

ESSEX DEMENTIA CARE

Charity number: 1129038

Company registration number: 06820425

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

ESSEX DEMENTIA CARE

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ESSEX DEMENTIA CARE

LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2021

Trustees	Chris Jullings April Lawlor Mike Clements Sylvia Gaspar resigned 2 November 2020 Beverley Jones resigned 2 November 2020 Julie Chanel appointed 2 November 2020 Katie Gauden appointed 2 November 2020
Charity number	1129038
Company number	06820425
Principal address	Dorking & Orpington Suite House 3 Lynderswood Farm Lynderswood Lane Black Notley, Braintree Essex CM77 8JT
Registered office	Dorking & Orpington Suite House 3 Lynderswood Farm Lynderswood Lane Black Notley, Braintree Essex CM77 8JT
Independent examiner	Richardson & Co Accountants Limited Registered number 11714422 England and Wales. Cornish & Sussex Suite House 3 Lynderswood Farm Lynderswood Lane Black Notley, Braintree Essex CM77 8JT
Bankers	Santander, Bootle, Merseyside, L30 4GB Shawbrook bank, Brentwood, CM13 3BE Nationwide Building Society, Northampton, NN3 6NW Virgin Money, Newcastle upon Tyne, NE3 4PL

ESSEX DEMENTIA CARE

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and reporting by Charities' (Effective from 1 January 2019).

Essex Dementia Care is a charity established as a response to the expressed occupational needs of people with dementia in Essex. There is a wealth of international academic evidence for the essential role of meaningful activity in creating and maintaining good health and well-being for everyone. It is Essex Dementia Care's chief purpose to provide this for families where dementia is present in an environment where the provision of personalised, therapeutic occupation from other sources is limited.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The governing document is the organisation's Memorandum and Articles of Association dated 9 February 2009, as amended by special resolution dated 26 March 2009.

Recruitment and appointment of new Trustees

The appointment of Trustees is by having regard to the job description and person specification and by interview of interested parties.

Two of our trustees, Sylvia Gaspar and Beverley Jones, resigned during the financial year and the Trustees thank them for the services.

Two new trustees, Julie Chanel and Katie Gauden, were appointed recognizing that marketing the services of Essex Dementia Care is going to be a key driver in making the best use of our services once the restrictions placed on us by the Covid19 lockdowns are over.

When interest in becoming a Trustee is shown there will be a period of observing at meetings before further commitment on either side is made.

Operational Structure

The organisation is managed by a Board of Trustees. The day to day running and strategic input is provided by the Senior Manager, Kelly Bleasdale, who is supported by the Care Manager and 2 service coordinators. In addition, we have appointed a part-time Marketing Assistant to assist pushing our marketing strategy.

Related Parties

There are no related or connected charities.

Investment activity will not be undertaken by the Charity at the present time.

ESSEX DEMENTIA CARE

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

Reserves Policy

The Trustees have established contingency reserves of £222k with Shawbrook Bank Limited, Nationwide Building Society and Virgin Money Plc. These reserves would cover up to 5 months operational costs, and to help meet the expected loss in income due to the Covid19 pandemic during the next financial year. All reserves are held in with-interest accounts

Planning for the future.

Our client numbers, and therefore our income streams, are constantly fluctuating and it is crucial to see the long term picture for sustainability. There is the need, therefore, to constantly monitor the cost effectiveness of the services offered. This is going to be imperative following the Covid19 pandemic and the Trustees have devised a restart plan with the aim of getting back to business as usual as soon as possible.

A strategy and business plan has been agreed which will inform decisions regarding development and sustainability. Marketing will be a focus for activity in the coming year.

It is evident that there is more competition for carer and client support facilities. Essex Dementia Care services are specifically therapeutic activity based and clear marketing is essential if this speciality is to be fully recognised as the service of choice.

The Senior Manager and the Care Manager attend events and Support Groups or Cafes to raise awareness and maintain links with other professionals and Essex County Council Commissioning Service.

The website has been fully upgraded to have maximum impact in marketing and providing referral information.

To maintain a high quality of service the Senior Manager regularly seeks opportunities for staff training over and above the mandatory certificates especially those for person centred dementia care. Seeking specific funding for this has been successful and enables the training to be maintained to a high level.

Staff pay reviews are carried out annually. The Trustees recognise a need to acknowledge the commitment given by staff members and wish to keep pay levels as near to market rates as possible.

Good working relationships between the Managers and the Service Co-ordinators enables the steady improvement in operational efficiency.

Forward planning for funding needs continues to be an important aspect of managing services, and good communication with the Fundraiser leads to appropriate sources being approached with considerable success.

Risk management

The risk register is regularly presented at Board meetings.

ESSEX DEMENTIA CARE

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

OBJECTIVES AND ACTIVITIES

Aims

The ultimate aim of Essex Dementia Care is to contribute to the health and well-being of families in Essex who are living with dementia and to contribute to the wider community involvement in the dementia agenda.

Objectives

These aims are achieved through:

1. Provision of therapeutic activities to people with dementia and such direct care as is deemed to be a relevant part of those activities
2. The provision of respite, support and information to family carers.
3. Working with other independent, private and voluntary groups to promote the access and availability of specialist services that support people living with dementia as well as their families and carers.
4. Raising public awareness of the nature of dementia and of quality dementia care.

How this is achieved

The Care Manager responds to requests for services by making a home visit and assessing the clients' occupational profiles and care needs. A personal care programme is developed and monitored over time. Our carefully recruited and trained Practitioners facilitate activities that will reflect the individual's choice and interests within their current capabilities. Self-esteem is enhanced and an interest in living, within the limitations resulting from dementia, generated. The Practitioner becomes the friend who enables these activities to take place. To help maintain this confidence considerable effort is made to reduce to an absolute minimum the changes in those Practitioners allocated to attend any one client.

The client's family plays an active role in the Care Planning process and their needs for support; information and respite are recognised in the decision making.

Links with other professional bodies, voluntary sector groups or other interested organisations provide opportunities for raising awareness of both the need and opportunities for good dementia care in the community and also become the springboard for fundraising events.

Public benefit

The Trustees can confirm that they have paid due regard to the guidance of the Charity Commission in relation to public benefit.

ESSEX DEMENTIA CARE

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

Achievement and Performance

The experience of dementia is very individual and the provision of one to one opportunities for personalised activities is much needed. So too, for many if not all, are the opportunities for these activities to take place in a social context where the individual is understood not only by the staff but also by other members of the group. Client and family reviews and evaluations indicate a high level of satisfaction with the services received. Activity Centre leaders are experienced activity providers who prepare sessions with imagination and sensitivity. Their leadership demonstrates to staff and volunteers our high standards of dementia care and therapeutic support.

Some clients are happy to take advantage of both types of service and many attend more than one Activity Day Centre a week. Whichever service they have, a wide variety of activities will be arranged, both outdoor and indoors, depending on interests and abilities. Where possible One2One Practitioners are linked to clients with similar interests. Activity Centre clients are assessed for their mobility and skill levels and offered the appropriate session.

This financial year has been a huge challenge for our clients and staff. Our usual operation of running 6 Activity Day Centres weekly was severely curtailed due to the pandemic, and we were only able to open our centres between Covid19 lockdowns (July 2020 till December 2020). We experienced low attendances when we were able to open largely due to the extreme vulnerability of our clients, catering for an average of just 7 clients at each session (which is less than 50% of our current occupancy level). 4,500 client hours were delivered during the year at our day centres at 133 daily sessions, which compares to the 306 sessions we would normally expect to run. Each daily session is for 4.5 - 5 hours and includes a freshly cooked midday meal.

Although the One2One service was unable to be carried out until July 2020 due to Covid19 restrictions, it continues to be well used and much appreciated. Despite losing the first 3 months due to the Covid19 pandemic, 3,700 client One2One hours were delivered during the year at an average of 410 hours per month.

The charity is very grateful to the dedicated volunteers who assist the Activity Centre staff and help to provide empathy and encouragement to the clients. They make it possible for the Centres to be run to a good standard of care and at an affordable fee.

Internal and external factors

A review of any anticipated change in either law, licensing requirements, relevant financial factors and social change including staffing that may affect the operation of the charity is considered at each Board meetings. Procedures were completed early in the reporting period to ensure compliance with the General Data Protection Regulations introduced in 2018.

ESSEX DEMENTIA CARE

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW

Principal funding sources

Income is chiefly generated by the services provided. However, the Charity aims to keep the fees at an affordable level and on-going fundraising is necessary both to maintain a secure financial position and have resources to plan for future development. Local Authority Grants made the development of services possible initially and further funding has enabled us to develop our much needed dementia services with confidence. Grants, significant donations from local businesses and individual donations from families and other supporters have played an important part in financing the services. With the continued growth of the organisation's services a more focused fundraising program has been developed.

The Trustees are grateful to Braintree Council, Essex County Council, The Charities Aid Foundation and numerous other organisations that provided much needed Covid19 specific funding totaling £130k which has enabled us to survive whilst our income from services provided was severely curtailed.

The Trustees are fully aware that the Covid19 restrictions are far from over and will have an impact into 2021/2022 financial year and possibly beyond. Consequently an additional £55k was placed into reserves during the financial year to help offset any future income reduction.

Pay policy for senior staff is based on the balance between recognising the commitment made and responsibilities they hold with the limited financial position of the charity.

COMPANY STATUS

Essex Dementia Care is a company limited by guarantee and there is therefore no share capital.

Small company provisions

This report has been prepared in accordance with the small company's regime under the Companies Act 2006

Approved by the Board and signed on its behalf by:

Mr. C K Jullings
Chair to Trustees

Date:

CK Jullings
28/6/21

ESSEX DEMENTIA CARE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Total £	Restricted Total £	2021 Total £	2020 Total £
<u>Incoming resources</u>					
Donations and legacies	2	20,416	311	20,727	39,959
Charitable activities	4	315,413	-	315,413	345,333
Income from investments	3	1,268	-	1,268	1,062
Total incoming resources		337,097	311	337,408	386,354
<u>Expenditure on charitable activities</u>					
Charitable activities	5	281,171	311	281,482	416,578
Expenditure on raising funds		22,571	-	22,571	7,028
Total resources expended		303,742	311	304,053	423,605
Net incoming resources before transfers		33,355	-	33,355	(37,252)
Transfer between funds		-	-	-	-
Net income/(expenditure) for year		33,355	-	33,355	(37,252)
Fund balances at 1 April 2020		222,937	-	222,937	260,189
Fund balances at 31 March 2021		256,292	-	256,292	222,937

Notes on pages 9 to 12 are part of these accounts

ESSEX DEMENTIA CARE

BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021 £	2020 £
Current assets			
Debtors	9	22,261	37,894
Cash at bank and in hand		288,757	205,230
		<u>311,018</u>	<u>243,124</u>
Current liabilities			
Creditors: amounts falling due within one year	8	54,726	20,187
Net current assets		<u>256,292</u>	<u>222,937</u>
Total assets less total liabilities		<u><u>256,292</u></u>	<u><u>222,937</u></u>
Income funds			
Unrestricted funds		256,292	222,937
Restricted funds		-	-
		<u><u>256,292</u></u>	<u><u>222,937</u></u>

For the year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

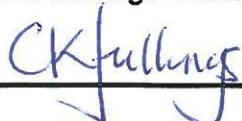
The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

The directors declare that they have approved the accounts above on:

Chris Jullings Chair

Date

 28/6/21

April Lawlor

Date

 24.6.21

ESSEX DEMENTIA CARE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies

Basis of the preparation of the accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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)- (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Cash flow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

Incoming resources

Grants receivable are recognised in the accounts when conditions for their receipt are satisfied. Grants with conditions attached to their use are included in restricted funds. Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable.

Resources expended

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to a particular heading they have been allocated to activities on a basis consistent with the use of the resources.

Costs classified as governance relate to the general running of the charity and include the operations of the Board of Trustees and addressing constitutional audit and other statutory matters.

Resources expended include attributable VAT, which cannot be recovered.

2. Donations and legacies	Unrestricted	Restricted	2021	2020
	£	£	£	£
Donations and gifts	20,416	311	20,727	39,959
	<u>20,416</u>	<u>311</u>	<u>20,727</u>	<u>39,959</u>

ESSEX DEMENTIA CARE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

3. Income from investments	Unrestricted	Restricted	2021	2020
	£	£	£	£
Interest receivable	1,268	-	1,268	1,062
4. Charitable activities	Unrestricted	Restricted	2021	2020
	£	£	£	£
Drop in	53,101	-	53,101	163,115
Travel	2,191	-	2,191	22,877
Support service fees	83,283	-	83,283	136,741
Grants	176,838	-	176,838	22,599
	315,413	-	315,413	345,333

5. Total expenditure on charitable activities See page 12

6. Trustees

None of the trustees received any remuneration during the year.

7. Employees

	2021	2020
	£	£
Wages and salaries	199,801	268,785
	199,801	268,785

No staff were paid more than £60,000 per annum.

The average number of employees for the period was as follows:

2021	2020
No.	No.
24	25

Key management personnel

During the year, total remuneration of £56,858 (2020 £53,841.90) was paid to key management personnel. The remuneration of key management personnel is decided upon and authorised by the trustees.

ESSEX DEMENTIA CARE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

8. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	2,352	2,318
Wages creditor Net of Furlough	12,458	-
Taxation and social security	3,867	57
Accruals and deferred income	36,049	17,813
	54,726	20,187

9. Debtors

	2021	2020
	£	£
Trade debtors	16,343	30,664
Prepayments and accrued income	2,008	-
Other debtors	3,910	7,229
	22,261	37,894

10. Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

11. Related parties

There were no related parties within the year.

12. Going concern

The charity is operating on a going concern basis.

ESSEX DEMENTIA CARE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

5. Analysis of Support Costs

	Support Services	Centre Expenditure	Governance	Other Expenditure	Total 2021	Total 2020
	£	£	£	£	£	£
Staff costs	199,801	-	-	-	199,801	268,785
Other direct costs	-	6,027	-	-	6,027	50,289
Rent and rates	12,048	9,300	-	-	21,348	10,403
Repairs and maintenance	87	-	-	-	87	6,222
Office expenses	23,284	5,274	-	-	28,558	21,502
Printing, posting & stationery	3,203	-	-	-	3,203	2,411
Allotment expenses	311	-	-	-	311	2,495
Advertising and promotion	6	-	-	-	6	553
Accountancy fees	-	-	-	-	-	420
Legal and professional costs	3,780	-	-	-	3,780	3,550
Staff travel and training	17,297	-	-	-	17,297	48,601
Website costs	590	-	-	-	590	1,236
Volunteer expenses	474	-	-	-	474	109
	<u>260,881</u>	<u>20,601</u>	<u>-</u>	<u>-</u>	<u>281,482</u>	<u>416,578</u>

Staff cost: £0 (2020: £2,500) restricted expense, £232,201 (2020: £266,285) unrestricted expense.

Other direct costs: £0 (2020: £Nil) restricted expense, £0 (2020: £Nil) unrestricted expense.

Allotment expenses £311 (2020: £2,495) was restricted expenses

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF ESSEX DEMENTIA CARE

I report on the accounts of the Trust for the year ended 31st March 2021, which are set out on pages 7 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that the audit requirement of section 144 of the Charities Act 2011 (the Act) does not apply, and that an independent examination is required. It is my responsibility to examine the accounts under section 145 of the Act, to follow the procedures specified in the general Directions given by the Charity Commission under section 145(5)(b) of the Act, and to state whether particular matters have come to my attention.

Basis of independent examiners' statement

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 the 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 examiners' statement

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

- (1) which gives us reasonable cause to believe that in any material respect the requirements
 - a) to keep accounting records in accordance with section 130 of the Act; and
 - b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

Maria C Richardson BA FCCA
Richardson & Co Accountants
Cornish & Sussex Suite
House 3
Lynderswood Business Park
Black Notley
Essex
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10th June 2021