

BURWELL AND DISTRICT DAY CENTRE TRUST

Annual Report and Accounts

For the year ended 31st December 2019

Registered Charity No 1003439

Burwell and District Day Centre - Year to 31st December 2019

Organisation Details

Address:	Ash Grove Parsonage Close Burwell Cambridge CB25 0DR	Registered Charity No: 1003439
Telephone:	01638 743363	
E-mail:	burwelldaycentre@btconnect.com	
Manager:	Elly A Catling	
Trustees:	Hazel Williams	(Chairman)
	Victor Quay	(Vice Chairman)
	Terry Chalmers	(Treasurer)
	Sue Elliott	
	Joan Lonsdale	
	Simon Rogers	
	Paul Webb	
	Liz Swift	
	Don Harrison	
Bankers:	Barclays Bank plc 58 High Street Newmarket Suffolk CB8 8NH	Cambridge Building Society 50 The Guineas Newmarket Suffolk CB8 8EQ
Independent Examiner:	Chris Humphris 27 Casburn Lane Burwell Cambridge, CB25 0ED	

Burwell and District Day Centre - Year to 31st December 2019

Trustees' Report

Burwell and District Day Centre was set up as a registered charity in 1991. The Centre's objective is to provide facilities for the care, education and recreation of any person over 55 years of age or those with a disability.

We have 7 members of part time staff. We have 60 volunteers who undertake a variety of tasks on either a regular or occasional basis.

Our achievements are reflected in our continued service provision.

Our aim is to provide the best possible facilities for people of various age groups, cultures and abilities. Our centre is available for private hire to all sections of the community

Structure Governance and Management

The trustees confirm that the annual report and accounts comply with the requirements of the Charities Act 2011 and the Charities SORP 2005.

Governing Document

The Burwell and District Day Centre Trust is a registered Charity number 1003439 and governed by its constitution.

Recruitment and Appointment of Trustees

The appointment of trustees is governed by the constitution. This requires a majority of five trustees to be nominated by the Parish Council and four others to be selected for their skills and commitment to the management of the Day Centre.

Risk Management

The Day Centre has carried out a review of the major risks to which the charity is exposed. Where appropriate policies have been established to mitigate the risks the charity faces. These policies are periodically reviewed to ensure they continue to meet the needs of the charity.

Organisational Structure

In addition to the Management Committee comprising the nine trustees, several other representatives of the volunteers and the members also serve in an advisory capacity.

Related Parties

Burwell Parish Council

The Parish Council holds the lease of the Day Centre site from Cambridgeshire County Council. The current lease has a further 10 years to run at a nominal rent.

Burwell and District Day Centre - Year to 31st December 2019

Trustees' Report

Mission Statement

Our aim is to provide the best possible facilities for people of various age groups, cultures and abilities

Public Benefit

The Day Centre trustees pay due regard to the Charity Commission guidance on public benefit. We aim to provide a welcoming day centre facility for use of the elderly and vulnerable adults amongst the whole local community. A midday meal and companionship are offered on a daily basis every weekday.

Achievements and Performance

Following the loss of Cindy Pittam in early 2019, who's sad passing away was reported at last year's AGM, a new part-time general assistant was appointed in July. She soon settled in and the new team have been working well together through the year, as have all the kitchen staff.

The services and support provided by volunteers is invaluable and we could not provide the high levels of service without them. This year, again, has seen the retirement of some and also the recruitment of new people. We extend our thanks to all volunteers.

Numbers always fluctuate for members, although the trend this year overall has been downwards. This is, inevitably, due to the sad loss of some of our members and to the very nature of Day Centres. It is important to remember, during these sad and difficult times, the care and support that we were able to provide to individuals and their families in the twilight years. We are fortunately continuing to attract new members.

The meals on wheels service continues to be of great benefit to many in the village who are unable to prepare their own meals, either in the short or the long term. We continue to provide a varied entertainment schedule, which is funded via donations and fundraisers such as Coffee Mornings. Entertainment is a big part of the week and is enjoyed by our Members and we have managed to find some new entertainers over the last year.

There have only been minor problems with our minibus which provides transport for members. We have a Five Star Food Hygiene rating arising from our latest Environment Health inspection. The County Council have introduced a new form of grant agreement effective from April, but importantly the level of funding remains the same. This is vital for our continuing operation. We are fortunate also to receive many donations, particularly from the Gibson Trust, whose support over many years has been extremely valuable. We are looking into the possibility of upgrading the servery area if this can be achieved without undue expense.

The trustees would like to take this opportunity to thank staff, volunteers and the rest of the committee for their continued support. Burwell Day Centre has provided excellent services to the people of Burwell and surrounding areas for 30 years. Long may we continue to serve them.

Burwell and District Day Centre - Year to 31st December 2019

Trustees' Report

Financial Review

The Centre recorded a deficit on all funds of £9,191, but with depreciation for the year of £9,750 there was nevertheless a small cash surplus. Incoming resources are heavily dependent upon the regular grant arising from Cambridgeshire County Council Older Peoples Services, and also from generous donations from many local sources. Unrestricted incoming resources totalled to £73,321 and restricted resources totalled £40,663 of which £38,172 was received from the Council. £11,312 was received from donations, and income from members for meals, which showed a further decrease this year, amounted to £53,963.

The cost of ingredients for the meals decreased to £21,106 partly reflecting the decrease in numbers. Total staff costs were slightly higher at £62,753. The Centre continued to benefit from the saving in employers NI due to the government's budget concession. The introduction of workplace pensions has increased the Centres costs in both administration and contributions, and the National Minimum Wage has been reflected in increased wage levels. The remainder of the costs of running the Centre, including heating, cleaning and repairs were £39,316 bringing total resources expended to £123,175.

The operation of our minibus for collecting clients recorded a deficit of £5,025 after the vehicle depreciation charge of £4,000. After transfers between funds, unrestricted reserves at the end of the year were £214,241 and restricted (minibus) reserves were 26,339. All Grant funding relevant to the period was spent on allowed expenditure.

Principal Funding Sources

The major regular source of income is the Grant Agreement with the County Council department of older people's services which is paid in the form of a half-yearly grant. Several local charities including notably the Gibson Trust also provide generous support.

Investment Policy

Restricted funds and general funds not required for day to day operations are held in high interest accounts with Barclays and Cambridge Building Society.

Reserves Policy

The Day Centre aims to maintain total unrestricted reserves at a level of no less than six months or more than eighteen months average expenditure. At the end of 2019 such cash reserves were approximately £80,000, with similar unrestricted annual expenditure.

Future Developments

Council funding has recently been obtained to introduce a 'warden' scheme of daily telephone contact and help for lonely and vulnerable elderly people in Burwell. This should become an important further development of the role of the Centre.

Signed.....Hazel Williams..... Chairman

Date...12th October 2020

Burwell and District Day Centre - Year to 31st December 2019

Independent Examiner's Report on the Accounts for the Year

Charity Reg No: 1003439

Responsibilities of trustees and examiner

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

This report on the accounts of the Day Centre for the year ended 31 December 2019 is in respect of an examination carried out under section 145 of the Charities Act 2011, following procedures laid down in the General Directions given by the Charity Commission. The report will state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 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 accounts.

Independent examiner's statement

In connection with my examination no matter has come to my attention:

- a) 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
- b) to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

signed:

Mr Christopher Humphris
April 2020

Burwell and District Day Centre - Year to 31st December 2019

Statement of Financial Activities

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
				2019	2018
Incoming resources					
Generated funds					
Voluntary income	11,737	2,470		14,207	16,680
Activities for generating funds	4,174			4,174	5,083
Investment income	139	21		160	107
Other voluntary income			38,172	38,172	38,172
Charitable activities					
Income from charitable activities	57,151			57,151	63,160
Other incoming resources					
Other income	120			120	167
Total Incoming resources	73,321	2,491	38,172	113,984	123,369
Resources used					
Charitable activities					
Charitable activities	34,696	7,516	15,766	57,978	60,506
Support costs					
Support costs	42,791		22,406	65,197	63,109
Costs of generating funds					
Costs of generating funds					
Other resources used					
Other resources used					
Total resources used	77,487	7,516	38,172	123,175	123,615
Net Incoming/-Outgoing Resources	-4,166	-5,025	0	-9,191	-246
Transfers					
Gross transfers between funds					
Transfers in		1,611			
Transfers out	1,611				
Other recognised gains/losses					
Net Movement in Funds	-5,777	-3,414	0	-9,191	-246
Reconciliation of funds					
Total funds brought forward	220,018	29,753		249,771	250,017
Total Funds carried forward	214,241	26,339	0	240,580	249,771

Burwell and District Day Centre - Year to 31st December 2019

Balance Sheet

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS 2019	2018
Fixed Assets					
Tangible assets	135,201	15,000		150,201	159,951
Total fixed assets	135,201	15,000		150,201	159,951
Current Assets					
Stocks	400			400	400
Debtors	1,652			1,652	1,646
Bank deposits	62,842	8,576	9,543	80,961	66,258
Cash at bank and in hand	17,443	2,963		20,406	25,973
Total current assets	82,337	11,539	9,543	103,419	94,277
Liabilities					
Creditors and accruals	3,297	200	9,543	13,040	4,457
Total current liabilities	3,297	200	9,543	13,040	4,457
Total net assets	214,241	26,339	0	240,580	249,771
Funds of the charity					
General fund	214,241			214,241	220,018
Minibus fund		26,339		26,339	29,753
Kitchen Extension fund		0		0	0
Total charity funds	214,241	26,339		240,580	249,771

Approved by the Trustees on 12th October 2020:

Signed.....Hazel Williams.....Chairman Terry Chalmers.....Treasurer

Burwell and District Day Centre - Year to 31st December 2019

Detailed Statement of Financial Activities

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
Incoming Resources				2019	2018
Voluntary income					
Membership	425			425	421
Donations	11,312	2,470		13,782	16,259
	11,737	2,470		14,207	16,680
Activities for generating funds					
Shop sales	604			604	665
Fund raising events	2,590			2,590	3,373
Bonus Ball (was 100 Club)	980			980	1,045
	4,174			4,174	5,083
Investment income					
Bank deposit interest	139	21		160	107
Other voluntary income					
Payments from CCC Social Services			38,172	38,172	38,172
	0	0	38,172	38,172	38,172
Income from charitable activities					
Meals	53,963			53,963	59,853
Bookings	3,188			3,188	3,307
	57,151	0		57,151	63,160
Other incoming resources					
Other income	120			120	167
Total incoming resources	73,321	2,491	38,172	113,984	123,369
Resources Used					
Charitable activities					
Food	21,106			21,106	23,932
Heat and light			8,029	8,029	9,720
Other utilities			2,035	2,035	1,891
Telephone	594			594	562
Fuel for Minibus		1,517		1,517	1,378
Minibus insurance		1,267		1,267	1,215
Minibus repairs and service		732		732	964
Repairs and renewals	2,714			2,714	2,375
Cleaning			5,702	5,702	5,781
Depreciation	5,750	4,000		9,750	8,350
Sundry expenses	4,532			4,532	4,338
	34,696	7,516	15,766	57,978	60,506
Support costs					
Postage and stationery	944			944	1,023
Insurance	1,500			1,500	1,500
Salaries and NI	40,347		22,406	62,753	60,586
	42,791	0	22,406	65,197	63,109
Total resources used	77,487	7,516	38,172	123,175	123,615

Burwell and District Day Centre - Year to 31st December 2019

Fixed Assets

	Land	Leasehold Additions	Furniture & Equipment	Minibus	Total
	nil	50yrs	3yrs	7yrs	
£					
Cost					
At 1st January 2019	5,845	162,762	71,025	28,094	267,726
Additions					
Disposals					
At 31st December 2019	5,845	162,762	71,025	28,094	267,726
Depreciation					
At 1st January 2019	0	35,646	63,035	9,094	107,775
Charge for the Year		2,540	3,210	4,000	9,750
Disposal Depreciation					
At 31st December 2019	0	38,186	66,245	13,094	117,525
Net Book Value					
At 31st December 2019	5,845	124,576	4,780	15,000	150,201
At 31st December 2018	5,845	127,116	7,990	19,000	159,951

Burwell and District Day Centre - Year to 31st December 2019

Notes to the Accounts

Charity Reg No: 1003439

The financial statements have been prepared under the Charities Act 2011 together with applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005).

The financial statements have been prepared under the historical cost convention.

Funds

General funds represent the funds of the Day Centre that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Centre. The accounts include all transactions, assets and liabilities for which the Day Centre is responsible in law.

Restricted funds represent amounts given to the Day Centre where the donor has specified that the funds are spent on a particular purpose.

Incoming Resources

Voluntary income

Donations are recognised when received by the Day Centre.

Grants and legacies are accounted for as soon as the Day Centre is notified of its legal entitlement, the ultimate receipt is virtually certain, and the monetary value can be measured reliably.

Amounts raised at Day Centre events, such as fund raising bazaars, and second hand items sold in the Centre shop, are recognised as income. Any associated expenditure is recognised separately under Resources Expended.

Gifts in kind

Gifts in kind are normally treated as second hand goods having limited resale value.

Rental income

Rental income from the letting of Day Centre premises is recognised when the booking is made, with payment normally being made in advance.

Income from grants and investments

Block purchasing grants from the County Council and investment Interest are accounted for when received.

Resources Expended

Liabilities

Liabilities are recognised as soon as the legal or constructive obligation arises.

Activities directly relating to the work of the Centre

These are primarily staff costs and the cost of utilities, all of which are accounted for when incurred.

Governance costs

These would include legal advice to trustees on governance or constitutional matters. No costs are currently being incurred relating to audit or independent examination.

Burwell and District Day Centre - Year to 31st December 2019

Notes to the Accounts

Fixed Assets

Depreciation of tangible fixed assets

Depreciation is provided on all fixed assets on a straight line basis calculated to write off the cost over their expected useful lives, as follows:

Furniture and Equipment	3 years
Leasehold additions	50 years
Minibus	7 years

Stock

Stock is food purchased but unused at 31st December.
It is valued at cost having no realisable value.

Current Assets

Amounts owing to the Day Centre at 31st December in respect of meals invoiced and bookings, less provision for amounts that may prove uncollectable, are shown as other debtors.

Taxation

The Day Centre is a charity and as such is not liable to taxation.

Volunteers

The value of any voluntary help received is not included in the accounts but is described in the Trustees' Report.