

BORDERS CARE VOICE
(a Scottish Charitable Incorporated Organisation)

Annual Report and Accounts
For the year ended 31 March 2018

Registered Charity – SC043731



BORDERS CARE VOICE

Annual Report and Accounts For the year ended 31 March 2018

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BORDERS CARE VOICE

Charity Information

Charity number

SC043731

Trustees

Susan Green – Chair

Gordon Forsyth – Vice Chair

Pippa Dickson – Treasurer

Graham Nisbet

James Aitken (appointed 16 May 2017)

Kathryn Peden (appointed 1st February 2018)

Jane Douglas (appointed 17th April 2018)

Principal office

Triest House

Bridge Street

Galashiels

TD1 1SW

Independent Examiner

Elaine Alsop ACA DChA

EA Independent Ltd

1 Rosebery Place

Dunbar

East Lothian

EH42 1AQ

BORDERS CARE VOICE

Trustees' Report For the year ended 31 March 2018

The trustees present their report and receipts and payments accounts of the charity for the year ended 31 March 2018.

Structure, governance and management

The charity is known as Borders Care Voice (previously Borders Voluntary Care Voice) and is a Scottish Charitable Incorporated Organisation (SCIO). It is governed by the rules of its constitution.

The management of Borders Care Voice is the responsibility of the Trustees who are elected under the terms of the constitution. New Trustees receive appropriate induction and training and are sought for their skills and representation. Every trustee stands down at the AGM but can stand again. Immediately after the AGM, at a brief board meeting, the post holders are agreed and act for a year.

Borders Care Voice currently has funding (through Scottish Borders Council and NHS Borders) to employ six members of staff, the Chief Officer, the Depute Chief Officer, Office and Finance Administrator, Development worker (Mental Health), Project Co-ordinator Borders Care Learning Network (BCLN) and an Administrative Assistant (BCLN).

Objectives and activities

Borders Care Voice provides for the development of local partnerships between users, carers, third sector organisations, Scottish Borders Council (SBC), NHS Borders and other relevant organisations within health and social care services.

- We are an independent, third sector organisation.
- We are a membership organisation and our members include individuals and health and social care organisations.
- We give service users and carers a voice.
- We support organisations that work in health and social care.
- We work in partnership with Scottish Borders Council, NHS Borders and others to try to improve services.
- We provide free training for people who work or volunteer in the health and social care sector, and unpaid carers.
- We will also be negotiating providing contracted training for SB Cares' staff.

Achievements and performance

The charity has achieved the following throughout the year:

- Established Scottish Borders Carers Advisory Board, in conjunction with Borders Carers Centre.
- Held Board and Staff away day to devise action plan following Figure 8 external evaluation.
- Produced a new strapline for the organisation.
- Ran a successful event for around 65 Carers as part of Carers Week in June 2017.
- Established Care Voice Café, for organisational members to meet quarterly.
- Continued to improve and develop the BCLN training programme and the evaluation/outputs we capture.
- Introduced mandatory / preferred training matrix for staff.
- Developed the Borders Dementia Working Group and grew its membership.

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- Redesigned and recruited to Office & Finance Administrator Post.
- Secured part funding to begin a collective advocacy project in 2018/19.
- Supported a campaign by our members to challenge SBC on its changes to its Welfare Benefits service.
- Working with New Horizons Borders, established Mental Health Service Providers Forum.
- After setting up our training rooms in Triest House in January 2017, we completed our move to the new premises in January 2018.
- Recruited 3 new Board Members with required skills.
- Continued work on updating our policies and procedures, including extensive work preparing for General Data Protection Regulations.
- Updated branding following minor name change at 2017 AGM.
- Devised Co-Production Charter, Mental Health Services to be approved in 2018/19.

Trustee remuneration and expenses

The trustees did not receive any remuneration during the year (2017: Nil). Travel expenses were reimbursed to two trustees totalling £471 (2017: 2, £500).

Financial Review

As indicated at the 2017 AGM the board agreed to prepare receipts and payment accounts instead of accrual accounts. Receipts and payments accounts fit better with the quarterly monitoring reports received by the board from the Treasurer. This means the comparative figures have been changed accordingly and are restated on a Receipts and Payments basis, resulting in an increase in net expenditure in 2017 from £26,892 to £30,219. Opening funds at 1 April 2017, restated on a Receipts and Payments basis stand as £91,767 (a reconciliation is provided in the Notes to the accounts).

We thank our two funders SBC and NHS Borders for their continuing support. We are very appreciative of the volunteers who ensure we meet our objectives and whose contribution is not reflected in the accounts.

In the year to 31 March 2018 the charity had receipts of £173,521 (2017 restated: £210,644) and payments of £188,406 (2017 restated: £240,863), giving net expenditure of £14,885 (2017 restated: £30,219). Total funds under management at 31 March 2018 were £76,882 (2017 restated: £91,767) of which £67,933 were unrestricted (2017 restated: £75,168).

The Core service shows a small surplus which is understated due to the April 2017 monthly grant being paid early (in March 2017 and therefore not reflected in the 17/18 Receipts and Payments figures). Effectively, there was a surplus over the year of approximately £5,500 on the 2017/18 core funding.

The closing balance on the BCLN fund remains at about the same level which is due to the transfer from Tailor Made Support Training which has helped to fund the level of training being delivered. The future funding has been negotiated, with SBC, with a clearer level of training funding in the contract. SB Cares has now been given its own training monies so what is offered to their staff will have to be negotiated.

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Trustees' Report

For the year ended 31 March 2018

Reserves

There are two reserves policies - one for the core service represented by the general reserves and one for BCLN represented by its restricted balance.

The Trustees consider that it is prudent for them to aim to cover between three and six months' worth of expenditure for the core service (shown under the unrestricted funds) and at 31st March consider that the balance is at a satisfactory level.

They also consider that BCLN should aim to cover three to six months' worth of key funding, they consider the balance on the restricted fund to be at a satisfactory level now that the training budget is incorporated within the contract.

Major risks facing the charity

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. The principal risk facing the charity is withdrawal of the major funding streams. All reserves are regularly monitored by the Trustees to ensure that sufficient funds are held to cover likely eventualities.

Plans for future periods

The following have been agreed as plans for future action:

- Secure remainder of funding and begin Collective Advocacy Project (2 years).
- Complete work for GDPR.
- Seek further funding and management for Borders Dementia Working Group.
- Approve and monitor implementation of Co-production charter in planning of mental health services.
- Support and respond to consultation for Physical Disabilities Strategy.
- Support revision and redrafting of Strategic Plan for Integration with the Health and Social Care Partnership.
- Continue campaign on Welfare Benefits Service changes.
- Continue Board recruitment and development.
- Secure funding for the Carers Week event as funding diminishing in the restricted fund.
- Negotiate training for SB Cares, provided through BCLN, due to budget being devolved to them.

Approved by the Trustees and signed on their behalf



**P Dickson
Treasurer
1 August 2018**

BORDERS CARE VOICE

Independent Examiner's Report to the Trustees of Borders Care Voice

I report on the accounts of the charity for the year ended 31 March 2018, which are set out on pages 6 and 7 and the related notes on pages 8 to 11.

This report is made solely to the charity's Trustees, as a body, in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005. My examination has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my examination, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The charity's Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006(as amended) ("the 2006 Regulations"). The charity's Trustees consider that the audit requirement of Regulation 10(1) (d) of the Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Regulations
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Elaine Alsop ACA DChA
1 Rosebery Place
Dunbar, East Lothian
1 August 2018

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Receipts and Payments Account For the year ended 31 March 2018

	Notes	Unrestricted 2018 £	Restricted 2018 £	Total 2018 £	Total 2017 £
Receipts					
Grants	3	104,345	66,630	170,975	206,898
Investment income		22	-	22	237
Other income from charitable activities	4	1,900	624	2,524	3,509
		<u>106,267</u>	<u>67,254</u>	<u>173,521</u>	<u>210,644</u>
Payments					
Grants paid	5	-	120	120	29,943
Staff costs	6	77,982	39,182	117,164	125,510
Other costs	7	40,784	30,338	71,122	85,410
		<u>118,766</u>	<u>69,640</u>	<u>188,406</u>	<u>240,863</u>
Net expenditure before transfers		(12,499)	(2,386)	(14,885)	(30,219)
Transfers		<u>5,264</u>	<u>(5,264)</u>	<u>-</u>	<u>-</u>
Net expenditure		<u>(7,235)</u>	<u>(7,650)</u>	<u>(14,885)</u>	<u>(30,219)</u>

The notes on pages 8 to 11 form part of these accounts

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Statement of Balances As at 31 March 2018

	Notes	Unrestricted 2018 £	Restricted 2018 £	Total 2018 £	Total 2017 £
Bank balances at 1 April 2017		75,168	16,599	91,767	121,986
Net expenditure for the year		(7,235)	(7,650)	(14,885)	(30,219)
Bank balances at 31 March 2018	9	<u>67,933</u>	<u>8,949</u>	<u>76,882</u>	<u>91,767</u>
Fixed assets (for information only)					
		£	£	£	£
Office furniture and equipment (cost)		<u>15,401</u>	<u>-</u>	<u>15,401</u>	<u>12,320</u>
Office furniture and equipment (NBV)		<u>7,070</u>	<u>-</u>	<u>7,070</u>	<u>6,345</u>
Debtors (for information only)					
		£	£	£	£
Debtors & prepaid expenses		<u>-</u>	<u>-</u>	<u>-</u>	<u>9,434</u>
		<u>-</u>	<u>-</u>	<u>-</u>	<u>9,434</u>
Creditors (for information only)					
		£	£	£	£
Independent examiners fee		750	-	750	966
Other accrued expenses		-	-	-	6,533
Deferred income		-	-	-	5,238
		<u>750</u>	<u>-</u>	<u>750</u>	<u>12,737</u>

Approved by the Trustees on 1 August 2018 and signed on their behalf by:



P Dickson
Treasurer

The notes on pages 8 to 11 form part of these accounts

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Notes to the Accounts

For the year ended 31 March 2018

1. Accounting policies

Basis of accounting

The accounts have been prepared on a Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

This is a change from previous years accounts which were prepared on the accruals basis in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)". Note 2 provides a reconciliation from the figures reported in the 2017 accounts to the comparatives presented in these receipts and payments accounts.

VAT

The charity is not registered for VAT and, accordingly, expenditure includes VAT where appropriate.

Resources expended

Expenditure incurred has been classified on a basis appropriate to the charity's circumstances. All expenditure relates to the charitable activities.

Governance costs are included in "Other costs" and are separately identified in the relevant note to the accounts.

2. Reconciliation of 2017 Comparatives

	£
Net expenditure reported in 2017 accrued account	(26,892)
Adjustment relating to fixed assets	(2,347)
Adjustment relating to opening and closing debtor and creditor balances	(980)
	<hr/>
Net expenditure in 2017 R&P accounts	(30,219)
	<hr/>
Net Assets/Funds reported in 2017 accrued account	94,809
Adjustment to remove fixed assets	(6,345)
Adjustment to remove debtors	(9,434)
Adjustment to add back creditors	12,737
	<hr/>
Closing funds in 2017 R&P accounts	91,767
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Notes to the Accounts

For the year ended 31 March 2018

3. Grants

	Unrestricted 2018 £	Restricted 2018 £	Total 2018 £	Total 2017 £
SBC (Core Services)	57,623	-	57,623	68,100
SBC (BCLN)	-	35,735	35,735	35,735
NHS Borders (Core Services)	35,407	-	35,407	35,407
SBC (BCLN Training)	-	27,895	27,895	23,342
SBC (Mental Health Hours)	11,315	-	11,315	11,314
SBC (Tailor Made Support Training)	-	3,000	3,000	3,000
SBC (Neighbourhood Links)	-	-	-	30,000
	<u>104,345</u>	<u>66,630</u>	<u>170,975</u>	<u>206,898</u>

4. Other income from charitable activities

	£	£	£	£
Hire of facilities	1,900	213	2,113	2,313
Other charges	-	411	411	750
Returned grant	-	-	-	446
	<u>1,900</u>	<u>624</u>	<u>2,524</u>	<u>3,509</u>

5. Grants paid

	£	£	£	£
Tailor Made Support Training	-	120	120	1,443
British Red Cross (Neighbourhood Links)	-	-	-	28,500
	<u>-</u>	<u>120</u>	<u>120</u>	<u>29,943</u>

6. Staff costs

	£	£	£	£
Gross Salaries	68,590	31,080	99,670	114,143
Employer's National Insurance	2,504	1,869	4,373	5,077
Pension	6,888	6,233	13,121	6,290
	<u>77,982</u>	<u>39,182</u>	<u>117,164</u>	<u>125,510</u>

The average number of staff per month is 5.7

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7. Other costs

	Unrestricted 2018 £	Designated 2018 £	Restricted 2018 £	Total 2018 £	Total 2017 £
Costs of charitable activities					
BCLN Externally purchased training	-	-	18,456	18,456	27,423
Premises costs	11,876	-	4,407	16,283	12,583
Office costs	12,014	449	2,840	15,303	16,943
Consultants	-	3,812	1,100	4,912	3,067
Venue hire & catering	1,855	66	2,170	4,091	6,447
Travel expenses (staff & volunteers)	2,676	495	595	3,766	4,455
Training/supervision of staff	1,464	100	-	1,564	1,209
Publicity, surveys & reports	313	90	770	1,173	1,693
Legal & professional fees	-	420	-	420	2,172
Repairs & maintenance	395	-	-	395	3,302
Equipment purchases	1,094	1,987	-	3,081	4,038
Sundries	144	97	-	241	612
	<u>31,831</u>	<u>7,516</u>	<u>30,338</u>	<u>69,685</u>	<u>83,944</u>
Governance costs					
Trustees Travel	471	-	-	471	500
Independent examination	966	-	-	966	966
	<u>1,437</u>	<u>-</u>	<u>-</u>	<u>1,437</u>	<u>1,466</u>
Total Costs	<u>33,268</u>	<u>7,516</u>	<u>30,338</u>	<u>71,122</u>	<u>85,410</u>

The fee for the Independent Examination of the 17/18 annual accounts is £750 and is included in the statement of balances.

8. Related party transactions

No remuneration was paid to trustees during the year (2017: £Nil). Travel expenses were paid to two trustees (2017: 2), totalling £471 over the year (2017: £500). There were no other related party transactions.

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Notes to the Accounts For the year ended 31 March 2018

9. Funds

	Balance at 1 April 2017 £	Receipts £	Payments £	Transfers £	Balance at 31 March 2018 £
Unrestricted Funds					
General fund	59,726	106,267	(111,250)	5,264	60,007
<i>Designated fund:</i>					
Development & Research	15,442	-	(7,516)	-	7,926
	<u>75,168</u>	<u>106,267</u>	<u>(118,766)</u>	<u>5,264</u>	<u>67,933</u>
Restricted Funds					
Borders Care Learning Network	5,410	64,254	(67,062)	2,759	5,361
Tailor Made Support Training	5,143	3,000	(120)	(8,023)	-
Carers Information Fund	6,046	-	(2,458)	-	3,588
	<u>16,599</u>	<u>67,254</u>	<u>(69,640)</u>	<u>(5,264)</u>	<u>8,949</u>
Total Funds	<u>91,767</u>	<u>173,521</u>	<u>(188,406)</u>	<u>-</u>	<u>76,822</u>

Designated funds:

Development & Research represents funds designated for the purposes of funding new or existing projects as need arises. This spend covers the balance of the external evaluation, office furniture and computers as well as a board development day and some professional advice required.

Restricted funds:

Borders Care Learning Network (BCLN) funds a specific project to identify and provide training to those working and volunteering in health and social care. The transfer represents costs charged to the project from BCV and the Tailor Made Support Training funding.

Tailor Made Support Training – SBC funded and grants to maximum £500 offered, however to ease the pressure on funding the training provided by BCLN it was agreed to use this fund and the annual £3,000 in future for BCLN training.

Carers Information Fund – as agreed by the Carers Planning Group to be used for the Carers' annual day.