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**Be Free Young Carers Limited**

**Company Number : 2989722**  
**Charity Number : 1042708**

**Accounts**

**for the year ended**

**31st March 2017**

**Wenn Townsend**

**Chartered Accountants**

**Oxford**

# Be Free Young Carers Limited

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## **Be Free Young Carers Limited**

### **Reference and administrative information**

**31st March 2017**

<b>Charity number</b>	1042708
<b>Company number</b>	2989722
<b>Address</b>	Harwell Innovation Centre, Building 173 Curie Avenue, Harwell, Oxford, OX11 0QG
<b>Bankers</b>	HSBC Bank plc 186 Broadway Didcot Oxfordshire OX16 8RP  CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
<b>Auditors</b>	Wenn Townsend Chartered Accountants 30 St Giles' Oxford OX1 3LE
<b>Company Secretary</b>	J Tabor
<b>Trustees</b>	R Ely Mrs L Legge Mrs A Thompson Ms Z Tekin

**Be Free Young Carers**  
**Trustees' Report for the year ended 31st March 2017**

The Trustees present their report with the audited accounts for the year to 31st March 2017

**1 Reference and Administrative Detail**

Be Free Young Carers is a company limited by guarantee, incorporated in England & Wales and a registered charity.

The Trustees who are also Directors for the purposes of the Companies Act 2006, have pleasure in presenting their report and the audited financial statements of the Charity for the year ended 31 March 2017

**2 Structure, Governance and Management**

**Organisation**

The Charity which during the year employed 4 people is led by a well-established, effective Board of Trustees, recruited for their complimentary knowledge, skills and experience. The Board also form the Management Committee, which supports the General Manager with the day to day running of the charity and receives financial and other reports relating to the Charity's work. The Management Committee meets six times a year and for the AGM.

Trustees who have served the Charity during the period were as follows:

Lesley Legge – Chair  
Robert Ely  
Doreen Pinnell – resigned 17 June 2016  
David Rouane – resigned 17 June 2016  
Alison Thompson  
Sophia Nicholls – resigned 17 June 2016  
Margaret Cumberland – resigned 17 June 2016  
Zahra Tekin – Treasurer  
Jean Bradlow – co-opted 20 July 2016, resigned 6 April 2017

Diane Perry served as the Guideposts representative on the management committee and co-opted board member.

A prospective Trustee is usually known to one or more of the current board members and is invited to join the board based on their background and experience. After meeting all the Trustees their election is put to the vote at a Trustees meeting. It is intended that all new Trustees undergo an induction programme that includes all the necessary written information on the role and responsibilities of a Trustee and an understanding of the Charity's work and mission.

**Objectives and Activities for the Public Benefit**

The Charity's purposes as set out in the objects contained in the company's Memorandum of Association are to:

- a) Alleviate the conditions of life among people who are caring or who have cared for elderly, sick, disabled, handicapped or otherwise infirm persons at home and who are in necessitous circumstances.
- b) To promote the material welfare of such carers, to relieve and alleviate and to advance, promote, encourage and assist in the relief or alleviation of all kinds of mental and physical infirmity, sickness, disablement or handicap including mental illness attributable to caring among carers and the persons for whom they are caring in South Oxfordshire and the Vale of White horse and the surrounding areas.
- c) To advance the education of the public about the part that carers and caring can play generally

The aims of the Charity are to enable carers to better manage their caring role through advice, information and support and to identify and raise the profile of carers and caring. Our aims fully reflect the purposes that the Charity was set up to further.

**Reserves Policy**

The Charity's reserves policy was reviewed in the year as a result of the change in strategy, the Board of Trustees consider that a minimum cash reserve of £25,000 is now sufficient to pay our liabilities and complete and close our work with current clients in the event of the organisation having to close. At the Balance Sheet Date cash balances totalled £44,070 and net current assets (excluding the amount due to Guideposts Trust) were £56,203 which is above the requirements of the policy.

## **Be Free Young Carers**

### **Trustees' Report for the year ended 31st March 2017**

#### **Policy for Disabled People**

Be Free Young Carers operates an Equal Opportunities Policy. This policy is designed to respect employee's human rights, ensure equal opportunity and promote diversity. Employees are actively encouraged to undertake relevant training and to develop their careers. Be Free Young Carers is supportive of the employment and advancement of disabled people.

#### **3 Review of Activities and Achievements in the Year**

In planning and carrying out the Charity's activities in line with its objectives, Trustees have kept in mind the Charity Commission's guidance on public benefit. The focus of the Charity's activities continues to be the provision of quality advice, information and support for young carers aged 8 to 25 which, in the view of the Trustees, represents a public benefit.

The board met formally 6 times in the year under review. At the Annual General Meeting on 12 June 2016 the Chairman, Lesley Legge, was re-elected Chairman.

During the year we supported 110 new young carers and their families, arranged 22 young carer trips attended by over 300 young carers and 4 skills training events in first aid and cookery; a waiting list of young carers was managed to cope with the demand for respite trips.

During the year Trustee Jean Bradlow resigned; we thank Jean for her valuable contributions.

#### **4 Financial Review**

The Charity has continued to draw on its reserves to supplement income in order to fund the planned level of services. In addition, it has received financial support from Guideposts Trust, as well as marketing, fundraising and back office support. This support is provided under the terms of an agreement with Guideposts Trust, signed in February 2014, under which Guideposts Trust commits to support the Charity, during the implementation of a long term strategic plan to develop and grow sustainable services for young carers in the region for both organisations. This plan, with a supporting 3-year business and income generation plan, was approved by the board of Trustees in February 2016 and revised and approved by Trustees in May 2017.

An element of this support (£51,340) sits in current liabilities, as a loan but Guideposts Trust has undertaken not to seek repayment of any financial support until the Charity is generating the surpluses to do so. As a result of this agreement and the positive and encouraging results of fundraising during the year the Trustees consider that the accounts for the year ended 31 March 2017 should be prepared on a going concern basis.

In the year, voluntary income was £118,920 (2016: £143,432) and we are grateful to the many individuals, community groups, town and parish councils who have contributed to our work. Our income was £161,771 and costs £160,409.

#### **5 Financial Effect of Significant Events**

Withdrawal of services to support adult carers in 2016, incurred one-off re-organisation costs, budgeted to be £19,000, recognised in these accounts; a funding application seeking £40,000 to support this transition and to kick start the implementation of the new strategy was submitted in April 2016 and approved in June by Oxfordshire Community Foundation. The transition was completed by 31 March 2017.

#### **6 Key Management Personnel and their remuneration**

Key Management Personnel is the General Manager and the Board of Trustees. Remuneration of the General Manager is set by the board of Trustees benchmarked against sector averages and taking into account the requirements of the role. These are reviewed annually.

#### **7 Plans for Future Periods**

2016/17 has been a year of significant change for our organisation. Responding to feedback from a number of our funders as a result of the Care Act 2014 coming into being in 2015, Trustees decided to focus our work entirely on addressing the severe lack of support for young carers and young adult carers in the County and close our adult carer service which, as a result of the Act, had overnight become a duplication of what should be provided statutorily by the County Council and which, as a result, a number of funders would not support.

Trustees undertook an analysis of carer support provision available to young carers in the County. This analysis highlighted the severe lack of on-going support available to young carers. Our Trustees therefore agreed to focus our services entirely on young carers and plan to extend the services Countywide dependent on available funding. They also decided to re-brand the organisation to make it easier to extend our service without the restrictions of our old geographically based name (South and Vale Carers Centre).

## Be Free Young Carers

### Trustees' Report for the year ended 31st March 2017

In December a focus group of young carers was held to help inform the process and as a result our new name of BE FREE YOUNG CARERS was agreed in March 2017 and formally registered with the Charity Commission and Companies House.

The planned closure of the adult carers service took place on 31 May 2016. All adult carers registered with South and Vale Carers Centre (as was) received a letter informing them in advance of the closure and listing other organisations to which they could approach for support in the future.

We are keen to develop and expand our young carer services to help young carers to do the things they previously could not. We plan to offer a wide range of practical, educational, emotional and social support which will have the most positive impact on young carers, their families and futures without duplicating what is statutorily provided. To that end Trustees approved a three-year business and income generation plan years to ensure the ongoing, sustainable delivery of this vision.

2016/17 was the final year of our four-year revenue grant funding from South Oxfordshire District Council. Following a competitive application process, we were pleased to be awarded further four-year funding, totalling £83,000.

During the period 1 April 2016 to 31 March 2017 Be Free Young Carers supported over 400 young carers of which 110 were new young carers.

Our two Young Carer Support Workers continued to build long-term trusted relationships with young carers and have excellent knowledge of the local area and of other resources to support young carers. We continue to liaise closely with local schools and other agencies.

The Trips, activities, workshops and training provided are vital in sustaining and developing young carers, in overcoming the isolation many feel; they give young carers time for themselves, time to socialise, relax and make friends and have some fun away from their caring role.

22 respite trips, 4 training events and 1 workshop were arranged in 2016/17 many activities were local such as cinema in Didcot, ice skating and Laser quest in Oxford, others were further afield to Cotswold Wildlife Park and to Cadbury's World and Harry Potter World. Annually in August we arranged a day trip to Bournemouth for young carers and their families which proved to be hugely popular; for some this was their annual 'holiday'. Training is focused on improving the skills of young carers in their daily routines, skills in first aid, and cookery have been very popular and we aim to expand the range of training in the future.

## 8 Principal Risks and Uncertainties

The Charity's approach to risk management involves a regular review of the key risks faced by The Charity, the establishment of systems and procedures to address those potential risks and mitigate any impact on The Charity, if they materialise.

Risks that concern the long-term strategic objectives of The Charity and the actions taken to manage them are as follows:

**Financial:** the risks to The Charity's financial position, including internal and external factors that may have an affect;

What we do:

- An annual budget is reviewed and approved by Trustees, which forms the basis for financial monitoring for the year and management accounts are reviewed at each Trustees meeting.
- This is supported by cash-flow forecasting and an annual external audit.
- The Charity is currently dependent upon the support of Guideposts Trust to maintain current operations. Although unlikely, the board have considered the risk to The Charity should this support be withdrawn; this has included maintaining the reserves policy, through an agreement with Guideposts to ensure that The Charity has the means to meet its obligations should this occur for any reason. In addition, the development of an income generation plan to support the strategy and business plan is aimed to make The Charity financially self-sustaining in the medium term, including the ability to commence repayments of the loan to Guideposts Trust from 2018.

**Growth:** the risks to The Charity's strategy for growth and development;

What we do:

- Researched and are currently implementing a rolling three year business development plan to fit in with the strategic direction for the Centre as agreed by the Trustees, including budgets which provide income generation targets.
- Have a purposeful income generation plan to diversify income streams, in the medium term so that The Charity is not dependent upon a single source of income.

## Be Free Young Carers

### Trustees' Report for the year ended 31st March 2017

- Ensure effective use of staffing and resources and management of risk to ensure Carers get the best possible help and support and we deliver value for money.
- Support this by reporting of outcomes and sound market intelligence to enable us to align our activities to funders' priorities and ensure we develop and deliver responsive and effective support.

**Personnel and Succession Planning:** the risks around the recruitment and retention of appropriately skilled people and knowledge management.

What we do:

- Have Job Descriptions for all our roles which clearly set out the skills and talent needed, supported by clear processes around recruitment, training and development and performance management.
- Have a system to ensure that all documentation is in place and knowledge is disseminated to avoid the risk of all this being embedded in one person and to allow opportunities for learning.

**Compliance:** the risks associated with non-compliance of relevant legislation (for example Health and Safety, data protection, employment practices) and regulation (for example Charities Commission, CQC).

What we do:

- Underpin all aspects of organisational activity through our policies and procedures.
- Outcome monitor all activities & ensure all projects both consistently monitor performance and publicise findings to carers, key workers and other professionals and members of the public.
- Take account of the views of carers and other stakeholders via our complaints policy and ensure it is widely published and accessible.

### Trustees' responsibilities

The Trustees 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 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 the year. 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. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

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

### Auditors

A resolution to re-appoint Wenn Townsend will be proposed at the forthcoming Annual General Meeting.

This report was approved by the Trustees on 16th June 2017

**On Behalf of the Trustees of Be Free Young Carers Limited**



**L Legge**  
Chair of Trustee



**Independent Auditors' Report**  
**to**  
**The Members of Be Free Young Carers Limited**

We have audited the financial statements of the Be Free Young Carers Limited for the year ended 31st March 2017 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS102, the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 5, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

give a true and fair view of the state of the charitable company's affairs as at 31st March 2017, and of its income and expenditure, for the year then ended;

have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

*(Continued)*



**Independent Auditors' Report  
to  
The Members of Be Free Young Carers Limited**

*(Continued)*

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



**Graham Cole BA, FCA; Senior Statutory Auditor  
For and on behalf of Wenn Townsend  
Chartered Accountants and Statutory Auditor  
30 St Giles  
Oxford  
OX1 3LE**

**16th June 2017**

**Be Free Young Carers Limited**  
**Statement of Financial Activities**  
**(including income and expenditure)**  
**for the year ended 31st March 2017**

	<b>Note</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>2017 Total</b>	<b>2016 Total</b>
<b>Income From:</b>		£	£	£	£
Donations and general grants	<b>3</b>	1,200	117,720	118,920	143,432
Charitable Activities	<b>4</b>	10,000	25,015	35,015	27,060
Other income	<b>4</b>	-	7,836	7,836	3,037
<b>Total</b>		<b>11,200</b>	<b>150,571</b>	<b>161,771</b>	<b>173,529</b>
<b>Expenditure on:</b>					
Charitable activities	<b>7</b>	14,675	145,734	160,409	199,711
<b>Total</b>		<b>14,675</b>	<b>145,734</b>	<b>160,409</b>	<b>199,711</b>
<b>Net movement in funds</b>		<b>(3,475)</b>	<b>4,837</b>	<b>1,362</b>	<b>(26,182)</b>
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>		<b>3,475</b>	<b>2,567</b>	<b>6,042</b>	<b>32,224</b>
<b>Total funds carried forward</b>		<b>-</b>	<b>7,404</b>	<b>7,404</b>	<b>6,042</b>

The notes on pages 10 to 17 form part of these accounts

**Be Free Young Carers Limited**  
**Balance Sheet**  
**as at 31st March 2017**

**Company Number: 2989722**

	Note	2017 £	2016 £
<b>Fixed Assets</b>			
Tangible Assets	8	<u>2,541</u>	<u>189</u>
<b>Current Assets</b>			
Debtors	9	15,458	5,361
Cash at bank and in hand		<u>44,070</u>	<u>66,846</u>
		59,528	72,207
<b>Creditors: Amounts falling due within one year</b>	10	<u>(54,665)</u>	<u>(66,354)</u>
<b>Net Current Assets</b>		<u>4,863</u>	<u>5,853</u>
<b>Net Assets</b>		<u><u>7,404</u></u>	<u><u>6,042</u></u>
<b>Funds</b>			
General funds	11	7,404	2,567
Restricted funds	11	-	3,475
<b>Total of Charity's funds</b>		<u><u>7,404</u></u>	<u><u>6,042</u></u>

These accounts were approved by the Board of Trustees on 16th June 2017

*L. Legge*

**L Legge (Director and Trustee)**

The notes on pages 10 to 17 form part of these accounts.

**Be Free Young Carers Limited**  
**Notes to the Accounts**  
**for the year ended 31st March 2017**

**1. Accounting policies**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the Charity's accounts:

**a) Basis of Accounting**

The accounts are prepared under the historical cost convention, and in compliance with applicable accounting standards, Statement of Recommended Practice Accounting and reporting by Charities in accordance with Financial Reporting Standards applicable in the United Kingdom and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006. The entity constitutes a public benefit entity as defined by FRS 102.

Following agreement at an Extraordinary Meeting on 21 February 2014 the Charity entered into a Constitutional and Service Level Agreement with Guideposts Trust which enables the charity to share the resources of Guideposts Trust. Additionally Guideposts Trust has provided financial support to enable the charity to maintain services whilst a long term strategic plan to develop and grow sustainable services to carers in the region for both organisations was researched and developed. To date Guideposts Trust has outstanding financial support totalling £51,340 to the Charity by way of an intercompany loan, repayment of which will not be requested until The Charity generates the surpluses to do so. In addition the Senior Management Team of Guideposts continues to provide pro-bono support and consultancy to the Trustees and Management of The Charity. This year has seen the first year of operation of a 3-year business and income generation plan for 2016-19, against which the Charity has successfully raised money to fund its on-going charitable activity and to fund a restructure and re-brand. The business plan has been updated for 2017-20; on the back of commissioning changes in the County which has left the charity the only provider of Young Carer's respite services in Oxfordshire against growing need. As a result, the charity is seeing interest from potential funders to support expansion of their support and wider awareness of the charity's work and impact. As a result, the Trustees consider that the accounts for the year ended 31 March 2017 should be prepared on a going concern basis as there are no material uncertainties about it using this basis.

**b) Reconciliation with previous Generally Accepted Accounting Practice**

In preparing the accounts the Trustees have considered whether in applying the account policies required by FRS 102 and the charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required

**c) Company Status**

The company is limited by guarantee with no share capital and is a registered charity. The liability of each member in the event of a winding up of the company is limited to £10. The members of the company are the Trustees as named in the Trustees Report on page 2.

**d) Tangible fixed assets and depreciation**

Tangible fixed assets are stated at historical cost less depreciation. Depreciation is provided at rates which reflect the anticipated useful lives of the assets and their estimated residual value.

Computer Equipment	-	25% straight line
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**e) Fund Accounting**

General funds are expendable at the discretion of the Trustees in the furtherance of the objectives of the charity and for the overall administration of the charity.

Restricted funds are those upon which restrictions and specific criteria for their use are imposed by the donor. The costs of raising and administering such funds are charged against the specific fund

**f) Pension Costs**

The charity operates a defined contribution pension scheme for its employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost represents contributions by the Charity to the funds, which are recognised when they become payable.

**Be Free Young Carers Limited**  
**Notes to the Accounts (continued)**  
**for the year ended 31st March 2017**

**1. Accounting policies (continued)**

**g) Income**

All income & endowments 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 and receipt is probable. The following specific policies are applied to particular categories of income:

- Donations and general grants are included in full in the Statement of Financial Activities when they are received by the charity.
- 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, including the bro-bono resources and support from Guideposts Senior Management Team related to the delivery of the charity's strategy and three-year business plan, fundraising and back-office support.
- Investment income, including interest income is included when receivable.
- Income to fund charitable activity; where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where the charity's entitlement is not conditional on the delivery of specific performance, the grant is recognised once the charity becomes unconditionally entitled to the grant.

**h) Operating Leases**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**i) Expenditure**

All expenditure is accounted for on an accruals basis when the liability is incurred and has been classified under headings that aggregate all costs related to that category, including all applicable VAT. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

- Charitable activities include expenditure associated with the provisions of activities and services for beneficiaries and include both the direct costs, support costs and governance costs relating to these activities.
- Governance costs include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.
- Support costs include administrative functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita staff costs by the time spent and other costs by their usage

**j) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

**k) Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**Be Free Young Carers Limited**  
**Notes to the accounts (continued)**  
**for the year ended 31st March 2017**

**2 Net Movement in Funds**

Net Movement in Funds for the year is stated after charging:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Auditors Remuneration	3,318	2,760
Operating Lease Cost – property	11,058	11,058
<b>3 Donations and General Grants</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Donations from Parishes and Towns	15,903	21,485
Donations from individuals and organisations	44,417	111,947
Phyllis Court Club	-	8,000
The Alchemy Foundation	-	500
Sovereign Grant Oxfordshire Community Foundation	-	1,000
The Grovelands Trust (Gosport)	-	500
Oxfordshire Community Foundation	40,000	-
Other Trusts and Foundations	18,600	-
	<u>118,920</u>	<u>143,432</u>
<b>4 Income to Fund Charitable Activities</b>		
South Oxfordshire District Council	25,000	25,000
Adrian Swire Charitable Trust (Restricted)	5,000	-
David & Claudia Harding Foundation (Restricted)	5,000	-
Young Carers Grant – OCC (Restricted)	-	900
BBC Children in Need – Young Carers Grant (restricted)	-	1,040
Other	15	120
	<u>35,015</u>	<u>27,060</u>
<b>4 Other Income</b>		
Membership subscriptions	135	776
Client contributions – trips and activities	664	1,365
Employment Allowance	7,000	-
Bank interest received	37	153
Other	-	743
	<u>7,836</u>	<u>3,037</u>
<b>5 Employees</b>	<b>2017</b>	<b>2016</b>
	<b>Number</b>	<b>Number</b>
The average number of employees during the year was:		
Direct charitable workers	4	6
Administration	1	2
	<u>5</u>	<u>8</u>
Their total remuneration was:	<b>£</b>	<b>£</b>
Wages and salaries	87,702	122,589
Redundancy	3,155	-
Social security costs	6,994	9,264
Other pensions costs	117	301
	<u>97,968</u>	<u>132,154</u>



**Be Free Young Carers Limited**  
**Notes to the accounts (continued)**  
**for the year ended 31st March 2017**

**5 Employees (continued)**

The charity operates a defined contribution pension scheme for its employees. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost represents contributions by the charity to the funds, which are recognised when they become payable. Contributions payable by the charity amounted to £120 at 31st March 2017 (2016: £NIL).

The total paid to Key Management Personnel was £23,573 (2016: £23,573) and there were no employees earning more than £60,000 in the year

**6 Taxation**

Be Free Young Carers Limited is a registered charity in accordance with Section 505 of the Income and Corporation Taxes Act 1988. As such it is not liable to pay corporation tax on any surplus applied for charitable purposes.

**7 Analysis of Expenditure**

**Charitable Activities**

	<b>Restricted</b>	<b>Unrestricted</b>	<b>2017 Total</b>	<b>2016 Total</b>
	£	£	£	£
Staff Wages and Salaries	3,830	90,982	94,812	132,154
Office Expenses	985	4,558	5,543	8,046
Staff Training and Books	-	722	722	1,669
Cost of Outings and Events	9,860	4,824	14,684	12,691
Premises Expenses and Insurance	-	17,472	17,472	24,170
Telephone and Postage	-	2,048	2,048	6,012
Advertising & Publicity	-	11,404	11,404	7,101
Bank Charges	-	115	115	84
Recruitment Costs	-	-	-	58
Redundancy Costs	-	3,154	3,154	-
Depreciation	-	802	802	206
IT and Equipment	-	3,170	3,170	2,211
Other Costs	-	2,905	2,905	2,096
Governance Costs	-	3,578	3,578	3,213
	<b>14,675</b>	<b>145,734</b>	<b>160,409</b>	<b>199,711</b>

All expenses are in respect of the Charity as a whole

**Be Free Young Carers Limited**  
**Notes to the accounts (continued)**  
**for the year ended 31st March 2017**

**8 Tangible Fixed Assets**

	Equipment	Fixtures & Fittings	Total
	£	£	£
<b>Cost</b>			
At 1st April 2016	6,510	2,495	9,005
Additions	3,154	-	3,154
Disposals	(5,892)	(2,495)	(8,387)
At 31st March 2017	3,772	-	3,772
<b>Depreciation</b>			
At 1st April 2016	6,321	2,495	8,816
Charge for year	802	-	802
Eliminated on disposal	(5,892)		
At 31st March 2017	1,231	-	1,231
<b>Net book value</b>			
At 31st March 2017	2,541	-	2,541
At 31st March 2016	189	-	189

All assets are held for charitable purposes.

<b>9</b>	<b>Debtors due within one year</b>	<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
	Prepayments and accrued income	15,458	5,361
		<u>15,458</u>	<u>5,361</u>
<b>10</b>	<b>Creditors: Amounts falling due within one year</b>	<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
	Due to Guideposts Trust Limited	51,340	63,413
	Trade creditors	5	181
	Pensions	120	-
	Accruals	3,200	2,760
		<u>54,665</u>	<u>66,354</u>

**Be Free Young Carers Limited**  
**Notes to the accounts (continued)**  
**for the year ended 31st March 2017**

**11 Movements in Funds**

	Note	Restricted Funds	Unrestricted Funds	Total Funds
		£	£	£
<b>Balance brought forward</b>		3,475	2,567	6,042
Income for the year	A	11,200	150,571	161,771
Expenditure for the year		(14,675)	(145,734)	(160,409)
<b>(Deficit)/Surplus for the year</b>		(3,475)	4,837	1,392
<b>Balance carried forward</b>		-	7,404	7,404

A – Restricted income received in the year was to support Young Carer's projects as follows:

**David & Claudia Harding Foundation - £5,000**

**Adrian Swire Charitable Trust - £5,000**

**Doris Field Trust - £1,000**

**Ammco Trust - £200**

**12 Change of Name and Charitable Objectives**

During 2015/16 the Charity undertook comprehensive research, working with as many stakeholders as possible across the County to identify gaps in provision and areas of unmet need. This helped inform the Charity's new strategic direction and future development which, from the 1 June 2016 concentrated exclusively on provision of services for Young Carers age 8-25 in the South and Vale areas and, in time across other areas of Oxfordshire.

In late 2016 the Charity undertook a re-branding exercise, involving young carers in the process. Trustees considered re-branding necessary to adopt a name with no geographical basis to enable the charity to extend its services across Oxfordshire. The change in name was formally adopted in March 2017.

**Be Free Young Carers Limited**  
**Notes to the accounts (continued)**  
**for the year ended 31st March 2017**

**13 Analysis of Net Assets**

	<b>Tangible Fixed Assets £</b>	<b>Other Net Assets £</b>	<b>Total £</b>
Unrestricted funds	2,541	4,837	7,404
Total	<u>2,541</u>	<u>4,837</u>	<u>7,404</u>

**14 Leasing commitments**

Annual commitments due under operating leases for premises used by the Charity were as follows:

	<b>2017 £</b>	<b>2016 £</b>
	<b>Land and Buildings</b>	<b>Land and Buildings</b>
Operating leases which expire:		
Within one year	11,058	11,058
	<u>11,058</u>	<u>11,058</u>

**15 Trustee Remuneration and Related Party Transactions**

No Trustee received any remuneration during the year (2016: £NIL) and reimbursed expenses (2016: £133).

No Trustee of the Charity has any personal interest in any contract or transaction entered into by the Charity during the year (2016: NIL)

In February 2014 the Charity entered into an agreement with Guideposts Trust a registered charity and whose objects are compatible with that of the Charity. The agreement enables Guideposts to support the Charity and work in partnership to continue to provide unpaid carers with the vital support and advice and other services to improve the quality of their lives. A member of the Guideposts Senior Management Team sits on the board of Trustees of the Charity and Guideposts provides marketing, fundraising and back office support, in addition to providing financial support to the Charity during the implementation of a long term strategic plan to develop and grow sustainable services to Carer's in the region for both organisations. In the year just ended, Guideposts has provided fundraising support which has raised £115,418 by way of donations and grants for the charity. An inter-company loan of £ 51,340 represents financial support provided at the balance sheet date, repayment of which will not be requested until the Charity generates the surpluses to do so.