



# THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2018

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**THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED  
(LIMITED BY GUARANTEE)  
LEGAL AND ADMINISTRATIVE INFORMATION**

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**Trustees**

Mrs A Pissaridou  
Mr V Selvaratnam (Chairperson)  
Ms V Colwill (appointed 19<sup>th</sup> July 2017)  
Mr W Taylor (Treasurer)  
Ms A Dickinson

**Charity number**

1015728

**Company number**

02758481

**Principal Address and Registered office**

18 Bedford Place  
Brighton  
East Sussex  
BN1 2PT

**Independent Examiners**

Russell New Limited  
The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

**Bankers**

Charities Aid Foundation Bank Ltd  
Kings Hill  
West Malling  
Kent  
ME19 4TA

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# **THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 MARCH 2018**

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The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2018.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, the Trustees are elected at each Annual General Meeting by the Members of the organisation.

The Members have guaranteed to contribute a maximum of £1 each in the event of the company being wound up. The number of Members at 31 March 2018 was 31 (2016-17: 33).

The charity is run by a Board of Trustees, who delegates the day to day operation to the Chief Executive Officer and staff. The Board of Trustees meets six times per year to receive operational reports and review and agree policy and procedures, and on one or more occasions for the purposes of strategic planning.

### **Recruitment and appointment of new trustees**

Trustees are recruited by general advertisement in local media, volunteer centre and the organisation's regular newsletter. Interested parties complete a full application form and references are taken up, before being invited to meet the trustees formally.

### **Induction and training of new trustees**

There is a full induction and training programme in place for new trustees.

### **Risk Review**

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. The Risk Management Strategy was reviewed and updated at the Trustee Board meeting on 28<sup>th</sup> June 2018. The Carers Centre reviews its three-year Strategic Plan every year. This is regularly reviewed to allow for diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

## **AIMS & OBJECTIVES OF THE ORGANISATION**

### **Principal Aims**

- The principal aim of the company is to preserve and protect the physical and mental health of carers and to relieve the sickness of carers and those persons they care for.
- A secondary aim is to advance education concerning caring amongst carers, health professionals and the general public.

### **Strategic Objectives**

- To enable carers to gain greater access to information, practical and emotional support, services and facilities
- To identify and prioritise the needs of carers and develop appropriate services as resources become available
- To support carers and ex-carers to have an independent voice to positively and effectively influence the development of relevant local services provided by relevant statutory and voluntary organisations
- To promote a positive image of carers, generating a deeper understanding and wider recognition of carers' issues
- To utilise resources within the organisation in the most effective and efficient manner and work towards a recognised quality assurance framework

# THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2018**

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- Carers look after family members, partners or friends in need of help because they are ill, frail or have a disability. The care they provide is unpaid. Young carers are children and young people 17 or under who provide, or intend to provide, care, assistance or support to another family member. They carry out, often on a regular basis, significant or substantial caring tasks and assume a level of responsibility, which would usually be associated with an adult.
- We want all carers in Brighton and Hove to be able to make real choices about their lives and about the care they provide. We believe they should be treated as equal partners by health and social care agencies and other service providers.
- We believe that no-one under 18 should carry caring responsibilities that adversely affect their development; and that statutory services should provide adequate support for families to avoid the need for children to take on a significant caring role.

## **OUR VISION**

To improve the quality of life for carers in Brighton & Hove.

## **OUR MISSION**

To make a positive difference to the lives of carers by encouraging a wider recognition of their caring role; enabling them to fulfil their own needs as individuals and offering them appropriate and suitable support.

## **OUR VALUES**

### Putting carers first

Our services will focus on supporting carers; seeing things from their point of view. Many carers need better services for the person they care for. We will therefore take a holistic approach to all our work, considering the needs of carers, and those they care for.

### Empowerment

In all our work we will aim to empower individual carers to take control of their lives, play a full part in the local community and to move on from their role when appropriate. We believe that carers themselves are the most powerful force for change, and we aim to give carers a real voice in designing and influencing local services.

### Involvement

We are committed to providing services which respond to carers' needs and enable carers and ex-carers to take an active part in our work. Carers are an essential resource to provide support for each other.

### Equality

We aim to ensure that all our services are accessible, flexible, adaptable and appropriate to all carers in Brighton & Hove.

### Service delivery

We will work in partnership with statutory and voluntary agencies, whilst retaining our independence. In doing so, we will use our resources effectively to provide a responsive and high quality service to carers. We will operate our services with understanding and compassion. Where we have identified needs that are not best met by our organisation, we will work proactively with other organisations to ensure that appropriate and timely services are provided.

### Challenging and supportive

We aim to provide a challenging workplace for staff and volunteers, with an open and consultative management style, and to provide the support that staff and volunteers need to do their jobs.

In 2017/18, the Carers Centre employed a total of 15 staff members (6 full-time and 9 part-time), 8 sessional workers and 99 volunteers (including 76 Carer Experts). The Chief Executive Officer is accountable to the Board of Trustees (5 trustees in 2017/18) and is line-managed by the Chairperson of the Board.

# **THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

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## **OUR SERVICES**

The Carers Centre provides a wide range of services, which are available to any unpaid carers in Brighton and Hove. The first part of the year between April and September 2017, the Carers Centre continued its Grants Prospectus Programme after a funding extension was granted. Since 1<sup>st</sup> October 2017, the service delivery model of the Carers Centre has been changed to the Carers Hub model – one phone line, one website and one place for all carers. Within the 3-tier system, the Carers Centre holds a dedicated phone line – 01273 977 000 between 9am and 5pm Monday to Friday; and a website – [www.carershub.co.uk](http://www.carershub.co.uk) with online resources and links related to young and adult carers. The Hub becomes a single entry point for carers to get information, advice, support and services through agreeing a series of pathways with Alzheimer's Society, Crossroads Care, the Adult Social Care Team and Children's Service of the local authority.

### **(I) Our Services for Adult Carers**

Our services for adult carers include the provision of emotional support, information, guidance and advocacy to a wide range of carers, including carers of people with mental health problems, learning disabilities, physical or sensory disabilities, etc.

Between April and September 2017, 828 carers of adults received information, support and services from the Adult Carers Team. 46 carers were referred to receive one to one casework/advocacy work.

Starting 1<sup>st</sup> October 2017, the Carers Hub service delivery model has strengthened our approach to offer carers advice, information and light touch carer assessment over the phone and/or email. Since the official launch of Carers Hub on 24<sup>th</sup> November 2017, Carers Hub has made over 4,300 carer contacts over the phone and email providing information and advice.

During the period, 92 face to face surgeries (Mondays & Fridays; 2 sessions per week) were conducted to offer carers advice and information to continue our short term intervention commitment.

There are 6 staff members, both part and full time, in the Adult Carers Team.

### **Carers Peer Support (Hangleton & Knoll, Queens Park, Saltdean, London Road and Portslade)**

The Carers Centre continues providing locality based monthly carer peer support groups in Hangleton & Knoll, Queens Park, Saltdean, London Road and Portslade. Each carer attending the groups or activities has a keyworker who will be responsible for supporting them with their needs. Carers receive support to remain mentally and physically well, both through directed information, and through the impact of shared experience with other carers away from their caring role. During the period, 55 group sessions were organised and attended by 440 carers.

### **End of Life Project**

The End of Life Support & Outreach Work continues to support carers of people with a range of life limiting illnesses through the joint funding agreed by the local authorities. The Project continues to provide one to one sessions and group or activity events. The Project offers fortnightly outreach at the Macmillan Cancer Horizon Centre which has proved to be a useful way of providing face-to-face information and support to carers using the Centre on an ad hoc or appointment basis.

The Project also provides support for bereaved carers with the addition of signposting to specialist bereavement services within the City. The self-run monthly Breakaway Group for longer term bereaved carers continues to be very successful with a growing membership.

### **Carers Reablement Service**

The aim of this Service is not simply to give carers a few weeks where they have some time off each week to learn a new skill. The idea is to support carers to achieve positive change within their lives through a goals approach to reach clearly defined outcomes. These outcomes will improve the health and wellbeing of the carer eventually. During the period, the Service received 84 referrals; 71 carers were matched with volunteers (9 new volunteers were trained during the period). The most requested skill is around using a computer. Carers often want to learn how to use their own computer, laptop, tablet or mobile phone. The need ranges from the basics to learning more about social media or online shopping to help with their caring role.

### **Memory Assessment Service (MAS) & Dementia Alliance Action (DAA)**

During the period, the Memory Assessment Service Carers Support Worker offered support, information, signposting and help with the self-assessment process for carers within the Service.

# **THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

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In addition, the Worker offered support to carers who are caring for someone with a diagnosis of Mild Cognitive Impairment, ensuring that the caring role for someone with a mild memory problem was still acknowledged and carers assessments accessed.

The Worker co-runs, with the Alzheimer's Society, a monthly peer support session for MAS carers and their cared-for at Montague House.

During the period 70 carers were referred to the Centre for advice and support.

Starting the new financial year, the Centre will focus on providing monthly peer support group and linking Carers Hub services to MAS for one more year.

Our association with the Dementia Action Alliance continues. DAA works in partnership together with businesses, the local authority, the voluntary sector and most importantly with people living with dementia so that Brighton & Hove achieves recognition as a Dementia Friendly Community. During the period, four activities were organised for carers to take part. The funding for this piece of work will be continued until March 2019.

## **Activities and events**

Other activities provided include the following:

- Free legal surgeries (28 sessions) were held during the year, each with 3 solicitors offering half-hour appointments to 3 carers. Issues covered in the sessions included wills & trusts, mental capacity, community care and Powers of Attorney. From time to time the solicitors also give additional free time to run workshops and information sessions for the Centre.
- Regular weekly meetings have continued at the allotment for carers/ex-carers and volunteers to plan, discuss and grow fruit and vegetables. Four open days were held during the year, enabling new carers/ex-carers to come along and meet the others, share afternoon tea and enjoy a social event on the allotment
- 27 carer awareness training sessions were delivered to 191 health and social care professionals in the statutory and voluntary sectors, meeting our targets for commissioned training
- Four workshops were arranged for carers around the following themes: Winter Warmth, Medicines, Laughter and Budgeting.

## **Brokerage Grants**

The team often applies for financial support for carers from charitable trusts. During the financial year we received £5,295 from the following:

- Brighton District Nursing Association Trust - £680
- BV MacAndrew Trust - £1,678
- Carers Trust - £1,657
- Dodgson Foundation - £490
- Lacey Tate Trust - £500
- Brighton Lion Club - £290

The grants have been used for a variety of purpose according to the specific needs of the carers concerned. Examples include funding for a new piece of furniture, alternative therapies, a break, various domestic appliances, etc.

## **(II) Our Services for Young Carers**

The Young Carers Team aims to support children and young people who care for a member of their family who has a physical or mental health support need, substance misuse issue or sensory or learning disability. The Team supports children & young people whose social, emotional or educational development is negatively affected by their caring role.

The Team has two main aims: to reduce the actual caring role and / or to reduce the impact of the caring role. The first thing we do is try to improve the support provided to the family in order to reduce the reliance on children as carers. In particular we engage with Education, Children and Families Social Care, Adult Social Care, Health and Housing services. We also provide activities and run groups, to enable young carers to have a break, make friends and have fun but also to get information and build confidence.

# **THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

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During the period, the Young Carers Team took on 85 cases for young carers aged 6-17, and offered information, advice and activities to a total number of 116 young carers.

The Team supported 116 young carers by offering:-

- Casework and support to young carers and their families to improve the caring role and working in partnership with adult and Children & Families Services around the needs of the young carer and their families
- 31 group work sessions and 13 activities for Young Carers (6-17years old) including the Knockhatch Family Day, Thorpe Park, workshops for bath bomb making, photographs, cookery and bakery, orienteering, girls' groups and boys' groups, theatre trips and sports sessions
- Weekly drop-in for all ages at the Young People's Centre in Ship Street – this has been a very positive piece of joint working with the Young People's Centre
- Art/play and family therapy sessions for Young Carers

## **Schools work**

In the academic year of September 2016 – August 2017 the Schools Worker worked with 23 schools, delivering training and running awareness sessions with pupils or teachers, attending schools conferences and cluster events. This service is now core funded by Brighton & Hove City Council Children & Young People on a year-on-year basis.

- 1488 pupils received PSHE sessions or assemblies
- 22 schools engaged during the period
- 8 training sessions to individual schools plus training at the PSHE development day attended by 28 schools

Since the introduction of the in-house Young Carers School Audit, there has been an increased interest into staff training by those schools that have completed it. The audit was sent out to all schools in autumn 2015 and was physically posted to all schools during Carers Week: 12th June and has repeatedly been included in various contacts with schools. 15 of these schools are not within our current targeted remit, including 8 Independent schools and 7 Infant schools, however we sent the audit to these schools with the aim to reach out to all Brighton and Hove Young Carers. Out of the 80 sent out we have received 20 completed audits back to date.

## **Awareness raising**

On 25<sup>th</sup> January 2018, we celebrated Young Carers Awareness Day with young carers and their families at the town hall involving awards for young carers, a prize draw and the chance for families to ask commissioners and council official questions about future support.

As a response to a clear and evolving need, the Team continues targeting and working with school professionals, i.e., school staff, (particularly school nurses), education welfare officers and sexual health team as a way of identifying hidden carers. The Team continues working in partnership with other Youth Services, Substance Misuse and Mental Health Services across the city to identify young hidden carers. Over the year 4 awareness and training sessions were delivered by the Young Carers Team.

## **(III) Development Work Information**

Carers News goes out four times a year to carers and professionals. The Centre continues to encourage carers to receive the electronic version of the newsletter in order to save printing and postage costs. The Carers Centre also produces a series of factsheets free to carers on a range of topics including respite, transport, community care, bereavement services and returning to employment. Carers can also get access to information and advice via Carers Hub phone line (9-5; Monday to Friday) and website – [www.carershub.co.uk](http://www.carershub.co.uk), which posts regular updates, news and activities relevant to the city's carers. Different social media methods, such as texting service, Facebook and Twitter, have been used to stay in touch with and contact more carers in the City.

## **Primary Care Work**

The role of Primary Care Carers Link Worker began on 1<sup>st</sup> October 2017. The aim of the role was to set up Carer Prescriptions and to continue the delivery of carer awareness training sessions across Brighton & Hove for all GP practice staff, receptionists, GPs and practice nurses.

Between October 2017 and March 2018, a total of 49 practice staff were offered carer awareness training. The Carers postcard was re-designed and distributed to all practices with the Carer Information Packs.

## **Employment**

Starting 1<sup>st</sup> October 2017, the Carers Centre works with employers to support their workers who are also unpaid carers. Raising awareness and offering free online resources are the key focus at this developmental stage. Within

# **THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

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a short period of time, the Carers Centre has established some meaningful engagement and working relationships with over 15 organisations/companies in the city. We will continue raising awareness with employers to make Brighton a carer friendly city.

## **Armed Forces**

The Armed Forces Support & Outreach Worker continues making good progress by offering information, advice, home visits and advocacy work to carers in the Armed Forces community. Part of the role is to network with Armed Forces charities and carers' organisations to support and facilitate the identification of carers with an Armed Forces connection. The post is funded by the Royal British Legion for second year until October 2018. Between April 2017 and March 2018, 85 new carers were identified and supported across Sussex. We are planning to submit another funding application in July to extend the project for the third year.

## **(IV) Campaigning**

### **Carers' Rights Day 24<sup>th</sup> November 2017**

On the Day we officially launched the Carers Hub initiative with our partners – Alzheimer's Society, Crossroads Care Brighton & Hove and Brighton & Hove City Council. Both Caroline Lucas MP and Peter Kyle MP came and supported us on the Day. The Brighton & Hove Bus Company kindly sponsored us with an open top bus touring around the city starting at i360, Churchill Square Brighton then Brighton Marina.

### **Carers Week 2017**

The Carers Week ran from 12 – 16 June and staff were involved in a programme of activities including:-

- 2 separate information events at the Macmillan Horizons Centre
- An information event for working carers at the University of Brighton
- A cancer-focused information event for working carers at American Express, John Street
- A Sussex Carers Conference organised by Sussex University for mental health carers and professionals
- 3 outreach sessions at the Royal Sussex County Hospital/Eye Hospital

## **(V) Carers Engagement**

Carers are identified who are willing to be consulted as experts as and when required. There are now 76 Carer Experts in total who have been recruited via outreach work and individual contacts by the Engagement Worker.

During this period the Engagement Project held a "Looking After Yourself" workshop for 10 Carer Experts and 10 Parent Carers. The objectives of the workshop were to identify ways to look after themselves and strike a healthy balance between life and caring.

Six consultations with carers took place during the period. Carers have contributed to a range of consultations and similar events including CCG Recommendations Review, Medicines, Carers Needs Assessment, Older and BME Carers and Universal Credit.

The Carers Centre continues updating the databank as part of our information gathering mechanism, which gives a readily accessible information resource that can be shared both internally and externally.

In 2017-18, we had 2,295 followers on Twitter and 559 followers and 564 likes on Facebook. We have a lot of local professionals, organisations and carers using Twitter to connect and promote what we do.

## **(VI) Volunteers**

The Carers Centre continues to have a committed team of volunteers. In addition to the 5 voluntary members of the Board of Trustees, a volunteer works with us regularly to undertake office administrative tasks: updating and maintaining our information library, co-ordinating carer events, producing fact sheets and updating our website. We also have 5 volunteers helping out at the Carers Garden. There are 2 volunteer drivers for the Young Carers Team, who will get young carers to and from home safely after their activities and/or events.

Over the period, we have 15 volunteers supporting the Reablement Project by contributing at least 150 hours to support unpaid carers to learn new skills.

We have 76 Carer Experts who tell their stories and contribute to different kinds of consultations, partnership boards and recruitment process. Through the process, carers gain peer support and knowledge to sustain their caring role. It is also an empowerment mechanism to build carers' confidence and knowledge to challenge and influence policy and decision makers.

# THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2018**

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The local coffee morning support groups allow carers to receive peer support, information, updates and assistance. Helping carers to integrate in their areas and link up with existing local groups and networks is valuable for carers in reducing their sense of isolation and loneliness.

## **(VII) Representation**

In 2017/18, The Carers Centre represented carers at the following partnerships and working groups, with Carer Experts also involved in some of these meetings:

- Carers Strategy Working Group
- Young Carers Strategy Group
- Children and Young People Commissioning Board
- Parenting Strategy Board
- PASA (safeguarding vulnerable adults) Working Group
- Carers Reference Group - Sussex Partnership Foundation Trust
- Community Health Improvement Advisory Group

## **ACHIEVEMENTS AND PERFORMANCE**

Performance can be measured against the Strategic Business Plan 2016-21, as follows:-

- **Resources development:** All objectives have been achieved with reduced funding through efficiency saving and management re-structure
- **Staff and volunteer development:** All objectives have been achieved
- **Service development:** Most of these objectives have been achieved. The Carers Centre was accredited Level 2 PQASSO quality mark for the third time by Charities Evaluation Services in 2016. Our work to maintain Level 2 PQASSO quality kite mark standard is ongoing.
- **Carers' campaign plan:** Most of the objectives have been achieved through using different social media tools and poster campaigns, but this area is one of ongoing work which requires resources. The Carers Centre continues to be a "Living Wage" employer to support the campaign locally and nationally
- **Information, publicity and media strategy:** All objectives have been achieved; more development on using social media to promote the Centre's services
- **Equality Action plan:** All objectives have been achieved
- **Monitoring and evaluation:** All objectives have been achieved

In all areas, including those where initial objectives have been achieved, work is continually monitored and regularly reviewed by staff and the Board of Trustees.

## **FINANCIAL REVIEW**

### **Reserves Policy**

The Trustees wish to maintain a level of reserves that would ensure the stability of the organisation in the medium term, whilst maximising the use of the charity's resources towards its charitable objects. In addition to the review of the organisation's risk management policy, the Trustees agreed a prudent reserves and legacy policy at the Trustee Board meeting on 28<sup>th</sup> June 2018. The Trustees have decided that a level of working reserves should be maintained at 6 months' running costs, which are not committed or invested in tangible fixed assets.

The Trustees have also decided the funds raised through the Caravan Campaign should be used to subsidise carers' respite breaks, as the Campaign is no longer viable based on the fact that a yearly cost of running a caravan is well over £5,000.

Unrestricted reserves have increased this year, and the reserves now stand at £583,123 (2017: £511,206). The Board of Trustees see it is prudent to maintain the current level of reserves to ensure the cash flow of the organisation is funded and that the work of the Carers Centre continues into the future. Securing alternative funding and creating sustainability takes time and resources and it is important that these reserve levels are maintained, particularly in an ever-changing climate.

Designated funds have been set aside for the following:

- IT funds of £40,000 have been set aside to meet future IT investment/commitments (All our IT equipment including the server are more than five years old)
- Building funds of £30,000 to support the maintenance and repair of the leased building

In accordance with our cash flow forecast we anticipate significant shortfalls in the coming years owing to reduced and/or lack of funding to support vital services in the future. The reserves will, therefore, be used to compensate for

# THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2018**

the shortfalls and keep the organisation offering vital support and services to carers. Whilst we are still mindful of this we are also considering other investment opportunities.

## **Investment Policy**

The Trustees have considered the most appropriate policy for investing funds and are continuing to monitor the placement of funds.

## **Principal Funding Sources**

73% of income in 2017/18 (70% in 2016/17) came from statutory sources (Brighton & Hove City Council, NHS Brighton & Hove and the Brighton & Hove Learning Disabilities Development Fund). 27% came from charitable trusts and organisations, including Global's Make Some Noise, Sussex Community Foundation, Morrison's Foundation, Tesco Bags for Help, Homity Trust, Alex Robert-Miller Foundation, the Sobell Foundation, BDNA Trust, etc. It is a long term intention to reduce our reliance on statutory funders. We are continuing to move towards our aim of raising a greater proportion of our funds from charitable sources, and we work hard to maintain a close collaborative relationship with all our funders. The Grants Prospectus Programme finished on 30<sup>th</sup> September 2017 after a six-month extension. The Carers Centre has successfully secured the Carers Hub tender for four years starting 1<sup>st</sup> October 2017, including a range of services for young and adult carers. Both Alzheimer's Society and Crossroads Care Brighton & Hove are sub-contractors of the Carers Hub contract providing specific support and services to carers.

## **Fundraising performance**

Fundraising priorities are set and an annual plan agreed by the Board of Trustees. In 2017/18, 25 bids were submitted, for funding ranging from small amounts for one-off events to large ongoing projects, and 17 of these were successful. Due to the current funding climate and budget reduction, it is getting difficult to secure funding from funders. Most of them were overwhelmed with funding applications. In addition, in 2017/18 we are actively pursuing donations and individual giving to purchase a caravan for carers as respite break. However, the level of funds was low. It was agreed by the Board of Trustees that the funds raised should be used to support individual carers respites instead.

## **Investment performance**

We have no investments other than our deposit accounts with CAF Bank, Charity Bank and Virgin Money which pay standard interest rates on instantly accessible funds (£1,316 in 2017/18, £804 in 2016/17).

## **PLANS FOR THE FUTURE**

The Carers Centre's three-year strategic plan has been implemented since April 2009, following extensive consultation with carers, staff, trustees, funders and other stakeholders, and this is reviewed every six months by staff and trustees. Regular consultation events with carers are held and feedback gathered from all events and activities in order to inform our future plans. We also participated actively in the national consultation on the future care for older people and the role of carers.

## **RESULTS**

There was a surplus for the year of £76,182 (2017: £111,301). This has been transferred to the accumulated fund, leaving a balance of funds carried forward of £786,445 at 1 April 2018 (2017: £710,263) of which £133,322 (2017: £199,057) has to be used on restricted projects. Unrestricted free reserves now stand at £583,123 (2017: £511,206).

## **ON BEHALF OF THE BOARD:**

.....  
Mr. Chris Lau – Company Secretary

Date: ..... 19/7/2018 .....

# **THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED (LIMITED BY GUARANTEE) STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2018***

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The trustees, who are also the directors of The Carers Centre for Brighton and Hove Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard Applicable in the UK and Republic of Ireland'

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, 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; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# **THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED (LIMITED BY GUARANTEE) INDEPENDENT EXAMINER'S REPORT**

## **TO THE TRUSTEES OF THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED**

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I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2018 on pages 11 to 22.

### **Responsibilities and basis of report**

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Mr Mark Cummins FCCA  
for and on behalf of Russell New Limited  
Statutory Auditors**

The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

Dated: **24th July 2018**

**THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED  
(LIMITED BY GUARANTEE)  
STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**

**FOR THE YEAR ENDED 31 MARCH 2018**

		Unrestricted funds £	Restricted funds £	Designated funds £	Total 2018 £	Total 2017 £
<b>Income from:</b>						
Donations, grants and gifts	3	12,559	128,588	-	141,147	217,117
Charitable activities	4	482,350	932	-	483,282	384,226
Investment income - Interest received		1,316	-	-	1,316	804
<b>Total income</b>		<b>496,225</b>	<b>129,520</b>	<b>-</b>	<b>625,745</b>	<b>602,147</b>
<b>Expenditure on:</b>						
<b>Charitable activities</b>	5			-		
Activities undertaken directly		335,336	150,693	-	486,029	418,512
Other costs		42,924	20,610	-	63,534	72,334
<b>Total expenditure</b>		<b>378,260</b>	<b>171,303</b>	<b>-</b>	<b>549,563</b>	<b>490,846</b>
<b>Net income/(expenditure)</b>		<b>117,965</b>	<b>(41,783)</b>	<b>-</b>	<b>76,182</b>	<b>111,301</b>
Transfer between funds	16, 17	(46,048)	(23,952)	70,000	-	-
<b>Net movement in funds</b>		<b>71,917</b>	<b>(65,735)</b>	<b>70,000</b>	<b>76,182</b>	<b>111,301</b>
Fund balances at 1 April 2017		511,206	199,057	-	710,263	598,962
<b>Fund balances at 31 March 2018</b>		<b>583,123</b>	<b>133,322</b>	<b>70,000</b>	<b>786,445</b>	<b>710,263</b>

All activities are classed as continuing. There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

**THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED  
(LIMITED BY GUARANTEE)  
BALANCE SHEET**

**AS AT ENDED 31 MARCH 2018**

	Notes	2018		2017	
		£	£	£	£
<b>Fixed assets</b>	11		-		-
<b>Current assets</b>					
Debtors	12	18,798		14,975	
Cash at bank and in hand		794,916		735,237	
		<u>813,714</u>		<u>750,212</u>	
<b>Creditors: amounts falling due within one year</b>	13	(27,269)		(39,949)	
<b>Net current assets</b>		<u>786,445</u>		<u>710,263</u>	
<b>Total assets less current liabilities</b>			<u>786,445</u>		<u>710,263</u>
<b>Income funds</b>					
Restricted funds	16		133,322		199,057
Unrestricted funds	17		583,123		511,206
Designated funds	17		70,000		-
			<u>786,445</u>		<u>710,263</u>

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 19th July 2018.



.....  
Mr V Selvaratnam  
Trustee

Company Registration No. 02758481

**THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED  
(LIMITED BY GUARANTEE)  
CASH FLOW STATEMENT**

**FOR THE YEAR ENDED 31 MARCH 2018**

	£	2018 £	£	2017 £
<b>Net cash used in operating activities</b>				
Net income/(expenditure)	76,182		111,301	
Increase/(decrease) in creditors	(12,680)		(9,343)	
(Increase)/decrease in debtors	(3,823)		5,425	
		<b>59,679</b>		107,383
<b>Increase in cash</b>		<b>59,679</b>		107,383
<b>Cash and cash equivalents at the beginning of the year</b>		<b>735,237</b>		627,854
<b>Cash and cash equivalents at the end of the year</b>		<b>794,916</b>		735,237
<b>Analysis of net cash:</b>				
	1 April 2017	Cash flow		31 March 2018
	£	£		£
Cash at bank and in hand	735,237	59,679		794,916

# THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED (LIMITED BY GUARANTEE) NOTES TO THE ACCOUNTS

**FOR THE YEAR ENDED 31 MARCH 2018**

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## **1 Statutory information**

The Carers Centre for Brighton and Hove Limited is a charitable company, limited by guaranteed, registered in England and Wales. The charitable company's registered number and registered office address can be found on the Legal and Administrative Information page.

## **2 Accounting policies**

### **2.1 Basis of preparation**

The financial statements have been prepared 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 (FRS102) (effective 1 January 2015) – Charities SORP (FRS102) and the Companies Act 2006.

The Carers Centre for Brighton and Hove Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about The Carers Centre for Brighton and Hove Limited's ability as a going concern.

### **2.2 Income**

All income is recognised in the Statement of Financial Activities once the charity has gained entitlement to the income and the amounts can be quantified with sufficient reliability. The following specific policies are applied to particular categories of income:

Donations, grants and gifts are included in full in the Statement of Financial Activities once receivable.

Contract income is recognised as the charity becomes entitled to the contract income (i.e. over the term of the contract).

Investment income is recognised in the financial statements when receivable.

### **2.3 Expenditure**

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is included within the item of expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in pursuit of its charitable objectives. It includes both direct costs and support costs relating to such activities. Support costs, including salaries, are apportioned on the basis of the time involved on the activity.

Governance costs include those costs associated with meeting the statutory requirements of the charity and include its audit fees and costs linked to strategic management of the charity. These costs are included in support costs under the Charities SORP (FRS 102).

# THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED (LIMITED BY GUARANTEE) NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2018**

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## Accounting policies (continued)

### 2.4 Fixed assets

Fixed assets are recognised at historic cost less accumulated depreciation. Depreciation rates are as follows:

Fixtures and fittings	33% on cost
Computer equipment	33% on cost

### 2.5 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

### 2.6 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. The Trustees seek to use short and medium term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

### 2.7 Creditors and provisions

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.

### 2.8 Leasing and hire purchase commitments

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

### 2.9 Pensions

Retirement benefits to employees of the entity are provided by a defined contribution scheme. The assets of the scheme are held separately from those of the entity.

The contributions made in relation to the defined contribution scheme are charged in the accounts as they become payable in accordance with the rules of the scheme.

### 2.10 Fund accounting

Restricted funds are subject to specific conditions by funders as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are available for use at the discretion of the trustees for the specific purposes as set out by the trustees.

### 2.11 Taxation

The company is a registered charity (number: 1015728). All of the charity's income falls within the exemptions set out in part 11 of the Corporation Tax Act 2010.

**THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED  
(LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

**3 Donations, grants and gifts**

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Donations	10,849	24,026	34,875	7,229
Grants	1,710	104,562	106,272	208,878
Legacies	-	-	-	1,010
	<u>12,559</u>	<u>128,588</u>	<u>141,147</u>	<u>217,117</u>

Included within the grants received above £8,260 (2017: £44,458) was received from the local government.

**4 Income from charitable activities**

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Contract income	482,350	-	482,350	384,226
Event income	-	932	932	-
	<u>482,350</u>	<u>932</u>	<u>483,282</u>	<u>384,226</u>

Contract income received in the year includes funds which are subject to restrictions amounting to £Nil (2017: £90,900), details of which are set out on note 16.

**5 Total expenditure**

	Staff costs £	Other costs £	Total 2018 £	Total 2017 £
<b>Charitable activities</b>				
Activities undertaken directly	280,285	205,744	486,029	418,512
Other costs (note 6)	48,430	15,104	63,534	72,334
Total	<u>328,715</u>	<u>220,848</u>	<u>549,563</u>	<u>490,846</u>

**THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED  
(LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

**6 Other costs**

	<b>Total 2018 £</b>	Total 2017 £
Staff costs	<b>48,430</b>	57,790
Governance costs (Note 7)	<b>15,104</b>	14,544
	<b>63,534</b>	72,334

**7 Governance costs**

	<b>Total 2018 £</b>	Total 2017 £
Trustees' expenses	<b>94</b>	12
Previous auditors' remuneration – audit fee	<b>28</b>	4,500
Previous auditors' remuneration – other	-	300
Independent examiners' fee	<b>3,600</b>	-
Accountancy	<b>8,817</b>	7,388
AGM expenses	<b>87</b>	178
Companies House filing fees	<b>13</b>	13
Legal and professional fees	<b>2,465</b>	308
Other costs	-	1,845
	<b>15,104</b>	14,544

**8 Trustees**

During the year, one trustee was reimbursed £94 (2017: £12) for travel and subsistence. The Charity paid Will Taylor Limited, of which Will Taylor (trustee) is the controlling party, £829 (2017: £720) for payroll services in the year.

**THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED  
(LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

**9 Statement of financial activities comparative funds – year ended 31 March 2017**

	Unrestricted funds £	Restricted Funds £	Total 2017 £
<b>Income from:</b>			
Donations, grants and gifts	22,804	194,313	217,117
Charitable activities	293,326	90,900	384,226
Investment income - Interest received	804	-	804
	<hr/>	<hr/>	<hr/>
<b>Total income</b>	316,934	285,213	602,147
<b>Expenditure on:</b>			
<b>Charitable activities</b>			
Activities undertaken directly	202,754	264,428	418,512
Other costs	23,604	48,730	72,334
	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>	226,358	264,488	490,846
	<hr/>	<hr/>	<hr/>
<b>Net movement in funds</b>	90,576	20,725	111,301
	<hr/>	<hr/>	<hr/>
Fund balances at 1 April 2016	420,630	178,332	598,962
	<hr/>	<hr/>	<hr/>
<b>Fund balances at 31 March 2017</b>	511,206	199,057	710,263
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**10 Employees**

**Number of employees**

The average number of employees during the year was 11 (2017: 12).

<b>Employment costs</b>	<b>2018</b>	2017
	£	£
Wages and salaries	<b>302,569</b>	322,483
Social security costs	<b>21,587</b>	20,548
Other pension costs	<b>4,559</b>	3,613
	<hr/>	<hr/>
	<b>328,715</b>	346,644
	<hr/> <hr/>	<hr/> <hr/>

Total employee benefits for key management personnel of the charity in the year amounted to £48,430 (2017: £57,790).

There were no employees with emoluments above £60,000 during the year (2017: none).

**THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED  
(LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

11	Fixed Assets	Fixtures and Fittings	Computer Equipment	Total
	<b>Cost</b>			
	At 1 April 2017 and 31 March 2018	5,119	47,858	<b>52,977</b>
	<b>Depreciation</b>			
	At 1 April 2017 and 31 March 2018	5,119	47,858	<b>52,977</b>
	<b>Net Book Value</b>			
	At 31 March 2017 and 31 March 2018	<u>          -</u>	<u>          -</u>	<u>          -</u>
<b>12</b>	<b>Debtors</b>		<b>2018</b>	2017
			£	£
	Trade debtors		<b>4,210</b>	2,670
	Other debtors		<b>5,125</b>	5,125
	Prepayments and accrued income		<b>9,463</b>	7,180
			<u><b>18,798</b></u>	<u>14,975</u>
<b>13</b>	<b>Creditors: amounts falling due within one year</b>		<b>2018</b>	2017
			£	£
	Trade creditors		<b>5,940</b>	4,519
	Taxes and social security costs		<b>5,817</b>	6,757
	Other creditors		<b>590</b>	1,234
	Accruals and deferred income		<b>14,922</b>	27,439
			<u><b>27,269</b></u>	<u>39,949</u>
<b>14</b>	<b>Pension and other post-retirement benefit commitments</b>			
	At the balance sheet date £Nil (2017: £Nil) was owed in respect of contributions to schemes.			
			<b>2018</b>	2017
			£	£
	Contributions payable by the charity for the year		<b>4,275</b>	3,613
			<u><b>4,275</b></u>	<u>3,613</u>
<b>15</b>	<b>Share capital &amp; control</b>			
	The Carers Centre for Brighton and Hove Limited is a company limited by guarantee and has no share capital. The charity is controlled by its trustees. No one member has overall control of the charity.			

**THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED  
(LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

**16 Restricted funds**

The income funds of the charity include restricted funds comprising the following balances of donations and grants held on trust for specific purposes:

	Movement in funds				Balance at 31 March 2018 £
	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Transfers £	
Young Carers	20,435	63,612	(85,464)	1,417	-
End of Life	11,239	900	(3,911)	(8,228)	-
Development Work	21,231	-	-	-	21,231
Adult Carers	91,884	8,043	(6,696)	8,228	101,459
Carers Engagement	26,480	150	(148)	(26,482)	-
Reaching Out	(587)	-	-	587	-
Armed Forces	28,375	24,728	(43,225)	-	9,878
Caravan	-	1,072	(318)	-	754
Core Activities	-	31,015	(31,541)	526	-
	199,057	129,520	(171,303)	(23,952)	133,322

**Young Carers** – This fund provides resources to run group work sessions and activities for Young Carers aged between 6 and 17 years old. Funds have been transferred from unrestricted funds to cover the deficit.

**End of Life** – This fund provides resources for future development work to support palliative Carers. End of Life forms part of the Adult Carers project and as such these funds have been combined.

**Development Work** – This fund provides resources for future development work to support unpaid Carers.

**Adult Carers** – This fund provides resources to run services for Adult Carers aged 18 years old or above.

**Carers Engagement** – This fund provides resources to support the Carers Centre's engagement work with both Young and Adult Carers. The income is raised by way of a service contract and therefore it has been considered to treat the reserves as unrestricted going forward. It has not been considered necessary to make a prior year adjustment as this transfer is not material to the understanding of the accounts.

**Reaching Out** – This fund provided resources to support hidden and isolated Carers; the project ended in the financial year ended 31 March 2017. Funds have been transferred from unrestricted funds to cover the deficit.

**Armed Forces** – This fund provided resources to support the Carers of Armed Forces personnel.

**Caravan** – This fund provides resources for the Caravan event which is to be held in the year ending 31 March 2019.

**Core Activities** – This fund was introduced to hold the restricted funds received from Microsoft Philanthropies and Lloyds Bank Foundation to enable the rebuilding of the database and renewal of software. Funds have been transferred from unrestricted funds to cover the deficit.

**THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED  
(LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

**17 Other funds**

	Movement in funds				
	Balance at 1 April 2017	Incoming resources	Resources expended	Transfers	Balance at 31 March 2018
	£	£	£		£
Unrestricted funds	511,206	496,225	(378,260)	<b>(46,048)</b>	<b>583,123</b>
Designated fund – Infrastructure	-	-	-	<b>30,000</b>	<b>30,000</b>
Designated fund - Repairs	-	-	-	<b>40,000</b>	<b>40,000</b>
	<u>511,206</u>	<u>496,225</u>	<u>(378,260)</u>	<u><b>23,952</b></u>	<u><b>653,123</b></u>

The designated funds for infrastructure and repairs were established during the year to enable the charity to fund such expenditure in the future.

**18 Analysis of net assets between funds**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2018 £
Fund balances at 31 March 2018 are represented by:				
Fixed Assets	-	-	-	-
Current assets	610,392	70,000	133,322	<b>813,714</b>
Creditors: amounts falling due within one year	(27,269)	-	-	<b>(27,269)</b>
	<u>583,123</u>	<u>70,000</u>	<u>133,322</u>	<u><b>786,445</b></u>
		Unrestricted funds £	Restricted funds £	Total 2017 £
Fund balances at 31 March 2017 are represented by:				
Fixed assets		-	-	-
Current assets		551,155	199,057	750,212
Creditors: amounts falling due within one year		(39,949)	-	(39,949)
		<u>511,206</u>	<u>199,057</u>	<u>710,263</u>

**THE CARERS CENTRE FOR BRIGHTON AND HOVE LIMITED  
(LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

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**19 Commitments under operating leases**

At 31 March 2018 the company had total commitments under non-cancellable operating leases as follows:

	<b>Land and buildings</b>	
	<b>2018</b>	2017
	£	£
Expiry date:		
Within one year	-	-
1-5 years	<b>71,750</b>	92,250
	<u>          </u>	<u>          </u>
	<b>Other</b>	
	<b>2018</b>	2017
	£	£
Expiry date:		
Within one year	-	-
1-5 years	<b>4,554</b>	6,558
	<u>          </u>	<u>          </u>

Included within the Statement of Financial Activities are operating lease payments of £22,504.