#### **REPORT OF THE TRUSTEES AND**

## UNAUDITED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 31ST MARCH 2020

<u>FOR</u>

## NEWPORT (SHROPSHIRE) COTTAGE CARE CENTRE TRUST LIMITED

Barringtons Limited Abbey Court High Street Newport Shropshire TF10 7BW

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### REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31ST MARCH 2020

Newport (Shropshire) Cottage Care Centre Trust Limited Directors and Officers Mr. P. Arrowsmith - Chairman Mrs. M.A. Brotherton Mr. D. Clancy Mr. A.M. Evans-Fisher (deceased June 2019) Mr. R. Fellows Mrs. B. Gough Mr. T.C. Hannon Mr. S Hattersley Mr R. Laidler Mr. K. C. Norton Mr. D. K. Shaw Mrs. J.E. Sheppard Dr. N.J. Tindall Mrs. D. Watson-Jones Mrs. B. Williamson Mrs. M.R. Woodcock Mrs. J.V. Burke (appointed July 2019) Mr. E.A Forrester (appointed July 2019)

## COMPANY SECRETARY Mr K C Norton

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REGISTERED OFFICE Newport Cottage Care Centre Upper Bar Newport Shropshire TF10 7EH

ACCOUNTANTS Barringtons Limited Chartered Accountants 6, Abbey Court High Street Newport Shropshire TF10 7BW

BANKERS Lloyds TSB Bank Plc. 95 High Street Newport Shropshire TF10 7AZ

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2020

The Trustees who are also directors of the company present their Annual Report together with the unaudited Financial Statements of the company.

## **OBJECTIVES AND ACTIVITIES**

The objective for the company is the relief care and assistance of persons irrespective of colour, race or creed suffering from any form of sickness or incapacity and the advancement of education provision of facilities in the interests of social welfare for recreation and leisure time occupation for the benefit of the community in the Newport (Shropshire) District and surrounding neighbourhood.

The company's principal activity is that of non residential care and also maintaining property in association with the League of Friends.

#### PUBLIC BENEFIT

The public benefits from the activities of the Trust due to its focus on the health and well-being of the inhabitants of Newport and surrounding areas. Although its activities are limited geographically, the Trust does not discriminate on the grounds of personal background, faith, gender, age or personal circumstances.

#### ACHIEVEMENT AND PERFORMANCE

Throughout the year, the Cottage Care Centre continued to provide day care facilities for the benefit of the elderly community in the Newport, Shropshire area. The practice of dedicating two days per week to the care of persons suffering from dementia has continued.

No major capital projects were undertaken during the year.

During the year the Trust was fortunate to receive a legacy of more than £50,000 from the estate of a former client.

Once again, client numbers remained strong with most days fully booked up and waiting lists still in operation. All the Centre's facilities were fully utilised. As a result of the coronavirus pandemic the Centre was temporarily closed from 19th March 2020. As all the Centre's clients are elderly, great care will be taken in deciding when the Centre should re-open and all relevant Government guidelines will be complied with. To ensure social distancing the initial re-opening will probably need to be done on a limited scale. At the present time we would not expect to re-open before September 2020 and appropriate plans are being put in place.

The Trust values its staff and all staff have been retained under the Coronavirus Job Retention Scheme and for the three months April to June staff remuneration was "topped up" to 100% of normal earnings.

The directors are of the opinion that the Trust is financially stable and the Trust has maintained a favourable cashflow during the period of shutdown."

## FINANCIAL REVIEW

In 2020, the company generated total income of  $\pounds 373,100$ . Operating, management and administrative expenses of  $\pounds 347,456$  resulted in a net profit in funds of  $\pounds 25,644$ .

#### **RESERVES POLICY AND RISK MANAGEMENT**

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a

level which equate to approximately three months unrestricted expenditure. In addition the trustees believe it prudent to retain additional reserves to allow for contingencies. This provides sufficient funds to cover management and administration and support costs. Unrestricted funds were maintained at an acceptable level throughout the year. The trustees have reviewed the major risks to which the charity is exposed and systems of procedures and controls are in place to mitigate those risks and appropriate insurance has been taken out. In line with best practice these policies will be reviewed on an annual basis.

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2020

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

The company is limited by guarantee and each Trustee Director undertakes to contribute an amount not exceeding £5 in the event of the company being wound up.

Day-to-day management of the company is undertaken by the Centre Manager Kerry Nolan.

The Trustees meet formally on a regular basis to review the affairs and financial performance of the company.

Trustees are recruited from the local area, are appointed by the existing trustees and are inducted into the role by the chairman. Training is provided where necessary.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

The company is registered as a company limited by guarantee under number 2500924 and as a charity under number 1001348

The Directors during the year were : Mr. P. Arrowsmith - Chairman Mrs. M.A. Brotherton Mr. D. Clancy Mr. A.M. Evans-Fisher (deceased June 2019) Mr. R. Fellows Mrs. B. Gough Mr. T.C. Hannon Mr. S Hattersley Mr R. Laidler Mr. K. C. Norton Mr. D. K. Shaw Mrs. J.E. Sheppard Dr. N.J. Tindall Mrs. D. Watson-Jones Mrs. B. Williamson Mrs. M.R. Woodcock Mrs. J.V. Burke (appointed July 2019) Mr. E.A Forrester (appointed July 2019)

Mrs JV Burke and Mr AE Forrester were appointed since the last AGM and therefore seek re-election. Mrs M Brotherton, Mr D Clancy, Mrs S Hattersley and Mr K Norton retire by rotation in accordance with the Company's Articles of Association and it is proposed that they be re-elected.

The secretary of the company was Mr K.C. Norton

The registered office and administrative address of the company is: Newport Cottage Care Centre Upper Bar Newport Shropshire TF10 7EH

#### **COMPLIANCE STATEMENT**

The Trustees have complied with their duty under section 4 of the Charities Act 2006 to have due regard to the guidance issued by the Charity Commission concerning public benefit.

## **REPORT OF THE TRUSTEES** FOR THE YEAR ENDED 31ST MARCH 2020

This report has been prepared in accordance with the special provisions of Part 15 of Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 6k August 2020 and signed on its behalf by:

.....

K C Norton - Trustee

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NEWPORT (SHROPSHIRE) COTTAGE CARE CENTRE TRUST LIMITED

# Independent examiner's report to the trustees of Newport (Shropshire) Cottage Care Centre Trust Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2020.

#### Responsibilities and basis of report

As the charity's trustees of the 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 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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW 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 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.

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Mr AM Bridge FCA ICAEW Barringtons Limited High Street Newport Shropshire TF10 7BW

Date: .....2.1-9-2020.....

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## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31ST MARCH 2020

INCOME AND ENDOWMENTS FROM	Notes	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
Donations and legacies		71,946	25,453	97,399	47,713
Charitable activities Charitable Activities					
		263,810	-	263,810	237,094
Other trading activities Investment income	2 3	11,838 53	-	11,838 53	18,934 41
Total		347,647	25,453	373,100	303,782
EXPENDITURE ON					
Raising funds	4	5,807	-	5,807	7,428
Charitable activities Charitable Activities	5				
		324,614	17,035	341,649	319,566
Total		330,421	17,035	347,456	326,994
NET INCOME/(EXPENDITURE)		17,226	8,418	25,644	(23,212)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		247,732	376,836	624,568	647,780
TOTAL FUNDS CARRIED FORWARD		264,958	385,254	650,212	624,568

The notes form part of these financial statements

## BALANCE SHEET 31ST MARCH 2020

		Unrestricted fund	Restricted funds	2020 Total funds	2019 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	10	155,356	371,086	526,442	525,735
CURRENT ASSETS					
Debtors	11	19,175	-	19,175	20,818
Cash at bank and in hand		99,633	14,168	113,801	87,508
		118,808	14,168	132,976	108,326
CREDITORS					
Amounts falling due within one year	12	(9,206)	-	(9,206)	(9,493)
	-	100 (00	14169	100 770	08.822
NET CURRENT ASSETS		109,602	14,168	123,770	98,833
TOTAL ASSETS LESS CURRENT					
LIABILITIES		264,958	385,254	650,212	624,568
	-	·			
NET ASSETS	=	264,958	385,254	650,212	624,568
FUNDS	13				
Unrestricted funds				264,958	247,732
Restricted funds				385,254	376,836
TOTAL FUNDS				650,212	624,568

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

#### BALANCE SHEET - continued 31ST MARCH 2020

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

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K C Norton - Trustee

The notes form part of these financial statements

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2020

#### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### Income

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.

#### Expenditure

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.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Land and buildings	- 2% on cost
Fixtures and fittings	- 15% on reducing balance
Motor vehicles	- 25% on reducing balance
Office equipment	- 15% on reducing balance

#### Taxation

The charity is exempt from corporation tax on its charitable activities.

#### **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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST MARCH 2020

## 2. OTHER TRADING ACTIVITIES

		2020	2019
		£	£
	Event Income	5,242	12,286
	Local Lottery	6,596	6,648
		11,838	18,934
3.	INVESTMENT INCOME		
э,	INVESTIVIENT INCOME	2020	2019
		£	2019 £
	Bank Interest	53	~ 41
4.	RAISING FUNDS		
	Raising donations and legacies		
	Traising contracts and reques	2020	2019
		£	£
	Events and Fund Raising	2,762	4,373
	Local Lottery	3,045	3,055
		and the first state of the stat	<u></u>
		5,807	7,428

## 5. CHARITABLE ACTIVITIES COSTS

Governance costs of £3,054 are accountancy and payroll charges which are for independent examiners report, preparation of statutory accounts and payroll services.

## 6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2020	2019
	£	£
Food and Catering	22,252	21,742
Water, Rates & Insurance	12,622	12,650
Heat, Light and Power	13,973	8,942
Repairs and Renewals	13,250	15,154
Motor and Travel Expenses	10,271	9,636
Stationery and Advertising	5,747	6,229
Telephone and Postage	4,942	4,250
Cleaning	5,549	4,447
Sundry Expenses	7,010	7,492
Salaries, NI & Pensions	217,849	200,193
Depreciation	25,130	25,839
	338,595	316,574

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#### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST MARCH 2020

## 7. NET INCOME/(EXPENDITURE)

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Net income/(expenditure) is stated after charging/(crediting):

	2020	2019
	£	£
Depreciation - owned assets	25,130	25,838

#### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2020 nor for the year ended 31st March 2019.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2020 nor for the year ended 31st March 2019.

## 9. STAFF COSTS

The average number of paid employees was as follows:

2020 2019

Full time 4 4

Part time 22 18

Gross wages of  $\pounds 210,875$  were paid during the year. Employers national insurance amounted to  $\pounds 4,993$ , and employers pension amounted to  $\pounds 1,981$ .

## 10. TANGIBLE FIXED ASSETS

	Land and buildings £	Fixtures and fittings £	Motor vehicles £	Office equipment £	Totals £
COST					
At 1st April 2019 Additions	773,712 16,895	87,713 8,432	113,758	33,855 510	1,009,038 25,837
At 31st March 2020	790,607	96,145	113,758	34,365	1,034,875
DEPRECIATION					
At 1st April 2019	298,786	59,766	102,093	22,658	483,303
Charge for year	15,613	4,896	2,916	1,705	25,130
At 31st March 2020	314,399	64,662	105,009	24,363	508,433
NET BOOK VALUE					
At 31st March 2020	476,208	31,483	8,749	10,002	526,442
At 31st March 2019	474,926	27,947	11,665	11,197	525,735

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#### **NOTES TO THE FINANCIAL STATEMENTS - continued** FOR THE YEAR ENDED 31ST MARCH 2020

#### 11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR 2019 2020 £ Prepayments and accrued income 19,175 20,818 -12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR 2020

	2020	2019
	£	£
Social security and other taxes	3,476	3,368
Accruals and deferred income	5,730	6,125
	9,206	9,493
	-	

#### **MOVEMENT IN FUNDS** 13.

	Net		
	At 1/4/19 £	movement in funds £	At 31/3/20 £
Unrestricted funds General fund	247,732	17,226	264,958
<b>Restricted funds</b> Land and buildings Wasting assets	230,635	3,894	234,529
	146,201	4,524	150,725
	376,836	8,418	385,254
TOTAL FUNDS	624,568	25,644	650,212

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	347,647	(330,421)	17,226
<b>Restricted funds</b> Land and buildings Wasting assets	11,285	(7,391)	3,894
	14,168	(9,644)	4,524
	25,453	(17,035)	8,418
TOTAL FUNDS	373,100	(347,456)	25,644

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## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST MARCH 2020

## 13. MOVEMENT IN FUNDS - continued

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## Comparatives for movement in funds

	At 1/4/18 £	Net movement in funds £	At 31/3/19 £
Unrestricted funds General fund	250,569	(2,837)	247,732
Restricted funds Land and buildings Wasting assets	236,034	(5,399)	230,635
	161,177	(14,976)	146,201
	397,211	(20,375)	376,836
TOTAL FUNDS	647,780	(23,212)	624,568

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds	200 (82	(202 510)	(2.027)
General fund	299,682	(302,519)	(2,837)
Restricted funds Land and buildings Wasting assets	1,915	(7,314)	(5,399)
	2,185	(17,161)	(14,976)
	4,100	(24,475)	(20,375)
TOTAL FUNDS	303,782	(326,994)	(23,212)

## 14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2020.

# DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2020

FOR THE YEAR ENDED SIST MARCH 2020		
	2020	2019
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
League of Friends Support	-	17,325
Donations & Legacies	97,399	30,388
		·
	97,399	47,713
Other trading activities		
Event Income	5,242	12,286
Local Lottery	6,596	6,648
	11,838	18,934
Turner 444 and 444 and 444		
Investment income Bank Interest	53	41
Daire interest	55	41
Charitable activities		
Daycare	202,325	178,503
Rentals	40,366	42,443
Lunches	21,119	16,148
	263,810	237,094
Total incoming resources	373,100	303,782
EXPENDITURE		
Raising donations and legacies		
Events and Fund Raising	2,762	4,373
Local Lottery	3,045	3,055
	5,807	7,428
Charitable activities		
Food and Catering	22,252	21,742
Water, Rates & Insurance	12,622	12,650
Heat, Light and Power	13,973	8,942
Repairs and Renewals	13,250	15,154
Motor and Travel Expenses	10,271	9,636
Stationery and Advertising	5,747	6,229
Telephone and Postage	4,942	4,250
Cleaning	5,549	4,447
Sundry Expenses	7,010	7,492
Salaries, NI & Pensions	217,849	200,193
Depreciation	25,130	25,839
	338,595	316,574

This page does not form part of the statutory financial statements

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# DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2020

	2020	2019
Support costs	£	£
Governance costs Accountancy and Payroll	3,054	2,992
Total resources expended	347,456	326,994
Net income/(expenditure)	25,644	(23,212)

This page does not form part of the statutory financial statements

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