

REGISTERED COMPANY NUMBER: 05577393 (England and Wales)
REGISTERED CHARITY NUMBER: 1116804

Report of the Trustees and
Financial Statements for the Year Ended
31 March 2017
for
Carers Milton Keynes

Debbie Winfield Accountancy Ltd
The Office
Homelands
Upperton
Watlington
Oxfordshire
OX49 5PB

Carers Milton Keynes

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for the Year Ended 31 March 2017

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The trustees who are also 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 31 March 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal aim of the charity is to support carers in the area at present covered by Milton Keynes Council, to promote the interests of carers and advance public education regarding carers in that area. A carer is defined as someone who, without payment other than relevant benefits and allowances, provides help and support to a partner, child, relative, friend or neighbour who could not manage without their help. This could be due to age, physical or mental illness, addiction or disability.

We are user-led, committed to promoting the rights and improving the quality of life of carers of all ages. We work in partnership with other organisations to achieve this.

Public benefit

The Trustees have paid due regard to the Charity Commission guidance on Section 4 of the Charities Act 2006 regarding public benefit.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The principal activity of Carers Milton Keynes is the support of unpaid family carers of all ages in Milton Keynes. This is carried out through a Carers Helpline and website, practical support including multi-lingual counselling, arrangement of respite care, therapies, carer training and support groups to enable carers to share common knowledge and concerns. Other activities are provided for the specific needs of young carers. All of our activities are provided without charge.

The charity continues to develop and improve all these services through innovation, staff training and increased experience, and IT and communications support. Ensuring all family carers have the opportunity to receive support is of prime importance but we are aware that we have only a minority of the many carers of all ages in Milton Keynes registered for our services. An ongoing key objective is to increase the number of carers who have access to the support we offer.

The majority of our work is funded under carers support contracts with Milton Keynes Council. New contracts were approved for the three years commencing in April 2014. We have a strategic aim to develop other funding streams through the local community, grant-making trusts etc in order to offer new or enhanced services beyond contractual requirements.

The trustees would like to congratulate the management and staff on another year of significant achievement and progress. We would also like to thank all donors who give such welcome financial support. We thank in particular Milton Keynes Council with whom we continue to work closely to ensure that services to family carers remain among the best available in the UK.

FINANCIAL REVIEW

Financial summary and Reserves policy

Summary

Total income remained unchanged from 2015/16. Total expenditure decreased by 2.5% creating a surplus of £80 to be added to reserves carried forward.

Reserves Policy

The Trustees have determined that it is prudent to maintain a reserve fund in order to continue charitable activities in the event of a contract not being renewed and/or other funding being unobtainable. This fund needs to be sufficient to complete projects that have been started or committed, and allow the charity's activities to be wound down to a sustainable level for the future. The Trustees estimate that unrestricted funds of between two and four months of total expenditure is the appropriate level. At year end March 2017 this means a reserve fund of between £74,000 and £151,000. Actual unrestricted funds were £71,184.

Going concern

Most of the charity's income comes from a contract with Milton Keynes Council which runs until 31st March 2019. Reserves are within the trustees' policy level to ensure that we can complete project commitments and we do not anticipate that there will be a reduction in local authority investment in carers support because of the savings that well supported carers bring to adult and children's social care. However, if there were to be a reduction in Council contract funding we would reduce the charity's activities to a level that could be sustained with other resources on a project by project basis through local and grant-making fundraising. The projects would be targeted at areas not covered by Council-funded activities.

FUTURE PLANS

Our strategic plan sets out our aim to diversify our income sources to make us less reliant on contracts with statutory bodies. In recent years our income from charitable trusts and the local community has grown considerably and we are confident that we have taken steps to ensure this trend continues in 2017/18. In particular we plan to raise money to develop services for young adult carers (16-25), carers aged 75 and older and young carers in schools.

In 2017/18 Carers Milton Keynes will move our support for carers in Milton Keynes University Hospital into the new Information and Advice centre thereby enabling us to support many more carers in the hospital. This will be the first year we have secured funding for this service from the Hospital itself.

The Investors in Carers GP Standard, a quality mark for carers support in GP Practices, will be the other health focus for carers support in 2017/18. There has been considerable interest in this Standard from NHS England and the Care Quality Commission having awarded the Standard to the first Practice in Milton Keynes last year we are now well on the way to rolling it out to many more this year.

2017/18 will see the launch of the second phase of the development of the Carers Discount Card. The Discount Card has already proved very popular with carers and helped us to encourage many more carers to register with us. In the autumn of 2017 we will begin work to sign up many more local businesses to offer discounts to carers and we will begin the systematic marketing of the card across Milton Keynes. We anticipate that the exciting discounts we will be able to negotiate and the publicity we will generate will encourage many more carers to recognise themselves as carers and to register with us.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The directors of Carers Milton Keynes, company limited by guarantee, are the trustees of the charity. All trustees give their time voluntarily and received no benefit from the charity during the year other than out of pocket expenses. The directors/trustees meet monthly.

Due to the nature of the work it is our aim to ensure that there will always be trustees with personal experience as carers. In appointing new trustees we have a defined skill mix established for the Board and we seek to appoint those with specific expertise to add to or replace the skill coverage.

Induction and training of new trustees

Most trustees are familiar with the work of the charity before they join the Board but potential new trustees are invited to attend two Board meetings before they are confirmed in the role. They are also invited to familiarisation sessions with key members of staff prior to appointment. New trustees receive key charity documents including the Memorandum and Articles, financial reports, budgets and strategic plans on appointment.

Wider network

The Chief Executive, Stephen Archibald, is responsible for ensuring that the charity delivers its services within the strategic and finance framework agreed by the trustees. The service managers are responsible for the day-to-day operation of services and manage the individual project funds.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05577393 (England and Wales)

Registered Charity number

1116804

Registered office

439 Midsummer Boulevard
Milton Keynes
MK9 3BN

Trustees

Mrs M A M Aston

Mrs A Coles

Dr L S Davies

J Maitland

M Rowlands

Mrs S C Syratt

M Sweeney

Ms H Bogues

Ms S Broadhurst

Chairman

Treasurer

Vice Chair

- appointed 4.7.16

- appointed 4.7.16

Company Secretary

Mrs K V J O'Sullivan

REFERENCE AND ADMINISTRATIVE DETAILS

Auditors

Debbie Winfield Accountancy Ltd
The Office
Homelands
Upperton
Watlington
Oxfordshire
OX49 5PB

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Carers Milton Keynes for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then 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 continue in business.

The trustees are responsible for keeping 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Debbie Winfield Accountancy Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 3 July 2017 and signed on its behalf by:



Dr L S Davies - Trustee

Report of the Independent Auditors to the Trustees of
Carers Milton Keynes

We have audited the financial statements of Carers Milton Keynes for the year ended 31 March 2017 on pages seven to fifteen. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. We have audited the financial statements of Carers Milton Keynes for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 145 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees 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 trustees 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 four, 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.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under Section 145 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act.

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, including APB Ethical Standard Provisions Available for Small Entities (Revised), in the circumstances set out in note 1 to the financial statements.

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 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 2017 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Report of the Independent Auditors to the Trustees of
Carers Milton Keynes

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

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

Debbie Winfield Accountancy Ltd

Debbie Winfield Accountancy Ltd

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

The Office

Homelands

Upperton

Watlington

Oxfordshire

OX49 5PB

3 July 2017

Carers Milton Keynes

Statement of Financial Activities
for the Year Ended 31 March 2017

	Notes	Unrestricted fund £	Restricted funds £	31.3.17 Total funds £	31.3.16 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		11,080	5,157	16,237	10,567
Charitable activities					
Support of unpaid family carers		432,370	-	432,370	442,410
Other trading activities	2	10,381	-	10,381	2,764
Total		<u>453,831</u>	<u>5,157</u>	<u>458,988</u>	<u>455,741</u>
EXPENDITURE ON					
Raising funds		159	-	159	140
Charitable activities					
Support of unpaid family carers		451,760	6,989	458,749	469,452
Total		<u>451,919</u>	<u>6,989</u>	<u>458,908</u>	<u>469,592</u>
NET INCOME/(EXPENDITURE)		<u>1,912</u>	<u>(1,832)</u>	<u>80</u>	<u>(13,851)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>69,272</u>	<u>1,832</u>	<u>71,104</u>	<u>84,955</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>71,184</u></u>	<u><u>-</u></u>	<u><u>71,184</u></u>	<u><u>71,104</u></u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

Carers Milton Keynes

Balance Sheet
At 31 March 2017

	Notes	Unrestricted fund £	Restricted funds £	31.3.17 Total funds £	31.3.16 Total funds £
FIXED ASSETS					
Tangible assets	8	5,099	-	5,099	5,577
CURRENT ASSETS					
Debtors	9	46,399	-	46,399	116,872
Cash at bank and in hand		81,317	-	81,317	14,972
		<u>127,716</u>	<u>-</u>	<u>127,716</u>	<u>131,844</u>
CREDITORS					
Amounts falling due within one year	10	(41,631)	-	(41,631)	(42,066)
NET CURRENT ASSETS		<u>86,085</u>	<u>-</u>	<u>86,085</u>	<u>89,778</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		91,184	-	91,184	95,355
ACCRUALS AND DEFERRED INCOME	12	(20,000)	-	(20,000)	(24,251)
NET ASSETS		<u>71,184</u>	<u>-</u>	<u>71,184</u>	<u>71,104</u>
FUNDS	13				
Unrestricted funds				71,184	69,272
Restricted funds				-	1,832
TOTAL FUNDS				<u>71,184</u>	<u>71,104</u>

The notes form part of these financial statements

Balance Sheet - continued
At 31 March 2017

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

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.

The financial statements were approved by the Board of Trustees on 3 July 2017 and were signed on its behalf by:



Dr L S Davies -Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on cost
Computer equipment	- 50% on reducing balance

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

1. ACCOUNTING POLICIES - continued

Non - audit work undertaken by auditors

In common with many other businesses of our size and nature we use our auditors to assist with the preparation of the financial statements.

2. OTHER TRADING ACTIVITIES

	31.3.17	31.3.16
	£	£
Fundraising events	10,381	2,764
	<u> </u>	<u> </u>

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.17	31.3.16
	£	£
Auditors' remuneration	3,000	3,000
Depreciation - owned assets	3,063	5,576
Hire of plant and machinery	2,380	2,371
Other operating leases	24,338	24,780
	<u> </u>	<u> </u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

5. STAFF COSTS

	31.3.17	31.3.16
	£	£
Wages and salaries	349,164	334,435
Other pension costs	2,102	-
	<u> </u>	<u> </u>
	<u>351,266</u>	<u>334,435</u>

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

	31.3.17	31.3.16
Carer support	12	15
	<u> </u>	<u> </u>

No employees received emoluments in excess of £60,000.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

6. EX GRATIA PAYMENTS

During the year redundancy payments totalling £1,356 were made.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	10,567	-	10,567
Charitable activities			
Support of unpaid family carers	442,410	-	442,410
Other trading activities	2,764	-	2,764
Total	455,741	-	455,741
 EXPENDITURE ON			
Raising funds	140	-	140
Charitable activities			
Support of unpaid family carers	464,410	5,042	469,452
Total	464,550	5,042	469,592
NET INCOME/(EXPENDITURE)	(8,809)	(5,042)	(13,851)
 RECONCILIATION OF FUNDS			
Total funds brought forward	78,081	6,874	84,955
TOTAL FUNDS CARRIED FORWARD	69,272	1,832	71,104

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

8. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2016	471	11,153	11,624
Additions	-	2,585	2,585
	<hr/>	<hr/>	<hr/>
At 31 March 2017	471	13,738	14,209
	<hr/>	<hr/>	<hr/>
DEPRECIATION			
At 1 April 2016	471	5,576	6,047
Charge for year	-	3,063	3,063
	<hr/>	<hr/>	<hr/>
At 31 March 2017	471	8,639	9,110
	<hr/>	<hr/>	<hr/>
NET BOOK VALUE			
At 31 March 2017	-	5,099	5,099
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2016	-	5,577	5,577
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17	31.3.16
	£	£
Trade debtors	38,988	109,848
Prepayments and accrued income	7,411	7,024
	<hr/>	<hr/>
	46,399	116,872
	<hr/> <hr/>	<hr/> <hr/>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17	31.3.16
	£	£
Trade creditors	9,651	12,703
Social security and other taxes	5,721	6,579
Other creditors	20,547	19,343
Accrued expenses	5,712	3,441
	<hr/>	<hr/>
	41,631	42,066
	<hr/> <hr/>	<hr/> <hr/>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

11. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.17	31.3.16
	£	£
Between one and five years	<u>24,338</u>	<u>48,676</u>

12. ACCRUALS AND DEFERRED INCOME

	31.3.17	31.3.16
	£	£
Accruals and deferred income	<u>20,000</u>	<u>24,251</u>

13. MOVEMENT IN FUNDS

General funds

General funds are allocated to designated funds accordance with the projects that they have contracted to undertake and are funded by grants or service agreements.

Adult carers - the funds are designated to provision of services to adult carers (above the age of 20).

Parent Carers - the funds are designated to provision of services to parents who care of their children.

Young Carers - the funds are designated to provision of services to young carers (aged between 8 and 19).

Volunteer Drivers - the funds are designated to provide the volunteer driver service

Restricted funds relate to donations from Sylvia's fund by Carers Trust Bucks and Milton Keynes and these are restricted to Young Carers Activities.

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2017.

15. CONNECTED CHARITY

The charity is connected to Carers Trust Bucks and Milton Keynes, a similar charity operating under the same management. All the trustees, who are also directors, of Carers Milton Keynes are also trustees and directors of Carers Trust Bucks and Milton Keynes.

During the year ended 31 March 2017 Carers Milton Keynes received from Carers Trust Bucks and Milton Keynes shared salary and IT costs totalling £86,895.

Shown in other creditors is the amount of £20,548 (2016: £19,343) due to Carers Trust Bucks and Milton Keynes.

Carers Milton Keynes operates from Suite 439, Margaret Powell House, Midsummer Boulevard, Central Milton Keynes, MK9 3BN.