

Registered Company Number: 1901404 (England and Wales)
Registered Charity Number: 516466

Mayfield Fellowship

**Trustees' report and
Financial Statements for the year
ended 31st March 2020**

Mayfield Fellowship

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For the year ended 31st March 2020**

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Mayfield Fellowship

Trustee's annual report (incorporating the Director's report) for the year ended 31st March 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

1901404 (England and Wales)

Registered Charity number

516466

Registered office

Mayfield Court
40 Youens Way
Knotty Ash
Liverpool
L14 2EP

Trustees and Directors

Laurence Lee	Chair
Jacqueline Speariett	Vice Chair
Deborah Slee	Company Secretary
Christopher Speariett	
Andrew Jackson	Finance Director
Derek Downey	
Marlene Downey	
Alison McCormick	appointed 14 th August 2020

Chief Executive

Carole Ackers

Senior Management team

Colin Billington	Operational Finance Director
Adele Glorman	Head of Care
Naomi Bedford	Deputy Head of Care
Victoria Jones	Quality Manager

Company Secretary

Deborah Slee

Solicitors

Brabners Chaffe Street
Horton House
Exchange Flags
Liverpool
L2 3YL

Bankers

Barclays Bank Plc
South Liverpool Management Centre
394 Edge Lane
Liverpool
L7 9PX

Auditors

Robinson Rice Associates Limited
30 Crosby Road North
Crosby
Liverpool
L22 4QF

Accountants

TCA Accountants
St Ann's Mount
166 Prescott Road
St Helens
WA10 3TS

Mayfield Fellowship

Trustees' annual report (incorporating the Director's report) for the year ended 31st March 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

As a company limited by guarantee and not having a share capital, Mayfield Fellowship's governing document is its Memorandum and Articles of Association (updated January 2016).

Mayfield Fellowship carries out its charitable activities at Mayfield Court and is sometimes referred to by this name.

Trustees

The Board of Trustees (who are also Directors for the purpose of Company law) are responsible for the overall governance of the Charity.

Mayfield Fellowship follows a robust recruitment and selection procedure in the recruitment of all potential Trustees. Included in this process is that all applicants have to apply for an Enhanced DBS disclosure and sign a declaration that they are not disqualified from becoming a Company Director or from working with vulnerable adults.

Employees of Mayfield Fellowship or SCOPE are disqualified from becoming a Trustee.

Following an expression of interest, potential Trustees are invited to Mayfield Court to meet with the Chair and Chief Executive.

A synopsis of the applicant's skills, experience and interests together with the Fellowship's expectations in the role and responsibility of a Trustee are discussed. The Chief Executive gives the applicant an overview of the care and service delivery at Mayfield Court. They are also given a tour of the home.

The applicant receives an information pack that contains all relevant documents pertinent to the role of a Trustee at Mayfield Fellowship and a signed receipt is obtained.

Once suitability of applicants is established they are then invited to attend a minimum of two Board meetings in the role as an observer.

On the completion of the recruitment and selection process the applicant can, if appropriate be put forward for election as a Trustee to the Board.

Subject to the Memorandum of Association the Trustees may appoint any Member as a Trustee in order to fill a casual vacancy or by way of addition to the Board.

All Trustees hold office until the Annual General Meeting when a percentage of the Trustees in line with the Articles of Association resign and offer themselves for re-election by the Members of the Charity.

All Trustees are expected to retain their skills and knowledge of any legislation or organisational change that may affect care and service delivery at Mayfield Fellowship by attending training seminars arranged by the Fellowship's Solicitors or Charity Commission. To demonstrate compliance with Regulation 17 Good Governance of the Health & Social Care Act 2008 the Trustees have a responsibility to ensure there is effective governance including assurance and auditing the systems and processes in place at Mayfield Fellowship to monitor, assess and mitigate any risks to health, safety and welfare of residents who use the service and the staff who work within the home.

The board of Trustees also nominate sub-committees reporting directly to the Board, e.g. the remuneration sub-committee and the future development sub-committee. The remuneration sub-committee benchmarks potential salary increases and new post salaries against current market rates for those posts and ensures that legal requirements such as the minimum wage are adhered to.

The day-to-day management and administration of Mayfield Fellowship is delegated to salaried managers who report to the Chief Executive, who in turn reports to the Board of Trustees. The Chief Executive is Carole Ackers and she has been in post since February 2002. Colin Billington remains in post as Operational Finance Director.

Mayfield Fellowship

Trustees' annual report (incorporating the Director's report) for the year ended 31st March 2020

Risk Management

The Trustees and Senior Management team continue to monitor and review the Charity's Business Plan. This enables them to identify the types of risk the Charity faces, both from internal and external forces and to implement the relevant risk management strategies. The Business Plan was last reviewed by the Chief Executive and future development sub-committee in August 2018. The Business Plan and all governance procedures are reviewed annually.

Board Meetings

There are regular Board meetings, a minimum of six per year where the Chief Executive reports directly to the Board covering all aspects of service delivery and the business at Mayfield Court.

Relationships with other Charities

The Chief Executive continues to meet with other charities and residential care providers in the Liverpool area.

Quality and regulatory checks

The Chief Executive and Quality Manager continually monitor and review internal systems and processes that are in place to monitor the quality of care and service delivery at the home to ensure we meet the requirements of the Health & Social Care Act and compliance with Social Services Contracts.

Mayfield Court retained their outstanding status with CQC in February 2019 and remains the only Outstanding residential service in the Liverpool area.

Inspections this year include Contract Compliance from Liverpool City Council. Infection Control Audits are now undertaken on a monthly basis. Reports reflect excellent service

The Chief Executive and Quality Manager continue to review systems that evidence quality monitoring of all care and service delivery at Mayfield Court. The auditing of services involves residents, families, staff, Board Directors, health care providers and visitors to Mayfield Court.

All policies and procedures that demonstrate governance are monitored and reviewed annually under the quality audit system.

ACHIEVEMENTS AND PERFORMANCE

Mayfield Court is a purpose-built building that was opened in 1993 and is based in Knotty Ash in Liverpool. The home is registered with the Care Quality Commission under the Health & Social Care Act 2008 as a Care Home to provide accommodation and personal care for 35 residents.

Mayfield Fellowship provides care and support in a safe and secure environment that empowers residents to live their life as independently as they are able irrespective of their disability. The client group who access services have complex physical disabilities which may include clients with learning disabilities and mental health needs following an injury at birth (Cerebral Palsy), acquired brain injury through trauma or neurological disorders. Mayfield Fellowship is registered to provide services with Liverpool, Sefton, Knowsley, Hampshire, East Ridings and Chester Social Services.

Mayfield Court is an approved provider for Liverpool Social Services providing placements for clients who require specialist residential care. The home continues to maintain full occupancy. Referral for placements at the service continues to be via Liverpool Social Services Portal system.

Residents

New residents who are placed at Mayfield Court continue to be under the age of 65 and potential residents over the age of 65 continue to find it difficult to secure funding for a placement within the home.

There has been a significant increase in the complexity of needs of potential residents who are referred to the service. The senior management team undertake a comprehensive assessment of potential residents to ensure the service can meet the individual needs.

Mayfield Fellowship

Trustees' annual report (incorporating the Director's report) for the year ended 31st March 2020

Residents continue to hold their regular meetings with management at Mayfield Court. They continue to be a very proactive and interactive group of residents affecting change both within the home and the local community. Due to lockdown being introduced on 23 March 2020, all residents are now shielding.

This year they have continued to enjoy various activities, achieving their long term and short-term goals thus enhancing their daily life, these included theatre trips, days out and pub lunches, as well as in house activities.

Sadly, resident Peter Cox passed away this year, he is greatly missed by all other residents and staff.

Staffing

During this reporting period we have remained a solid, consistent staff group which continues to allow for continuity of care for the residents. Changes within the staff group have been due to the increased staffing levels required to meet the resident's needs. Recruitment and selection of five care staff continues to be a challenge but managers at Mayfield continue to be proactive.

Staff Training

The Fellowship continues to value and invest in staff to provide the best quality service to residents. Staff attend both mandatory and development training courses with training costs incurred during the year amounting to £14,368 (2019: £19,813) inclusive of staff hours equating, in addition to this the Quality Manager was able to access a substantial amount of free training for the staff.

Fundraising

The main fundraising event planned for this year was cancelled due to the COVID 19 pandemic. Other fundraising activities raised £4,055 and resident activities raised £330 which was from bingo and other similar activities.

Where the charity raises funds from the public, they are monitored closely to ensure that they are received in line with the fundraising standards and are in line with the Charity's fundraising policies and procedures.

Volunteers

Generally, volunteer involvement is confined to fundraising and assistance with social functions and management services provided by Trustees. The Charity is not however financially dependent upon these donated services.

FINANCIAL REVIEW

The Fellowship has a policy document titled 'Internal Financial Controls' which is based on Charity Commission recommendations. The documents sets out the basic internal controls required.

The Finance Director continues to work with the senior management team in monitoring and reviewing all financial systems. Each year a budget and forecast is prepared for the coming year and monthly income and expenditure is assessed during the year against the budget and forecast, and reported to the board at their regular meetings. The target financial objective is to maintain a small but steady surplus and ensure liquid financial resources are at least maintained at the levels prescribed by the reserves policy. Positive factors during the year were high occupancy rates for residents ensuring the level of income was maintained. Towards the end of the financial year the effects of the COVID19 pandemic meant that some suppliers required paying up front and house keeping supplies required higher than normal stocks.

Reserves policy

Reserves are retained in order to meet moral, statutory and other commitments arising from the withdrawal or reduction of funding. The Trustees consider that this should be at least six months running costs. As at 31 March 2020 the Charity held unrestricted free reserves of £783,396 (2019: £729,786). Unrestricted free reserves exclude the book value of tangible fixed assets and restricted and designated funds. Reserves are also retained to finance future plans in line with the Fellowship's aims. Monies on deposit are reviewed regularly to ensure that the best possible interest rate can be achieved. The Trustees consider that this level of free reserves is sufficient, and in line with the amount determined by the policy.

Funds have been designated to a "refurbishment" fund to cover expected refurbishment costs in the region of £100,000 every five years.

Mayfield Fellowship

Trustees' annual report (incorporating the Director's report) for the year ended 31st March 2020

Principal funding sources

The main source of income is unrestricted income from various local authorities, residents and the Department for Works and Pensions for the provision of residential care. The main expenditure is the provision of this service.

The total incoming resources for the year were £1,761,642 (2019 - £1,655,689). The total resources expended were £1,747,563 (2019 - £1,619,907) producing a surplus of £14,079 (2019 - £35,782). The Trustees are pleased with the progress the Charity has made this year in achieving its aims, consider the year to have been a successful one and that subject to the continued support of local authorities the Fellowship has adequate resources to maintain and develop its current activities.

FUTURE DEVELOPMENT OF SERVICES

It has been identified within the Business Plan for the last 5 years that there was an opportunity to develop further accommodation and care services on the annexe building site. The annexe building has however been condemned from use and is due for demolition. There have been no significant changes over the past 12 months in progressing the development due to issues within Social Care and Social Housing. The CQC 'outstanding' rating was retained in February 2019 and continues to influence referrals to Mayfield Court and this has been recognised by the City Council who are actively engaging with the CEO.

It continues to be an aspiration of the Fellowship to provide more facilities of a similar nature to Mayfield Court. The Fellowship is aware that the market demonstrates that there is a serious lack of accommodation for people over 18 years of age who suffer with Cerebral Palsy and similar neurological disabilities and who have complex physical disabilities with a need for a high level of care as provided by The Fellowship at Knotty Ash. The CEO is at present actively engaging with Liverpool Social Services and Riverside Housing to identify what service and accommodation needs are required to meet the future demands on health and social care.

PUBLIC BENEFIT

The Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission. The Trustees regard the activities of the Charity to fall within the definition of a charitable purpose relating to carers.

Mayfield Fellowship

Trustees' annual report (incorporating the Director's report) for the year ended 31st March 2020

STATEMENT OF TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

The charity Trustees (who are also Directors of Mayfield Fellowship for the purposes of company law) are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each year which gives a true and fair view of the state of affairs of the charitable Company and of the incoming resources and application of resources, including the income and expenditure, of the charitable Company for that period. In preparing financial statements giving a true and fair view, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable United Kingdom accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Charity to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE TO OUR AUDITORS

In so far as the Trustees are aware at the time of approving our Trustees' annual report:

- there is no relevant information, being information needed by the Auditor in connection with preparing their report, of which the Auditor is unaware; and
- the Trustees, having made enquires of fellow Trustees and the Auditor that they ought to have individually taken, have each taken all steps that they are obliged to take as a Trustee in order to make themselves aware of any relevant audit information and to establish that the Auditor is aware of that information.

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

ON BEHALF OF THE BOARD

Laurence Lee
Trustee



Date: 23 March 2021

Independent Auditors Report to the Members of Mayfield Fellowship

Opinion

We have audited the financial statements of Mayfield Fellowship (the 'charitable company') for the year ended 31st March 2020 which comprise the Statement of Financial Activities (incorporating an income and expenditure account), the Balance Sheet, Cash Flow statement and related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

Independent Auditors Report to the Members of Mayfield Fellowship

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 6, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Beverley Rice
Senior Statutory Auditor

For and on behalf of
Robinson Rice Associates Limited
Chartered Accountants, Chartered Tax Advisors and Statutory Auditors
30 Crosby Road North
Waterloo
Liverpool
L22 4QF

Date: 23 March 2021

Mayfield Fellowship
Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
For the year ended 31st March 2020

	Notes	Unrestricted funds £	Restricted funds £	31.3.20 Total Funds £	31.3.19 Total Funds £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	2	9,500	3,000	12,500	3,432
Charitable activities	3	1,740,966	-	1,740,966	1,566,112
Other trading activities	4	4,385	-	4,385	82,947
Investments	5	3,791	-	3,791	3,198
Total income and endowments		1,758,642	3,000	1,761,642	1,655,689
EXPENDITURE ON:					
Raising funds	6	3,604	-	3,604	10,328
Charitable activities	7, 8, 9	1,743,959	-	1,743,959	1,609,579
Total expenditure		1,747,563	-	1,747,563	1,619,907
Net income/(expenditure) and movement in funds		11,079	3,000	14,079	35,782
RECONCILIATION OF FUNDS					
Total funds brought forward		1,075,326	3,000	1,078,326	1,042,544
Transfer between funds	21	6,000	(6,000)	-	-
TOTAL FUNDS CARRIED FORWARD		1,092,405	-	1,092,405	1,078,326

The statement of financial activity includes all gains and losses in the year. All incoming resources expended derived from continuing activities.

Movements in funds are disclosed in note 20 to the Financial Statements.

The notes form part of these financial statements

Mayfield Fellowship
Company Number 1901404

Balance Sheet
At 31st March 2020

	Notes	Unrestricted funds £	Restricted funds £	31.3.20 Total Funds £	31.3.19 Total Funds £
FIXED ASSETS					
Tangible assets	14	209,009	-	209,009	248,540
CURRENT ASSETS					
Debtors: amounts falling due within one year	15	243,576	-	243,576	158,115
Investments	16	92,344	-	92,344	90,702
Cash at bank and in hand		718,543	-	718,543	707,556
		<u>1,054,463</u>	<u>-</u>	<u>1,054,463</u>	<u>956,373</u>
CREDITORS					
Amounts falling due within one year	17	(171,067)	-	(171,067)	(126,587)
		<u>883,396</u>	<u>-</u>	<u>883,396</u>	<u>829,786</u>
NET CURRENT ASSETS					
		<u>1,092,405</u>	<u>-</u>	<u>1,092,405</u>	<u>1,078,326</u>
NET ASSETS					
FUNDS					
Unrestricted funds	20	1,092,405		1,092,405	1,075,326
Restricted fund	20		-	-	3,000
				<u>1,092,405</u>	<u>1,078,326</u>
TOTAL FUNDS					
				<u>1,092,405</u>	<u>1,078,326</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

The financial statements were approved by the Board of Trustees on 23 March 2021 and were signed on its behalf by:


 Laurence Lee - Trustee

The notes form part of these financial statements

Mayfield Fellowship
Company Number 1901404
Statement of Cash Flows
For the year ended 31st March 2020

	Notes	31.3.20 £	31.3.19 £
Cash flows from operating activities:			
Net cash provided by/(used in) operating activities	11	107,153	92,686
Cash flows from investing activities:			
Interest from investments		3,791	3,198
Proceeds from sale of tangible fixed assets		12,218	-
Purchase of tangible fixed assets		(110,533)	(43,508)
Net cash provided by/(used in) investing activities		(94,524)	(40,310)
Change in cash and cash equivalents during the reporting period		12,629	52,376
Cash and cash equivalents at the beginning of the reporting period		798,258	745,882
Cash and cash equivalents at the end of the reporting period		810,887	798,258

Analysis of cash and cash equivalents

		31.3.20 £	31.3.19 £
Short term investments and deposits	16	92,344	90,702
Cash at bank and in hand		718,543	707,556
Total cash and cash equivalents		810,887	798,258

Mayfield Fellowship
Notes to the Financial Statements
For the year ended 31st March 2020

1 ACCOUNTING POLICIES

Company information

Mayfield Fellowship is charitable company limited by guarantee without share capital, incorporated in England and Wales. The address of the registered office of the company is Mayfield Court, 40 Youens Way, Liverpool L14 2EP.

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with '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)' – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS102.

The accounts are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest pound (£).

Fund accounting

Unrestricted funds are available for the use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for any other purpose.

Designated funds comprise unrestricted funds which have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or which have been raised by the Charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the accounts.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Fees for residential care represent the total amount of unrestricted monies receivable from local authorities, service users and the Department for Works and Pensions. Fees received which relate to a future period are deferred and released to the Statement of Financial Activities in that future period.

Cash donations are recognised on receipt. Any income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these financial statements.

Investment income is included when receivable.

Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure has been classified under headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the activity for which the expenditure was incurred.

Expenditure on raising funds comprises the costs associated with attracting donations and costs of any trading or similar activities for fundraising purposes.

Expenditure on Charitable activities comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both, costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them, including governance costs.

Governance costs are those costs incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

Mayfield Fellowship

Notes to the Financial Statements For the year ended 31st March 2020

Accounting policies....continued

Allocation and apportionment of costs

Resources expended are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis such as floor space and time spent.

Tangible fixed assets

Individual fixed assets costing £400 or more are capitalised at cost.

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

Leasehold improvements	- straight line over the expected life of the asset
Fixtures, fittings and equipment	- 2 to 10 years straight line
Motor vehicles	- 4 years straight line

Taxation

The Charity is exempt from corporation tax on its charitable activities and is not registered for VAT purposes. Any VAT paid is treated as part of the relevant expenditure incurred.

Operating leases

Rentals paid under operating leases are charged in the Statement of Financial Activities as incurred.

Pension costs and other post-retirement benefits

The Charity contributes to defined contribution money purchase pension schemes, the assets in the schemes are held separately from those of the Charity in independently administered funds. The pension costs charged in the Statement of Financial Activities represents contributions payable by the Charity to the schemes.

Cash at bank and in hand

Cash at bank and in hand includes cash in hand, deposits held at call with banks and any other short term highly liquid investments with original maturities of three months or less.

Current asset investments

These are cash and cash equivalents which are short term highly liquid investments with original maturities of less than one year.

Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, which include creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Mayfield Fellowship

**Notes to the Financial Statements
For the year ended 31st March 2020**

2. DONATIONS AND LEGACIES

	31.3.20	31.3.19
	£	£
Donations	12,480	3,393
Subscriptions	20	39
	<u>12,500</u>	<u>3,432</u>

Donations includes £3,000 (2019: £3,000) of restricted income, this is detailed further in note 21.

3. INCOME FROM CHARITABLE ACTIVITIES

	31.3.20	31.3.19
Activity	£	£
Residential care fees	1,740,966	1,566,112

4. OTHER TRADING ACTIVITIES

	31.3.20	31.3.19
	£	£
Summer ball	-	11,578
Ince Blundell	-	70,914
Bingo and similar activities	4,385	455
	<u>4,385</u>	<u>82,947</u>

5. INVESTMENT INCOME

	31.3.20	31.3.19
	£	£
Interest from short term fixed rate savings	1,642	1,390
Interest from cash on deposit	2,149	1,808
	<u>3,791</u>	<u>3,198</u>

6. EXPENDITURE ON RAISING FUNDS

	31.3.20	31.3.19
	£	£
Wages and staffing costs	2,476	2,691
Pension costs	47	-
Summer ball costs	-	7,637
Other fundraising costs	1,081	-
	<u>3,604</u>	<u>10,328</u>

7. EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct costs (note 8)	Support and governance costs (note 9)	Totals
Activity	£	£	£
Residential care	1,051,143	692,816	1,743,959

Mayfield Fellowship

Notes to the Financial Statements
For the year ended 31st March 2020

8. EXPENDITURE ON CHARITABLE ACTIVITIES - DIRECT COSTS

	Basis of apportionment	31.3.20 £	31.3.19 £
Catering, cleaning and medical	Usage	100,463	85,368
Wages and staffing costs	Time	630,480	566,537
Pension costs	Time	12,050	9,507
Rent	Area	90,412	87,439
Rates and water	Area	15,806	14,007
Light and heat	Area	40,330	25,648
Motor, travel and subsistence	Usage	4,139	3,680
Repairs and maintenance	Direct	839	2,240
Equipment hire	Usage	8,521	7,864
Legal and professional	Direct	6,097	6,138
Resident's activities	Direct	18,377	18,360
Sundries	Direct	4,791	7,096
Leasehold amortisation	Area	79,640	79,640
Depreciation – fixtures, fittings and equipment	Usage	36,927	26,282
Depreciation – motor vehicles	Usage	2,871	1,693
Loss/(profit) on fixed asset disposal	Usage	(600)	2,648
		<u>1,051,143</u>	<u>944,147</u>

9a. EXPENDITURE ON CHARITABLE ACTIVITIES – SUPPORT COSTS

	Basis of apportionment	31.3.20 £	31.3.19 £
Wages and staffing costs	Time	463,555	456,607
Pension costs	Time	8,860	6,838
Health cover and staff medicals	Direct	7,193	5,805
Insurance	Direct	9,378	7,557
Rent	Area	4,759	4,602
Rates and water	Area	832	737
Light and heat	Area	2,123	1,349
Telephone	Usage	9,631	8,980
Postage, stationery and advertising	Usage	8,809	9,416
Motor, travel and subsistence	Usage	33,139	31,564
Repairs and maintenance	Direct	67,501	58,776
Computer costs	Usage	11,269	5,501
Legal and professional	Direct	4,635	3,195
Sundries	Direct	1,693	180
Training	Direct	14,224	19,615
Bank charges	Usage	351	246
Leasehold amortisation	Area	4,192	4,192
Depreciation – fixtures, fittings and equipment	Usage	1,944	1,383
Depreciation – motor vehicles	Usage	16,272	9,594
(Profit)/Loss on fixed asset disposal	Usage	(3,400)	139
		<u>666,960</u>	<u>636,276</u>

Mayfield Fellowship

**Notes to the Financial Statements
For the year ended 31st March 2020**

9b. EXPENDITURE ON CHARITABLE ACTIVITIES - GOVERNANCE COSTS

	Basis of apportionment	31.3.20	31.3.19
		£	£
Wages and staffing costs	Time	16,018	17,338
Pension costs	Time	306	334
Insurance	Direct	1,102	1,059
Telephone	Usage	98	91
Postage, stationery and advertising	Usage	79	75
Computer costs	Usage	114	56
Legal and professional	Direct	1,875	4,005
Auditors' remuneration	Direct	4,800	4,800
Accountancy	Direct	1,320	1,200
Training	Direct	144	198
		<u>25,856</u>	<u>29,156</u>

Basis of apportionment of expenditure

Time cost apportionment - staff costs are apportioned based on the role which the individual carries out.

Direct cost apportionment – those costs which can be directly apportioned to the relevant activity and wholly be classified as either direct, support or governance.

Usage and Area cost apportionment – central costs and other overheads covering either more than one activity or and both direct and support costs, are apportioned based on an estimated usage of that resource between the various analysis categories.

10. NET INCOMING RESOURCES

Net resources are stated after charging/(crediting):

	31.3.20	31.3.19
	£	£
Auditors' remuneration – Audit fee	4,800	4,800
Depreciation – owned assets	58,014	38,952
Depreciation – leased assets	83,832	83,832
Loss/(Profit) on disposal of fixed assets	(4,000)	2,787
Pension costs	21,263	16,679
	<u>21,263</u>	<u>16,679</u>

11. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.20	31.3.19
	£	£
Net income for the reporting period as per the Statement of Financial Activities	14,079	35,782
Adjustments for:		
Depreciation	141,846	122,784
Interest from investments	(3,791)	(3,198)
Loss/(profit) on disposal of fixed assets	(4,000)	2,787
(Increase)/decrease in Debtors	(85,461)	(96,465)
Increase/(decrease) in Creditors	44,480	30,996
Net cash provided by operating activities	<u>107,153</u>	<u>92,686</u>

Mayfield Fellowship
Notes to the Financial Statements
For the year ended 31st March 2020

12. TRUSTEES' REMUNERATION AND BENEFITS

Trustees indemnity insurance at a cost of £1,102 (2019: £1,059) has been borne by the Charity.

One Trustee, Laurence Lee, received remuneration totalling £1,810 (2019: £1,925) for advisory work during the year. These payments were in accordance with Article 12 of the Charity's Articles of Association.

Trustees' expenses

The following expenses were paid on behalf of one of the Trustees.

	31.3.20	31.3.19
	£	£
Childcare costs	65	170
Travel expenses	63	-
	<u>128</u>	<u>170</u>

In addition to the expenses noted above £348 (2019: £410) was incurred on a Christmas meal for Trustees and Senior managers.

13. STAFF COSTS

	31.3.20	31.3.19
	£	£
Wages and salaries	1,012,273	943,052
National insurance contributions	76,187	73,241
Agency staff	24,069	26,880
	<u>1,112,529</u>	<u>1,043,173</u>

The average number of employees during the year was as follows:

	31.3.20	31.3.19
	£	£
Senior management	5	5
Residential care services	29	26
Support staff	18	17
	<u>52</u>	<u>48</u>

Two employees were in receipt of salary and benefits of more than £60,000 during the reporting period (2019: 2).

These are analysed as follows:

	31.3.20	31.3.19
	£	£
Total emoluments between £60,000 - £70,000	-	1
Total emoluments between £70,000 - £80,000	1	-
Total emoluments between £100,000 - £110,000	1	1
	<u>2</u>	<u>2</u>

Mayfield Fellowship

Notes to the Financial Statements For the year ended 31st March 2020

13. STAFF COSTS...continued

The total remuneration paid to the key management personnel, who comprise the Chief Executive Officer and the Senior Management Team was £307,969 (2019: £319,851). Remuneration includes gross salary, employer national insurance contributions and employer pension contributions.

Pensions

The Charity operates two defined contribution pension schemes for the benefit of its employees. The assets of the schemes are held separately from those of the Charity in independently managed funds. The pension costs charged to the SOFA represent the amounts payable for the year and amounted to £21,263 (2019: £16,679).

14. TANGIBLE FIXED ASSETS

	Short leasehold improvements £	Fixtures, fitting and equipment £	Motor vehicles £	Totals £
COST				
At 1 st April 2019	593,165	215,806	121,606	930,577
Additions	-	79,108	31,425	110,533
Disposals	-	(22,844)	(50,726)	(73,570)
At 31 st March 2020	593,165	272,070	102,305	967,540
DEPRECIATION				
At 1 st April 2019	438,255	155,095	88,687	682,037
Charge for year	83,832	38,871	19,143	141,846
Eliminated on disposal	-	(22,844)	(42,508)	(65,352)
At 31 st March 2020	522,087	171,122	65,322	758,531
NET BOOK VALUE				
At 31 st March 2020	71,078	100,948	36,983	209,009
At 31 st March 2019	154,910	60,711	32,919	248,540

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.20 £	31.3.19 £
Trade debtors	220,515	147,693
Other debtors	-	2,173
Prepayments and accrued income	23,061	8,249
	243,576	158,115

16. CURRENT ASSET INVESTEMENTS

	31.3.20 £	31.3.19 £
Short term fixed rate savings	92,344	90,702

Mayfield Fellowship

**Notes to the Financial Statements
For the year ended 31st March 2020**

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.20	31.3.19
	£	£
Trade creditors	30,434	77,350
Other creditors	5,577	4,973
Taxation and social security	44,672	16,286
Pension liability	4,042	2,508
Accruals and deferred income	86,342	25,470
	<u>171,067</u>	<u>126,587</u>

In accordance with the accounting policy, fees received which relate to a future period are deferred and released to the Statement of Financial Activities in that future period. As at 31 March 2020 £80,342 (2019: £8,845) of fees have been deferred. All deferred income relates to fees charged for Residential Care services.

18. OPERATING LEASE COMMITMENTS

The total future minimum lease payments under non-cancellable operating leases are as follows:

	Other		Land and Buildings	
Expiring	31.3.20	31.3.19	31.3.20	31.3.19
	£	£	£	£
Not later than 1 year	-	3,999	95,171	-
Later than 1 year and not later than 5 years	36,248	-	-	184,082
Later than 5 years	44,647	51,516	-	-
	<u>80,895</u>	<u>55,515</u>	<u>95,171</u>	<u>184,082</u>

The amounts of lease payments recognised as an expense in the SOFA are as follows:

	31.3.20	31.3.19
	£	£
Land and buildings	95,171	92,041
Other	15,696	11,576
	<u>110,867</u>	<u>103,617</u>

19. AUDITOR REMUNERATION

The amounts paid to the Auditors is as follows:

	31.3.20	31.3.19
	£	£
Charged in the year for Audit services	<u>4,800</u>	<u>4,800</u>

Mayfield Fellowship

Notes to the Financial Statements For the year ended 31st March 2020

20. MOVEMENT IN FUNDS

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	975,326	11,079	6,000	992,405
Designated fund - refurbishment fund	100,000	-	-	100,000
	<u>1,075,326</u>	<u>11,079</u>	<u>6,000</u>	<u>1,092,405</u>
Restricted funds				
New minibus fund	3,000	3,000	(6,000)	-
	<u>3,000</u>	<u>3,000</u>	<u>(6,000)</u>	<u>-</u>
TOTAL FUNDS	<u>1,078,326</u>	<u>14,079</u>	<u>-</u>	<u>1,092,405</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,758,642	(1,747,563)	11,079
Restricted funds			
New minibus fund	3,000	-	3,000
TOTAL FUNDS	<u>1,761,642</u>	<u>(1,747,563)</u>	<u>14,079</u>

21. RESTRICTED FUNDS

During the year donations totalling £3,000 (2019: £3,000) were received for the purpose of acquiring a new minibus. A minibus was acquired in June 2019 for £31,425. The balance required to acquire the vehicle was paid from unrestricted funds. The asset acquired is not deemed to be of a restricted nature and so the restricted fund balance has been transferred to unrestricted funds.

22. GOING CONCERN

The Trustees have prepared an income and expenditure forecast to 31st March 2021 and considered the financial position of the Charity to the end of December 2021. The forecast shows a surplus for the Charity and the Trustees are satisfied that the financial statements should be prepared on the going concern basis. Bank and cash balances, and funds held in short term deposits are deemed sufficient to meet any outgoings for the 12 months from the date on which the accounts have been signed off.

23. RELATED PARTY TRANSACTIONS

Aside from the transactions with Trustees as disclosed in note 12, and with Senior Management personnel as disclosed in note 13, there are no other related party transactions in the reporting period requiring disclosure.

Mayfield Fellowship

The following page does not form part of the statutory financial statements

Mayfield Fellowship

Detailed Income and Expenditure account For the year ended 31 March 2020

	31.3.20 £	31.3.19 £
INCOMING RESOURCES		
Donations	12,480	3,393
Subscriptions	20	39
Summer ball	-	11,578
Other fundraising events	4,385	455
Ince Blundell charges	-	70,914
Interest received	3,791	3,198
Residential care fees	1,740,966	1,566,112
Total incoming resources	1,761,642	1,655,689
RESOURCES EXPENDED		
Summer ball costs	-	7,637
Other fundraising costs	1,081	-
Catering, cleaning and medical	100,463	85,368
Wages and staffing costs	1,112,529	1,043,173
Pension costs	21,263	16,679
Health cover and staff medical	7,193	5,805
Insurance	10,480	8,616
Rent	95,171	92,041
Rates and water	16,638	14,744
Light and heat	42,453	26,997
Telephone	9,729	9,071
Postage, stationery and advertising	8,888	9,491
Motor, travel and subsistence	37,278	35,244
Repairs and maintenance	68,340	61,016
Computer costs	11,383	5,557
Hire of equipment	8,521	7,864
Legal and professional	12,607	13,338
Auditors' remuneration	4,800	4,800
Accountancy	1,320	1,200
Residents activities	18,377	18,360
Sundries	6,484	7,276
Training	14,368	19,813
Bank charges	351	246
Leasehold amortisation	83,832	83,832
Depreciation - fixtures, fittings and equipment	38,871	27,665
Depreciation - motor vehicles	19,143	11,287
Loss/(Profit) on sale of tangible fixed assets	(4,000)	2,787
Total resources expended	1,747,563	1,619,907
Net incoming resources	14,079	35,782