

BORDERS CARE VOICE
(a Scottish Charitable Incorporated Organisation)

Annual Report and Accounts
For the year ended 31 March 2019

Registered Charity – SC043731



Involving you to improve
health and social care

BORDERS CARE VOICE

Annual Report and Accounts For the year ended 31 March 2019

Contents	Page
Charity Information	1
Trustees' Report	2 – 4
Independent Examiner's Report	5
Receipts and Payments Account	6
Statement of Balances	7
Notes to the Accounts	8 – 10

BORDERS CARE VOICE

Charity Information

Charity number

SC043731

Trustees

Gordon Forsyth – Chair

Kathryn Peden – Vice Chair

Pippa Dickson – Treasurer

Graham Nisbet

Jane Douglas

Susan Green (resigned 11th September 2018)

James Aitken (resigned 11th September 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 2019

The trustees present their report and receipts and payments accounts of the charity for the year ended 31 March 2019.

Structure, governance and management

The charity 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 – a Chief Officer, Depute-Chief Officer, Office and Finance Administrator, Development Worker (Mental Health), a Learning Network Training Co-ordinator and a Learning Network Programme Administrator.

Objectives and activities

We work with people and providers to promote equality and change in health and social care. We do this by:

- bringing people and providers in health and social care together to identify common issues and form collective voices and actions
- supporting them to speak with that voice, or representing them where required
- keeping them informed and up to date
- supporting their learning and development through training
- identifying gaps and developing new ideas to address them
- by supporting co-production at all stages in the design and delivery of health and social care in the Borders.

Achievements and performance

The charity has achieved the following throughout the year:

- Secured partnership work with Alzheimer Scotland to help to facilitate the Borders Dementia Working Group.
- Co-produced and published a *Co-production Charter* with the Mental Health and Wellbeing Forum.
- Responded to and supported the development of the Physical Disabilities Strategy and action plan for the Borders.
- Supported the revision and redrafting of Strategic Plan for Integration with the Health and Social Care Partnership.
- Led by our members and the Mental Health and Wellbeing Forum, we petitioned Scottish Borders to look more closely at the impact of the changes to its Welfare Benefits Service in 2017.
- Worked with the Service User and Carer Working Group to produce *A Chair's Guide*, for meetings with public involvement.

BORDERS CARE VOICE

Trustees' Report For the year ended 31 March 2019

Achievement and performance continued

- Completed work for GDPR compliance and achieved Cyber Security Essentials certification.
- Agreed that Borders Carers Centre would take on responsibility for the annual Carers Week event.
- SB Cares commissioned the Learning Network to carry out management training for its staff, delivered into 2019.

Financial Review

We thank our funders Scottish Borders Council 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.

The charity had receipts in the year of £194,541 (2018: £173,521) and payments of £170,221 (2018: £188,406) resulting in net receipts of £24,320 (2018: net payments of £14,885). Total funds under management of the charity at 31 March 2019 are £101,201, which are represented by cash and bank balances.

The General fund, as detailed in note 7, has increased by £7,068. This includes the April 2019 grant from SBC which was £5,238. £5,000 was transferred to the designated fund due to the surplus in 2017/18.

The timing of specific project funds has led to an increase in the Restricted Funds as income was received in advance of some of the related expenses, for example £11,553 for the Collective Advocacy Project.

Reserves

There are two reserves policies - one for the core service represented by the general reserves and one for the Learning Network 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.

Trustee remuneration and expenses

The trustees did not receive any remuneration during the year (2018: Nil). Travel expenses were reimbursed to one trustees totalling £318 (2018: 2, £471).

BORDERS CARE VOICE

Trustees' Report

For the year ended 31 March 2019

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:

- Build on and recruit to our existing user groups.
- Train and grow our pool of user/carer representatives, including delivery of standardised training.
- Develop income generation via training offers
- Further promote the use of ALISS (A Local Information System for Scotland) as an online directory resource for health and social care services.
- Engage with a range of forthcoming strategy agendas including: Mental Health Transformation, Plan for Carers, Older Person's Housing Care & Support and Public Protection.
- Strengthen the third sector profile and communication in health and social care by collaborating with the Scottish Border Third Sector Interface.

Approved by the Trustees and signed on their behalf



**P Dickson
Treasurer
23 July 2019**

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 2019, which are set out on pages 6 and 7 and the related notes on pages 8 to 10.

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.

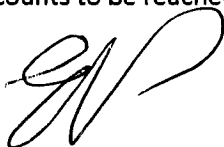
Basis of independent examiner's statement

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
23 July 2019

BORDERS CARE VOICE

Receipts and Payments Account For the year ended 31 March 2019

	Notes	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Total 2018 £
Receipts					
Grants	2	114,822	79,038	193,860	170,975
Investment income		52	-	52	22
Other income from charitable activities	3	104	525	629	2,524
		<u>114,978</u>	<u>79,563</u>	<u>194,541</u>	<u>173,521</u>
Payments					
Grants paid		-	-	-	120
Staff costs	4	81,931	34,594	116,525	117,164
Other costs	5	32,207	21,489	53,696	71,122
		<u>114,138</u>	<u>56,083</u>	<u>170,221</u>	<u>188,406</u>
Net receipts/(payments) before transfers		840	23,480	24,320	(14,885)
Transfers		<u>5,264</u>	<u>(5,264)</u>		-
Net receipts/(payments)		<u><u>6,104</u></u>	<u><u>18,216</u></u>	<u><u>24,320</u></u>	<u><u>(14,885)</u></u>

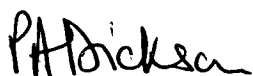
The notes on pages 8 to 10 form part of these accounts

BORDERS CARE VOICE

Statement of Balances As at 31 March 2019

	Notes	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Total 2018 £
Bank balances at 1 April 2018		67,933	8,949	76,882	91,767
Net receipts for the year		6,104	18,216	24,320	(14,885)
Bank balances at 31 March 2019	7	<u>74,037</u>	<u>27,165</u>	<u>101,202</u>	<u>76,882</u>
Fixed assets (for information only)					
		£	£	£	£
Office furniture and equipment (cost)		<u>16,291</u>	<u>-</u>	<u>16,291</u>	<u>15,401</u>
Office furniture and equipment (NBV)		<u>5,970</u>	<u>-</u>	<u>5,970</u>	<u>7,070</u>
Creditors (for information only)					
		£	£	£	£
Independent examiners fee		<u>750</u>	<u>-</u>	<u>750</u>	<u>750</u>
		<u>750</u>	<u>-</u>	<u>750</u>	<u>750</u>

Approved by the Trustees on 23 July 2019 and signed on their behalf by:



P Dickson
Treasurer

The notes on pages 8 to 10 form part of these accounts

BORDERS CARE VOICE

Notes to the Accounts For the year ended 31 March 2019

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).

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. Grants

	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Total 2018 £
SBC (Core Services)	68,100	-	68,100	57,623
SBC (BCLN)	-	35,735	35,735	35,735
NHS Borders (Core Services)	35,407	-	35,407	35,407
SBC (BCLN Training)	-	25,500	25,500	27,895
SBC (Mental Health Hours)	11,315	-	11,315	11,315
People's Health	-	11,553	11,553	-
SBCares – training	-	5,250	5,250	-
Roxburgh Landward Benevolent Trust	-	1,000	1,000	-
SBC (Tailor Made Support Training)	-	-	-	3,000
	<u>114,822</u>	<u>79,038</u>	<u>193,860</u>	<u>170,975</u>

3. Other income from charitable activities

	£	£	£	£
Hire of facilities	104	-	104	2,113
Other charges	-	525	525	411
	<u>104</u>	<u>525</u>	<u>629</u>	<u>2,524</u>

BORDERS CARE VOICE

Notes to the Accounts For the year ended 31 March 2019

4. Staff costs

	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Total 2018 £
Gross Salaries	73,421	30,438	103,859	99,670
Employer's National Insurance Pension	2,626 5,884	1,731 2,425	4,357 8,309	4,373 13,121
	<u>81,931</u>	<u>34,594</u>	<u>116,525</u>	<u>117,164</u>

The average number of staff per month is 6 (2018: 6)

5. Other costs

	Unrestricted 2019 £	Designated 2019 £	Restricted 2019 £	Total 2019 £	Total 2018 £
Costs of charitable activities					
BCLN Externally purchased training	-	-	11,718	11,718	18,456
Premises costs	11,008	-	2,000	13,008	16,283
Office costs	7,386	4,159	4,282	15,827	15,303
Consultants	-	-	315	315	4,912
Venue hire & catering	1,140	208	2,103	3,451	4,091
Travel expenses (staff & volunteers)	2,741	458	582	3,781	3,766
Training/supervision of staff	1,418	-	-	1,418	1,564
Publicity, surveys & reports	587	554	489	1,630	1,173
Legal & professional fees	22	-	-	22	420
Repairs & maintenance	162	-	-	162	395
Equipment purchases	396	494	-	890	3,081
Sundries	315	91	-	406	241
	<u>25,175</u>	<u>5,964</u>	<u>21,489</u>	<u>52,628</u>	<u>69,685</u>
Governance costs					
Trustees Travel	318	-	-	318	471
Independent examination	750	-	-	750	966
	<u>1,068</u>	<u>-</u>	<u>-</u>	<u>1,068</u>	<u>1,437</u>
Total Costs	<u>26,243</u>	<u>5,964</u>	<u>21,489</u>	<u>53,696</u>	<u>71,122</u>

The fee for the Independent Examination of the 18/19 annual accounts is £750 and is included in the statement of balances.

BORDERS CARE VOICE

Notes to the Accounts For the year ended 31 March 2019

6. Related party transactions

No remuneration was paid to trustees during the year (2018: £Nil). Travel expenses were paid to one trustee (2018: 2), totalling £318 over the year (2018: £471). There were no other related party transactions.

7. Funds

	Balance at 1 April 2018 £	Receipts £	Payments £	Transfers £	Balance at 31 March 2019 £
Unrestricted Funds					
General fund	60,007	114,978	(108,174)	264	67,075
<i>Designated fund:</i>					
Development & Research	7,926		(5,964)	5,000	6,962
	<u>67,933</u>	<u>114,978</u>	<u>(114,138)</u>	<u>5,264</u>	<u>74,037</u>
Restricted Funds					
Borders Care Learning Network	5,361	68,010	(53,874)	(5,264)	14,233
Collective Advocacy Project	-	11,553	-	-	11,553
Carers Information Fund	3,588	-	(2,209)	-	1,379
	<u>8,949</u>	<u>79,563</u>	<u>(56,083)</u>	<u>(5,264)</u>	<u>27,165</u>
Total Funds	<u>76,822</u>	<u>194,541</u>	<u>(170,221)</u>	<u>-</u>	<u>101,202</u>

Designated funds:

Development & Research represents funds designated for the purposes of funding new or existing projects as need arises.

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.

Collective Advocacy Project – new project starting April 2019 and running for 2 years funded by People's Health Trust and Robertson Trust. It funds a 21-hour post and the balance represents the initial payment from People's Health Trust.

Carers Information Fund – the original funding was deployed by the Carers Planning Group, which no longer exists, so the residual will be moved to the development fund in 2019/20