

ASCOT DISTRICT DAY CENTRE TRUST
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

ASCOT DISTRICT DAY CENTRE TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	C Bateson J Martin E Fletcher J Upperton R Flanders A Rainsborough R Oliver S Heathcote R Ellison	(Appointed 18 September 2019)
Charity number	269845	
Principal address	Chandler Centre Bagshot Road Sunninghill Ascot Berkshire SL5 9PD	
Independent examiner	Kirk Rice LLP The Courtyard High Street Ascot Berkshire SL5 7HP	

ASCOT DISTRICT DAY CENTRE TRUST

CONTENTS

	Page
Trustees' report	1 - 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 12

ASCOT DISTRICT DAY CENTRE TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2019

The trustees present their report with the financial statements of the charity for the year ended 31 December 2019.

The trustees have adopted the provisions of 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) (effective 1 January 2015).

Objectives and activities

Public benefit requirement

The trustees have discussed the issue of public benefit and are confident that the breadth and scope of the work the Charity undertakes, as disclosed in this report, complies with Section 17 of the Charities Act 2011 and has due regard to the Charity Commissions general guidance on public benefit. The Charity is a public benefit entity.

Achievements and performance

The operations of the Trust are based at the Chandler Centre and can be divided into two categories of activity:

- The Ascot District Day Centre
- Day Care Plus.

Both activities use the facilities of the Chandler Centre, the running costs and maintenance of which are paid by the Trust from Ascot District Day Centre funds. Activities include usual day care activities and events at the Chandler Centre, as described below.

The Ascot District Day Centre

The Ascot District Day Centre operates daily, from Monday to Friday, and serves primarily the elderly members of the community, who pay a small annual subscription which entitles them to have full use of the Centre and its amenities. The Day Centre is staffed by 5 permanent part-time employees, who are in turn well supported by volunteers. Transport is provided for members between home and the Day Centre with the help of volunteer drivers. Lunch is provided each day at the Day Centre, together with a 'Meals on Wheels' service for those in the community who have a need.

Services provided at the Day Centre have remained as for previous years and include organising daily activities at the Centre, such as exercises, bingo, quizzes, etc, and taking members on day excursions as well as holidays at resort hotels. Outings are partly subsidised by the Day Centre and are popular with members. Members have a choice of joining activities or not, as well as deciding the frequency of their visits to the Centre. Periodic functions/parties are also held at the Centre. Other services include hairdressing, chiropody and beauty treatment. There is also a fully equipped bathroom. The management team have continued to ensure that a high standard of care is provided. Membership was stable during the year under review.

Work experience is provided at the Day Centre to students periodically, in co-operation with local schools.

Day Care Plus

Day Care Plus (DCP) functions primarily for the frail elderly members of the community. DCP operates on Saturdays and is run with voluntary help. A prime intent of DCP is to provide respite for carers. Transport is provided for participants between home and the Chandler Centre, with the help of volunteer drivers. Lunch is provided at the Chandler Centre, together with a 'Meals on Wheels' service for those in the community who have a need, and for which a charge is made.

Benefactors' Club - In Summer 2008 a Benefactors' Club was formed with a view to fund raising and improving the awareness of the Day Centre within the local community. Annual donations are sought from private and business members of the community and regular events are held to foster friendship and promote awareness. This has been a highly successful initiative with currently 124 benefactors (2018: 150) who play a significant role in our fund-raising activities.

ASCOT DISTRICT DAY CENTRE TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

Financial review

Reserves policy:

The policy's aim is to maintain Reserves in the form of Unrestricted Funds less Fixed Assets, as a percentage of expenditure at the level of between 50% and 60%.

At 31st December 2019, the Trust's Net Current Assets totalled £157,084 (2018: £178,988). This as a percentage of total expenditure is 102% (2018: 121%).

Investments policy:

All monies raised by and on behalf of the Trust shall be applied to further the objectives of the Trust and for no other purpose.

The honorary treasurer shall maintain proper accounts, which are independently examined annually by qualified accountants. Management accounts are submitted to the Board of Trustees at least quarterly.

The current investment policy as agreed by the Board of Trustees is for surplus funds to be held in bank deposit accounts and in the COIF Charities Deposit Fund or Virgin Money account.

FUTURE PLANS

The trustees intend that the existing manner in which the Day Centre runs and the services it provides will continue. Improvements and repairs to the infrastructure, fixtures and fittings are required and planned, to ensure high standards are maintained. Staff are sent on periodic courses, to ensure that they keep up to date with changes and improvements in the welfare of the elderly plus Food Hygiene requirements.

Structure, governance and management

The trustees who served during the year and up to the date of signature of the financial statements were:

C Bateson

J Martin

E Fletcher

J Upperton

R Flanders

A Rainsborough

R Oliver

S Heathcote

R Ellison

(Appointed 18 September 2019)

Trustee selection method:

The Charity's trustees are elected at each annual general meeting of the Trust or are co-opted by the extant trustees during the year.

Risk management

The trustees have assessed the major risks to which the charity is exposed, in particular those related to operational and financial matters, and have set up appropriate procedures to reduce exposure to those risks.

Names of the Charity's custodian trustees:

The trustees for the Charity (during the period from 1 January 2019 to 31 December 2019) were:

- Mrs J Martin
- Mrs E Fletcher
- Mr J Upperton

The existing constitution, which was prepared in 1975, has been reviewed by the trustees to ensure it meets current practice.

ASCOT DISTRICT DAY CENTRE TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number:

269845

Registered in England and Wales

Principal address

Chandler Centre

Bagshot Road

Sunninghill

Ascot

Berkshire

SL5 9PD

HISTORY, OBJECTIVES AND ACTIVITIES OF THE CHARITY

The Ascot District Day Centre was established in 1975 by Dr G Chandler, a local GP and other like-minded members of the community with the objective of promoting the welfare of the aged and the other inhabitants as the Trust shall determine, of the parishes of North Ascot, South Ascot, Sunninghill, Sunningdale and Winkfield. Membership is open to anyone without distinction over the age of 50.

REFERENCE AND ADMINISTRATIVE DETAILS

The Centre is open on weekdays and members are collected from their homes daily by the Centre's two minibuses. Various activities and services are provided as outlined in the Achievements and Performance section.

REFERENCE AND ADMINISTRATIVE DETAILS

On Saturdays, the Centre provides food, care and support for the very frail through Day Care Plus, which allows their carers to take a rest day.

The Trust Deed gives the trustees the power to apply all funds raised in such a manner as they think fit providing it is applied to further the objects of the Trust and for no other purpose.

In this manner the trustees will ensure that proper maintenance of the Trust's assets is undertaken and identify appropriate projects for the improvement of the welfare of its members.

The trust holds a Lease for 60 years from 1977 with the Royal Borough of Windsor & Maidenhead at a peppercorn rent. On 19 December 2019 the Cabinet of the Royal Borough of Windsor & Maidenhead approved the Surrender and Renewal of the Lease for Ascot Day Centre Trust for a term of 117 years at a peppercorn rent.

Professional advisors:

- The Charity's bank is Barclays Bank plc, Ascot branch.
- The Charity's accountants are Kirk Rice LLP, Ascot.

EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements.

The trustees' report was approved by the Board of Trustees.

J UPPERTON

.....

J Upperton

Trustee 21-04-2020

Dated:

ASCOT DISTRICT DAY CENTRE TRUST

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF ASCOT DISTRICT DAY CENTRE TRUST

I report to the trustees on my examination of the financial statements of Ascot District Day Centre Trust (the charity) for the year ended 31 December 2019.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.

Graham Jennings

Mr GMD Jennings FCCA CTA
Kirk Rice LLP

The Courtyard
High Street
Ascot
Berkshire
SL5 7HP

21-04-2020
Dated:

ASCOT DISTRICT DAY CENTRE TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2019

		Unrestricted funds 2019 £	Total 2018 £
	Notes		
<u>Income from:</u>			
Donations and legacies	2	90,959	160,117
Charitable activities	3	46,539	43,609
Investments	4	556	355
Total income		138,054	204,081
<u>Expenditure on:</u>			
<u>Charitable activities</u>			
Running of Day Centre	5	154,372	148,107
Total charitable expenditure		154,372	148,107
Net (expenditure)/income for the year/ Net movement in funds		(16,318)	55,974
Fund balances at 1 January 2019		205,025	149,051
Fund balances at 31 December 2019		188,707	205,025

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

ASCOT DISTRICT DAY CENTRE TRUST

BALANCE SHEET

AS AT 31 DECEMBER 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	9		31,623		26,037
Current assets					
Debtors	10	44,113		63,974	
Cash at bank and in hand		122,084		118,101	
		<u>166,197</u>		<u>182,075</u>	
Creditors: amounts falling due within one year	11	<u>(9,113)</u>		<u>(3,087)</u>	
Net current assets			157,084		178,988
Total assets less current liabilities			<u>188,707</u>		<u>205,025</u>
Income funds					
Unrestricted funds - general			188,707		205,025
			<u>188,707</u>		<u>205,025</u>

The financial statements were approved by the Trustees on 17-04-2020

J UPPERTON

J Upperton
Trustee

ASCOT DISTRICT DAY CENTRE TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution, the Charities Act 2011 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

The Covid 19 pandemic meant that to protect our members, the Day Centre was closed on 18 March 2020. Staff and volunteers continue to provide a 7 days a week meals on wheels service to our members. The trustees are confident that the financial resources of the Ascot District Day Centre together with the ongoing support of the Benefactors and local community will continue throughout the crisis.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

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

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

ASCOT DISTRICT DAY CENTRE TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

(Continued)

1.5 Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold land and buildings	5% on cost
Fixtures and fittings	20% on cost
Motor vehicles	25% on reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Fixed assets grants

Specific grants for the purchase of fixed assets receivable from local governments are recognised when there is: 1) entitlement to the grant, 2) virtual certainty that it will be received and 3) sufficient measurability of the amount. Unspent grants are shown on the balance sheet as restricted funds.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.9 Retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

1.10 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

ASCOT DISTRICT DAY CENTRE TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

(Continued)

1.11 Legacies

Pecuniary legacies are recognised as receivable once probate has been granted and notification has been received.

Residuary legacies are recognised as receivable once probate has been granted, provided that sufficient information has been received to enable valuation of the Charity's entitlement.

Reversionary interests involving a life tenant are not recognised due to the intrinsic uncertainties in valuing them.

2 Donations and legacies

	Unrestricted funds general 2019 £	Total 2018 £
Donations and gifts	90,959	160,117

3 Charitable activities

	2019 £	2018 £
Raised at Day Centre	6,307	3,867
Contributions towards transport costs	4,320	4,489
Gift Aid	3,513	3,974
Contributions towards food costs	32,399	31,279
	46,539	43,609

4 Investments

	Unrestricted funds general 2019 £	Total 2018 £
Interest receivable	556	355

ASCOT DISTRICT DAY CENTRE TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

5 Charitable activities

	Running of Day Centre 2019 £	Running of Day Centre 2018 £
Staff costs	48,795	52,067
Utilities	6,280	6,662
Insurance	2,090	1,680
Telephone	1,314	1,754
Postage and stationery	568	722
Office and premises expenses	6,485	6,814
Food costs	26,257	22,971
Day Care Plus nursing disbursements	7,444	6,828
Motor running costs	11,184	15,201
Repairs and maintenance	13,533	5,237
Members' functions and activities	4,111	3,236
Members' holiday costs	4,181	4,115
Computer costs	1,073	584
Cleaning	9,790	10,817
Depreciation	8,898	8,142
Profit/(Loss) on sale of tangible assets	293	-
	<u>152,296</u>	<u>146,830</u>
Share of governance costs (see note 6)	2,076	1,277
	<u>154,372</u>	<u>148,107</u>

6 Support costs

	Support costs £	Governance costs £	2019 £	2018 £
Accountancy and legal costs	-	2,076	2,076	1,277
	<u>-</u>	<u>2,076</u>	<u>2,076</u>	<u>1,277</u>
Analysed between Charitable activities	-	2,076	2,076	1,277
	<u>-</u>	<u>2,076</u>	<u>2,076</u>	<u>1,277</u>

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

ASCOT DISTRICT DAY CENTRE TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2019 Number	2018 Number
	6	6
Employment costs	2019	2018
	£	£
Wages and salaries	48,554	51,947
Other pension costs	241	120
	48,795	52,067

9 Tangible fixed assets

	Leasehold land and buildings	Fixtures and fittings	Motor vehicles	Total
	£	£	£	£
Cost				
At 1 January 2019	23,167	58,598	84,388	166,153
Additions	-	14,776	-	14,776
Disposals	-	(437)	(29,270)	(29,707)
At 31 December 2019	23,167	72,937	55,118	151,222
Depreciation and impairment				
At 1 January 2019	16,217	57,618	66,281	140,116
Depreciation charged in the year	1,158	3,212	4,527	8,897
Eliminated in respect of disposals	-	(437)	(28,977)	(29,414)
At 31 December 2019	17,375	60,393	41,831	119,599
Carrying amount				
At 31 December 2019	5,792	12,544	13,287	31,623
At 31 December 2018	6,950	980	18,107	26,037

ASCOT DISTRICT DAY CENTRE TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

10 Debtors

	2019	2018
	£	£
Amounts falling due within one year:		
Trade debtors	600	-
Other debtors	3,513	3,974
Prepayments and accrued income	40,000	60,000
	<u>44,113</u>	<u>63,974</u>

11 Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade creditors	2,224	1,572
Other creditors	106	28
Accruals and deferred income	6,783	1,487
	<u>9,113</u>	<u>3,087</u>

12 Related party transactions

There were no disclosable related party transactions during the year (2018 - none).

13 ULTIMATE CONTROLLING PARTY

The charity is controlled by the trustees.

14 PRESENTATION CURRENCY

The presentation currency of the financial statements is the Pound Sterling (£).

15 INDEPENDENT EXAMINER FEE

The trustees agreed a fee of £1,080 including VAT (2018: £733) to be remunerated to the independent examiner.