Funded by the London Borough of Bromley and Bromley Primary Care Trust

Carers Bromley employs a team of Carers Support Advisers who support carers through home visits, telephone contacts and by facilitating carers groups in various locations within the borough. We facilitate a regular group for people who are no longer caring but wish to continue meeting socially. Carers Support Advisers assess the needs of every carer they are in contact with and agree a programme of support. This will include emotional support, advice and information on how to access the services provided by Carers Bromley as well as providing assistance to help the carer to access other relevant services. We are able to run occasional training sessions for carers and we offer

professional health and social care workers induction to the organisation and training events. The service includes a Hospital Link Worker, who supports carers around hospital discharge. We also have a Carers Link Worker placed within Oxleas NHS Trust who supports carers and raises awareness with professionals about caring for a person with a mental health condition and a Dementia Adviser (in partnership with Bromley MIND) working to provide services to carers of those with a dementia.

Breaks Services - Mostly funded by the London Borough of Bromley. Carers also make a donation or a payment.

Carers Bromley provides and facilitates three different types of services to clients. Clients are both the carer and the person for whom they care. Provision of a break enables a carer to take time away from their caring responsibilities, but it is the caree who receives the domiciliary care provided by the Breaks Services. Care and support is provided in a way which maintains and respects the privacy, dignity and lifestyle of the person receiving care at all times.

The Sitting Service is facilitated by Carers Bromley and is delivered by Sitters who are selected, trained and monitored by Carers Bromley. Sitters are self-employed and carers pay them direct for their service. **Carers Breaks Domiciliary Service** is a flexible home based respite care service to enable carers to have a break whilst the person they support is being cared for at home. The staff will normally undertake the tasks that the carer would do including the day to day domestic routine. Breaks can be for single odd days or longer up to two weeks. **The Stressbusting Service** offers Reflexology, Indian Head Massage, etc. to carers and is sponsored by charitable donations.

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Back Care Service - Funded by Bromley Primary Care Trust

The Back Care worker works with carers on an individual and a group basis teaching them safe moving and handling methods and providing advice on types of back care aids and equipment

Young Carers Services (ages 4 to 18 years) - Funded by the London Borough of Bromley and Peoples Health Trust

This service is provided for children under 18 years of age who have caring responsibilities for adults or for other children. Services provided are one-to-one sessions of support, mentors, health sessions and activities. We offer young carers a place where they can relax, have fun and feel able to talk openly amongst others of the same age and in similar positions to themselves. Carers Bromley places great importance on liaison and awareness-raising with teachers and pupils in schools. We also provide respite for young carers, e.g. trips and events and a quarterly newsletter. Funding from the national Health Lottery, via Peoples Health Trust and Carers Trust, enabled us to run a year-long project that focussed on young adult carers, offering them emotional support, volunteering/apprenticeships opportunities, their own support group and support to local professionals with identification.

Central Services - Funded by the London Borough of Bromley and Bromley Primary Care Trust

Quality, Monitoring and Evaluation

The Trustees ensure that Carers Bromley manages, develops and has internal monitoring systems to ensure that it meets the highest standards for service provision and financial and management propriety. Policies and procedures are reviewed and updated annually, where necessary, so improving operational working and raising quality standards.

Communications and Marketing

To develop awareness of people with caring responsibilities, to help them to appreciate that they are carers, ensure they are informed of available services and to raise the profile of the organisation locally, across London, and nationally.

Information Carers Bromley provides a free telephone help-line to carers during normal working hours, offering advice and information on a wide range of topics and monitors the Telephone Check-In Line answer phone overnight, weekends and public holidays, 365 days a year. Regular newsletters for adult carers are produced and information packs are sent to all carers referred.

Volunteers Volunteers assist in the office and other volunteer mentors support some of the young carers. During the year, 18 volunteers, including Trustees, contributed over 1000 hours. In addition the CSV Latitude and ICYE-UK volunteers contributed over 8700 hours.

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REPORT OF THE BOARD OF MANAGEMENT
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ACHIEVEMENTS AND PERFORMANCE

Major Objective 2012/13	Service/Strategic Development	Review	Status	Outcome/Qualitative monitoring
To meet the targets in the SLA 2010 to 2017 and the services contacts	Core, Breaks, Young Carers, Adults, Back Care, Helpline, Newsletters	Quarterly and annual monitoring is undertaken by funders		A service is reviewed by the Board of Trustees each year involving consultation with carers, cared for, staff, volunteers, trustees and external staff from other organisations
More hidden carers identified in health settings locally	Increase our contact with, and referrals of carers, from health professionals Awareness raising programme devised	Quarterly review	Achieved Mar 2013	Monitor referral rates from GP's and Health professionals
Increase of non-statutory funding	Fundraising programme devised	Quarterly review	On-going	Various community fundraising initiatives have been undertaken We have implemented a new online donations facility
Develop an independent voice for adult carers locally	Adult Carers Forum development	Quarterly review		A new Chairman was identified and the Forum was re-launched
Increase support to young, adult carers aged 16-24 years	Funding secured for a 12 month project to March 2013	Monthly review	Achieved March 2013	Increased opportunities for support, health sessions, apprenticeships, education etc
Develop better methods of contact with carers	Development of Social Media and an email register	Monthly review	On-going	A full services review was conducted and feedback will be featured in our newsletters Regular posts on Twitter and Facebook and increased contact with carers using email
Increased support and training for more dementia carers in Bromley	Partnership with Bromley Mind developed to provide support and training to carers of people with dementia called Coping with Caring	Quarterly	On-going	Regular monitoring undertaken Leaflet developed Service steered by partnership

CARERS BROMLEY
REPORT OF THE BOARD OF MANAGEMENT
FOR THE YEAR ENDED 31ST MARCH 2013

Fundraising

The organisation is focused on two fundraising approaches. The first is led by the Chief Executive working with the management team to identify substantial need together with a way of meeting that need through a change in service or introduction of a new service. This is followed by identification of potential funding sources and preparation and submission of bids. The second fundraising approach is focused on local people, raising their awareness of carers' needs and providing a means for individuals or organisations to make a donation to Carers Bromley, whether in terms of money or gifts in kind, in order to support carers in their local community.

The organisation has developed and grown during the year, bringing in new funds and creating new services to help meet carers' needs. However, there is still 89% of the local adult carer population yet to be identified, so the search for additional funds will continue in order to find and support those people. We are grateful to all our donors and funders for their support and we are pleased to be able to provide services for the statutory sector. Thank you as well to all the carers that have made donations to Carers Bromley and to all the benefactors who care about carers and give their time or money to ensure that they are supported and respected.

PLANS FOR THE FUTURE

Carers Bromley plans to continue the activities outlined above in forthcoming years subject to satisfactory funding arrangements. We will continue to review other funding sources and to negotiate effectively with funders. Carers Bromley's mission is to double the amount of carers we are supporting by the year 2013. As at March 2013, we have achieved this in the Young Carers Service, increasing from 16% to 42%. We have not achieved this in the Adults Service with an increase from 10% to 12%. Our work to maintain awareness of carers with health and other professionals in the borough will continue. Social media will be a focus for us, as this will help us to identify, support and communicate with our stakeholders. We plan to explore commercial opportunities and we intend to invoke our volunteer strategy - if funding for supporting resources can be secured. This will enable us to expand the menu of services we provide. One of our key objectives will be to resource and provide training for carers. We plan to achieve the quality mark PQASSO level two and to extend our fundraising initiatives. Services to younger adults caring for someone will be developed and clarified and Carers Bromley is keen to remain a user-led organisation and plans to assist with the development of an independent voice for carers. Remaining relevant to carers and targeting our services to provide the best quality support will also be key objectives.

FINANCIAL REVIEW

Incoming Resources

The London Borough of Bromley (LBB) and Bromley NHS Primary Care Trust (now NHS Bromley Clinical Commissioning Group) continued to provide funding to Carers Bromley in accordance with our Service Level Agreements. There are agreements to cover core funding in respect of both Adult and Young carers which run for a 7 year period (from March 2010) and agreements which pay for services which have been renewed annually. Services funding, including respite for carers (Carers Breaks and the Sitting Service), our Mental Health and Back Care work and also our Hospital Discharge post, has been renewed until the end of the 2013/14 financial year. Services funding for the Young Carers Services has been renewed until the end of the 2014/15 financial year. A new 2 year contract has been put in place jointly with Bromley Mind to focus on carers dealing with Dementia.

The majority of funding for young carers has again been provided by the LBB under the core agreement mentioned above. A new project for Young Carers began at the beginning of this financial year which involved the identification and subsequent support of young adult carers - i.e. those in the 16 to 24 age group. This 12 month project was funded by the Peoples Health Trust (National Health Lottery).

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Generous donations were received from local businesses, clubs and other organisations and particularly from individuals, to whom we are very grateful. Total incoming resources were slightly lower than the previous year.

Resources Expended

Expenditure funded from our core contract has increased with higher support costs including IT as well as an increase in the amount spent on the production and distribution of our Newsletters. However costs have again been contained within the level of Unrestricted Income enabling a small surplus in Net Incoming Unrestricted resources for the year.

Restricted expenditure is lower than the previous year reflecting the curtailment of certain projects including Communities Development and also Young Carers Health which was funded by BBC Children in Need. This has been partially offset by expenditure on new initiatives, primarily the employment of a Dementia adviser and our Young Adult Carers project. Expenditure on our Respite service has also been higher. There is a small surplus in Restricted Net incoming Resources for the year.

We continually review the level and content of our reserves to ensure that we achieve the best possible use of the funds held. We have a commitment in respect of the pension scheme in which some of our employees participate and it has been necessary to make an increase in the amount reserved for this purpose. The fund designated for redundancy costs, in the unlikely event of the charity's closure, has also increased.

Investment of Cash Balances

The organisation has historically operated with a positive cash balance. Funds which are not immediately required have been placed with CCLA Investment Ltd (COIF - Charities Official Investment Fund) an organisation which specialises in the management of funds on behalf of charities. To take advantage of more competitive interest rates, funds are also deposited with other banks which we ensure are covered by and within Financial Services Authority compensation limits.

Company's Policy on Reserves

It is the aim of Carers Bromley, as a company, to build up unrestricted reserves equivalent to cover redundancy payments, 3-months unrestricted running costs and other known potential liabilities over 3-months, to meet closing down costs. Unrestricted Reserves at 31 March 2013 delivered this target.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

AUDITORS

The auditors, F W Berringer & Co, will be proposed for re-appointment in accordance with Section 485 of the Companies Act 2006.

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FOR THE YEAR ENDED 31ST MARCH 2013**

APPROVAL OF THIS REPORT

This report has been prepared in accordance with the special provisions within part 15 of the Companies Act 2006 relating to small companies, and in accordance with the Financial Standard for Smaller Entities (effective April 2008)

BY ORDER OF THE BOARD OF MANAGEMENT



CAROLE CRANE

Chairman

Dated 18th July 2013

Company number 3479082
Charity number 1067889

CARERS BROMLEY
REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF CARERS BROMLEY
FOR THE YEAR ENDED 31ST MARCH 2013

We have audited the financial statements Carers Bromley for the year ended 31 March 2013 on pages fifteen to twenty one. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities)

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 Trustees Responsibilities set out on page five, 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 2013 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.

Matters on which we are required to report by exception

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

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


John Cardnell BSc FCA (Senior Statutory Auditor)
for and on behalf of F W Berringer & Co
Chartered Accountants
and Registered Auditors
Lygon House
50 London Road
Bromley
BR1 3RA

Dated 18th July 2013

Company number 3479082
Charity number 1067889

CARERS BROMLEY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2013

	Notes	2012/2013			2011/12
		Unrestricted Funds	Restricted Funds	Total	Total
		£	£	£	£
Incoming Resources					
Incoming Resources from Charitable Activities					
Grants received from					
The London Borough of Bromley		265,070	215,103	480,173	490,350
Bromley NHS Primary Care Trust		97,812	27,084	124,896	124,896
Children in Need					11,329
The Drug Action Team					8,150
The People Health Trust			36,700	36,700	3,300
		362,882	278,887	641,769	638,025
Voluntary Income					
Specific donations			6,866	6,866	4,557
Other donations & income		21,329	2,755	24,084	42,140
		21,329	9,621	30,950	46,697
Investment Income					
Interest on bank accounts		6,688		6,688	3,286
Total Incoming Resources		390,899	288,508	679,407	688,008
Resources Expended					
Charitable activities	3/6	341,203	286,726	627,929	634,104
Fundraising costs	4	26,441		26,441	26,443
Governance costs	4	12,515		12,515	12,101
Total Resources Expended		380,159	286,726	666,885	672,648
Net Incoming Resources for the year	11	10,740	1,782	12,522	15,360
Net movement in Funds		10,740	1,782	12,522	15,360
Transfers between Funds	11	(5,000)	5,000		
Balances brought forward at 1 April 2012		5,740	6,782	12,522	15,360
		229,599	101,959	331,558	316,198
Balances at 31 March 2013	11	235,339	108,741	344,080	331,558

All transactions are derived from continuing activities

All recognised gains and losses are included in the Statement of Financial Activities

The notes on pages 17 to 21 form part of these accounts

Company number : 3479082
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**CARERS BROMLEY
BALANCE SHEET
AT 31ST MARCH 2013**

		2013		2012	
		£	£	£	£
	<i>Notes</i>				
FIXED ASSETS	7		3,584	-	7,167
CURRENT ASSETS					
Debtors	8	3,025		13,032	
Cash at bank and in hand		368,709		348,196	
		<u>371,734</u>		<u>361,228</u>	
CURRENT LIABILITIES					
Creditors - amounts falling due within one year	9	31,238		36,837	
		<u>31,238</u>		<u>36,837</u>	
NET CURRENT ASSETS			340,496		324,391
			<u>344,080</u>		<u>331,558</u>
Represented by the Funds of the Charity					
UNRESTRICTED FUNDS	11		235,339		229,599
RESTRICTED FUNDS	11		108,741		101,959
			<u>344,080</u>		<u>331,558</u>

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

The financial statements were approved by the Board of Management on 18th July 2013 and were signed on its behalf by



CAROLE CRANE
Chairman

The notes on pages 17 to 21 form part of these accounts

Company number 3479082
Charity number 1067889

CARERS BROMLEY
NOTES TO THE FINANCIAL STATEMENTS
31ST MARCH 2013

1 ACCOUNTING POLICIES

- (a) **Accounting Convention.** The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities
- (b) **Fund Accounting** Restricted funds are for specific purposes as laid down by the donor. Expenditure within these criteria is identified to the fund together with a fair allocation of management and support costs.
- Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.
- Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.
- (c) **Tangible Fixed Assets** Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:
 Computer equipment – Straight line over 3 years
 Fixtures & fittings – Straight line over 3 years
 The charity depreciates all material fixed assets using the straight line method over 3 years as the trustees believe this better reflects the pattern of consumption of economic benefits.
- (d) **Investments** Investments are valued at the market price at the balance sheet date and the unrealised gain or loss is reflected in the Statement of Financial Activities.
- (e) **Incoming Resources** Grants receivable are allocated to the year to which they relate, and any grants received for future periods are carried forward as deferred income. Legacies, donations and other voluntary income are treated as income in the year that they are received, with the exception of earmarked donations, which will be carried forward if not fully spent on their earmarked purpose.
- (f) **Resources Expended** All expenditure directly related to direct charitable expenditure, fundraising and support costs has been separately identified in the accounting records. Support costs have been allocated as described in note
- (g) **Taxation** The charity is exempt from corporation tax on its charitable activities.

2 EMPLOYEES AND SALARY COSTS
NO OF EMPLOYEES

	2012/2013	2011/2012
The weekly average number of employees were		
Central office staff - full time	8	8
Central office staff - part time	6	5
Carer support workers - part time	6	7
	£	£
Salary costs were as follows		
Salaries and wages	402,691	417,871
Social Security costs	36,177	38,416
Pension costs (*)	<u>10,038</u>	<u>7,371</u>
	<u>£448,906</u>	<u>£463,658</u>

No member of staff has received a Salary in excess of £60,000

(*) Defined contribution schemes with Pensions Trust commenced in 1995/96

CARERS BROMLEY
NOTES TO THE FINANCIAL STATEMENTS
31ST MARCH 2013 (CONTINUED/...)

	-----2012/2013-----		Total	2011/2012
	Unrestricted Funds £	Restricted Funds £		Total £
3 CHARITABLE EXPENDITURE SUMMARY				
Services for Adult Carers	228,445	60,724	289,169	315,676
Respite Services & Information	78,923	123,879	202,802	173,390
Services for Young Carers	25,782	99,967	125,749	121,676
Other Activities	8,053	2,156	10,209	23,362
	<u>341,203</u>	<u>286,726</u>	<u>627,929</u>	<u>634,104</u>

4 CENTRAL SUPPORT COSTS, FUNDRAISING & PUBLICITY

	Support Costs	F&P	Governance	2012/2013 Total	2011/2012 Total
	£	£	£	£	£
Salaries	76,134	16,396	8,034	100,564	88,962
Staff Costs	2,238	436		2,674	2,924
Premises	25,814	2,685	1,345	29,844	28,190
Office Costs	22,064	4,297		26,361	25,849
Fundraising – Direct Costs		1,531		1,531	1,312
Management & Admin –	2,491	1,096	3,136	6,723	5,456
	<u>128,741</u>	<u>26,441</u>	<u>12,515</u>	<u>167,697</u>	<u>152,693</u>

4a AUDITORS REMUNERATION	2012/2013	2011/2012
	£	£
	<u>2,280</u>	<u>2,280</u>

5 TRUSTEES' REMUNERATION AND BENEFITS

There was no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012

Trustees' Expenses

There were no trustees' expenses paid neither for the year ended 31 March 2013 nor for the year ended 31 March 2012

CARERS BROMLEY
NOTES TO THE FINANCIAL STATEMENTS
31ST MARCH 2013 (CONTINUED/)

6 ALLOCATION OF SUPPORT COSTS

	Activities	Support Costs Note 4	2012/2013 Total	2011/2012 Total
	£	£	£	£
Services for Adult Carers	229,882	59,287	289,169	315,676
Respite Services & Information	161,223	41,579	202,802	173,390
Services for Young Carers	99,967	25,782	125,749	121,676
Other Activities	8,116	2,093	10,209	23,362
	<u>499,188</u>	<u>128,741</u>	<u>627,929</u>	<u>634,104</u>

An initial allocation and/or apportionment of overhead and support costs has been made to governance costs. The balance is then allocated between activities related to unrestricted funds and restricted funds. Support costs have been allocated in proportion to the expenditure of the activities.

7 TANGIBLE FIXED ASSETS

	Computer Equipment £	Total £
Cost		
At 1 April 2012	10,750	10,750
Additions	Nil	Nil
At 31 March 2013	<u>10,750</u>	<u>10,750</u>
Depreciation		
At 1 April 2012	3,583	3,583
Charge for year	3,583	3,583
At 31 March 2013	<u>7,166</u>	<u>7,166</u>
Net Book Value		
At 31 March 2012	<u>7,167</u>	<u>7,167</u>
At 31 March 2013	<u>3,584</u>	<u>3,584</u>

8 DEBTORS DUE WITHIN ONE YEAR

	2013 £	2012 £
Accrued Income	112	118
Debtors	2,585	1,881
Prepaid Expenses	328	11,033
	<u>3,025</u>	<u>13,032</u>

Company number 3479082
Charity number : 1067889

CARERS BROMLEY
NOTES TO THE FINANCIAL STATEMENTS
31ST MARCH 2013 (CONTINUED/. .)

9 CREDITORS DUE WITHIN ONE YEAR

	2013	2012
	£	£
Grants for 2012/13 received in advance	Nil	16,700
Payroll taxes and social security cash	9,834	11,112
Accrued expenses	21,404	9,025
	<u>31,238</u>	<u>36,837</u>

10 OPERATING LEASE COMMITMENTS

The amounts payable in respect of operating leases shown below are analysed according to the expiry of the leases

	2013	2012
	£	£
One year	49,200	31,189
Between two and five years	52,200	2,550
	<u>101,400</u>	<u>33,739</u>

CARERS BROMLEY
INCOME AND EXPENDITURE ACCOUNTS AND FUNDS MOVEMENT
FOR THE YEAR ENDED 31ST MARCH 2012

11 FUNDS	Balances 01-Apr 2012 £	Incoming Resources £	Resources Expended Total £	Surplus/ (Deficit) for The Year £	Transfers Between Funds £	Balances 31-Mar 2013 £
Unrestricted Funds						
Designated Funds						
- Redundancy	40,000				2,000	42,000
- Pensions (1)	40,000				4,000	44,000
- Premises (2)	4,000				6,000	4,000
	84,000					90,000
Carers Fund	31,869	15,009	5,960	9,049	(5,000)	35,918
General Fund	113,730	375,890	374,199	1,691	(6,000)	109,421
	229,599	390,899	380,159	10,740	(5,000)	235,339
Restricted Funds						
Provided by						
L B Bromley	8,747	93,701	96,261	(2,560)		6,187
L B Bromley	1,050	6,503	7,553	(1,050)		0
L B Bromley	1,400	1,377	2,777	(1,400)		0
L B Bromley	8,116	26,000	16,831	9,169		17,285
L B Bromley	0	16,970	7,065	9,905		9,905
Bromley PCT	(593)	12,084	11,491	593		0
Alice Shepherd Foundation	42,058	0	0	0		42,058
L B Bromley	19,887	30,000	34,051	(4,051)		15,836
Donations	11,254	9,621	10,730	(1,109)	5,000	15,145
L B Bromley	0	47,070	47,070	0		0
Drug Action Team	4,002	0	4,002	(4,002)		0
L B Bromley	3,103	6,610	9,713	(3,103)		0
Children in Need	1,805	0	1,805	(1,805)		0
L B Bromley	0	1,872	1,820	52		52
The Peoples Health Trust	1,130	36,700	35,557	1,143		2,273
Total Restricted	101,959	288,508	286,726	1,782	5,000	108,741
TOTAL FUNDS	331,558	679,407	666,885	12,522	0	344,080

(1) Sums provided to cover potential deficit in the pension scheme and redundancy payments which Carers Bromley would be liable to satisfy in the event of the Charity's closure

(2) Sum provided to cover reinstatement of existing premises

(3) Transfer from Unrestricted Fund to cover carers pampering costs