

Crossroads Care Uttlesford

Trustees' Report and Financial Statements For the year ended 31st March 2010

www.uttlesfordcrossroads.co.uk

Crossroads Care ...the people carers turn to

**Community Hospital, Radwinter Road, Saffron Walden, Essex CB11 3HY
T: 01799 513496**



Annual General Meeting 20 July 2010

Chairman's Report

The board of trustees has reviewed and revised our five year Strategic Plan and Business Plan for 2010 -11 to reflect changes in the challenges we face and to improve the quality of service we offer to carers.

Two special meetings of the trustee executive have been studying our financial sustainability in order to ensure our future. As a result of which, and with regret, we have had to increase our charges. Essex County Council has recognised this need and has correspondingly increased direct payments made to carers.

A start has been made in increasing in the number of hours available to carers in Uttlesford and our manager has been recruiting and training additional care support workers. By this means we hope to provide respite for many more carers in Uttlesford. Partly because of this growth we are searching for larger and more suitable office accommodation, which would hopefully include a meeting room and the potential for opening a day centre.

We are getting ever closer to acquiring a new fully integrated software system for the office, which has been specially designed in conjunction with Crossroads Care staff.

The board of [Crossroads Care Uttlesford](#) is leading an initiative for collaborative working with all other Essex Crossroad Care schemes, and are now having to consider how this might fit in with new Crossroads Care Association's national strategic plans for fewer, but larger schemes in England and Wales. We obtained a grant of £42,000 to fund a consultant/project leader over a three year period to drive this initiative forward and a consultant has now been appointed.

The new national strategic plan sets out a minimum service level that all schemes should be offering. This minimum standard has now been incorporated into our Uttlesford Strategic plan and is very much in line with what we already do. The chairman and vice-chairman attended meetings in London and Birmingham in connection with the new national strategic plans.

These are very challenging but exciting times and your management team is working hard to ensure that the future of [Crossroads Care Uttlesford](#) is secure and that our high standards are maintained and improved.

Graham M. Hamilton-Hopkins

Crossroads Care Uttlesford

Annual General Meeting 20 July 2010

Treasurer's Report

The changes, both government and local authority led; to the way the services we provide are financed have been difficult for us. We are very fortunate to have accumulated sufficient reserves that enabled us to ride the financial storm in 2009/2010. The Trustees have agreed some ambitious and necessary plans for the coming year to ensure that we will not only cope better in the new environment but continue to be more successful on behalf of the carers we serve.

If anyone has any questions about the accounts as presented, please refer them to me via the Chair and I will respond to each one direct.

I commend the accounts to you and propose that they are adopted as a true and fair record for the year 2009/2010.

It has also been a testing year because of the staff changes in the office, exacerbated by my own temporary incapacity for the last few months. While there have been difficulties I want to take this opportunity to thank the ladies who have wrestled, and succeeded, with our financial systems under very difficult circumstances. I for one am very grateful indeed.

Paul Fuller

Annual General Meeting - 20th July 2010

Scheme Managers' Report

The year ending 31st March 2010 has been a challenging one for Crossroads Care Uttlesford, following the departure of Victoria Stevenson our business manager who left for personal reasons, Peggy Chapple our finance assistant retired at the beginning of this year closely followed by Carol Reed our admin assistant, both Peggy and Carol had worked for Crossroads for almost seven years and had indeed made a great impact, a tough act to follow. We have been fortunate to recruit Ilona Bowen as the business administrator, who has settled into the role following an absence of long term sickness, and are ready to take the reigns keeping our finances in check. Annamarie Bovaird is our project development co-ordinator, she will be taking on the task of setting up the implementation of the new software programme Webroster, finally Sue Savill who will be known to many of you, she has been with Crossroads since 2008 as a care support worker is now the admin assistant dealing with staff rotas, she also covers any visits that are needed, Sue has many years of experience working within Social Care and will be a great asset to the ongoing high standard that is expected of the service we provide. We are in the process of recruiting two more bank care support workers, which will enable us to provide more care hours at times needed to meet carer's requests.

In the past year Crossroads Care Uttlesford has provided 10,881 hours of carer's breaks helping 115 families within the area, this has been due to the hard work and dedication of the care support workers and my thanks go to them all for their flexibility this is most significant in the results we have achieved.

With ongoing changes in social care budgeting we have had many challenges throughout the year, more personalised budgets, less grant funding, this has an impact on the time spent invoicing and the need to contact numerous departments within Essex County Council, it has been a learning curve for us all and I am sure when we feel we understand the process it will move on once more, if anyone is having difficulties with anything please call the office and we will try to help.

We are grateful for the ongoing grant funding we receive from West Essex Primary Care Trust and the office space at the Community Hospital.

We also receive grant funding from Essex County Council for Children with Disabilities.

We are grateful to Saffron Walden Town Council for their ongoing support last year.

We thank the Joy Charitable Gift Trust for their generous donation given to support our clients with dementia.

We thank Saffron Walden Lions and Lioness Club for their donation from the Michaelmas Fayre 2009. We thank Saffron Walden Ladies Circle for their donation.

Last a big thank you to the friends and trustees of Crossroads Care Uttlesford for all their hard work with the many fundraising events throughout the year.

Heather Eldred

UTTLESFORD CROSSROADS - CARING FOR CARERS
(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010

UTTLESFORD CROSSROADS - CARING FOR CARERS
(A company limited by guarantee)

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UTTLESFORD CROSSROADS - CARING FOR CARERS
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2010

Trustees

Mr G Hamilton Hopkins, Chairman
Dr K A Huey
Mrs C Morris
Ms V Daybell
Ms R del Tufo, Vice Chair
Mr P L Fuller, Treasurer
Rev J Sibson
Mr R Bloomfield
Mr T Chudleigh

Company registered number

4334059

Charity registered number

1090844

Registered office

Community Hospital
Radwinter Road
Saffron Walden
Essex
CB11 3HY

Company secretary

Ms R del Tufo

Scheme manager

Mrs H Eldred

Accountants

Peters Elworthy & Moore
Chartered Accountants
Salisbury House
Station Road
Cambridge
CB1 2LA

Bankers

Barclays Bank Plc
39 High Street
Haverhill
Suffolk
CB9 8AE

UTTLESFORD CROSSROADS - CARING FOR CARERS
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2010

The Trustees (who are also directors of the charity for the purposes of the Companies Act) submit their annual report and the financial statements of Uttlesford Crossroads - Caring for Carers (the company), also known as Crossroads Care Uttlesford (the charity) for the year ended 31 March 2010. The Trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. CONSTITUTION

The company, limited by guarantee and not having share capital, was incorporated on 4 December 2001.

The company's office is at the Community Hospital, Radwinter Road, Saffron Walden, Essex, CB11 3HY.

The company is constituted under a Memorandum and Articles of Association (both amended by Special Resolution on 15th July 2008), and is a registered charity. It is associated with the Crossroads Association and is subject to some regulation by that company.

TRUSTEES

The Trustees who served the charity during the period were as follows:

Dr K A Huey
Mrs C Morris
Mrs V L Reavell (resigned 28 October 2009)
Mr G Hamilton Hopkins, Chairman
Ms V Daybell
Ms R del Tufo, Company Secretary and Vice Chair
Mr P L Fuller, Treasurer
Rev J Sibson
Mr R Bloomfield (appointed 16 March 2010)
Mr T Chudleigh (appointed 22 September 2009)

Our Trustees bring a wide range of skills to the charity including experience in general medical practice, caring, human resources, business planning, legal issues and IT.

During the course of this year we were delighted to appoint two new trustees and look forward to working with them. We have recruited through coverage in the local press, through trustees' contacts and through carers and their relatives. Potential trustees then attend a Trustees' meeting and, if they would like to join the board and are deemed suitable by the trustees, they are then appointed to the board. When new trustees are appointed, they are given a Trustee Induction Pack which contains information about the aims, governance, constitution and key policies of the charity.

Trustees can also attend training for new trustees provided by the national Crossroads Care organisation (which this year was attended by Tim Chudleigh).

ORGANISATION OF THE CHARITY

Management of the company is vested in the board of Trustees who are responsible, without restriction, for proper use of its funds. They have taken decisions at meetings held every two months. A representative of Uttlesford District Council (Mrs E. Godwin) together with the scheme manager (Mrs H Eldred) and, until her resignation, the business development manager (Mrs V Stevenson), have attended Trustees' meetings but are not entitled to vote.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2010

Current issues are also addressed at the meetings of a small executive committee of trustees and at regular staff meetings.

Day to day operations are managed by the scheme manager with two part-time administrative assistants. The service is offered by care support workers, of whom we currently employ 15, all on a part-time basis. The strength of the Crossroads Care Uttlesford scheme largely lies in the quality, energy and commitment of all our staff.

In August 2009 our business development manager left and we decided to merge the roles of care manager and business manager. We are very grateful to Heather Eldred for all her hard work running the scheme.

The Treasurer attends to financial matters.

Quality control exercises are carried out periodically by outside agencies (Essex County Council, the Care Quality Commission and the national Crossroads Care charity) and we carry out an annual survey of our clients.

The Trustees of the charity have identified the major risks to which the charity may be exposed. The charity has established policies and procedures to manage those risks. In particular, the Trustees are aware of the risk to our long-term sustainability arising from the current financial climate and the change to self-directed care and tendering for contracts and the small size of the scheme, and are taking steps to address these risks.

OBJECTIVES AND ACTIVITIES

a. PURPOSES OF THE CHARITY

The objects of the charity are to relieve the stresses experienced by carers and beneficiaries. A carer is someone of any age who provides unpaid support to family or friends whose health or wellbeing could suffer without this help. This could be caring for a relative, partner, child or friend who is ill, frail, disabled or has mental health or substance misuse problems.

Mission statement: Crossroads Care Uttlesford exists to promote, offer support and deliver high quality services for carers and people with care needs. Crossroads Care Uttlesford operates in the Uttlesford District Council area in North West Essex, a largely rural area including the towns of Saffron Walden, Thaxted, Stansted and Dunmow.

Crossroads Care Uttlesford aims:

- To relieve the stress of carers and cared for by providing a home based respite service
- To avoid admission to hospital or other residential care of persons with care needs
- To complement and supplement but not replace existing services
- To provide a high quality service

b. STRATEGIES FOR ACHIEVING OBJECTIVES

Uttlesford Crossroads employs paid, fully-trained care support workers who can give carers a break from caring for people with a wide range of disabilities including mental health problems. The care is provided in the client's home, and can include personal care, assistance with meals, shopping, or whatever is needed. Crossroads Care Uttlesford is a specialist provider of respite care, supplying high quality care from fully-trained staff with continuity of the care support worker.

Crossroads Care Uttlesford aims to meet calls on its services so far as personnel and financial resources permit, and to maintain its high standards of care and support.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2010

c. OBJECTIVES FOR THE YEAR 2009/2010

Our aims for the financial year 2009/2010 were to:

- Achieve over 10,000 hours of carers' breaks
- Encourage as many clients as possible to access a Carers' Support Assessment
- Achieve further administrative efficiencies through the upgrading of our IT

d. PUBLIC BENEFIT

In shaping our objectives for the year and planning our activities, the Trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging. Crossroads Care Uttlesford relies on statutory and private grants and the income from charges to carers for its services to cover its operating costs. If we had not introduced charges during the last financial year and increased them in this financial year, we would find ourselves able to offer our service to fewer and fewer people, supporting fewer and fewer carers. In setting the level of our hourly charge, the Trustees give careful consideration to the accessibility of our service to all carers in the area and will continue to offer our service to carers in need who are unable to pay for it.

ACHIEVEMENTS AND PERFORMANCE

a. REVIEW OF ACTIVITIES

Crossroads Care Uttlesford provided 10,881 hours of carers breaks to 115 families throughout Uttlesford in the financial year. 59% of carers are aged 70 or over; 62% of the cared-for are aged 80 or over. 42% of our cared-for client base suffers with some form of dementia or illness with dementia-like symptoms. We supported 6 families of children with disabilities aged between 3 and 17.

We have continued to train our care support workers to ensure they are able to care for as broad a range of clients as possible to the best possible standards.

During the year we employed 14 part-time care support workers and 1 bank care support worker to meet the growing needs of the scheme.

In conjunction with Crossroads Care, the national organisation, we rebranded our charity to Crossroads Care Uttlesford (from Uttlesford Crossroads), using a new logo. We updated our leaflet and our website to incorporate this rebranding and to keep them informative and relevant to carers, cared-for, other organisations and supporters.

b. OBJECTIVES SET FOR THE FINANCIAL YEAR

Achieve over 10,000 hours of carers' breaks

We gave 10,881 hours of carers' breaks and were delighted to have surpassed our target of 10,000, thereby helping more carers in the area.

Encourage clients to access a Carers' Support Assessment

We have worked with our clients to help them access a Carers' Support Assessment leading to a Carers' Direct Payment from Essex County Council. At the end of this financial year we had increased the number of clients on Carers' Direct Payments by 19%.

Upgrade IT to achieve administrative efficiencies

We have decided to purchase Webroster software in line with Crossroads Association guidelines to offer integrated rostering and financial activities. This will enable us to optimise staff availability allowing provision of

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TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2010

more care hours. We were unable to purchase it in the financial year due to developments by Webroster for Crossroads Care clients which were still being tested. We will purchase it in the 2010/2011 financial year.

c. OTHER ACTIVITIES DURING THE COURSE OF THE YEAR

Over the past two years we have been shifting the charity's approach from one which receives grants and offers a service free to carers to one which guides carers towards statutory funding and provides the service at a competitive rate (which is not a full cost recovery rate). This move has been driven by the changes to statutory funding, especially from Essex County Council.

During the course of this financial year, the trustees worked hard to order the finances of the charity in a tough climate while facing cuts in grants and the move towards individual budgets and direct payments. We are working to align the amount charged to clients with the actual cost of every hour of care provided: this will be done by collaborative working and administrative efficiencies, as well as by fundraising to cover the gap.

We have recognised the risks inherent in being a small charity in the current climate. In January 2010 we successfully bid for a grant from the Local Area Agreement Thriving Third Sector Fund which gives us three years' funding to employ a project manager to research and progress a collaboration or merger between the six Crossroads Care schemes in Essex and to implement changes necessary. The purpose of this is to improve the sustainability of our charity.

FINANCIAL REVIEW

a. REVIEW OF FINANCIAL POSITION

Crossroads Care Uttlesford had a total income of £166,302 in 2009/10 (2008/09 £136,420). The main source of income is from carers paying for the service provided to them, as well as statutory and private donations.

Expenditure in 2009/10 was £190,511 (2008/09 £178,136). Our largest costs are staff wages, mainly our care workers, and our administrative staff.

The increases are due to the greater number of hours of care support offered this year. The Trustees were aware there would be a deficit due to the changes in funding sources, and are taking steps to avoid a deficit in the next financial year.

b. PRINCIPAL FUNDING

Funding is derived from grants and service payments made by public authorities, principally Essex County Council and West Essex Primary Care Trust, and payments for the service made by carers themselves (generally funded by Carers' Direct Payments). Relations with them are good and we value both their continued confidence and their financial support. We were also given strong support by Saffron Walden Town Council and the Joy Charitable Gift Trust and are grateful for their continued support, as well as for a generous donation from the Lions and Lionesses of Saffron Walden.

Our regular fundraising activities (including coffee mornings, a quiz night, carol singing, Christmas pudding sales and our Christmas lunch) raised nearly £3,500 and we are very grateful for all the efforts of our volunteers in making these such a success and a vital contribution to our resources.

c. RESERVES POLICY

A special reserve in our balance sheet has been provided to meet redundancy costs which might arise if the company were to become insolvent. It is seen as adequate for this purpose.

Under the terms of our governing document, in the event of Crossroads Care Uttlesford becoming insolvent all

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2010

members, most of whom are users of the service, would be liable to pay an amount not exceeding £5 to the Scheme's assets. The Trustees think it prudent to provide a specific reserve to cover this liability.

The Trustees also consider it prudent to hold in reserve six to nine months operating costs in case forecasted grant and donation monies are not forthcoming.

d. CURRENT FINANCIAL PLANS

The Trustees are seeking to eliminate the deficit from our current financial position by increasing the hours of care worked by employing more care support workers. This will increase efficiencies as well as helping more carers. In addition our hourly charge has been increased to a level which should bring us to a break even position. Our plans for the future outlined below are geared towards making us more financially stable and sustainable, as well as towards helping carers.

PLANS FOR THE FUTURE

a. FUTURE DEVELOPMENTS

We aim over the next financial year to develop our service to carers in order to provide at least the national Crossroads Care Minimum Service Provision. This aim is to provide a service which:

- Is responsive to local need
- Supports carers and the people they care for of all ages (including children and young people)
- Provides both a break and emotional support for the carer
- Offers a breaks service which is available 24 hours a day, seven days a week, 52 weeks a year
- Supports people with a range of needs from the simple to the complex
- Supports people with a range of disabilities or health conditions (no disability or health condition will be excluded)
- Provides some element of continuing support after caring ends, and
- Signposts carers and the people they support to other Crossroads Care organisations when appropriate and to other organisations where Crossroads Care is unable to assist.

We will achieve this aim by:

- Involving carers in deciding what services are needed
- Raising the profile of Crossroads Care Uttlesford throughout the district in order to:
 - 1) Keep the needs of carers at the centre of everything we do
 - 2) Create awareness of our services among new carers and health professionals, and
 - 3) Support our fundraising efforts
- Developing specialist support services for particular categories of carers and particular carers' needs
- Increasing the number of carer support hours provided by the scheme to meet the needs of carers in Uttlesford, aiming to provide 300 carer support hours per week in the next financial year, and
- Developing the organisational capacity of the scheme to achieve these aims by
 - 1) Purchasing Webroster software
 - 2) Acquiring larger office accommodation which might have the potential for a Day Centre
 - 3) Pursuing a programme for developing collaborative working among Essex Crossroads Care schemes, and
 - 4) Reviewing office staffing needs to ensure carer support is provided as efficiently and to as many carers as possible.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2010

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of Uttlesford Crossroads - Caring for Carers for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and charity 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 judgments 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 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. 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 preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 6 July 2010 and signed on its behalf, by:

Ms R del Tufo
Company Secretary

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**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2010**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF UTTLESFORD CROSSROADS - CARING FOR CARERS

I report on the financial statements of the company for the year ended 31 March 2010 which are set out on pages 9 to 17.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

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

- examine the financial statements under section 43 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the Act; and
- 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 Commission. An examination includes a review of the accounting records kept by the company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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 386 of the Companies Act 2006; and
 - to prepare financial statements which accord with the accounting records and 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 have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:

Dated: 12 July 2010

P H F Wilsdon FCA
For and on behalf of

PETERS ELWORTHY & MOORE
Chartered Accountants
Cambridge

UTTLESFORD CROSSROADS - CARING FOR CARERS
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STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2010

	Note	Unrestricted funds 2010 £	Total funds 2009 £
INCOMING RESOURCES			
Incoming resources from generated funds:			
Voluntary income	2	26,995	27,856
Activities for generating funds	3	8,462	14,149
Investment income	4	1,582	9,386
Incoming resources from charitable activities	5	126,148	83,278
Other incoming resources		3,115	1,751
		<u>166,302</u>	<u>136,420</u>
RESOURCES EXPENDED			
Costs of generating funds:			
Costs of generating voluntary income	6	1,563	3,400
Fundraising expenses and other costs	6	2,371	4,729
Charitable activities	6	184,116	167,467
Governance costs	7	2,461	2,540
		<u>190,511</u>	<u>178,136</u>
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR	8	(24,209)	(41,716)
Total funds at 1 April 2009		192,543	234,259
TOTAL FUNDS AT 31 MARCH 2010		<u>168,334</u>	<u>192,543</u>

The notes on pages 11 to 17 form part of these financial statements.

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REGISTERED NUMBER: 4334059

BALANCE SHEET
AS AT 31 MARCH 2010

	Note	£	2010 £	£	2009 £
FIXED ASSETS					
Tangible fixed assets	10		91		401
CURRENT ASSETS					
Debtors	11	15,013		8,945	
Cash at bank and in hand		169,100		185,738	
		<u>184,113</u>		<u>194,683</u>	
CREDITORS: amounts falling due within one year	12	<u>(15,870)</u>		<u>(2,541)</u>	
NET CURRENT ASSETS			168,243		192,142
TOTAL ASSETS LESS CURRENT LIABILITIES			168,334		192,543
CHARITY FUNDS					
Unrestricted funds	13		168,334		192,543
			168,334		192,543

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2010 and of its loss for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

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

The financial statements were approved by the Trustees on 6 July 2010 and signed on their behalf, by:

Mr G Hamilton Hopkins
Chairman

The notes on pages 11 to 17 form part of these financial statements.

UTTLESFORD CROSSROADS - CARING FOR CARERS
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 CASH FLOW

The financial statements do not include a Cash flow statement because the charitable company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

1.3 COMPANY STATUS

The company is a company limited by guarantee. In the event of the company being wound up, the liability in respect of the guarantee is limited to £5 per member of the company.

1.4 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.5 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office equipment	-	25% straight line
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1.6 INCOMING RESOURCES

All incoming resources are included in the Statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the company being notified of an impending distribution or the legacy being received.

Incoming resources from grants are recognised when they become receivable for the charity.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010**

1. ACCOUNTING POLICIES (continued)

1.7 RESOURCES EXPENDED

All expenditure, including irrecoverable VAT is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Costs of generating funds are those incurred in seeking voluntary contributions and in undertaking other activities for generating funds, and do not include the costs of disseminating information in support of charitable activities.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. All costs relate to the objective of the charity - that of reducing the stresses placed on carers by offering a respite service through the provision of community-based care support workers.

Governance costs include all costs associated with meeting the constitutional and statutory requirements of the charity, including accountancy fees.

2. VOLUNTARY INCOME

	Unrestricted funds 2010 £	Total funds 2009 £
Subscriptions and donations	25,725	25,081
Similar incoming resources	1,270	2,775
	26,995	27,856
Voluntary income	26,995	27,856

3. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted funds 2010 £	Total funds 2009 £
Fundraising events	7,042	12,789
100 Club	1,420	1,360
	8,462	14,149
	8,462	14,149

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**NOTES TO THE FINANCIAL STATEMENTS
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4. INVESTMENT INCOME

	Unrestricted funds 2010 £	Total funds 2009 £
Bank interest receivable	<u>1,582</u>	<u>9,386</u>

5. GRANTS AND OTHER INCOME RECEIVABLE

	Unrestricted funds 2010 £	Total funds 2009 £
Fees - Hourly charges - Spot purchase	8,584	10,648
Fees - Hourly charges - Direct payments	52,209	20,940
Grants Receivable	65,355	51,690
	<u>126,148</u>	<u>83,278</u>

GRANTS RECEIVABLE

	2010 £	2009 £
Uttlesford Partnership Fund	-	2,000
Children's Disability Grant	8,000	5,000
Uttlesford Primary Care Trust	16,374	21,832
Emergency Intervention Service (Essex County Council)	15,547	9,162
Saffron Walden Town Council	2,000	10,300
Essex County Council Grants	3,434	620
Emergency Sitting Service (Essex County Council)	-	1,355
Essex Community Foundation	10,000	-
Training Grant	-	1,421
Joy Charitable Trust	10,000	-
Total	<u>65,355</u>	<u>51,690</u>

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**NOTES TO THE FINANCIAL STATEMENTS
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6. COSTS OF GENERATING FUNDS AND CHARITABLE ACTIVITIES

	Voluntary income £	Activities for generating funds £	Charitable activities £	2010 £	2009 £
Fundraising events - Direct	-	1,881	-	1,881	3,818
Staff costs - Direct	-	-	176,812	176,812	160,620
Office & administration costs - % activity	949	298	4,435	5,683	6,383
Repairs & maintenance - % activity	166	52	774	991	444
Affiliation fees - % activity	384	120	1,795	2,299	3,871
Bank charges - % activity	12	4	58	74	152
Depreciation - % activity	52	16	242	310	308
Total	1,563	2,371	184,116	188,050	175,596

7. GOVERNANCE COSTS

	Unrestricted funds 2010 £	Total funds 2009 £
Accountancy fees	2,291	2,438
Trustee expenses reimbursed	170	102
	2,461	2,540

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010**

10. TANGIBLE FIXED ASSETS

	Furniture, fittings and equipment £
COST	
At 1 April 2009 and 31 March 2010	1,234
DEPRECIATION	
At 1 April 2009	833
Charge for the year	310
At 31 March 2010	1,143
NET BOOK VALUE	
At 31 March 2010	91
At 31 March 2009	401

11. DEBTORS

	2010 £	2009 £
Other debtors	13,743	6,170
Tax recoverable	1,270	2,775
	15,013	8,945

**12. CREDITORS:
AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2010 £	2009 £
Trade creditors	197	356
PAYE and social security	1,216	-
Wages creditor	12,166	-
Other creditors	2,291	2,185
	15,870	2,541

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010**

13. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
DESIGNATED FUNDS				
Redundancy Fund	13,000	-	-	13,000
Members Reserve	1,000	-	-	1,000
	<u>14,000</u>	<u>-</u>	<u>-</u>	<u>14,000</u>
GENERAL FUNDS				
General Fund	178,543	166,302	(190,511)	154,334
Total Unrestricted funds	<u>192,543</u>	<u>166,302</u>	<u>(190,511)</u>	<u>168,334</u>
 Total of funds	 <u>192,543</u>	 <u>166,302</u>	 <u>(190,511)</u>	 <u>168,334</u>

Redundancy Fund

An amount was set aside by the Trustees in a deposit fund out of which staff redundancy payments are to be made in the event of the charity ceasing to be a going concern.

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2010 £	Total funds 2009 £
Tangible fixed assets	91	401
Current assets	184,113	194,683
Creditors due within one year	(15,870)	(2,541)
	<u>168,334</u>	<u>192,543</u>