

# **Trustees' Annual Report for the period**

Period start date Period end date

10 JULY 2018 To 30 JUNE 2019

Section A	Reference and a	administration details
-----------	-----------------	------------------------

From

Charity name	Caribbean Elderly Hairoun Day Centre		
Other names charity is known by	CEHDC or Hairoun Older Adults Day Centre		
Registered charity number (if any)	<b>y)</b> 1013824		
Charity's principal address	Lady Verney Close		
	High Wycombe		
	Bucks		
	Postcode	HP13 6BY	

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Edgar Samuel	Chair		CEHDC management Committee
2	Ann Williams	Vice Chair		CEHDC management Committee
3	Judy McDowall	Secretary		CEHDC management Committee
4	Kojo Asare Bonsu	Trustee		CEHDC management Committee
5	Reynold Franklin	Trustee		CEHDC management Committee
6	Dwight Bushay	Trustee		CEHDC management Committee
7	Pauliana Latham	Trustee		CEHDC management Committee
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

	Names of the trus	stees for	the charity, if a	any, (for example, any cust	odian trustees)
	Name			Dates acted if not for wh	ole year
Na	mes and addresses	of advise	ers (Optional in	nformation)	
	pe of adviser	Name		Address	
Fin	nancial	Rosaly	n Hodgson		
Le	gal	Charlo Willian	ette Pope- ns		
				aff members (Optional info	ormation)
An	n Williams – Vice Cha	ir, Eddie	Samuel - Chair		
	Section B	St	ructure. a	overnance and ma	nagement
	scription of the char				3
	Type of governing of (eg. trust deed, co		Constitution ac	dopted October 1998	
	How the charity is co		Unincorporated	d Association	
	Trustee selection (eg. appointed by, e		Trustees are appointed or reappointed annually at the Annual General Meeting		
Ad	ditional governance	issues (C	Optional inform	nation)	
	u <b>may choose</b> to includitional information, wh		All trustees giv other benefits.	e their time voluntarily and re	eceived no remuneration or
rele	evant, about:		Disclosure and	Barring checks are carried	on in respect of all employees
	policies and procedure adopted for the induct training of trustees;		CEHDC accou	nts are independently exami	ined.
;	the charity's organisat structure and any wide network with which the works;	er			
	relationship with any r parties;	related			
1	trustees' consideration major risks and the sy and procedures to ma	/stem			

them.

## **Section C**

# **Objectives and activities**

Summary of the objects of the charity set out in its governing document

To promote the welfare of the aged in High Wycombe and surrounding areas, without any discrimination of sex, race, gender, disabilities or religion.

To advance the physical and mental health of older people by preventing social isolation.

To provide help and support to next of kin/carers of older people in need, especially those hard to reach.

In our planning for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustees meeting.

In our planning for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustees meeting.

In High Wycombe the risk of loneliness (65+ years) in parts of several wards are among the highest in the county. Deprivation affects health throughout life. There is a clear link between loneliness and poor mental and physical health

The Hairoun Older Adults Day Centre (HOAD) provides a daily support service and a safe and welcoming environment for all our community of users, the majority of whom are aged over 80 years and from BAME (mainly Caribbean) backgrounds.

The women and men from across High Wycombe who attend the centre each week have different levels of care needs, from moderate to very high dependency, both mental and physical. A significant number have been diagnosed with various types of dementia including vascular dementia, Alzheimer's disease and other life-limiting conditions. The behaviour of some, especially those with severe dementia, can become quite challenging.

We have been providing this services at our current location since 22 years. In our review questionnaire to all members, many tell us that they will not feel comfortable going elsewhere and would otherwise be socially isolated at home. Our experience has shown that our members and their families rely on the centre, calling it a 'lifeline'.

A critical part of our service is the period of respite provided for carers/next of kin. Those without immediate family are reliant on home carers or health professionals, who may visit once or twice a day for 15 to 30 minutes at a time. Although caring and well meaning, they simply don't have time to spend with their clients. Several families have indicated that if the day centre did not exist they would have to choose between their own paid employment and residential care for their loved ones.

HOAD fosters a warm caring environment and we are recognised for not turning anyone away, including those who have been asked to leave

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

	local authority as cuts in services take effect on provision for older people	
	HOAD is self-funding we do not receive any large grants from Bucks County Council or Wycombe District Councils to run the service, pay our staff or run the minibus.	
onal information)		
You <b>may choose</b> to include further statements, where relevant, about:		
<ul> <li>policy on grantmaking;</li> </ul>		
<ul> <li>policy programme related investment;</li> </ul>		
<ul> <li>contribution made by volunteers.</li> </ul>		

other centres. However, we seen a marked reduction in referrals from the

**TAR** 4 March 2012

(Optional information)

## Achievements and performance

# Summary of the main achievements of the charity during the year

The Hairoun Older Adults Day Centre (HOAD) is staffed by dedicated community volunteers and paid workers.

It is widely known that the BAME ageing community is hard to reach, at risk of isolation with poor access to mainstream services. We are continue to be well-regarded and trusted by the BAME community

Our services have prevented/delaying the need for more costly and intensive interventions.

Promote quality of life and engagement, and reduced social isolation of our clients

Supported and provided care to clients who are at risk of losing their independence

We have endeavoured to create and maintain an environment that improves the physical and mental well-being for every individual and our clients show positive changes to their health and well-being. Families, carers and relevant professionals especially those who support older people in the High Wycombe BAME community depend on us for our specialised care.

We regularly advocate on behalf of our clients and/or families as many are afraid and wary in engaging with statutory organisations due to past experiences. (Key services are often only accessible online or by telephone creating a further access barrier to this group.)

Many of our clients are from the Windrush generation. We collaborated with Wycombe Museum to achieve a successful Windrush Day.

Section E	Financial review
Brief statement of the charity's policy on reserves	CEHDC hold cash at the bank in restricted and unrestricted funds. The unrestricted general fund consists of funds, which CEHDC may use at its discretion. The restricted funds are those where the donor has imposed restrictions on the use of the funds which are legally binding
Details of any funds materially in deficit	The general fund has gone into deficit this year and the charity is actively seeking funding and fundraising to begin to reduce this deficit
Further financial review details	(Optional information)
You <b>may choose</b> to include additional information, where relevant about:	
<ul> <li>the charity's principal sources of funds (including any fundraising);</li> </ul>	
<ul> <li>how expenditure has supported the key objectives of the charity;</li> </ul>	
<ul> <li>investment policy and objectives including any ethical investment policy adopted.</li> </ul>	
Section F	Other optional information
	Other optional information  Declaration
Section G	
Section G	Declaration ave approved the trustees' report above.
Section G The trustees declare that they h	Declaration ave approved the trustees' report above.
Section G The trustees declare that they h Signed on behalf of the charity'	Declaration ave approved the trustees' report above. s trustees
Section G The trustees declare that they h Signed on behalf of the charity' Signature(s)	Declaration ave approved the trustees' report above. s trustees  Ann Williams



# **Caribbean Elderly Hairoun Day Centre**

# **Annual Accounts**

30th June 2019

Registered Charity no: 1013824

#### Statement of Financial Activities for the year ended 30th June 2019

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
Incoming Resources					
Incoming resources from generated funds					
Voluntary Income: Donations	3	3,698	150	3,848	1,362
Grants	4	-	7,520	7,520	12,020
Sub total voluntary Income		3,698	7,670	11,368	13,382
Activities for generating funds					
Fundraising activities	5	370	-	370	330
		370		370	330
	_				
Investment income	6	7	-	7	11
Incoming resources from Charitable activities					
Day Care Provision	7	26,728	-	26,728	38,489
		26,728		26,728	38,489
Other incoming resources	8	300	-	300	10
<b>3</b>					
Total Incoming resources		31,103	7,670	38,773	52,222
Total incoming resources		31,103	7,070	30,773	52,222
Resources Expended					
Costs of generating funds:					
Cost of generating Voluntary income	9	-	-	-	-
Fundraising trading costs Cost of generating Investment income	10 11	- 64	-	- 64	- 64
Cook of gonorating invocation income	••	64	-	64	64
Charitable Activities	12	E4 1E0	7 500	61 670	65,347
Day Care Resources Support Costs	13	54,150 2,880	7,520 -	61,670 2,880	2,484
		57,030	7,520	64,550	67,831
Governance Costs	14	1,584	-	1,584	1,980
Losses through Depreciation	15	137	431	568	856
Total Resources Expended		58,815	7,951	66,766	70,731
Net Incoming Resources		<u>- 27,712</u>	<u>- 281</u>	- 27,993	- 18,509
Total funds brought forward	20	21,087	40,088	61,175	79,683
Gross Transfers between Funds	21	-	- 8,314	- 8,314	- 5,502
	21	7,883	431	8,314	5,502
Prior Year Adjustment	1.4	-	-	-	-
Balance carried forward as at 30th June 2019		1 050	21 004	22 100	C1 174
Daiance Carried Iorward as at Sour June 2019		1,258	31,924	33,182	61,174

#### Balance Sheet as at 30th June 2019

	Notes	2019	2018
Fixed Assets Intangible Assets	15	1,701	2,270
3		1,701	2,270
Current Assets			
Debtors	17	4,787	5,115
Cash at bank & in hand	18	27,866	55,551
		32,653	60,666
Liabilities: amounts falling due within one year	19	1,173	1,761
Net Current Assets		33,182	61,175
Funds			
Unrestricted Fund Balance		1,258	21,087
Restricted Fund Balance		31,924	40,088
Total Charity Funds		33,182	61,175
Approved by the Trustees and signed on their behalf by	v·		
. ipp. o. o. o. j o	, .		

Approved by the Trustees and signed on their behalf by:	
Ann Williams (Apr 30, 2020) }	Ann Williams
Appr380,20200 }	Dated

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2019

#### 1. Accounting Policies

The principle accounting policies are summarised below. The accounting policies have been applied consistently thoughout the year and in the preceding year.

#### 1.1 Basis of preparation

- (i) These accounts are the accounts of the Caribbean Elderly Hairoun Day Centre
- (ii) These accounts have been prepared on the accrual basis and include income and expenditure as they are earned or incurred, rather than as cash is received or paid.
- (ii) The Statement of Recommended Practice (SORP 2005) has been followed in the preparation of these accounts.

#### 1.2 Fund accounting

- (i) The charity's unrestricted general fund consists of funds which the charity may use for its purposes at its discretion.
- (ii) The charity's restricted funds are those where the donor has imposed restrictions on the use of the funds which are legally binding.

#### 1.3 Change in basis of accounting

(i) There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

#### 1.4 Changes to previous accounts

(i) No changes have been made to the accounts for previous years.

#### 2.1 Incoming Resources

- (i) All income is accounted for when the charity has entitlement, there is certainty of receipt and the amount is measurable.
- (ii) Grants and donations are only included in SOFA when the charity has unconditional entitlement to resouces.
- (iii) The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
- (iv) Investment income is included in the accounts when receivable.

#### 2.2 Resources Expended

- (i) Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of any VAT which cannot be recovered.
- (ii) Grants and donations are only included in SOFA when the charity has unconditional entitlement to resouces.
- (iii) The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
- (iv) Investment income is included in the accounts when receivable.
- (v) Administrative expenditure comprises costs incurred in running the charity. Where applicable, some of these costs have been treated as direct charitable expenditure.

#### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2019

3	Donated Income	2019 £	2018 £
	Committed Giving General Donations Bequeths & Legacies Mini-Bus Donations	3,698 - 150 3,848	1362 - 1,362
4	Grant Income	2019 £	2018 £
	Bucks County Council - Core Grant Bucks Community Fund Other Help the Aged	7,520 - 	7,520 4,500 - -
		7,520	12,020
5	Fundraising Activities	2019 £	2018 £
	Food Sales Sponsored Income Mini-bus hire Event Income Commission	108 - - 262 -	330 - -
		370	330
6	Investment Income	2019 £	2018 £
	Bank Interest Received	7	11
7	Day Care Income	2019 £	2018 £
	Local Authority Clients Self-funded Clients	10,637 16,091	10,225 28,265
		26,728	38,490
8	Other Income	2019 £	2018 £
	Oline Filing Incentive Miscellaneous Income	- 300	- 10
		300	10

#### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2019

9	Cost of Generating Voluntary Income	Unrestricted Funds £	Restricted Funds £	2019 Total £	2018 Total £
	Staff Cost Staff Expenses	-		- -	
		_			-
10	Fundraising Trading Costs  Public Collection Resources  Supplies for Community Event	Unrestricted Funds £ -	Restricted Funds £	2019 Total £ -	2018 Total £ -
					-
11	Bank Charges Finance Charge Interest paid	Unrestricted Funds £ 64 64	Restricted Funds £	2019 Total £ 64 - 64	2018 Total £ 64 - 64
12	Day Care Resources	Unrestricted Funds	Restricted Funds	2019 Total	2018 Total
	Staff Costs	<b>£</b> 46,587	<b>£</b> 7,520.00	<b>£</b> 54,107	<b>£</b> 55,565
	Groceries	2,532	0.00	2,532	2,777
	Mini-Bus Expenses	2,374	0.00	2,374	4,244
	Client Welfare Resources Day Centre Running Costs	1,364 1,294		1,364 1,294	1,631 1,131
	Day Centre numing Costs	54,150	7,520	61,670	65,347
13	Support Costs	Unrestricted Funds £	Restricted Funds £	2019 Total £	2018 Total £
	Staff Costs	-	-	-	-
	Staff Expenses	-	-	- 1 407	-
	Administration IT	1,407 90	-	1,407 90	1,449 125
	Insurance	456	-	456	436
	Equipment	-	-	-	15
	Gift & Donations	11	-	11	192
	Repairs & Maintenance Subscription & Memberships	- 182	-	- 182	98 168
	Other Expense ( Bad debt w/o)	-	-	735	100
	r (	2,146		2,881	2,484

#### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2019

14	Governance	2019	2018		
	Independent Examiners Fee	-			
	Accounting & Payroll	1584	1,980		
	Compliance Costs	-	-		
	Trustee's Expenses				
		1,584	1,980		
		Tangible Fixed A	ssets		
15			Centre	Computer	
		Motor Vehicle	Equipment	Equipment	Total
	At 1 July 2018 Additions	30,581 -	7,169 -	498 -	38,248 -
	At 30 June 2019	30,581	7,169	498	38,248
	Depreciation At 1 July 2018 Charge for the period	28,859 431	6,621 137	498	35,977 568
	At 30 June 2019	29,290	6,758	498	36,545
	Net book Value				
	At 1 July 2018	1,722	548	0	2,270
	At 30 June 2019	1,292	411	- 0	1,701
	Annual Depreciation Rate				
	Basis	25% Reducing	25% Reducing	20% 5 Year Straight	
15	Losses Through Depreciation	on			
		Unrestricted	Restricted	2019 Total	2018
	Depreciation	137	431	568	856

#### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2019

		Day Care Provision	Day Care Support Costs	Administration Support Costs	2019 Total	2018 Total	
16	Staff Costs Analysis	£	£	£	£	£	
	Care Workers	19,137	-	-	19,137	19,666	
	Catering & Transport	-	9,020	-	9,020	8,316	
	Management	12,877	-	12,877	25,755	27,613	
	Volunteer Costs	-			-	-	
	Temporary Staff Costs				120	670	
	Training	-		-	75	-	
		32,014	9,020	12,877	54,107	56,265	

Where appropriate a proportion of the management salaries are allocated to day care costs.

No employee received remuneration of more than £50,000 Trustees are not remunerated. No Trustees received reimbursement of expenses in the year under review.

17	Debtors	£	
	Monies Due for Services Accrued Income Prepayments		2,311 2,300 176
			4,787
18	Cash at bank & in hand	£	
	Instant Access Account Transport Account Current Account Petty Cash		6,796 20,124 901 45
			27,866
19	Liabilities	3	
	Creditors Business Charge Card Accruals Payroll Liabilities Pre-Paid Income		120 168 396 488
	Total Liabilities		1,173

#### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2019

#### Fund Balances (1)

21

						Net	
		Balance	Income	Expenditure	Transfers	Inflow/Outflow	Balance
Restricted		1 Jul 2018	in year	in year	in year		30 Jun 2019
Mini-Bus Fund	(i)	32,582.83	150.00	431.00	431.00	150.00	32,732.83
Client Welfare Fund	(ii)	2,117.43	-	-	-	-	2,117.43
General Fund	(iii)	5,387.75	7,520.00	7,520.00	8,314.04	- 8,314.04 -	2,926.29
		40,088.01	7,670.00	7,951.00	- 7,883.04	- 8,164.04	31,923.97
Unrestricted							
Reserves	(iv)	30,328.34	-		-	=	30,328.34
Capital & Equipment Fund	(v)	6,279.93	-	-	136.98	136.98	6,416.91
Client Welfare Fund	(vi)	1,455.29	4,068.44	1,363.82	-	2,704.62	4,159.91
General Fund	(vii)	- 16,976.33	27,034.27	57,451.45	7,746.06	- 22,671.12 -	39,647.45
		21,087.23	31,102.71	58,815.27	7,883.04	- 19,829.52	1,257.71
At 30 June 2019		61,175.24	38,772.71	66,766.27	- 0.00	- 27,993.56	33,181.68
						Net	
Fund Balances (2)		Balance	Income	Expenditure	Transfers	Inflow/Outflow	Balance
		1 Jul 2018	in year	in year	in year		43,646.00
Mini-Bus Fund	(i)	32,582.83	150.00	431.00	431.00	150.00	32,732.83
Client Welfare Fund	(ii)	3,572.72	4,068.44	1,363.82	-	2,704.62	6,277.34
General Fund	(v)	- 11,588.58	34,554.27	64,971.45	- 567.98	- 30,985.16 -	42,573.74
Reserves	(vi)	30,328.34	-	-	-	-	30,328.34

#### **NOTES**

Capital & Equipment Fund

**Total Funds** 

#### (i) Mini-Bus Fund

(vii)

6,279.93

61,175.24

38,772.71

The Mini-bus is funded from an Age-Concern Grant, donations and fundraising during the year. The written down value of the bus is set aside each year to assist in funding future purchases.

66,766.27

#### (ii) **Client Welfare Fund**

The Client Welfare Fund consists of income and expenditure for specific projects for client well-being, such as gardening, mental health & physical exercise. The fund also funds the Christmas dinner for clients and any trips and outings. 10% of each years surplus is transfered to Client Welfare.

136.98

0.00

136.98

27,993.56

6,416.91

33,181.68

#### (iii) **General Fund**

The General Fund maintains the core funding of the charity to provide day care provision for the elderly, and those with physical and mental support needs. Funds are provided by charges directed to clients and to the local authority, as well as additional grants.

#### (iv) Reserves

Charity provides for a reserve of at least 6 months running cost of the Charity. Whilst it is unrestricted, it's usuage is limited to a 'force majeure' being inflicted upon the charity and by decision of a quorum of the managment commitee and trustees. 20% of the General unrestricted surplus for the year is transfered to the reserve fund & the minimum reserve is currently set at £30,000.

#### Capital & Equipment Fund (v)

The Capital & Equipment Fund provides for the funding and replacement of the centre's equipment, including computer hardware and software, kitchen appliances, clients specialist equipment and general fixtures and fittings. It is provided for each year by the written down value of the current equipment.

# Hairoun SORP accounts 2019 - Corporated Master - Final

Final Audit Report 2020-04-30

Created: 2020-04-29

By: Rosalyn Hodgson (ros@bcams.co.uk)

Status: Signed

Transaction ID: CBJCHBCAABAAZEUQ0Mfbj9UKZo8i-1AYDoiFO8h\_DGeQ

# "Hairoun SORP accounts 2019 - Corporated Master - Final" Hist ory

- Document created by Rosalyn Hodgson (ros@bcams.co.uk) 2020-04-29 7:25:39 PM GMT- IP address: 88.106.89.59
- Document emailed to Ann Williams (annstavi@hotmail.co.uk) for signature 2020-04-29 7:27:23 PM GMT
- Email viewed by Ann Williams (annstavi@hotmail.co.uk) 2020-04-30 7:47:26 AM GMT- IP address: 109.156.76.165
- Document e-signed by Ann Williams (annstavi@hotmail.co.uk)
  Signature Date: 2020-04-30 8:06:05 AM GMT Time Source: server- IP address: 109.156.76.165
- Signed document emailed to Rosalyn Hodgson (ros@bcams.co.uk) and Ann Williams (annstavi@hotmail.co.uk) 2020-04-30 8:06:05 AM GMT

# Independent examiner's report to the trustees of the Caribbean Elderly Hairoun Day Centre

I report on the accounts of the Trust for the year ended Caribbean Elderly Hairoun Day Centre for the year ended 30<sup>th</sup> June 2019 which are set out on pages 1 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity
   Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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

In connection with 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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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.

Signed: Jackie Stewart

Name: Jackie Stewart

Relevant professional qualification or body: Associaltion of Chartered Certified Accountants

Address: 99 De Frene Road, London, SE26 4AF

Date: Apr 30, 2020

# Independent examination 2019

Final Audit Report 2020-04-30

Created: 2020-04-29

By: Rosalyn Hodgson (ros@bcams.co.uk)

Status: Signed

Transaction ID: CBJCHBCAABAAQsZhms0ZUAcoak\_QFacgADU7cmi\_nKC9

# "Independent examination 2019" History

- Document created by Rosalyn Hodgson (ros@bcams.co.uk) 2020-04-29 8:44:00 PM GMT- IP address: 88.106.89.59
- Document emailed to Jackie Stewart (jstewart@funancialtraining.com) for signature 2020-04-29 8:46:17 PM GMT
- Email viewed by Jackie Stewart (jstewart@funancialtraining.com)
  2020-04-29 9:53:09 PM GMT- IP address: 81.100.208.33
- Document e-signed by Jackie Stewart (jstewart@funancialtraining.com)

  Signature Date: 2020-04-30 8:22:53 AM GMT Time Source: server- IP address: 81.100.208.33
- Signed document emailed to Jackie Stewart (jstewart@funancialtraining.com) and Rosalyn Hodgson (ros@bcams.co.uk)

2020-04-30 - 8:22:53 AM GMT