

**Charity number 1119205  
Company number 6037020**

**Carers of Epsom  
(A company limited by guarantee)**

**Unaudited  
Report and Financial Statements  
for the year to 31 March 2023**

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**Reference and Administration Information**

Charity name:	Carers of Epsom
Charity registration number:	1119205
Company registration number:	6037020
Registered Office:	11 Christ Church Mount, Epsom, Surrey KT19 8LU
<b>Board Members:</b>	
Cynthia Gifford	Chair
Hon. Ald. Jean Smith	Honorary President (resigned as trustee 16 <sup>th</sup> March 2023)
Shaun Jones	Company Secretary and Treasurer
Valerie Douglas	
Claire Robertson	
Heidi Dendy	
Ian Parsons	
Helen Howe	

Honorary President	Hon. Ald. Jean Smith
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Independent Examiner:	Upton Neenan Lees 21-23 Croydon Road Caterham, Surrey CR3 6PA
Bankers:	CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

## **Report of the Board of Trustees for the year ended 31 March 2023**

The Board presents its report and unaudited financial statements for the year ended 31 March 2023.

### **What we do**

Following the closure of its support services in 2017, the charity was left with residual unrestricted funds. The trustees resolved that the charity should continue in existence, supporting carers in our area with grants of money until those residual funds have been fully disbursed.

#### **How our activities deliver public benefit**

Carers of Epsom offers small grants to support carers who live in the borough of Epsom and Ewell, or in in the northern part of the Borough of Reigate and Banstead, to help meet their needs, whether physical or emotional, to promote their wellbeing, and to help reduce feelings of isolation. This may be through specific grants to individual carers, grants to other charities or by assisting with the cost of support groups and events for carers in the area.

We promote the availability of our grants via our public website, and via other agencies such as local Citizens Advice, local Age Concern, Action for Carers (Surrey) and Turn2Us.

### **Activities in the year**

The business of the charity is conducted largely by electronic means, with personal data being encrypted as necessary to preserve security and confidentiality of information. The trustees met quarterly.

15 grants were awarded in the year at a total cost of £7,498. These included grants to The Brigitte Trust and the local Rare Dementia Group, and grants to 13 individual carers to help with things such as respite breaks and purchases of essential household goods and equipment to meet their needs and improve their sense of wellbeing.

## **Structure, Governance and Management**

#### **Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 22 December 2006. The company is the successor to an unincorporated charity which was established in 1988 and which transferred the entirety of its activities, assets and liabilities to the company with effect from 1 June 2007. The Memorandum of Association determines the objectives and powers of the charitable company and is governed under the Articles of Association. Members of the company guarantee to contribute an amount not exceeding £1 each in the event of the company being wound up.

#### **Recruitment and appointment of Board members**

The Board seeks to ensure that its members provide the variety of skills necessary to exercise good governance, and include carers, former carers, and professional carer support workers who have personal knowledge and experience to understand both the issues and needs that confront carers. When necessary, we advertise for new trustees through various agencies to enhance our skills mix.

One third of the trustee directors must retire by rotation at each annual general meeting.

### **Trustee/Board induction training**

Prospective trustees are invited to attend a Board meeting as an observer before they commit themselves to becoming a full member. Trustee training is available locally from time to time and Board members are encouraged to attend.

### **Risk management**

Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of financial controls and procedures for authorisation of transactions.

All applications for grants are considered by the full trustee board. If approved, payment of grants is subject to dual authorisation by two trustees. A report of applications received and grants paid out is provided to the trustee board on a quarterly basis, and reconciled to the treasurer's report

### **Organisational structure**

The Board consists at present of 7 trustees who normally meet quarterly. They are responsible for the policies, strategic direction and financial stability of the organisation. Between quarterly meetings the business of the board is conducted by email using encryption and passwords as appropriate to preserve confidentiality.

### **Aims, objectives and strategy**

The organisation aims to benefit the public by ensuring that:

- Carers feel that they can remain part of their community.
- Carers have a break from caring
- Carers have more choice and control over day to day life whilst choosing to continue to care
- Carers are able to maintain / make friendships and relationships
- Carers are able to undertake leisure activities and learning activities
- Carer are able to carry on caring where this is their choice
- Carers are helped to maintain their health and wellbeing e.g. exercise, complementary therapies, stress reduction activities.
- Carers are able to remain in or return to employment.
- Carers are supported to remain safe

The trustees have referred to the guidance contained in the Charity Commission general guidance on public benefit and have regard to that guidance when reviewing the aims and objectives of the charity and in planning its future activities. In particular the trustees consider how planned activities will contribute to the aims and objectives they have set.

## **Financial Review**

### **Funding sources**

We have no sources of funding other than investment income, occasional donations and bequests

### **Free Reserves and Reserves Policy**

The Board's policy has been to review the financial risks facing the organisation (see Risk Management section above) and to quantify both the probability and magnitude of various risks; to set both an upper and a lower limit to unrestricted reserves to be maintained for such purposes; and to act to increase or decrease expenditure if the reserves fall outside those limits. Following the closure of our active support and advice services our need for reserves is now minimal. Actual unrestricted reserves at the year-end were £45,107 (2022 £52,663). We intend to use these remaining reserves for the benefit of carers in Epsom, Ewell and Banstead.

### **Restricted Reserves**

We no longer have any restricted reserves.

### **Plans for the future**

The Board intends to continue to apply the remaining reserves of the charity for the benefit of carers in Epsom, Ewell and the Banstead area. To this end we will keep our grant criteria under review, and we will reach out to community support organisations to promote our offer. When our remaining reserves are exhausted, the charity will be wound up.

### **Responsibilities of the Board of Trustees**

The trustees (who are also the directors of Carers of Epsom for the purposes of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees 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.

### **Members of the Board of trustees**

Members of the Board of trustees, who are directors for the purposes of company law and trustees under charity law, who served during the year and up to the date of this report are set out on page 3.

**Small company provisions**

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

Signed on behalf of the Board of trustees

Registered office:  
11 Christ Church Mount  
Epsom  
Surrey  
KT19 8LU



Cynthia A. Gifford  
Chairman

**Independent Examiner's Report  
to the Trustees of  
Carers of Epsom  
for the Year Ended 31 March 2023**

I report on the accounts of the trust for the year ended 31 March 2023 which are set out on pages 9 to 14

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER**

The charity's trustees (who are also the directors of Carers of Epsom for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by section 28 of the Charities Act 2006) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, as amended); and
- to state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S STATEMENT**

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 whether the accounts present a 'true and fair view'.

**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 trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 386 of the Companies Act 2006); and
- accounts are prepared which agree with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; or

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

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21-23 Croydon Road  
Caterham  
Surrey CR3 6PA



Dean V. Upton  
Upton Neenan Lees  
Chartered Accountants

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**Carers of Epsom**  
**Statement of Financial Activities (including Income and Expenditure Account) for**  
**the year ended 31 March 2023**

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds:</b>					
<i>Voluntary income:</i>					
Donations and grants		16	0	16	0
<i>Activities for generating funds:</i>					
Investment income		622	0	622	251
<b>Incoming resources from charitable activities:</b>					
Grants and contracts		0	0	0	0
<b>Total incoming resources</b>		638	0	638	251
<b>Resources expended</b>					
<b>Charitable activities</b>	2	7,570	0	7,570	11,099
<b>Governance costs</b>	3	624	0	624	316
<b>Total resources expended</b>		8,194	0	8,194	11,415
<b>Net incoming/(outgoing) resources</b>		(7,556)	0	(7,556)	(11,164)
<b>Reconciliation of funds</b>					
Total funds brought forward		52,663	0	52,663	63,827
<b>Total funds carried forward</b>		45,107	0	45,107	52,663

**The statement of financial activities includes all gains and losses in the year.**

The notes on pages 11 to 14 form part of these financial statements.

**Carers of Epsom  
Balance Sheet as at 31 March 2023**

		2023		2022	
Notes	£	£	£	£	£
<b>Current assets</b>					
Short term investments	7	40,000		45,000	
Debtors	8	0		0	
Cash at bank and in hand		5,587		8,511	
		45,587		53,511	
Creditors: amounts falling due within one year	9	480		848	
		45,107		52,663	
<b>Net current assets</b>		45,107		52,663	
<b>Net assets</b>	10	45,107		52,663	
<b>Unrestricted funds</b>	11	45,107		52,663	
<b>Restricted funds</b>	11	0		0	
		45,107		52,663	
<b>Total funds</b>		45,107		52,663	

The Trustees are satisfied that the charitable company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The Trustees acknowledge their responsibilities for:

- (i) ensuring that the charitable company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charitable company.

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

These financial statements were approved by the Board on the 11<sup>th</sup> October 2023 and are signed on their behalf by:



Shaun A Jones, Treasurer

Company Number: 6037020

**Notes forming part of the Financial Statements for the year ended 31 March 2023**

**1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

**(a) Basis of accounting**

The financial statements have been prepared under the historical cost convention, in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2015), the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

**(b) Fund accounting**

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 earmarked by the Management Committee for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor.

**(c) Incoming resources**

All incoming resources are included in the statement of financial activities when 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 and is included in full in the Statement of Financial Activities.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- When funds are received and are not immediately required, they are invested so that they may earn interest. These investments can be drawn on as required.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

**(d) Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates:

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 accountancy fees and costs linked to the strategic management of the charity.

## 2. Resources Expended

	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>General</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>Fund</b>	<b>Fund</b>		
	<b>£</b>			<b>£</b>
<b>Charitable Activities:</b>				
Grants awarded	7,498		7,498	10,973
Admin expenses	72		72	126
	<u>7,570</u>	<u>0</u>	<u>7,570</u>	<u>11,099</u>

## 3. Governance Costs:

Independent Examiner fees	480		480	240
Board Meeting costs	96		96	28
Compliance Fees	48		48	48
	<u>624</u>	<u>0</u>	<u>624</u>	<u>316</u>

**4 Trustee remuneration and related party transactions**

No trustees received any remuneration for their services during the year. No trustees were reimbursed for out-of-pocket expenses during the year (2022 - nil).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year or the previous period.

**5 Taxation**

As a charity, Carers of Epsom takes advantage of reliefs available from Income or Corporation Tax and Capital Gains Tax. No tax charges have arisen in the year.

**6 Tangible fixed assets**

There are no tangible fixed assets with any monetary value.

**7 Short term investments**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Cost		
Brought forward	45,000	55,000
Additions		
Disposals	(5,000)	(10,000)
	<u>40,000</u>	<u>45,000</u>
Carried forward	<u>40,000</u>	<u>45,000</u>

**8 Debtors**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Other debtors and prepayments	0	0
	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>

**9 Creditors: Amounts falling due within one year**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Other creditors and accruals	480	848
	<u>480</u>	<u>848</u>
	<u>480</u>	<u>848</u>

**10 Analysis of net assets between funds**

	<b>General funds</b>	<b>Restricted funds</b>	<b>2023 Total funds</b>	<b>2022 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Current assets	45,587	0	45,587	53,511
Current liabilities	(480)	0	(480)	(848)
	<u>45,107</u>	<u>0</u>	<u>45,107</u>	<u>52,633</u>
	<u>45,107</u>	<u>0</u>	<u>45,107</u>	<u>52,633</u>

**11 Movements in funds**

	<b>Brought forward</b>	<b>Incoming resources (inc gains)</b>	<b>Outgoing resources</b>	<b>Carried forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>				
Carers Support	52,663	638	(8,194)	45,107
<b>Restricted funds</b>	0	0	0	0
Total funds	<u>52,663</u>	<u>638</u>	<u>(8,194)</u>	<u>45,107</u>