

Registered Charity
Number 1179499

EAST YORKSHIRE PARENT CARER FORUM
(A Charitable Incorporated Organisation)

FINANCIAL STATEMENTS

Period ended

31 MARCH 2019

PHOENIX ACCOUNTANCY AND BUSINESS CONSULTANCY LIMITED

**Contents to the Financial Statements
For the period ended 31 March 2019**

	Page
Trustees Annual Report	3
Independent Examiners' Report	9
Receipts and Payments Account	10
Statement of Assets and Liabilities	11
Notes to the Financial Statements	12

**Trustees Annual Report
For the period ending 31 March 2019**

The Trustees present their report with the financial statements of the charity for the period ended 31 March 2019.

Reference and Administrative Details of the Charity, its Trustees and Advisers

Name of charity: East Yorkshire Parent Carer Forum

Charity Registration Number: 1179499

Correspondence Address: 7 Piper Road
Hutton
Driffield
East Yorkshire
YO25 9YY

Principal Operating Address: Unit 4
East Riding Business Centre
Annie Reed Road
Beverley
East Yorkshire
HU17 0LF

Trustees:

Names of Trustees who served during the period and since the year end were as follows:

Sheena Withers, Co-Chairperson
Shirley Pethick, Co-Chairperson
Samantha Bassett, Treasurer
Karen Gaut, Vice Treasurer
Kathryn Eade, resigned 21st November 2019
Suzanne Rogers, resigned 21st November 2019

**Trustees Annual Report
For the period ending 31 March 2019**Independent Examiner:

Sian Broughton ACMA, CGMA, DChA, MAAT
Phoenix Accountancy and Business Consultancy
Limited
Morley's House
Morley's Yard
Walkergate
Beverley
HU17 9BY

Bankers

Yorkshire Bank
39 Saturday Market Place
Beverley
East Yorkshire
HU17 9AQ

Governing Document:

East Yorkshire Parent Carer Forum is a Charitable Incorporated Organisation, registered with the Charity Commission, governed by its Constitution. The CIO was registered on 9th August 2018.

Recruitment and appointment of Trustees:

The Trustees form the Management Committee of the charity. There must be at least three charity Trustees. The maximum number of charity Trustees is 12. The members of the Management Committee are elected at the Annual General Meeting and one third of the charity Trustees retire at each AGM. Retiring Trustees are eligible for re-election.

All members are circulated with invitations to nominate Trustees in advance of the AGM. There is a provision for the co-option of additional Trustees as long as the maximum number of Trustees has been reached.

Three Trustees are required to make a quorum.

Trustees Annual Report For the period ending 31 March 2019

Trustee Induction and Training:

Expression of interest forms are sent to potential new Trustees and these are discussed at the next Trustee meeting. Our members are then informed prior to the next AGM and members are given the opportunity to vote for them.

New Trustees then undergo induction training provided by the other Trustees including the activities, aims and objectives of the charity, the structure of the organisation, general procedures of the organisation are provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution, the latest statutory financial statements, Annual Report, and financial reports provided to Trustees.

Any additional training required by the new Trustees will be identified during induction, and may be requested at any point by new and existing Trustees, where it is considered useful to their role as Trustee.

Organisational Structure:

The Trustees are responsible for the overall management and control of the Charity. Trustees are aware that any conflict of interest is declared and minuted. The board meets monthly.

Risk Management:

The major risks to which the Charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

Comprehensive policies and procedures are in place and regularly updated.

Objectives and Activities

The charity's objectives and principal activities are the promotion of social inclusion among parents of children and young people with SEND (Special Educational Needs and Disabilities) who are socially excluded from society, or parts of society, as a result of their special educational needs and disability by:

1. providing education and information to support and enable parents to maximise educational opportunities for their children;
2. raising public awareness of the issues affecting families with children and young people young people and families with SEND, both generally and in relation to their social exclusion;
3. providing workshops, forums and general support;
4. providing recreational facilities and opportunities for families of children with SEND to be integrated into society.

Trustees Annual Report For the period ending 31 March 2019

Achievements and Performance

The period 9th August 2018 to 31st March 2019 has been an extremely busy one for the forum; we have had:

- Forum Steering Group training with external consultant
- Steering Group Planning meetings: 6 sessions
- Professional/EYPCF meetings: 6 sessions
- Joint events/workshops: 4 sessions
- Coffee morning/information dissemination: 8 sessions
- Knowledge, information and support workshops: 6 sessions
- Regional meetings and National Conference : 6 sessions
- Forum attendance at work-stream meetings with Local Authority/ Health: 180 sessions
- Consultations for Local Authority/Health
- Strategic Planning e.g. SEF and Co-production
- Attendance at interview panels
- Regional SEND conferences

Main objectives for the following year:

In developing the main objectives for the following year the Trustees have given regard to the Charity Commission guidance on public benefit.

Our main objectives for the 2019/20 year are:

Internal

- Integrate the Parent/Carer Forum function with its new charity status
- Recruitment of Steering Group members
- Strengthen the relationship with voluntary agencies in the East Riding
- Apply to Lottery Awards scheme
- Maintain the administration role to support the Forum

External

- Develop co-production with the Local Authority and Health
- Develop a more responsive approach to the feedback meetings with the Local Authority and Health. (Key current issues include: 'Children out-of-school'; communications with the Local Authority; quality of EHC Plans and Annual reviews; and transition planning)
- Continue to organise sessions and events based on the needs of parents/carers: e.g. information on Direct Payments; Personal Budgets; Short Breaks; E-hash; etc.
- Develop joint events with adjacent Parent/Carer forums
- Develop the Local Offer through the SLA

Trustees Annual Report For the period ending 31 March 2019

Financial Review

Reserves Policy

Due to the current funding structure of the Charity which is all restricted funds. We do not have a reserves policy at this time. We will look at implementing a reserves policy in the future if there is a change to the funding structure.

Independent Examiner

We appointed Sian Broughton of Phoenix Accountancy and Business Consultancy Limited, a trading subsidiary of East Riding Voluntary Action Services (ERVAS) Ltd to carry out the Independent Examination for the charity for this accounting period. A resolution to reappoint Phoenix Accountancy and Business Consultancy will be proposed at the forthcoming annual general meeting.

Statement of Trustees responsibilities

The Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. East Yorkshire Parent Carer Forum has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of disclosure of information to Independent Examiner

We, the Trustees of the Charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- ☉ there is no relevant information of which the Charity's Independent Examiner is unaware; and
- ☉ we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

**Trustees Annual Report
For the period ending 31 March 2019**

Declaration

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2019. The accounts comply with current statutory requirements, the governing document and Charity Commission guidance.

Approved by the Trustees and signed on its behalf by:

Shirley Pethick
Co - Chairperson

Sheena Withers
Co - Chairperson

Date: 30 January 2020

Independent Examiner's Report to the Members of Eat Yorkshire Parent Carer Forum

I report on the accounts of East Yorkshire Parent Carer Forum for the period ended 31 March 2019, which are set out on pages 10 to 14.

Respective responsibilities of Trustees and examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sian Broughton ACMA, CGMA, DChA, MAAT

Chartered Management Accountant
Director of Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage
Morley's Yard
Walkergate
Beverley
HU17 9BY

Date: 30 January 2020

Receipts and Payments Account
For the period ending 31 March 2019

	Notes	2019 Unrestricted Funds £	2019 Restricted Funds £	2019 Total Funds £
Receipts	1			
Grants	2	-	20,805	20,805
Total Receipts		-	20,805	20,805
Payments				
Staffing Costs	3	-	9,722	9,722
Consultancy Fees		-	683	683
Volunteer Expenses	4	-	199	199
Parent/Carer Expenses	4	-	2,862	2,862
Insurance		-	232	232
Rent		-	1,813	1,813
Utilities		-	100	100
Office Costs		-	2,078	2,078
Meetings and Events		-	3,175	3,175
Gift Vouchers for Parents/Carers		-	1,000	1,000
Total Payments		-	21,864	21,864
Net Surplus/(Deficit) for the Period		-	(1,059)	(1,059)
Cash and Bank balances brought forward		-	-	-
Cash and bank balances transferred from unincorporated organisation	5	-	13,223	13,223
Cash and bank balances carried forward		-	12,164	12,164

The notes on pages 12 to 14 form part of these financial statements.

**Statement of Assets and Liabilities
As at 31 March 2019**

	Notes	2019 £
Monetary Assets		
Current Account		12,164
Total Monetary Assets		<u>12,164</u>
Comprising:		
Unrestricted Funds		-
Restricted Funds	6	<u>12,164</u>
		<u>12,164</u>
Non-Monetary Assets		
Fixed Assets for the Charity's use	7	<u>-</u>
Debtors		
Sundry Debtors		<u>-</u>
		-
Creditors		
Accounts Fees		<u>(400)</u>
		<u>(400)</u>
Net Non-Monetary Assets/(Liabilities)		<u>(400)</u>

These financial statements were approved by the committee on 30 January 2020 and signed on its behalf by:

_____ Shirley Pethick, Co - Chairperson

_____ Sheena Withers, Co - Chairperson

The notes on page 12 to 14 form part of these financial statements.

Notes to the Financial Statements For the period ended 31 March 2019

Notes

1 Basis of Preparation

These Financial Statements have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

This is the first period of operation of the Charitable Incorporated Organisation so there are no comparative figures. The accounting information for the current year relate to the period 9th August 2018 to 31 March 2019.

2 Grants

	2019 Unrestricted £	2019 Restricted £	2019 Total £
Department for Education	-	11,330	11,330
National Lottery Community Fund (Awards For All)	-	9,475	9,475
	-	20,805	20,805

3 Staffing Costs

East Yorkshire Parent Carers Forum did not employ staff directly but subcontracted a staff member through Kids (charity number 275936).

4 Trustee Remuneration

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the accounting period to any Trustee.

There was reimbursement of travel expenses of £2,109 during the period, this has been categorised as volunteer expenses or parent/carer expenses depending on the activity undertaken by the Trustee. Travel expenses for staff, Trustees, volunteers and parents/carers is paid at HMRC approved mileage rates.

5 Transfer from Unincorporated Organisation

East Yorkshire Parent Carer Forum registered as a Charitable Incorporated Organisation (CIO) on 9th August 2018. Prior to its registration it was operating on an unincorporated basis. All assets and liabilities of the unincorporated association were transferred to the CIO during the accounting period.

**Notes to the Financial Statements
For the period ended 31 March 2019**

Notes

6 Restricted Funds

Fund	Balance transferred from unincorporated organisation On 09/08/18	Receipts	Payments	Balance as at 31/03/19
	£	£	£	£
Department for Education	5,220	11,330	(14,481)	2,069
East Riding of Yorkshire Council	8,003	-	(798)	7,205
National Lottery Community Fund – Awards For All	-	9,475	(6,585)	2,890
	<u>13,223</u>	<u>20,805</u>	<u>(21,864)</u>	<u>12,164</u>

A brief description of the restricted funds is shown below:

Department for Education

Restricted funding was provided by the Department for Education for the development of the forum and associated running costs.

East Riding of Yorkshire Council

Restricted funding was provided by the Department for Education for the development of the forum and associated running costs.

National Lottery Community Fund – Awards For All

Restricted funding was provided by the National Lottery Community Fund – Awards For All for the knowledge, information and support project. This project provides events to parents and carers of children with SEND.

Notes to the Financial Statements For the period ended 31 March 2019

Notes

7 Fixed Assets

East Yorkshire Parent Carer Forum maintain a register of fixed assets. Fixed assets transferred from the unincorporated association do not have a monetary value attached.

A list of fixed assets transferred to the Charity are shown below:

3 x Laptops	BT Business HUB3
2 x Printers	BT Freelance Phone
Iphone4	2 x Ipad's
Backup equipment	Shredder
Scanner	Laminator
Projector	Screen for projector

There were no new fixed assets purchased during the period.

8 Taxation

East Yorkshire Parent and Carer Forum is a registered charity. All the charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.