REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
For the year ended 31st March 2014

Charity no: 1062302
Company no: 3353573
## Contents of the Financial Statements

for the year ended 31st March 2014

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report of the Trustees</td>
<td>1 to 17</td>
</tr>
<tr>
<td>Report of the Independent Auditors</td>
<td>18 and 19</td>
</tr>
<tr>
<td>Statement of Financial Activities</td>
<td>20</td>
</tr>
<tr>
<td>Balance Sheet</td>
<td>21</td>
</tr>
<tr>
<td>Notes to the Financial Statements</td>
<td>22 to 28</td>
</tr>
</tbody>
</table>
The Trustees, who also are Directors of the Charity for the purposes of the Companies Act 2006, present their report with the financial statements of the Charity for the year ended 31st March 2014. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in April 2008.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name: Sutton Carers Centre  
Charity registration Number: 1062302  
Company registration number: 3353573 (England & Wales)  
Registered Office and Operational Address: Benhill House 1st Floor  
12-14 Benhill Avenue,  
Sutton, Surrey  
SM1 4DA  

Trustees:  
Dr Elaine Drage C.B.E.       Chair  
Mr Don Brims        Treasurer  
Ms Ann Smith  
Mrs Sylvia Aslangul  
Mrs Anne Dharmapaul  
Ms Abigail Lock  
Mr Alf Matthews (resigned October 2013)  
Mrs Margaret Hobbs (appointed October 2013)  

Advisors:  
Ms Brenda Northover  
Mr Roger Mills  

Company Secretary  
Rachael MacLeod       Chief Executive and Company Secretary  

Auditors: Myrus Smith, Chartered Accountants,  
Norman House, 8 Burnell Road, Sutton, SM1 4BW  

Bankers: Barclays Bank Ltd, 43 High St, Sutton SM1 1DR  
CCLA Investment Management Ltd, COIF Charity Funds, 80 Cheapside,  
London EC2V 6DZ  

Member of Carers Trust (formed by the merger of the legacy organisations Princess Royal Trust for Carers and Crossroads Care), a national charity, being a national network of Carers Centres. Registered address: Carers Trust, 32-36 Loman Street, London SE1 0EH, Charity No. 1145181 (England & Wales) / SC042870 (Scotland). Registered as a company limited by guarantee in England and Wales No. 7697170.
Structure, Governance and Management

Governing Document

The organisation was initially started in 1992 and was one of the first Princess Royal Trust for Carers Centres in the country. Now celebrating more than two decades of service to carers in the London Borough of Sutton (LBS), Sutton Carers Centre is a charitable company limited by guarantee, formed in 1994 and registered as a charity in 1997. The company was established under a Memorandum which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, its members are required to contribute an amount not exceeding £1.

Trustee update

Current Trustees number seven in total and are supported by two Advisors. During the year the Vice-chair retired and this position remains vacant. There remains a commitment to have a total of eight Trustees supported by two Advisors. Work is underway to fill the current vacancy.

The Management Board continues to reflect the diverse experience of carers amongst its Trustees as a 'user-led organisation' with most being current or former carers. The current Trustees fulfil a range of key skills required by the Board and a skills register is updated each year to identify needs and develop our training programme.

All the members of the Management Board are volunteers and, while they may access the services of the Centre because of their carer status, are given no preferential treatment, give their time voluntarily and receive no remuneration. No expenses were claimed by the Trustees in the year.

The Management Board meets at least five times a year in addition to the AGM. Trustees receive a report from the Chief Executive on strategic and governance issues that require their knowledge or decision, as well as comprehensive financial monitoring from the Finance and Funding Committee, and HR reports, project/service reports from the Service Managers as well as highlights from the Centre Administrator regarding, for example, other HR issues, Health and Safety, Quality Assurance and infrastructure matters. The Board also receives a Safeguarding report from the CEO at each meeting.

The Board continues to utilise the Finance and Funding sub-committee. This meets between most Management Board meetings and its remit remains the detailed monitoring of the financial performance of the Centre, as well as exploring and then planning for ways the Board can meet its own target for fundraising included in the annual budget. It seeks to assess forward risk for SCC in order to advise the Board.

Other key areas of activity for the Trustees in the last 12 months have been:

- completion of negotiations for a new 5 year lease on our accommodation
- a review of each of the key services delivered by SCC through presentations to the Board
agreement on an upgrade of IT and Telephony for SCC
initialising a review of management structure
training on key changes of funding and implementation as a result of the anticipated Care Act and Children and Families Acts 2014
refreshing our fundraising strategy including the establishment of the ‘Friends of SCC’
finalising comprehensive induction training
continuing review of policies and procedures to prepare for the next quality assurance (PQASSO level 2) assessment
monitoring of risks, both internal and external, that may be encountered both by SCC and carers.
representing SCC at various stakeholder events and committees throughout the year

Organisational structure

Day-to-day management of the Charitable Company is delegated to the Chief Executive against the Management Board’s agreed policies and target outcome. The paid staff and volunteers are organised into teams including:

- Central Services which supports the organisational infrastructure, quality assurance and management of resources, including the Centre itself
- Adult Carers Service
- Mental Health Carers Service
- Young Carers Service

Each team provides a core service of advice, information and emotional and practical support, but also takes a lead to ensure that all carers and their families have access to:

- breaks from their caring roles
- training to support them in their caring roles
- Income Maximisation services, including Benefits Advice, to ensure carers are not financially disadvantaged in their caring roles
- Psychological and Complementary Therapies to help support carer and family health and wellbeing
- the opportunity and ability to offer their expertise regarding policy and service development

Our Aims and Objectives

 PURPOSES, AIMS AND VALUES

Our Charity's purpose is defined and based on those set out in the Memorandum and Articles of Association.

Sutton Carers Centre's vision is of communities in which every carer is recognised and respected as an individual and can get the support they need and the assurance that they are not alone.
SCC’s mission is to support carers to improve their health, well-being and quality of life by:

- reaching out to every carer living in the Borough of Sutton
- helping each carer to understand their rights and get their voice heard; and
- working with and for each carer, respecting and responding to their individual skills, experience and choices.

Our values inform our work, to achieve our vision, reflecting not just WHAT we do, but HOW we do it. They are:

- **Respect**: for carers and their individual views and skills, for staff and volunteers and for those with whom we work in partnership
- **Sensitivity**: valuing difference and contributions from all, working together as a creative, harmonious team
- **Delivery**: committed to quality support and making change happen in a planned, professional and appropriate manner.

We offer support to any carer who lives or works in the London Borough of Sutton (or where relevant, the surrounding areas if the person for whom they care is receiving services in Sutton) without distinction as to age, gender, disability, sexual orientation, faith or belief, ethnicity or caring responsibilities; we value the diversity of our communities and attempt to remove or overcome barriers to accessing our services.

In line with national policy definitions, we define a ‘carer’ as someone who unpaid cares for and supports a family member or friend on a regular basis, someone who could not manage without this help due to illness, disability, mental health or substance misuse issues.

**Ensuring our work delivers our aims**

Our 5-year Strategic Plan (2010-15) is a living document reflecting the refresh of the National Strategy for Carers and updates to Sutton’s Multi-Agency Strategy on Carers and Delivery Plan which SCC helped develop. The Plan continues to be updated to reflect the radical changes to both legislation and infrastructure for health and social care, as well as Welfare Benefit Reforms.

The Trustees and staff have undertaken a series of development workshops in 2013/14 to refresh the Strategic and Business Plans in the light of the changes to legislation and the newly commissioned contracts as a result of tendering for the Adult and Young Carers Services.

We estimate that about 25% (some 5,000) of the likely carers in Sutton (c19,000 in the 2011 census) are known to us and on our books, but work is continual in ensuring our services are publicised and promoted so those in need of support know where to seek it, if they so choose, and that professionals and other partners can refer and encourage carers to access our services at the most appropriate points in their caring journey.
SUTTON CARERS CENTRE CHARITY COMPANY
REPORT OF THE TRUSTEES
for the year ended 31st March 2014

How Our Activities Deliver Public Benefit

All our activities focus on supporting Sutton’s carers to achieve the following outcomes:

a) The five outcomes of the National Carers Strategy 2010 - Carers are:
   - recognised and supported as expert care partners
   - enjoying a life outside caring
   - not financially disadvantaged
   - mentally and physically well and treated with dignity
   - children will be thriving and protected from inappropriate caring roles

b) Outcome 2 of the Council’s Prevention Prospectus - Carers can balance their caring roles and maintain their desired quality of life, which may include employment, and the linked aims laid out in the Prevention Prospectus to enable:
   - a citizen to undertake a caring role
   - maintain that role whilst still enjoying good health and well-being and a life of their own, one that is free from financial hardship.
   - access to work, leisure and social activity

c) With the changes in the management of health services locally, there also have been targets set by the Sutton Clinical Commissioning Group, aligned to the Council’s Strategic Partner Programme, which we too endorse:
   - to assist carers to navigate systems and support themselves and the person they care for
   - to provide day-do-day opportunities for carers of people with a mental health condition to access social, developmental and therapeutic breaks
   - to support SCCG and LBS to engage with carers on strategic priorities, service provision and future proposals
   - to provide strategic infrastructure and partnership input to develop systems for building capacity within outside organisations to identify, recognise and support mental health carers
   - to work collaboratively with other voluntary and community sector organisations at a local, regional and national level
   - to support the development and capacity of the voluntary and community sector, particularly smaller mental health and caring organisations in the borough
   - to collectively contribute to the positive reputation of the borough

Who used and benefited from our services

Our charitable remit is to assist unpaid family or friend carers. As above, there are three core groups of carers around whom our services are focussed:
   - adult carers
   - young carers
   - carers supporting family or friends with mental health or substance misuse issues (Young and Adult Carers)
Following commissioning of our services, the delivery is changing with SCC working with families in more complex situations. There remains the initial level of work which is predominantly about advice, information and guidance through information packs and regular newsletters/bulletins and by email and social media. Other carers are in intermittent phone, email or personal contact and some are referred or supported to receive a formal Carer’s Needs Assessment. We continue to provide advice, information and assistance with claiming benefits and other ways to maximise family income, the opportunity to receive psychological and complementary therapies such as Counselling, Aromatherapy or Reflexology, and the chance to participate in a range of social, learning, creative or training activities as well as breaks from caring roles.

Particularly at moments of crisis for the carer, or the person they care for, support can be intensive for a period. We are finding that increasing numbers of carers need specialist support, and we have developed training programmes for both our paid staff and volunteers to be able to recognise, assess and respond to presenting and ongoing need. Working with carers, we assess need, plan the support that would be most helpful and then measure the impact, ensuring that what we do makes the most positive difference for carers and their families.

The core areas of our work, therefore, are the provision of advice and information, advocacy, a range of support and therapeutic services. Strategically we also work to raise awareness and knowledge of the needs of carers and their contribution to the wider community. We target key public and voluntary and community sector partners as well as the public at large, hoping to influence policy, practices and services for carers and their families but also to reduce the social exclusion, health inequalities and discrimination carers sometimes experience. Public benefit flows directly from these activities.

Social Return on Investment research also shows that there is long-term benefit from remaining in touch with our Centre, where contact and interventions vary according to need throughout the caring journey. We work in the community across various sites but find that to access more intensive support, most carers, once identified, prefer to come to the Centre; they often need that time out to be able to reflect and focus on their caring role as well as their own wellbeing.

Because we are based in central Sutton with good access to public transport, we are accessible to many. But we are conscious that some carers are unable to leave the person for whom they care for sufficient time to come to central Sutton, or they may be balancing busy work or school lives alongside caring. We know from Health and Social Care data, (also included in the local JSNA), that carers in Sutton are amongst the most socially isolated in London. Health data also suggests that both in absolute numbers and in intensity of caring, the three Northern wards in Sutton (two are in the lowest 5% in the country in terms of economic and social indicators), contain many carers. We therefore provide some of our services regularly on an outreach basis at local centres to improve accessibility of our services for young carers and increasingly for adults too. We have developed our outreach not only to some existing community events, but also have a regular presence in the local Mental Health Trust hospital ward (where we are finding significant numbers of new carers in crisis) and in an increasing number of primary care settings.
In the year under review, we increased our reach to approximately 5,500 carers with between 1,500 and 2,000 receiving the most intensive support. The carers we support broadly represent the communities in Sutton in terms of ethnicity but dementia carers, male carers, young adult carers and members of the LGBTQ+ communities were under-represented, therefore this has influenced outreach and service development for 2014/15.

**Staffing**

Staffing remained stable with 8 full-time and 8 part-time core staff across all services. In particular, we developed the roles of the Information Officers to increase outreach in person, online and through social media. Staff also increased support to develop the Sutton Carers Forum as well as other carer action and support groups.

In addition to core staff, we continue to host 2 Psychological Therapists from the Mental Health Trust, and increased the hours of the Senior Advisor/Case Worker from the Sutton CABx as a result of their successful bid to the Advice Transition Fund (Big Lottery Fund). We continue to outsource our accountancy, payroll and some HR functions, as well as contract sessional workers for clinical supervision, some activities and training.

Most of our workers are current or former carers. The team is still predominantly female, but continues to become on average younger, more diverse in terms of ethnic background and members have increasing qualifications and experience.

The Charity remains dependent on volunteers not just as Trustees but there are unpaid volunteers in almost every area of our activities. These include Trustees, Therapists and Counsellors, Reception and Admin volunteers, Young and Adult Activity volunteers, Outreach Information, Advice, and Support volunteers and Fundraisers. Nearly 65 volunteers contribute many hours each week. Volunteers do not replace the need for paid staff, but if their contribution to Sutton Carers Centre was costed, even the most conservative estimates would value this at being worth at least £40,000. We continued to develop systems, training systems and opportunities to increase our volunteer base further, completing this work in autumn 2013, when we also achieved the volunteer management quality mark.

**Partners**

In so far as it relates to our objectives, we take account both of national policy (the 10-year National Carers Strategy 2008 was refreshed in autumn 2010) and local policy, now in the context of the Health and Social Care Act 2012 and national austerity measures. We also contributed to and were heavily influenced by upcoming changes in legislation (Care Act 2014 and the Children and Families Act 2014). As a Strategic Partner, we worked with the London Borough of Sutton in updating the Sutton Multi-Agency Carers' Strategy and Delivery Plan in 2013/14 and prepared for a full refresh in 2014/15. These influenced our thinking in amending our own strategy and more detailed plans and in how we decide to support carers.
The Chief Executive is a key member of the Council's strategic partnership of key voluntary agencies in the borough and works with a range of other third sector organisations as well as the local authority, advising and assisting with the interpretation of legislation as it relates to carers. Since the formation of Sutton Clinical Commissioning Group, the Chief Executive was elected to help represent the Voluntary and Community Sector (VCS) on Sutton's multi-agency Health and Wellbeing Board. Senior staff members continue to sit on a variety of partnership boards and working groups across primary and secondary health and social care.

SCC was a key member in the development of a new Consortium of VCS organisations in Sutton, ready to take advantage of new and changing funding opportunities in 2014 and beyond. This Consortium also is a vehicle to strengthen partnership working in order to extend reach and avoid duplication of services, increasing the opportunities to maximise the well-being – physical, mental, emotional and financial - of Sutton's carers and their families.

Sutton Carers Centre also is a member of Carers Trust's national network of Carers Centres ('Network Partner'). This enables us to work together across the UK, as well as share and influence policy, best practice, training and conference opportunities. In addition, we are founding members of Novus, the London Consortium of Carers Centres who work together to identify specific projects to support carers across more than one London Borough.

Sutton Carers Centre additionally belongs to Carers UK, as well as the London Voluntary Sector Council (LVSC), the National Council for Voluntary Organisations (NCVO), the Association for Chief Executives of Voluntary Organisations (ACEVO), and Sutton Centre for the Voluntary Sector (SCVS). It gains both best practice advice and some training opportunities for staff and volunteers from these memberships. We also are an active member within Sutton Healthwatch.

In addition to being commissioned by, and working in partnership with, the London Borough of Sutton and Sutton Clinical Commissioning Group, we also work closely with South West London and St Georges Mental Health NHS Trust, Epsom and St Helier NHS Trust, Sutton Citizens' Advice Bureaux, local G.P.s, and specialist charities such as SCILL, Age UK Sutton, Alzheimer's Society Sutton, the Sutton Mental Health Foundation and the 1-in-4 Network, Riverside Community Association, the Volunteer Centre Sutton, the Stroke Association, the Women's Centre, Sutton Mencap and Sutton Association for the Blind, Sutton's Rotary Clubs, amongst others. We also work particularly closely with Carers Support Merton, our neighbouring Carers Centre, in the delivery of specialist young carer and mental health carer services.

As mentioned above, the Centre also administers, advises and supports the Sutton Carers Forum, a group run by and for carers to enable them to voice their opinions to decision-makers, discuss issues of mutual concern and take action where indicated.
Service Development and Plans for Future Periods

The Trustees/Directors continue to implement an annual Business Planning and Performance Review system, which measures progress against specific outputs and outcomes. The financial management systems support this process. All targets were achieved or exceeded and within budget.

Some items of particular note were:
- the newest outcome data which showed that 99% of adult carers surveyed said that, as a result of our support, they were better able to balance caring with a life of their own; a more detailed and robust outcome measure (academically validated) showed that 87.5% of carers sampled showed specific and measureable improvements in their health and wellbeing, as well as their ability to care, as a result of our interventions
- receiving national recognition for our work with Mental Health Carers and helping to expand provision in partnership with LBS, SCCG and Dementia UK for dementia carers by the introduction of an Admiral Nurse in Sutton for 2014/15
- young carers satisfaction levels with our services significantly increased
- best practice regarding safeguarding carers and their families was embedded further
- again hosting visits from Japanese academics and journalists to showcase our work and help influence the development of policy and practice abroad

The last few years have seen a welcome shift in public sector funding of different projects at SCC from an annual grant basis to one of formal tenders on a (usually) 3-5 year basis with more clearly defined outcomes and more regular monitoring meetings between the funder and SCC as the provider of services. We are pleased that carers, young and adult, remain a strategic priority for both LBS and SCCG.

In 2013/14, we continued year 2 of a 3-year+ contract for the provision of advice, information and support for adult carers – much of this is important preventative work. In 2013/14, we also started Year 1 of a 3-year+ contract for the provision of support to young carers in Sutton, focussed more on those in the greatest need. We hope the funding for our Mental Health Carers Service by LBS and SCCG will also shift to a longer-term contractual basis in the next year.

The Young Carers Service expansion, due to the 5-year, £1m partnership award from the Big Lottery Fund, was consolidated, entering Year 2 of that funding stream (with a specific focus on supporting Young Carers of family members with mental health or substance misuse issues). This is a partnership with Carers Support Merton, Riverside Community Association, South West London St George's Mental Health NHS Trust and St Mark's Family Centre. Young carers in Sutton also benefitted from an expanded, specialist MAPS mentoring service via Volunteer Centre Sutton due to funding from Lloyds TSB Foundation.

We also remained an LBS Strategic Partner with funding from across the Council through the Chief Executive’s Department. We will continue to promote the positive reputation of the Borough, influence the development of policy and strategy both locally and nationally, and build capacity within Sutton’s communities. An element of the SCCG Mental Health Carers Service also is to continue our strategic influence, developing responses that enable families to be better supported in the community and reduce, limit or prevent hospital stays through the Triangle of Care initiative.
We were pleased and grateful to have been able to access several funding streams for individual carers in need, from e.g. Carers Trust as well as local groups such as the Sutton Nursing Association.

The consequences of the banking crisis and subsequent recession, have meant that public sector finances, including those of local authorities, have been considerably tightened in recent years. While the voluntary and community sector in Sutton has so far been less affected than many in other London Boroughs, a major future risk is the impending end of the Strategic Partnership funding from the LBS at end March 2015. This has underpinned the considerable amount of time our Chief Executive has spent contributing to LBS consultations, Committees and now the Health and Well Being Board, as well as providing some core funding for our centrally-located and so convenient for carers offices. While it is the Board’s policy to require that all tender bids include a proportionate element for SCC’s core costs, some funders seem reluctant to contribute to these necessary overheads when assessing tender bids.

There also are new risks due to potential reductions in the overall amount of money for services being commissioned from the VCS from 2015 onwards. To save money, commissioners may also reduce the number of contracts issued and transfer some liabilities to partners. These changes could also bring opportunities for the VCS to develop more innovative and joined-up ways of working, which could improve outcomes for carers and their families, but there is no doubt that the amount of funding available overall will shrink.

As a response, and thanks to grants from the LBS ‘Transformation Fund’, we started an early refresh of our Strategic Plan including a review of staffing. A new plan and organisational structure will be implemented in 2014/15 to better meet our strategic aims as well as the challenges ahead – the need for greater efficiency whilst maintaining service quality, increased reach to more carers in need, as well as the anticipated extra demand for support from families due to public sector cuts. The new legislation also will mean unprecedented changes for carers, who will enjoy equal rights to the people they care for, but also potential increases in the amount and complexity of caring undertaken as they negotiate new health and social care systems.

Also as part of the Transformation Fund, we will work towards achieving the next level of PQASSO Quality Assurance as well as Carers Trust Quality Marks for our Young and Adult Carers Services, aiming to become a Centre of Excellence. Lastly, in 2014/15, we will transform our ICT system to enable VOIP-based telephony and cloud-based computing which not only will increase efficiency in the short-term but reduce costs in the longer-term.

Financial review

The Chief Executive and team Managers, under the scrutiny and with the support of the Finance and Funding Committee, have managed resources carefully to ensure that each element of the Centre delivers on or under budget performances which has allowed, with the help of fundraising and a legacy the Centre, to show year-on-year improvement to the ‘structural deficit’. We have continued to grow in terms of income and service delivery, with balanced expenditure, but our limited reserves give us little room for manoeuvre should the funding landscape suddenly alter in future.
As mentioned above, we are conscious that the funding environment in the public sector, hence most of our funding comes, is very likely to deteriorate further in future years given the economic climate. Consequently, we have been seeking to diversify our funding streams for several years now. However, as families take on more responsibility for their mutual care, we anticipate that the need and this funding for our ‘universal’, preventative as well as specialist, targeted services will remain and indeed increase as national and local policy reviews suggest.

Incoming resources, resources expended and services.

Total incoming resources were greater this year in comparison to 2012/13, £689,989 vs £664,930, the largest source continuing to be the London Borough of Sutton. Expenditure on services and support to carers has grown proportionately - £689,796 from £648,102 in 2012/13.

SCC’s General Fund (Reserves) therefore had negligible growth with the organisation ending the year ‘balanced’, the variance being within 5% of the original budget. Restricted Funds continue to be much reduced from 2 years ago, allowing for less flexibility in coming years.

Funds that are ‘Restricted’ are often given by donors to ‘top-up’ core funding for e.g. carers’ activities and breaks which provide much needed time out for both young and adult carers, but are not deemed appropriate to be funded by public bodies. They are valued greatly by carers and their families, supporting their health and wellbeing. Therefore the Trustees will focus some of their fundraising efforts in this area. Thankfully, funding these sorts of activities is often a popular choice for donors as they like to see their monies going directly and visibly to benefit carers.

Reserves Policy

On a yearly basis, the Management Board examines SCC’s reserves in the light of the risks facing the organisation and takes into account the Charity Commission’s guidance.

We re-affirmed that we needed to aim to build up unrestricted fund reserves, equal to 3 months’ budgeted total spending for the following financial year. We aimed to reach this level within 3 years given the uncertainties of most of our funding streams.

The funds held in the General Fund (Reserves) of £117,075 are similar to last year’s figure, equating to approximately 2 months’ budgeted expenditure for 2013/14. Although this continues to fall short of the Board’s target, the Board considered this adequate for the time being to cover any risks, while SCC works to build this up further.

In the short term, the Management Board also considers what might be done in terms of curtailing activities should the circumstances arise.
Investment Policy

Aside from retaining a prudent amount in reserves each year, most of our funds are spent in the short-term on delivering our objectives, so we have little to invest long-term. All fund balances are held in bank current and deposit accounts or as cash so are immediately available. In common with many others in the charity sector, we invest such funds as we do have longer-term in the Charity Office Investment Funds (COIF).

Principal Funding Sources

These have already been identified earlier in this report and are the subject of close and constant monitoring by the Management Board and Finance and Funding Committee. We continue to be grateful for the many private donations made, support from local clubs, groups, churches and businesses (in particular Zurich, Santander, Asda and Barclays Bank) as well as an annual sponsored walk by carers, staff and volunteers. Carers themselves run table-top and raffle sales to raise funds to support activities. A fuller list of these supporters can be found in the Sutton Carers Centre Annual Review 2013/14.

Further details regarding the restricted funds are listed below:

Restricted Funds

Carers Week

Balance £0

This remaining funding (£349) was transferred from the General Fund to help run Carers Week.

Circle Club & Kit Kat Club

Balance £964

This fund resulted from a private donation several years ago and £600 monies were paid in from the former Kit Kat Club, which raised money for carers' activities and breaks. The Circle Club provided a social outlet for carers, those they care for and other family members. In consultation with members of the group, the Club was incorporated into the mainstream activities of the Centre. It is now used to fund or subsidise carers' social activities, outing and courses. No funding was used this year.

Carers' Transport Fund

Balance £1,847

This fund enabled us to offer and fund transport for those carers who have difficulty accessing public transport or have emergency transport needs. It enables carers to attend events organised by the Centre and so be fully included, as well as participate in consultation, engagement and other agencies' events. It has since been supplemented by a transport fund specifically for Mental Health Carers (please see below). This year £310 was used.
Skills & Learning/Carers Relief Funds Balance £172

Carers Centres can apply on behalf of carers to access nationally-held funds that help improve carer quality of life. All monies are paid to the Centre and then allocated to carers. This year, another £5,942 was obtained for carers, £6,628 was spent, and the remainder is allocated for spend early in the new financial year.

Sutton Green Community Balance £117

Sutton Carers Centre holds this fund on behalf of Cllr M Heron who accessed funds on behalf of local residents to support community events in and around Sutton Green.

Zurich & Santander Community Funds Balance £0

SCC was pleased to have received a generous grant of £5,000 from Santander towards the costs of providing emotional support for carers. This money was added to the ‘Centre Improvement Programme’ and was used to equip the various rooms for carers, including new furniture, fixtures and fittings for the counselling room. This money was added to the grant of £1,300 from the staff at Zurich Insurance, which we received for a similar purpose. Both amounts were carried forward from 2012/13. The total amount was spent in 2013/14 for new furniture, blinds, sofas and so on to improve the comfort of carers in the Centre.

Volunteer Grants Balance £0

SCC was pleased to have received the RSCV Grant from the Volunteer Centre Sutton. This money was allocated to purchase a computer tablet for the volunteers working at SSC, which was purchased in 2013/14.

Sutton Carers Forum Balance £767

Sutton Carers Centre holds these funds on behalf of the Sutton Carers’ Forum. SCC also received a £200 donation from the Forum for its support.

Mental Health Project/Service Balance £5,432

This money, provided jointly by London Borough of Sutton and NHS Sutton and Merton, now Sutton Clinical Commissioning Group, of some £127,000 during the year funds 3 workers (a full-time Manager, a Senior Support and Development Worker and an Advice, Information and Activities Support Worker) specifically to work with carers looking after someone with mental health issues, from hospital ward to the community. The funding was committed for a further year to end 2014/15 whilst the contract was reviewed.

On-line Mental Health Resources Balance £8,000

These funds were transferred from the Mental Health Project with a view to updating the Mental Health Carers manual, used locally and nationally by mental health professionals as well as carers, when needed.
Young Carers Service

These funds were provided by London Borough of Sutton to fund part-time staff in the Young Carers Service. The balance of these monies was exhausted as the Young Carers Service underwent a full, competitive tendering process and secured funding under a new contract with LBS Children, Young People and Learning Directorate.

Innovations Programme, London Borough of Sutton

These monies funded a staff member to help build capacity within Sutton Carers Centre as well as within carer groups and the community to increase support to carers, especially carers who were 'hidden' or whose situations were particularly complex. The money was spent with the project end Oct 2013. £2,936 was transferred from SCC’s General Fund to help complete the project.

AYCES (Action for Young Carers: Education and Support) Project, Big Lottery Youth in Action Fund

SCC was awarded nearly £1m over a 5-year period, starting in April 2012, alongside partners Carers Support Merton (lead partner), Riverside Community Association, St. Mark’s Family Centre and South West London & St. George’s Mental Health NHS Trust. This grant funds staff and activities for young mental health carers as well as builds capacity within other organisations, agencies and community groups to identify young carers. The slight balance will be carried over to the 3rd year of the project.

Carers Personal Needs/Respite Fund

The Carers Personal Needs/Respite Fund was provided by NHS Sutton & Merton (fund now overseen by the Sutton Clinical Commissioning Group). The money was allocated to support carers following the closure of Downs Day Hospital. Mental health and dementia carers were eligible to receive small grants allocated by SCC to help maintain their caring roles, as well as improve their wellbeing and quality of life. Total amount for the one-year project was £15,000 and £14,500 was spent in 2013/14. Project currently under review.

Development of Carers’ Manual

This manual was commissioned by the Primary Care Trust a few years ago and is an information resource specifically for those carers looking after people with mental health issues. The balance is retained to pay for any future inserts, updates and the expenses involved in storing and distributing the manual.

Income Maximisation Project

Monies for this project were expended in-year, enabling carers to access benefits and other monies to secure their financial health.
SW London and St Georges Mental Health NHS Trust – IAPT

This funding, at £10,000 per 12 months, represents a contribution towards costs for the IAPT (Increasing Access to Psychological Therapies) programme (formerly known as PTiPC - Psychological Therapies in Primary Care which began in October 2009) running from October to October. SCC has partnered with the Mental Health Trust to deliver IAPT and hosts two therapists in the Centre to enable carers to have direct access to individual and group self-help, cognitive-behavioural and interpersonal therapies.

Mental Health Carers Transport

This is the balance of funding provided by the Primary Care Trust/NHS Sutton and Merton, now overseen by SCCG, to assist carers who have difficulty travelling to Springfield Hospital to visit their family member whilst they are an inpatient. It is drawn down as needed. SCC received £1,000 for 2013/14 and £475 was paid to Mental Health Carers to support them with their travelling costs to Springfield Hospital.

Improving Outcomes for Carers – Assessments

This money was received as part of a joint bid between London Borough of Sutton Adult Social Services and Housing department and Sutton Carers Centre to the Department of Health to ‘Improve Outcomes for Carers’ (supplementary partners included Sutton Racial Equality Council and the Alzheimer’s Society Sutton). The largest proportion of the grant was spent on IT development, specifically the development of IT interfaces to make self-directed carers assessment processes more effective and efficient. The work was ongoing in 2011/12 whilst LBS was due to implement its anticipated new IT system (although the LBS new IT system did not materialise until much later and is still being developed). The focus of this second tranche of monies was to test the new self-directed carer’s assessment process and the better outcomes that may be generated for carers and their families. The majority of this funding has now been spent, mainly on staff salaries, contributing to the project. £77 was spent in 2013/14 on training for SCC staff to improve the assessment and IT system.

LBS Transformation Grant VOIP

SCC was awarded £9,900 from the London Borough of Sutton Community Fund – Transformation Fund to cover the costs for new IT & telephone systems at SCC. £739 was spent in 2013/14 with implementation expected in the next financial year.

LBS Transformation Grant PQASSO

SCC was awarded £5,500 from the London Borough of Sutton Community Fund – Transformation to cover the costs associated with the PQASSO Quality Mark Level 2 certification. £2,250 was spent in 2013/14.

Total Restricted Funds

Balance £31,951
Designated Funds
Provision for Refurbishments

This fund was established by the Management Board to set aside funding on an annual basis for the re-decorating and re-instatement costs required under the terms of the current lease. The Management Board decided that the total balance will be sufficient to fund the work after the current lease ends and no further funds need to be set aside. The lease was renewed in March 2013 for a further term. The funds will be used for redecoration as required by the lease as well as other Centre improvements needed to accommodate the increased numbers of staff. £3,043 was used in 2013/14 for painting & refurbishing work at SCC.

Young Carers Fund

This fund is to ensure the availability of funds for counselling for young carers in need. None was spent in 2013/14, although it is anticipated that these monies will be allocated in 2014/15 to extend the new Sutton Youth Counselling Service to accommodate more young carers.

ICT Modernisation & Development

This fund was established by the Management Board with General Fund monies to match the grant received from the London Borough of Sutton. £465 was spent in 2013/14.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees (who are also the directors of Sutton Carers’ Centre for the purpose of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements 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 not continue on that basis.
The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

**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 steps that they ought to have taken as 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**

Myrus Smith Chartered Accountants have indicated their willingness to accept reappointment as auditors of the charity for a further term and a resolution proposing their reappointment will be put to the members at the Annual General Meeting.

**Exemption Statement**

This report has been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities (issued in 2008) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees and signed on their behalf:

Chair: Elaine Drage

Date: 1 October 2014
Independent Auditor’s Report to the Members of:

SUTTON CARERS CENTRE CHARITY COMPANY
(A Company Limited by Guarantee and Not Having a Share Capital)

We have audited the financial statements of Sutton Carers Centre Charity Company for the year ended 31st March 2014 on pages 20 to 28. The financial reporting framework that has been applied in their preparation is applicable law and 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 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 the 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 opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees’ Responsibilities Statement set out on page 17, 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 Trustees’ Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

• give a true and fair view of the state of the charitable company’s affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;

• have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities); and

• have been prepared in accordance with the requirements of the Companies Act 2006.
Independent Auditor's Report to the Members of:

SUTTON CARERS CENTRE CHARITY COMPANY
(A Company Limited by Guarantee and Not Having a Share Capital)

Opinion on other matter prescribed by the Companies Act 2006

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

Matters on which we are required to report by exception

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or

- the financial statements are not in agreement with the accounting records and returns; or

- certain disclosures of trustees' remuneration specified by law are not made; or

- we have not received all the information and explanations we require for our audit; or

- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a strategic report or in preparing the Directors' Report.

S. A. Jones (Senior Statutory Auditor)
For and on behalf of Myrus Smith,
Chartered Accountants and Statutory Auditor

Norman House
8 Burnell Road
Sutton, Surrey
SM1 4BW

30 December 2014
SUTTON CARERS CENTRE CHARITY COMPANY  
(Registered Charity Number: 1062302)  
STATEMENT OF FINANCIAL ACTIVITIES  
(Incorporating Income and Expenditure Account)  
for the year ended 31st March 2014

<table>
<thead>
<tr>
<th>Notes</th>
<th>Unrestricted Funds</th>
<th>Designated Funds</th>
<th>Restricted Funds</th>
<th>Total Funds 2014</th>
<th>Total Funds 2013</th>
</tr>
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<tr>
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<td>11,725</td>
<td>40,966</td>
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<td>230,470</td>
<td>635,292</td>
<td>597,304</td>
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<tr>
<td>9,753</td>
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<td>3,785</td>
<td>13,538</td>
<td>13,649</td>
<td></td>
</tr>
<tr>
<td></td>
<td>440,309</td>
<td>3,507</td>
<td>246,980</td>
<td>689,796</td>
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</tr>
<tr>
<td>8,039</td>
<td>(3,507)</td>
<td>(4,339)</td>
<td>193</td>
<td>16,828</td>
<td></td>
</tr>
<tr>
<td>1,171</td>
<td>-</td>
<td>1,171</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>6,868</td>
<td>(3,507)</td>
<td>(3,168)</td>
<td>193</td>
<td>16,828</td>
<td></td>
</tr>
<tr>
<td>110,207</td>
<td>30,113</td>
<td>35,119</td>
<td>175,439</td>
<td>158,611</td>
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</tr>
<tr>
<td>£117,075</td>
<td>£26,606</td>
<td>£31,951</td>
<td>£175,632</td>
<td>£175,439</td>
<td></td>
</tr>
</tbody>
</table>

Resources Expended  
Costs of Generating Funds:  
Fundraising Trading: Cost of goods sold and other costs  
4     | 29,241            | -                | 11,725           | 40,966           | 37,149           |
Charitable Activities  
5     | 401,315          | 3,507            | 230,470          | 635,292          | 597,304          |
Governance Costs  
6     | 9,753            | -                | 3,785            | 13,538           | 13,649           |
Total Resources Expended  
7     | 440,309          | 3,507            | 246,980          | 689,796          | 648,102          |

Net Incoming/(Outgoing) resources before transfers  
8,039 | (3,507)          | (4,339)          | 193              | 16,828           |
Gross transfers between funds  
13    | (1,171)          | -                | 1,171            | -                |
Net Movement in Funds  
6,868 | (3,507)          | (3,168)          | 193              | 16,828           |

Total Funds Brought Forward  
110,207| 30,113          | 35,119           | 175,439          | 158,611          |
Total Funds Carried Forward  
£117,075| £26,606          | £31,951          | £175,632         | £175,439         |

The notes on pages 23 to 28 form part of these financial statements
SUTTON CARERS CENTRE CHARITY COMPANY  
(Registered Charity Number: 1062302)  

BALANCE SHEET  
as at 31st March 2014

<table>
<thead>
<tr>
<th>Notes</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>Current Assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors</td>
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<td>22,417</td>
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<tr>
<td>Cash and Bank:</td>
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<td></td>
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<tr>
<td>Current Account</td>
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<tr>
<td>COIF Deposit Account</td>
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<td>69,215</td>
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<tr>
<td>Cash in Hand</td>
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<td>260</td>
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<td></td>
<td></td>
<td>220,817</td>
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<tr>
<td><strong>Liabilities:</strong></td>
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<td></td>
</tr>
<tr>
<td>Creditors: amounts falling due within one year</td>
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<td>45185</td>
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<tr>
<td><strong>Net Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>175,632</td>
</tr>
<tr>
<td><strong>Funds:</strong></td>
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<td></td>
</tr>
<tr>
<td>Unrestricted - General</td>
<td></td>
<td>117,075</td>
</tr>
<tr>
<td>Unrestricted - Designated</td>
<td></td>
<td>26,606</td>
</tr>
<tr>
<td>Restricted</td>
<td></td>
<td>31,951</td>
</tr>
<tr>
<td></td>
<td></td>
<td>175,632</td>
</tr>
</tbody>
</table>

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

The financial statements were approved by the Management Committee on 1 October 2014 and were signed on behalf of the Management Committee by:

Elaine Drage  
Trustee

The notes on pages 23 to 28 form part of these financial statements.
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 (issued March 2005).

b) Fund Accounting
Restricted Funds are those received which have been earmarked for a special purpose by the donor. The Sutton Carers Centre Charity Company ("the Charity") makes an administrative charge for the operation of some restricted funds, which is shown under activities for generating funds. The amounts for administration are also shown as restricted fund expenditure.

Unrestricted Funds are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity.

Designated Funds are unrestricted funds which have been set aside by the trustees for specific purposes.

c) Incoming Resources
All incoming resources are included in the statement of financial activities where the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts which are included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the Charity, are noted as such when the Charity becomes unconditionally entitled to the grant.

Activities for generating funds consist of fee income and charges to Restricted Funds and are accounted for on a receivable basis.

Surplus funds are invested in a bank deposit account to earn interest.

Interest received is included when receivable.

Incoming resources from the charitable activities consists of grants which are related to performance and are accounted for as the Charity earns the right to consideration by its performance.
SUTTON CARERS CENTRE CHARITY COMPANY  
(Registered Charity Number: 1062302)

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31st March 2014

d) Resources Expended
Expenditure is recognised on an accrual basis as a liability is incurred.

The Cost of generating funds comprises the costs associated with attracting future income.

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.

Staff costs, premises costs, support costs and other costs have been allocated to charitable activities, fundraising and governance in accordance with the proportion of time spent by staff on each category of work.

e) Taxation
The charity is exempt from corporation tax on its charitable activities.

f) Hire Purchase and Leasing Commitments
Rentals payable under operating leases where substantially all risks and rewards of ownership remain with the lessor, are charged to the Statement of Financial Activities in the period in which they fall due.

g) Pensions Costs
Contributions to the Company's defined contribution pension scheme are charged to the Statement of Financial Activities as they become payable. Pension costs charged for core staff have been payable to The Friends Provident Stakeholders Scheme. Employees are members of The Friends Provident Stakeholders Scheme. The assets of the schemes are held by pension trustees and are separate from the assets of Sutton Carers Centre.

h) Grants Payable
Grants are charged to the Statement of Financial Activities in the year in which they are awarded.

i) Deferred Grants
Grants receivable which relate to a specific time period are recognised evenly over the relevant years.

j) Transfer between Funds
Trustees have the authority to transfer monies out of the Unrestricted Funds into the Restricted Funds when required. With the fund holders permission, the Trustees have the authority to make transfers from one Restricted Fund to another.
## SUTTON CARERS CENTRE CHARITY COMPANY
(Registered Charity Number: 1062302)

### NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st March 2014

#### Note 2

<table>
<thead>
<tr>
<th>Unrestricted Funds</th>
<th>Designated Funds</th>
<th>Restricted Funds</th>
<th>Total 2014</th>
<th>Total 2013</th>
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</thead>
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<tr>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Voluntary Income</td>
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<tr>
<td>Donations and Gifts</td>
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<tr>
<td>London Borough of Sutton:</td>
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</tr>
<tr>
<td>Carers Fund</td>
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<tr>
<td>– Adult</td>
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<td>183,728</td>
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<td>– Mental Health Carers</td>
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<td>70,858</td>
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<td>Children’s Services</td>
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<tr>
<td>– Young Carers</td>
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#### Note 3

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<th>Restricted Funds</th>
<th>Total 2014</th>
<th>Total 2013</th>
</tr>
</thead>
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<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
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<tr>
<td>Other Grants</td>
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<td>NHS Sutton and Merton:</td>
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<td>Mental Health Carer Project</td>
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<td>London Borough of Sutton:</td>
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<td>Strategic Partnership</td>
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<td>Programme</td>
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<tr>
<td>CABx</td>
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<td>3,180</td>
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<td>Carers Respite Care</td>
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<td>7,500</td>
<td>7,500</td>
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<tr>
<td>Other</td>
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<td>9,900</td>
<td>9,900</td>
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<td><strong>£176,971</strong></td>
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#### Note 4

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<th>Designated Funds</th>
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<th>Total 2014</th>
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<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Fundraising and Publicity</td>
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<td></td>
<td>1,705</td>
<td>4,457</td>
<td>4,591</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£29,241</strong></td>
<td><strong>£Nil</strong></td>
<td><strong>£40,966</strong></td>
<td><strong>£37,149</strong></td>
</tr>
</tbody>
</table>

24
SUTTON CARERS CENTRE CHARITY COMPANY  
(Registered Charity Number: 1062302)

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31st March 2014

Note 5

<table>
<thead>
<tr>
<th>Charitable Activities</th>
<th>Carers Advice Information &amp; Support</th>
<th>Big Lottery Fund</th>
<th>Mental Health Service</th>
<th>Innovations</th>
<th>Other</th>
<th>Total 2014</th>
<th>Total 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Costs</td>
<td>£248,926</td>
<td>£32,211</td>
<td>£87,550</td>
<td>£16,620</td>
<td>£2,893</td>
<td>£388,200</td>
<td>£357,881</td>
</tr>
<tr>
<td>Provision of Carers Facilities</td>
<td>-</td>
<td>-</td>
<td>£2,750</td>
<td>-</td>
<td>-</td>
<td>£2,750</td>
<td>£2,750</td>
</tr>
<tr>
<td>Expenses and Amenities for Users</td>
<td>£9,088</td>
<td>£1,869</td>
<td>£3,190</td>
<td>£113</td>
<td>£21,211</td>
<td>£35,471</td>
<td>£32,636</td>
</tr>
<tr>
<td>Office Costs</td>
<td>£26,063</td>
<td>£1,444</td>
<td>£4,764</td>
<td>-</td>
<td>£9,407</td>
<td>£41,678</td>
<td>£29,777</td>
</tr>
<tr>
<td>Premises Costs Allocated</td>
<td>£65,492</td>
<td>£4,240</td>
<td>£13,662</td>
<td>-</td>
<td>-</td>
<td>£83,394</td>
<td>£87,941</td>
</tr>
<tr>
<td>Support Costs Allocated</td>
<td>£51,746</td>
<td>£12,409</td>
<td>£14,748</td>
<td>£133</td>
<td>£4,763</td>
<td>£83,799</td>
<td>£86,319</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£401,315</strong></td>
<td><strong>£52,173</strong></td>
<td><strong>£126,664</strong></td>
<td><strong>£16,866</strong></td>
<td><strong>£38,274</strong></td>
<td><strong>£635,292</strong></td>
<td><strong>£597,304</strong></td>
</tr>
</tbody>
</table>


## SUTTON CARERS CENTRE CHARITY COMPANY

(Registered Charity Number: 1062302)

### NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31st March 2014

#### Note 6

Unrestricted Funds | Restricted Funds | Total 2014 | Total 2013
---|---|---|---
Governance Costs | £ | £ | £ | £
Staff Costs | 2,648 | 1,482 | 4,130 | 3,807
Audit Fee | 4,193 | 1,361 | 5,554 | 5,621
Legal and Professional Fees | 140 | 10 | 150 | 92
Management Board Expenses | 289 | 67 | 356 | 338
A G M and Annual Report | 1,236 | 334 | 1,570 | 1,937
Premises Costs Allocation | 697 | 190 | 887 | 936
Support Costs Allocation | 550 | 341 | 891 | 918
**Total** | **£9,753** | **£3,785** | **£13,538** | **£13,649**

#### Note 7

Staff Costs | Other Costs | Premises Costs | Support Costs | Total 2014 | Total 2013
---|---|---|---|---|---
Fundraising and Publicity | £ | £ | £ | £ | £
Direct Charitable Expenses | 20,648 | 11,425 | 4,436 | 4,457 | 40,966
Governance | 388,201 | 79,899 | 83,394 | 83,798 | 635,292
**Total** | **£412,980** | **£98,953** | **£88,717** | **£89,146** | **£689,796**

#### Note 8

**Staff Costs**

<table>
<thead>
<tr>
<th>Item</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and Salaries</td>
<td>367,915</td>
<td>341,714</td>
</tr>
<tr>
<td>Employer's NI Costs</td>
<td>33,239</td>
<td>32,084</td>
</tr>
<tr>
<td>Staff Pension Costs</td>
<td>11,826</td>
<td>6,926</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£412,980</strong></td>
<td><strong>£380,724</strong></td>
</tr>
</tbody>
</table>

No employee earned £60,000 per annum or more.

The average number of employees during the year was:

<table>
<thead>
<tr>
<th>Category</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Administration</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Project Workers</td>
<td>17</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

No Trustees received emoluments during the year. None of the Trustees were reimbursed for travelling expenses. (2013: none).
SUTTON CARERS CENTRE CHARITY COMPANY
(Registered Charity Number: 1062302)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st March 2014

Note 9

Net Incoming Resources for the Year

This is stated after charging:

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditors' Remuneration</td>
<td>£2,520</td>
<td>£2,520</td>
</tr>
<tr>
<td>- current year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- previous year</td>
<td>£Nil</td>
<td>£1,440</td>
</tr>
<tr>
<td>Operating Lease</td>
<td>£19,915</td>
<td>£24,304</td>
</tr>
</tbody>
</table>

Note 10

Debtors

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sundry Debtors</td>
<td>8,557</td>
<td>39,009</td>
</tr>
<tr>
<td>Prepayments</td>
<td>13,508</td>
<td>3,098</td>
</tr>
<tr>
<td>Other Debtors</td>
<td>351</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>£22,417</td>
<td>£42,107</td>
</tr>
</tbody>
</table>

Note 11

Creditors: Amounts falling due within one year

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sundry Creditors</td>
<td>19,390</td>
<td>8,315</td>
</tr>
<tr>
<td>Accruals and Deferred Income</td>
<td>11,258</td>
<td>73,448</td>
</tr>
<tr>
<td>Social Security Costs</td>
<td>9,941</td>
<td>9,179</td>
</tr>
<tr>
<td>Pension Accrual</td>
<td>4,596</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>£45,185</td>
<td>£90,942</td>
</tr>
</tbody>
</table>

Note 12

Analysis of Net Assets Between Funds

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds</th>
<th>Designated Funds</th>
<th>Restricted Funds</th>
<th>Total 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td>162,260</td>
<td>26,606</td>
<td>31,951</td>
<td>220,817</td>
</tr>
<tr>
<td>Current Liabilities</td>
<td>(45,185)</td>
<td>-</td>
<td>-</td>
<td>(45,185)</td>
</tr>
<tr>
<td>Total</td>
<td>£117,075</td>
<td>£26,606</td>
<td>£31,951</td>
<td>£175,632</td>
</tr>
</tbody>
</table>
SUTTON CARERS CENTRE CHARITY COMPANY
(Registered Charity Number: 1062302)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st March 2014

Note 13

<table>
<thead>
<tr>
<th>Movement in Funds:</th>
<th>Balance 1 April 2013</th>
<th>Incoming Resources</th>
<th>Outgoing Resources</th>
<th>Transfers</th>
<th>Balance 31 March 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>Unrestricted Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARERS General Fund</td>
<td>110,207</td>
<td>448,348</td>
<td>440,309</td>
<td>(1,171)</td>
<td>117,075</td>
</tr>
<tr>
<td><strong>Designated Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provision for Refurbishments</td>
<td>27,116</td>
<td>-</td>
<td>3,042</td>
<td>-</td>
<td>24,074</td>
</tr>
<tr>
<td>Young Carers Fund</td>
<td>2,532</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,532</td>
</tr>
<tr>
<td>ICT Modernisation and Development</td>
<td>465</td>
<td>-</td>
<td>465</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total All Funds</strong></td>
<td>30,113</td>
<td>-</td>
<td>3,507</td>
<td>-</td>
<td>26,606</td>
</tr>
<tr>
<td><strong>Restricted Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carers Week Project</td>
<td>-</td>
<td>-</td>
<td>349</td>
<td>349</td>
<td>-</td>
</tr>
<tr>
<td>Circle Club</td>
<td>364</td>
<td>600</td>
<td>-</td>
<td>-</td>
<td>964</td>
</tr>
<tr>
<td>Carers Transport</td>
<td>2,157</td>
<td>-</td>
<td>310</td>
<td>-</td>
<td>1,847</td>
</tr>
<tr>
<td>PRTC/Carers Trust Skills/Learning, Relief/Breaks</td>
<td>858</td>
<td>5,942</td>
<td>6,628</td>
<td>-</td>
<td>172</td>
</tr>
<tr>
<td>Sutton Green Community</td>
<td>117</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>117</td>
</tr>
<tr>
<td>Zurich and Santander Community Fund</td>
<td>6,300</td>
<td>-</td>
<td>6,282</td>
<td>(18)</td>
<td>-</td>
</tr>
<tr>
<td>Volunteers Grants</td>
<td>200</td>
<td>-</td>
<td>249</td>
<td>49</td>
<td>-</td>
</tr>
<tr>
<td>Carers Forum</td>
<td>835</td>
<td>150</td>
<td>218</td>
<td>-</td>
<td>767</td>
</tr>
<tr>
<td>Mental Health Project</td>
<td>5,321</td>
<td>126,680</td>
<td>126,569</td>
<td>-</td>
<td>5,432</td>
</tr>
<tr>
<td>On-Line Mental Health Resources</td>
<td>8,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>8,000</td>
</tr>
<tr>
<td>Young Carers Service LBS</td>
<td>2,145</td>
<td>-</td>
<td>-</td>
<td>(2,145)</td>
<td>-</td>
</tr>
<tr>
<td>Innovations LBS</td>
<td>-</td>
<td>15,000</td>
<td>17,936</td>
<td>2,936</td>
<td>-</td>
</tr>
<tr>
<td>AYCES - Big Lottery Fund</td>
<td>50</td>
<td>55,189</td>
<td>56,218</td>
<td>-</td>
<td>21</td>
</tr>
<tr>
<td>Carers Needs and Breaks Fund NHS S&amp;M/SCCG</td>
<td>7,500</td>
<td>7,500</td>
<td>14,500</td>
<td>-</td>
<td>500</td>
</tr>
<tr>
<td>Development of Carers Manual</td>
<td>-</td>
<td>297</td>
<td>-</td>
<td>-</td>
<td>297</td>
</tr>
<tr>
<td>Income Maximisation Project CABx</td>
<td>-</td>
<td>3,180</td>
<td>3,180</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MH Trust NHS (IAPT/PTiPC)</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Mental Health Carers Transport</td>
<td>588</td>
<td>1,000</td>
<td>475</td>
<td>-</td>
<td>1,113</td>
</tr>
<tr>
<td>Carers Assessments</td>
<td>386</td>
<td>-</td>
<td>77</td>
<td>-</td>
<td>309</td>
</tr>
<tr>
<td>LBS Transmission Grant VoIP &amp; IT</td>
<td>-</td>
<td>9,900</td>
<td>739</td>
<td>-</td>
<td>9,161</td>
</tr>
<tr>
<td>LBS Transformation Grant PQASSO</td>
<td>-</td>
<td>8,500</td>
<td>2,250</td>
<td>-</td>
<td>3,250</td>
</tr>
<tr>
<td><strong>Total All Funds</strong></td>
<td>35,119</td>
<td>241,641</td>
<td>245,980</td>
<td>1,171</td>
<td>31,951</td>
</tr>
</tbody>
</table>

The purpose of each Restricted Fund and Transfers is set out in the Trustees' Report.