

BURWELL AND DISTRICT DAY CENTRE TRUST

Annual Report and Accounts

For the year ended 31st December 2020

Registered Charity No 1003439

Burwell and District Day Centre - Year to 31st December 2020

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)	Parish Council Member
	Simon Rogers (Vice Chairman)	
	Sandy Cater (Treasurer)	
	Sue Elliott	
	Joan Lonsdale	Parish Council Member
	Terry Chalmers	
	Paul Webb	Parish Council Member
	Liz Swift	Parish Council Member
	Don Harrison	Parish Council Member
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 2020

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 6 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 9 years to run at a nominal rent.

Burwell and District Day Centre - Year to 31st December 2020

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

Access to the Centre by our members has been severely affected by successive lockdowns resulting from the Covid 19 pandemic. An extended meals on wheels service has been maintained throughout to provide for our housebound members, and increased regular telephone contact introduced. Prior to the end of the year funding was awarded by Cambridgeshire County Council to provide improved IT and increased staff time to formalise daily contact in a Village Support Scheme.

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 the transfer of some to care homes. We are concerned that the pandemic may have caused other members to be nervous of returning to the Centre when restrictions are eased.

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. In normal times we provide a varied entertainment schedule, which is funded via donations and fundraisers such as Coffee Mornings. Providing entertainment when allowed will be challenging, and exactly how this can be managed within restrictions is not clear.

We have a Five Star Food Hygiene rating arising from our latest Environment Health inspection. The County Council have maintained their grant funding agreement, which 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 to upgrade the servery area in the New Year.

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 over 30 years. May we continue to serve them through the pandemic and long afterwards.

Burwell and District Day Centre - Year to 31st December 2020

Trustees' Report

Financial Review

The Centre recorded a surplus on all funds of £11,582. Incoming resources benefited from the regular grant arising from Cambridgeshire County Council Older Peoples Services, and also from a grant to facilitate provision of a village support scheme. These grants together with a business support grant from ECDC and generous donations from many local sources resulted in the surplus recorded. Unrestricted incoming resources totalled to £77,804 and restricted resources totalled £46,646 of which £46,114 was received from the Council. An extended meal delivery service was maintained throughout the lockdowns and generated a good income of £48,424, compared to total meal income last year of 53,963. Income from donations was ££11972.

The cost of ingredients for the meals decreased to £17,874 reflecting the changed situation. Total staff costs were slightly higher at £66,033. 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 which at £28,961 were much reduced due to the long periods of closure to members. As a result total resources expended were £112,868 compared to £123,175 last year.

Due to the lockdowns, the operation of our minibus for collecting clients was much reduced and recorded a deficit of £6,494 after depreciation. Following transfers between funds, unrestricted reserves at the end of the year were £22,599 and restricted (minibus) reserves were £21,310. Restricted grant funding unspent of £7,253 relating to the village support scheme is also held in reserves.

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 interest bearing 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 2020 such cash reserves were approximately £96,000, with unrestricted annual expenditure of £67,500.

Signed.....Simon Rogers...Vice Chairman

Date...5th July 2021

Burwell and District Day Centre - Year to 31st December 2020

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 2020 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 2021

Burwell and District Day Centre - Year to 31st December 2020

Statement of Financial Activities

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
				2020	2019
Incoming resources					
Generated funds					
Voluntary income	11,602	520		12,122	14,207
Activities for generating funds	425			425	4,174
Investment income	79	12		91	160
Other voluntary income	16,305		46,114	62,419	38,172
Charitable activities					
Income from charitable activities	49,208			49,208	57,151
Other incoming resources					
Other income	185			185	120
Total Incoming resources	77,804	532	46,114	124,450	113,984
Resources used					
Charitable activities					
Charitable activities	26,376	6,494	11,726	44,596	57,978
Support costs					
Support costs	41,137		27,135	68,272	65,197
Costs of generating funds					
Costs of generating funds					
Other resources used					
Other resources used					
Total resources used	67,513	6,494	38,861	112,868	123,175
Net Incoming/-Outgoing Resources	10,291	-5,962	7,253	11,582	-9,191
Transfers					
Gross transfers between funds					
Transfers in		933			
Transfers out	933				
Other recognised gains/losses					
Net Movement in Funds	9,358	-5,029	7,253	11,582	-9,191
Reconciliation of funds					
Total funds brought forward	214,241	26,339		240,580	249,771
Total Funds carried forward	223,599	21,310	7,253	252,162	240,580

Burwell and District Day Centre - Year to 31st December 2020

Balance Sheet

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS 2020	2019
Fixed Assets					
Tangible assets	129,501	11,000		140,501	150,201
Total fixed assets	129,501	11,000		140,501	150,201
Current Assets					
Stocks	400			400	400
Debtors	3,867			3,867	1,652
Bank deposits	62,922	8,589	9,543	81,054	80,961
Cash at bank and in hand	29,251	1,725	7,253	38,229	21,406
Total current assets	96,440	10,314	16,796	123,550	103,419
Liabilities					
Creditors and accruals	2,342	4	9,543	11,889	13,040
Total current liabilities	2,342	4	9,543	11,889	13,040
Total net assets	223,599	21,310	7,253	252,162	240,580

Funds of the charity

General fund	223,599			223,599	214,241
Minibus fund		21,310		21,310	26,339
Village Support Grant in hand			7,253	7,253	0
Total charity funds	223,599	21,310	7,253	252,162	240,580

Approved by the Trustees on 5th July 2021

Signed.....Simon Rogers.....Vice Chairman

.....Terry Chalmers.....Trustee

Burwell and District Day Centre - Year to 31st December 2020

Detailed Statement of Financial Activities

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
Incoming Resources				2020	2019
Voluntary income					
Membership	150			150	425
Donations	11,452	520		11,972	13,782
	11,602	520		12,122	14,207
Activities for generating funds					
Shop sales	65			65	604
Fund raising events	40			40	2,590
Bonus Ball (was 100 Club)	320			320	980
	425			425	4,174
Investment income					
Bank deposit interest	79	12		91	160
Other voluntary income					
Payments from CCC Social Services	16,305		46,114	62,419	38,172
	16,305	0	46,114	62,419	38,172
Income from charitable activities					
Meals	48,424			48,424	53,963
Bookings	784			784	3,188
	49,208	0		49,208	57,151
Other incoming resources					
Other income	185			185	120
Total incoming resources	77,804	532	46,114	124,450	113,984
Resources Used					
Charitable activities					
Food	17,874			17,874	21,106
Heat and light			6,560	6,560	8,029
Other utilities			2,093	2,093	2,035
Telephone	594			594	594
Fuel for Minibus		414		414	1,517
Minibus insurance		1,339		1,339	1,267
Minibus repairs and service		741		741	732
Repairs and renewals	1,216			1,216	2,714
Cleaning			2,384	2,384	5,702
Depreciation	5,700	4,000		9,700	9,750
Sundry expenses	992		689	1,681	4,532
	26,376	6,494	11,726	44,596	57,978
Support costs					
Postage and stationery	924			924	944
Insurance	1,315			1,315	1,500
Salaries and NI	38,898		27,135	66,033	62,753
	41,137	0	27,135	68,272	65,197
Total resources used	67,513	6,494	38,861	112,868	123,175

Burwell and District Day Centre - Year to 31st December 2020

Fixed Assets

	Land	Leasehold Additions	Furniture & Equipment	Minibus	Total
	nil	50yrs	3yrs	7yrs	
£					
Cost					
At 1st January 2020	5,845	162,762	71,025	28,094	267,726
Additions					
Disposals					
At 31st December 2020	5,845	162,762	71,025	28,094	267,726
Depreciation					
At 1st January 2020	0	38,186	66,245	13,094	117,525
Charge for the Year		2,400	3,210	4,000	9,700
Disposal Depreciation					
At 31st December 2020	0	40,676	69,455	17,094	127,225
Net Book Value					
At 31st December 2020	5,845	122,086	1,570	11,000	140,501
At 31st December 2019	5,845	124,576	4,780	15,000	150,201

Burwell and District Day Centre - Year to 31st December 2020

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

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 2020

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.