
UTTLESFORD CROSS ROADS - CARING FOR CARERS

(Limited by Guarantee)

UNAUDITED

TRUSTEES REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2007

UTTLESFORD CROSS ROADS - CARING FOR CARERS
(Limited by Guarantee)

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2007**

Trustees

Mrs V F Ham
Dr K A Huey
Mrs C Morris
Mrs V L Reavell
Mr N Starr
Mr G Hamilton Hopkins
Mrs V Daybell
Mrs R del Tufo, Secretary (appointed 18/07/2006)
Mr A J Golding (appointed 18/07/2006)
Mr P L Fuller (appointed 16/01/2007)
Ms P J Learmouth (appointed 16/01/2007)

Company registered number

4334059

Charity registered number

1090844

Registered office

Community Hospital
Radwinter Road
Saffron Walden
Essex
CB11 3HY

Company secretary

Mrs R del Tufo

Chief executive officer

Mrs V Stevenson

Accountants

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

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
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Advisers (continued)

Bankers

Barclays Bank Plc
Safron Walden Business Centre
12A Market Place
Safron Walden
Essex
CB10 1HR

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2007

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) for the year ended 31 March 2007. 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, Radwater Road, Saffron Walden, CB11 3HY

The company is constituted under a Memorandum and Articles of Association, and is a registered charity. It is associated with the Association of Crossroads Care Attendant Scheme Limited and is subject to some regulation by that company.

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 generally at two monthly intervals. Current questions are also considered at the meetings of a small executive committee of trustees and at regular staff meetings.

Day to day operations are organised by a manager who, with two part-time administrative assistants, oversees some dozen or so care workers; our success is due in large to the devotion of all our staff.

The (honorary) secretary attends to financial matters.

Quality control exercises are carried out periodically both by outside agencies and by individual trustees.

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.

OBJECTIVES AND ACTIVITIES

a. Policies and objectives

The aim is to relieve the stresses experienced by carers of children and adults who have care needs, as a result of disability, illness or age by offering a respite service through the provision of community-based care attendants.

b. Strategies for achieving objectives

A team of trained care attendants provide home-based visits to relieve the carer of their caring responsibility for a few hours each week.

The basic objective is to meet calls on its services so far as personnel and financial resources permit and to maintain standards.

ACHIEVEMENTS AND PERFORMANCE

a. Review of activities

Uttlesford Crossroads has provided over 9,500 hours of carers breaks to 101 families throughout Uttlesford in the financial year. The age range of the carers we support is from 16 to 89 years and the clients we look after range between 2 and 100 years. The clients suffer from wide range of disability and illness with over 20% with some form of dementia.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2007

FINANCIAL REVIEW

a. 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.

b. Principal funding

Funding is derived from grants and service payments made by public authorities: relations with them are good and we value both their continued confidence and their financial support. Additionally we receive subscriptions and donations from a large number of supporters: their contributions remain vital to our service and we are enormously grateful to them.

PLANS FOR THE FUTURE

We end the financial year in a sound financial position.

The trustees have an ongoing search for non-statutory funding and have established a dedicated fund-raising sub-committee to address this.

TRUSTEES

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

Mrs V F Ham
Mr P J Hammond (resigned 18/07/06)
Dr K A Huey
Mrs C Morris
Mrs V L Reavell
Mrs M Snowdon (resigned 10/09/06)
Ms P Yeo (resigned 18/07/06)
Mr N Starr
Mr G Hamilton Hopkins
Mrs V Daybell
Mrs R del Tufo (appointed 18/07/06)
Mr A J Golding (appointed 18/07/06)
Mr P L Fuller (appointed 16/01/07)
Ms P J Learmonth (appointed 16/01/07)

A representative of Uttlesford District Council (Mrs E. Godwin) together with the scheme manager (Mrs V Stevenson) have attended trustees' meetings but are not entitled to vote.

Trustees' responsibilities

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice applicable to smaller charities.

Company and charity law applicable to charities in England and Wales 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 company and of the surplus or deficit of the company for that period. In preparing those financial statements the trustees have:

- selected suitable accounting policies and applied them consistently

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2007

- made judgements and estimates that are reasonable and prudent
- prepared the financial statements on the going concern basis (unless it is inappropriate to presume that the 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 company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

This report was approved by the Trustees on 11 July 2007 and signed on its behalf, by:

Mrs R del Tufo
Company Secretary

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AUDIT EXEMPTION REPORT
FOR THE YEAR ENDED 31 MARCH 2007

ACCOUNTANT'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF UTTLESFORD CROSSROADS - CARING FOR CARERS

We report on the financial statements for the year ended 31 March 2007 set out on pages 7 to 15.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND REPORTING ACCOUNTANTS

As described on page 3 the Trustees, who are also directors of the charity for the purposes of the Companies Act, are responsible for the preparation of the financial statements, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

BASIS OF OPINION

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the financial statements with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurances expressed in our opinion.

OPINION

In our opinion:

- a) the financial statements are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985, as amended;
- b) having regard only to, and on the basis of, the information contained in those accounting records:
 - i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in the Statement of Recommended Practice, Accounting and Reporting by Charities, and in section 249C(6) of the Act; and
 - ii) the company satisfied the conditions for exemption from an audit of the financial statements for the year specified in section 249A(4) of the Act modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

Signed:

Dated:

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

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STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2007

	Note	Unrestricted Funds 2007 £	Total Funds 2006 £
INCOMING RESOURCES			
Incoming resources from generated funds:			
Voluntary income	2	111,578	80,207
Activities for generating funds	3	7,872	17,053
Investment income	4	4,468	3,643
Incoming resources from charitable activities	5	39,390	62,761
Other incoming resources		2,114	972
TOTAL INCOMING RESOURCES		165,422	164,636
RESOURCES EXPENDED			
Costs of generating funds:			
Costs of generating voluntary income	6	1,588	1,518
Fundraising expenses and other costs	6	2,652	2,272
Charitable activities	6	143,302	141,711
Governance costs	7	1,485	1,258
TOTAL RESOURCES EXPENDED		149,027	146,759
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME FOR THE YEAR		16,395	17,877
Total funds at 1 April 2006		94,621	76,744
TOTAL FUNDS AT 31 MARCH 2007		111,016	94,621

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 9 to 15 form part of these financial statements.

UTTLESFORD CROSS ROADS - CARING FOR CARERS
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BALANCE SHEET
AS AT 31 MARCH 2007

	Note	£	2007 £	£	2006 £
FIXED ASSETS					
Tangible fixed assets	10		789		-
CURRENT ASSETS					
Debtors	11	8,996		8,885	
Cash at bank and in hand		116,463		100,380	
		<u>125,459</u>		<u>109,265</u>	
CREDITORS: amounts falling due within one year	12	(15,232)		(14,644)	
NET CURRENT ASSETS			<u>110,227</u>		94,621
TOTAL ASSETS LESS CURRENT LIABILITIES			<u><u>111,016</u></u>		<u><u>94,621</u></u>
CHARITY FUNDS					
Unrestricted funds	13		<u>111,016</u>		94,621
			<u><u>111,016</u></u>		<u><u>94,621</u></u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 249A(1) of the Companies Act 1985 and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2) of the Act. The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 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 2007 and of its profit for the year then ended in accordance with the requirements of section 226 of the Act and which otherwise comply with the requirements of the Companies Act 1985 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005).

The financial statements were approved by the Trustees on 11 July 2007 and signed on their behalf, by:

Mrs V Daybell

The notes on pages 9 to 15 form part of these financial statements.

UTTLESFORD CROSS ROADS - CARING FOR CARERS
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007

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 January 2005). 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 1985.

1.2 COMPANY STATUS

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. 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.

1.3 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.

1.4 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.

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

1.5 RESOURCES EXPENDED

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where expenditure cannot be directly attributed to a category it is apportioned between categories on the most appropriate basis. Expenditure includes VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

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 support workers.

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

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007

3. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds 2007 £	Total Funds 2006 £
Fundraising events	6,492	15,333
100 Club	1,380	1,720
	7,872	17,053
	7,872	17,053

4. INVESTMENT INCOME

	Unrestricted Funds 2007 £	Total Funds 2006 £
Bank interest receivable	4,468	3,643
	4,468	3,643
	4,468	3,643

5. GRANTS AND OTHER INCOME RECEIVABLE

	Unrestricted Funds 2007 £	Total Funds 2006 £
Fees - Hourly charges - Spot purchase	13,169	30,479
Fees - Hourly charges - Direct payments	26,221	32,282
	39,390	62,761
	39,390	62,761

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007

6. COSTS OF GENERATING FUNDS AND CHARITABLE ACTIVITIES

	Voluntary income £	Activities for generating funds £	Charitable activities £	2007 £	2006 £
Fundraising events - Direct	-	1,567	-	1,567	1,233
Staff costs - Direct	-	-	135,484	135,484	134,246
Office & administration costs - % activity	838	573	4,127	5,538	5,836
Repairs & maintenance - % activity	304	208	1,495	2,007	1,566
Legal fees - % activity	398	272	1,957	2,627	2,567
Bank Charges - % activity	8	6	42	56	53
Depreciation - % activity	40	26	197	263	-
Total	1,588	2,652	143,302	147,542	145,501

7. GOVERNANCE COSTS

	Unrestricted Funds 2007 £	Total Funds 2006 £
Accountancy fees	1,343	1,258
Trustee expenses reimbursed	142	-
	1,485	1,258

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007

8. STAFF COSTS

Staff costs were as follows:

	2007 £	2006 £
Wages, salaries and other costs	130,184	129,011
Social security costs	5,300	5,235
	<u>135,484</u>	<u>134,246</u>

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

	2007 No.	2006 No.
Charitable Activities	13	13
Management and administration of the charity	2	2
	<u>15</u>	<u>15</u>

No employee received remuneration amounting to more than £60,000 in either year.

9. NET INCOME

This is stated after charging:

	2007 £	2006 £
Depreciation of tangible fixed assets:		
- owned by the charity	263	-
Accountancy fees	1,343	1,258
Photocopier leasing	203	438
	<u>1,809</u>	<u>1,696</u>

No Trustees received any remuneration during the year (2006: NIL).

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007

10. TANGIBLE FIXED ASSETS

	Furniture, fittings and equipment £
COST	
Additions	1,052
At 31 March 2007	1,052
DEPRECIATION	
Charge for the year	263
At 31 March 2007	263
NET BOOK VALUE	
At 31 March 2007	789
At 31 March 2006	-

11. DEBTORS

	2007 £	2006 £
Other debtors	5,857	6,185
Tax recoverable	3,139	2,700
	8,996	8,885

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

	2007 £	2006 £
Trade creditors	145	600
PAYE and social security	2,270	2,114
Wages creditor	11,567	10,730
Other creditors	1,250	1,200
	15,232	14,644

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007

13. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
DESIGNATED FUNDS				
Redundancy Fund	19,243	-	(6,243)	13,000
GENERAL FUNDS				
General Fund	75,378	165,422	(142,784)	98,016
Total Unrestricted funds	94,621	165,422	(149,027)	111,016
 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.				
Total of Funds	94,621	165,422	(149,027)	111,016

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds 2007 £	Total Funds 2006 £
Tangible fixed assets	789	-
Current assets	125,459	109,265
Creditors due within one year	(15,232)	(14,644)
	111,016	94,621

15. OPERATING LEASE COMMITMENTS

At 31 March 2007 the company had annual commitments under non-cancellable operating leases as follows:

	2007 £	2006 £
EXPIRY DATE:		
Within 1 year	-	438