

Registered number: 02518973
Charity number: 1000653

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2022**

Trustees	Stuart Marpole, Chair Ann Way Hester Coutanche Susan Coombe, Vice Chair Caron Betts Stephen Riley-Elliott (resigned 21 July 2021) Alexandra Lynch (appointed 19 May 2021) Jonathan Nelson (appointed 19 May 2021)
Company registered number	02518973
Charity registered number	1000653
Registered office	The Hamlet Charity Johnson Place Norwich Norfolk NR2 1SJ
Company secretary	Pauline Morgan (resigned 26 November 2021) Eleanor Coulson (appointed 26 November 2021)
Chief executive officer	Pauline Morgan (resigned 26 November 2021) Eleanor Coulson (appointed 26 November 2021)
Independent auditors	MA Partners Audit LLP Chartered Accountants 7 The Close Norwich Norfolk NR1 4DJ
Bankers	CAF Bank Limited PO Box 289 West Malling Kent ME19 4TA Lloyds TSB Bank plc 16 Gentleman's Walk Norwich Norfolk NR2 1LZ

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their annual report together with the audited financial statements of the Charity for the year 1 April 2021 to 31 March 2022. The Annual Report serves the purposes of both a Trustees' Report and a Directors' Report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Trustees

The Trustees who have served during the year are shown on page 1. One Trustee resigned during the year. Stephen Riley-Elliot resigned as Trustee in July 2021. We welcomed new Trustees Alexandra Lynch and Jonathan Nelson in May 2021.

Objectives and activities

a. Policies and objectives

The objectives of The Hamlet Centre Trust as set out in our Memorandum and Articles of Association (amended May 1993) are:

- (i) the relief of persons with special needs; and,
- (ii) the advancement of education of children and young persons with special needs within the areas of Norwich and Norfolk.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Strategies for achieving objectives

The objectives have been met by providing the following services:

- The Hive and Little Bees Support for Families and Children under 5 with disabilities and complex health need
- Short Breaks for children with disabilities from 5 – 17 years inclusive
- Early Explorers Pre-school for children from 2 years with and without disabilities
- Day Services for young adults from 18 to 29 years of age
- Out of Hours Club in the evenings and at weekends for people from 16 years of age with a disability
- Saturday Club for people from 16 years of age with disabilities

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Objectives and activities (continued)

c. Activities undertaken to achieve objectives

The strategic direction to meet these objectives includes the following:

- To promote inclusion and integration
- To maximise the use of The Hamlet at the three sites
- To increase the provision of services over the week to meet the needs of the people we support
- To increase options and choices for those who use our services
- To become more financially sustainable
- Supporting transition services, to provide a seamless move from Children's to Adult Services and beyond
- To provide support for families and carers
- To explore opportunities for working with other groups and agencies.

The Hamlet Charter

Our belief is that everyone at The Hamlet....

- Should be happy and safe;
- Is unique valued and respected;
- Can explore choice and opportunities;
- Is encouraged to unlock their potential;
- Can communicate in their own way; and
- Be part of the wider community.

d. Volunteers

The Hamlet currently has 10 volunteers who work across the range of services which the Charity provides. Whilst we greatly value the contribution of our volunteers, they are not critical to the ongoing delivery of a particular service or activity.

e. Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. Within the report there is detailed information on the services provided and the benefits to those who use them.

f. Risk management

The strategic risk register is reviewed yearly and is a standing agenda item at each full Board meeting. An opportunity is given to adjust the register following the meeting. Policies and procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors at all our centres. Dependant on the nature of the policy, policies are reviewed by either the staff team or by Trustees and staff. Those required by Ofsted and the CQC are reviewed by the Senior Management Team. Trustees are involved in reviewing those that concern governance and charity matters. Policies are available either on our website or on request to our Head Office. The Senior Management Team regularly reviews all the major risks to which the Charity is or may be exposed.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance

a. Review of activities

A challenge faced by all charities in 2021/22 was the continuing impact of the COVID 19 pandemic on charitable activity and The Hamlet was no exception. Fortunately, over the course of 2020/21, our fundraising activities were extremely successful due to the amount of additional funding available specific to the pandemic. This resulted in a year end surplus of £266,560. Consequently, we began 2021/22 in a much stronger financial position than anticipated.

Our staff continued to respond to the changing and developing needs of families by providing extra support even if they were not able to attend the centres. Staff provided support over the phone, through Zoom sessions, via doorstep visits and, in some cases, within the service user's home.

Having secured additional premises that were fit for purpose, spacious and met our needs (The Square with effect from 30 July 2021) we completed a programme of refurbishment works and received agreement from Norfolk County Council for them to meet the first 12 months rental charges. Operating across three sites meant that we were able to maintain appropriate social distancing and ventilation as well as establishing staff and student 'bubbles' to reduce the likelihood of COVID spreading. We developed a hybrid approach and continued to use video calling as a way of holding meetings and conducting social activities alongside face-to-face work. Funding enabled this work to continue using different technologies.

We continued to be successful with funding applications supported by our contracted professional funders, Felton Fundraising. The funding that we received has enabled us to adapt, look at ways of working and initiate new work streams at a time when we were faced with serious financial shortfalls in our forecasting.

Part of our continuing development has been to innovate in order to address the needs of those young people with disabilities who are not able to access our onsite services. Hamlet at Home gained its CQC registration in November 2021 and we have a manager in post to lead the project, thanks to funding from various trusts and foundations. The plan is that Hamlet at Home will deliver regulated activities in the community. Conversations about this new service with commissioners from both Children's and Adult services have been extremely positive with a great deal of enthusiasm from all parties.

During this second phase of the pandemic, we secured free PPE directly from Public Health along with LFT and PCR testing kits. Deep cleaning was carried out on a regular basis, and we continued to use our fogging machines. All staff and eligible service users opted to receive their two initial doses of the COVID vaccine with boosters following later in the year. As restrictions were relaxed in the wider community, we saw a significant increase in the number of COVID cases amongst our staff and service users despite our rigorous infection control procedures. Cases peaked in December 2021 and January 2022, and we closed our preschool for 24 hours as we were unable to maintain the appropriate staffing ratios. We used this time to complete an additional deep clean and reopened the following day.

Our improved IT infrastructure along with enhanced digital capabilities enabled staff to work flexibly and from home when possible and appropriate. The planned roll out of tablets and an online CRM system (Access to Care) has gone well. Staff are now able to dispense with paper records and record service users' details digitally. Staff and families have easy, instant access to the records of those they care for and compliance with GDPR regulations has been made more straightforward.

With the help of the financial aid we have received over the past twelve months, we have been able to continue our work in supporting families, children, and young adults. Our families have continued to benefit from our support and services and we have developed new ways of working that will continue into the future. By the end of 2021/22 we have been able to create modest additional reserves and have not drawn on our existing reserves. This is particularly important as we emerge into a 'post pandemic' world and its associated challenges. Our long term aim continues to be securing enhanced premises for our Adult Services and funding from the

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance (continued)

Reach Foundation has paid for a space planning exercise and for searches by a land/property agent.

All activities are now (June 2022) back to normal capacity. Staff in specific roles continue to, where appropriate, work from home for part of the week (no more than 40% of their total hours) and this hybrid approach is working well. Online meetings have become part of the new normal and Trustee meetings are currently taking place 50% online and 50% face to face.

HR and Recruitment

Recruitment continues to be very challenging with the number and quality of applicants across all posts reduced. COVID related staff absence was particularly challenging in the winter months.

In August 2021 we recruited a new CEO, Ellie Coulson, to take over from Pauline Morgan who stepped down at the end of November after 10 successful years leading The Hamlet. The transition has been successful with positive feedback from staff and Trustees gathered during her probation period.

A new HR Administrator, Jess Moore, joined us in November 2021 (taking over from Vicky Palmer) and has settled in well. A new Training Coordinator, Natalie Noble, joined us in March 2022 (taking over from Amy Elvin) and is also doing well. Our focus for the year ahead is to fill key posts across the organisation which remain vacant, and we are looking at innovative ways of doing so such as holding recruitment events, using recruitment consultants, and working in partnership with other organisations to publicise careers within the sector. Trustee recruitment remains a priority and we will be advertising via the Voluntary Norfolk website as well as continuing to cultivate individuals within our networks.

Finance and Funding

With continued strong financial management and robust monitoring of spending and reporting, we have again, despite the challenges of COVID, been able to increase our reserves. The deficit for 2021/22 was predicted to be £45k. The monthly management accounts to January 2022 show a surplus to date of £13k. The Charity has performed better than anticipated and it is reasonable to assume that the finance team are prudent in their forecasting.

We expect a budget deficit for the current financial year as we are still having to rent additional premises and UK inflation is currently sitting at 9%. The Board is satisfied that this is a prudent budget and accepts that - given current circumstances - in the year 2022/23 The Hamlet will need to draw on its retained reserves to meet the projected deficit. We have built some modest additional reserves in 2021/22 on the back of another successful year of grant income as follows:

COVID expenses - Community Action Norfolk Contain Outbreak Management Fund; Norfolk County Council Infection Control Fund (Adult Services)

Family Support - The Haremead Trust

The Hamlet at Home - Alan Boswell Group Charitable Trust; Four Acre Trust; Edward Gostling Foundation

Specialist Play Leader (Children's Centre) - BBC Children in Need

Early Years Practitioner - Norfolk Community Foundation

Sensory Equipment and Refurbishment (Children's Centre) - The RC Snelling Charitable Trust; Screwfix Foundation

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Achievements and performance (continued)

Touch and Tilt TV (Adult's Centre) - Oliver Ford Foundation

Acheeva therapy bed (Adult's Centre) - David Family Foundation; 29th May 1961 Charitable Trust

Hoists (Children's Centre) - Smurfit Kappa

Early Years Sleep Area - Yorkshire Building Society Charitable Foundation

Costs to convert The Square for use by the Adult's Service - The Pennycress Trust; Paul Bassham Trust

Property Searching/Purchase - Reach Fund

Core Costs and redecoration - The National Lottery Community Fund; PAR Charitable Trust; The Innes Family Trust; The Grey Court Trust; The Ellerdale Trust; The Pinching Trust; The Woodmill Trust; The Anne French Memorial Trust; The Moncrieff Charitable Trust; The Laura Stuart Memorial Trust; The Douglas Arter Trust; The Red Sock Charitable Trust; The JC Sondhi Charitable Trust; The Yare Education Trust, Taverham & District Lions; The Oddfellows Trafalgar Branch..

Training

Face to face training has recommenced as COVID restrictions have lifted. Training has been offered and delivered to other organisations and our staff training is now a blend of online and in person as appropriate. We were successful in our tender to become an approved provider for Signalong training for Norfolk County Council and have a contract in place until 2026. Funding was received from the National Lottery in 2019 to deliver disability awareness workshops and Signalong sessions to families free of charge. Due to the pandemic a proportion of this fund remained unspent as 'in person' sessions were not possible. We have now gained agreement to use the remaining monies to provide sleep workshops and Signalong training over the coming months.

b. Fundraising activities and income generation

The Hamlet is always striving to provide the best possible support to those who use our services. To provide a high quality service, we need to secure funds to support the purchase of equipment, building improvements and to fund salary costs of specialist posts. The Hive Family Support, Little Bees and the Adult Out of Hours services are entirely supported by charitable giving.

To meet these aims we do not have a dedicated fundraising team but work closely with our professional fundraising firm which has worked with The Hamlet for 18 years and supports us in our applications for funding alongside our CEO and Senior Managers. Felton Fundraising raised £120k in 2021/22 and a similar level of support is expected for 2022/23. As of 10 June 2022, of the forecast donations of £263k for 2022/23 The Hamlet has already received or had confirmed £105k.

Our central office team supports individual voluntary fundraisers. Our Marketing and Communications Lead left in December 2021 to return to teaching. We are currently recruiting for a full time Marketing, Communications and Fundraising Officer with a view to increasing corporate giving, individual fundraising, and legacies.

There have been no complaints about fundraising activity. All fundraisers, families and others interested in our work are given the option of signing up to our newsletters and information on events and how to opt out of this should they wish to do that. In accordance with our Fundraising Strategy, we have signed up to the Fundraising Regulator's Code of Fundraising Practice. Voluntary fundraisers are given a pack which includes our Fundraising Ethics Policy.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

The Board accepts that, as the country adapts to new ways of living and working, there may be some fluctuation in The Hamlet's financial position over the next few months but is confident that its robust management and governance will maintain stability over the longer term.

b. Reserves policy

The Trustees, having considered the potential risks facing The Hamlet and assessed the future plans, wish to retain reserves sufficient to ensure an orderly withdrawal from operations, meeting contractual obligations and covering redundancy payments. Funds of £315,000 have been designated for this purpose following a detailed review of costs (January 2022). The Charity also has designated funds for Buildings (£40,000), £200,000 for New Premises for Adults Services and £50,000 for The Square (rental property for adult services), further details of which are given in note 16 of the Accounts.

At 31 March 2022, the Charity had free reserves of **£210,562** (2021: £135,962) (unrestricted funds which have not been designated and are not represented by fixed assets). We are mindful of the balance of free reserves we currently hold and will be reducing these in the next financial period, by designating a further £100,000 towards acquiring a new premises for our Adult Services.

c. Principal risks and uncertainties

Although fundraising was at a healthy level during 2021/22, we are mindful of the fact that much of this funding was COVID specific and therefore not available longer term. We must also take into account the increase to National Living and Minimum Wage and National Insurance that comes in April 2022. In addition, the current cost of living crisis with UK inflation sitting at 9% has to be managed.

Continued provision of sessions across two sites for Adult Services is reliant on additional students and will be closely monitored. In the event we are unable to recruit enough staff to deliver the service across two premises, operations could be contracted and moved back to Ella Road. We would have to continue paying rent at The Square, but all other overheads would be reduced.

Utilities prices have been fixed with suppliers. Gas prices are fixed until September 2025 for both Ella Road and Johnson Place. However, electricity prices at these sites are due for renewal in December 2023. Electricity prices for The Square are fixed until March 2024.

A key challenge in the year ahead is the ability to recruit and retain staff. The Hamlet has carried out an analysis of pay in the local sector and, as a result, has agreed a minimum salary uplift of at least 1% for all of its staff. This, combined with a package of benefits, training, and the options of full and part-time working, will ensure the Charity remains a competitive employer in the marketplace. An active recruitment programme has been launched.

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FOR THE YEAR ENDED 31 MARCH 2022

The commissioners of Short Breaks funding at Norfolk County Council are inviting tenders for providers who wish to be included on a new framework beginning on 1 April 2023 and running for 3 years. As an existing provider we have participated in the consultation process and plan to submit our application in autumn 2022. We have identified that our current fees are below market rate, and therefore when we submit our application it will be with a revised (increased) fee structure. Looking ahead to 2023/24 we would anticipate the Short Breaks service being able to cover its costs. The new framework will also include provision for the Hamlet at Home service.

d. Principal funding

The Hamlet has 3 main fundraising sources:

- Norfolk County Council (Personal / Individual budgets, Early Education Grant);
- Norfolk Community Health and Care (Continuing Health Care); and
- Charitable Trusts and Foundations and fundraising.

e. End of year results

The below are the headline results of the Charity for the year:

Total incoming resources: **£1,397,766** (2021: £1,538,488)

Total resources expended: **£1,372,719** (2021: £1,271,928)

Net surplus for the year: **£25,047** (2021: £266,560)

The full results can be found in the Statement of Financial Activities, on page 16.

f. Development Plan

The next year is going to be challenging and we have budgeted accordingly, making savings where we can. Our main targets are to establish the Hamlet at Home service and continuing to explore an improved site for Adult Services. Until such time as a suitable and affordable option is found, we will continue to operate over two sites (Ella Road and The Square). Any potential opportunities for new premises will be fully costed for review by the Board, prior to making any financial commitments.

In September/October the Trustees and CEO will meet to complete the review of our previous five-year strategic plan and to firm up our strategic planning for the coming years. These sessions will be facilitated by an external professional and will involve input from staff from across the organisation, service users and their families.

Structure, governance and management

a. Constitution

The Company is constituted under a Memorandum of Association and is a registered charity number 1000653. The organisation was set up as a charity in 1972 under the name of the Norfolk and Norwich Toy Library. It changed its name to The Hamlet Centre Trust in 1984. It became a company limited by guarantee with charitable status on 5 July 1990. Its Memorandum of Association establishes the objects and powers of the Company and the organisation is governed under its Articles of Association. The Memorandum and Articles of Association were revised in 1993. In the event of the Company being wound up members are required to contribute an amount not exceeding £1.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management (continued)

b. Methods of appointment or election of Trustees

The management of the Company is the responsibility of the Trustees, who are elected and co-opted under the terms of the Trust deed. The Trustees who served during the year are shown under Legal and Administrative Information on page 1 of the Annual Accounts. The Directors of the Company are the Trustees. Under the requirements of the Memorandum and Articles of Association the three longest standing Trustees, or up to one third of the total number, must resign at each AGM. They are eligible for re-election.

The Hamlet works with children and young people with disabilities and their families. The Trustees seek to ensure that their needs are reflected through the diversity of the Trustee body. To this end, some Trustees come from the families of children or young people with disabilities and their experience assists the aims of the Charity. The more traditional business, professional, educational and social care skills are well represented. In the event of particular skills being lost to the Council, because of the retirement of Trustees, new Trustees are sought from a range of sources.

c. Organisational structure and decision-making policies

The Board of Trustees have six full Board meetings a year as well as holding an annual 'away day' (not possible this last year due to COVID restrictions). There is a standing group for policy review. Task groups meet to work on different aspects of activity as required throughout the year.

Staffing structure: The Charity currently has 86 staff across the different sites. Although higher than in 2021/22, this is still lower than in previous years due to the reduction in casual staff during the pandemic. The day to day operation of the Charity is delegated to the CEO. The CEO is supported by the Operations Manager (Registered Manager) for Adult Services, the Children's Service Senior Manager and the Finance Managers. The workforce consists of contracted staff and casual workers. The teams at the Children and Adults Centres are supported by a small central services team of finance officers, HR administrator and training team.

Volunteers: The Charity has a long history of engaging volunteers to work with both children and adults. Currently there are 10 volunteers, engaged in various activities across the organisation.

d. Policies adopted for the induction and training of Trustees

New Trustees experience a programme of briefings, visits to services and formal presentations, such as on the responsibilities of a Charity Trustee. The website has a Trustee Login with information for new and established Board members. Information can be accessed about the policies in use, staffing, information such as that available from the Charity Commission and other items that are considered to be of interest to the Trustees. All Board meeting papers are published on the login for Trustees to access and an archive is kept of previous meetings.

e. Pay policy for personnel

The pay and remuneration of The Hamlet's personnel are reviewed by the senior management team and Board on an annual basis. Salaries are benchmarked against other charities in the local market and are voted on and approved by the Board along with the annual budget.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Plans for future periods

The Board has agreed that the centre at Ella Road does not have the capacity, on its own, to continue to be fit for purpose in the long term and is continuing to explore an additional or alternative permanent site for Adult Services. Any potential opportunities for new premises will be fully costed for review by the Board, prior to making any financial commitments. Reserves have been set aside towards the cost of a new site and a loan facility on favourable terms has been secured with Charity Bank. As well as endeavouring to meet the needs of future students as fully as possible, and suitably furthering the objectives of The Hamlet Centre Trust, the Board has been mindful of the importance of living within its means and not incurring onerous capital expense.

Statement of Trustees' responsibilities

The Trustees (who are also the Directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Report and the 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 financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and 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.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the Charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

The auditors, MA Partners Audit LLP, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

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TRUSTEES' REPORT (CONTINUED)
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Approved by order of the members of the Board of Trustees and signed on their behalf by:



Stuart Marpole

Date: 20 July 2022

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HAMLET CENTRE TRUST

Opinion

We have audited the financial statements of The Hamlet Centre Trust (the 'Charitable Company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (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 2022 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 Charities Act 2011.

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 Auditors' 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 United Kingdom, including the Financial Reporting Council'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

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charitable Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HAMLET CENTRE TRUST
(CONTINUED)

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the Trustees' Responsibilities Statement, 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.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HAMLET CENTRE TRUST
(CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 Auditors' 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

The objectives of our audit in respect of fraud, are; to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the Charitable Company.

Our approach was as follows:

- We obtained an understanding of the legal and regulatory requirements applicable to the Charitable Company and considered that the most significant are the Companies Act 2006, UK financial reporting standards as issued by the Financial Reporting Council, Charities SORP (FRS 102) and UK taxation legislation.
- We obtained an understanding of how the Charitable Company complies with these requirements by discussions with management and those charged with governance.
- We assessed the risk of material misstatement of the financial statements, including the risk of material misstatement due to fraud and how it might occur, by holding discussions with management and those charged with governance.
- We inquired of management and those charged with governance as to any known instances of non-compliance or suspected non-compliance with laws and regulations.
- Based on this understanding, we designed specific appropriate audit procedures to identify instances of non-compliance with laws and regulations. This included making enquiries of management and those charged with governance and obtaining additional corroborative evidence as required.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HAMLET CENTRE TRUST
(CONTINUED)

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 Auditors' Report.

Use of our report

This report is made solely to the Charitable Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the Charitable Company's Trustees those matters we are required to state to them in an Auditors' 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 its members, as a body, for our audit work, for this report, or for the opinions we have formed.

MA Partners Audit LLP

MA Partners Audit LLP

Chartered Accountants
Statutory Auditor

7 The Close

Norwich

Norfolk

NR1 4DJ

21 July 2022

MA Partners Audit LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations, grants and legacies	3	244,688	49,816	294,504	435,397
Charitable activities	4	24,580	1,055,612	1,080,192	1,088,490
Income from fundraising	5	-	10,237	10,237	13,377
Investments	6	-	79	79	88
Other income	7	-	12,754	12,754	1,136
Total income		269,268	1,128,498	1,397,766	1,538,488
Expenditure on:					
Raising funds	8	-	9,562	9,562	10,116
Charitable activities	9	309,360	1,053,797	1,363,157	1,261,812
Total expenditure		309,360	1,063,359	1,372,719	1,271,928
Net (expenditure)/income		(40,092)	65,139	25,047	266,560
Transfers between funds	16	(34,524)	34,524	-	-
Net movement in funds		(74,616)	99,663	25,047	266,560
Reconciliation of funds:					
Total funds brought forward		1,035,131	1,180,812	2,215,943	1,949,383
Net movement in funds		(74,616)	99,663	25,047	266,560
Total funds carried forward		960,515	1,280,475	2,240,990	2,215,943

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 20 to 40 form part of these financial statements.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)
REGISTERED NUMBER: 02518973

BALANCE SHEET
AS AT 31 MARCH 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	13	1,365,448	1,358,435
		1,365,448	1,358,435
Current assets			
Debtors	14	113,992	132,340
Cash at bank and in hand		840,105	771,851
		954,097	904,191
Creditors: amounts falling due within one year	15	(78,555)	(46,683)
Net current assets		875,542	857,508
Total assets less current liabilities		2,240,990	2,215,943
Total net assets		2,240,990	2,215,943
Charity funds			
Restricted funds	16	960,515	1,035,131
Unrestricted funds	16	1,280,475	1,180,812
Total funds		2,240,990	2,215,943

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)
REGISTERED NUMBER: 02518973

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2022

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Stuart Marpole

Date: 20 July 2022

The notes on pages 20 to 40 form part of these financial statements.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
Cash flows from operating activities		
Net cash used in operating activities	149,271	311,046
Cash flows from investing activities		
Purchase of tangible fixed assets	(84,262)	(22,388)
Sale of tangible fixed assets	3,245	-
Net cash used in investing activities	(81,017)	(22,388)
Change in cash and cash equivalents in the year	68,254	288,658
Cash and cash equivalents at the beginning of the year	771,851	483,193
Cash and cash equivalents at the end of the year	840,105	771,851

The notes on pages 20 to 40 form part of these financial statements

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. General information

The Charity is a company limited by guarantee. The Charity is both incorporated and domiciled in England and Wales. The address of its registered office is The Hamlet Charity Head Office, Johnson Place, Norwich, NR2 1SJ.

The members of the Company are the Trustees and named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The principal accounting policies are summarised below.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Hamlet Centre Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The Trustees are satisfied that the Charity will have adequate resources to meet its liabilities as they fall due for a period of at least twelve months from the date of approval of the financial statements. The Trustees therefore consider it appropriate to prepare the financial statements on the basis that the Charity will continue as a going concern.

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives. Depreciation is charged in full in the year of acquisition and no depreciation is charged in the year of disposal.

Depreciation is provided on the following bases:

Freehold property	- 2.5% straight line
Fittings and equipment	- 10 - 20% straight line
Motor vehicles	- 25% reducing balance
Office equipment	- 20% straight line
Computer equipment	- 25% straight line

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. Accounting policies (continued)

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.11 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.12 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. Accounting policies (continued)

2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that 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 donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations, grants and legacies

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	129,152	49,816	178,968	296,042
Grants	115,536	-	115,536	121,840
Government grants	-	-	-	17,515
	<u>244,688</u>	<u>49,816</u>	<u>294,504</u>	<u>435,397</u>
<i>Total 2021</i>	<u>364,831</u>	<u>70,566</u>	<u>435,397</u>	

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

4. Income from charitable activities

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Service level agreements	24,580	-	24,580	24,580
Service provision	-	18,028	18,028	(363)
Personal budgets	-	1,037,584	1,037,584	1,064,273
	<u>24,580</u>	<u>1,055,612</u>	<u>1,080,192</u>	<u>1,088,490</u>
<i>Total 2021</i>	<u>24,580</u>	<u>1,063,910</u>	<u>1,088,490</u>	

5. Income from fundraising

Income from fundraising events

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Fundraising	<u>10,237</u>	<u>10,237</u>	<u>13,377</u>

6. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest receivable	<u>79</u>	<u>79</u>	<u>88</u>

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

7. Other income

	Unrestricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Training	11,035	11,035	1,136
Hire of facilities	1,719	1,719	-
	<u>12,754</u>	<u>12,754</u>	<u>1,136</u>

8. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Fundraising consultancy	9,402	9,402	9,098

Fundraising trading expenses

	Unrestricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Fundraising trading expenses	160	160	1,018

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

9. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Charitable activities	923,240	439,917	1,363,157	1,261,812
<i>Total 2021</i>	<i>827,161</i>	<i>434,651</i>	<i>1,261,812</i>	

Analysis of direct costs

	Total funds 2022 £	Total funds 2021 £
Staff costs	832,609	760,154
Depreciation	75,489	59,492
Other direct costs	15,142	7,515
	923,240	827,161

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

9. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2022 £	<i>Total funds 2021 £</i>
Staff costs	184,295	191,238
Establishment	129,377	114,330
Administration	104,817	87,775
Legal and professional	9,770	18,671
Technology	5,603	17,897
Other support costs	6,730	4,740
Bad debt write off	810	-
Profit on disposal of tangible fixed assets	(1,485)	-
	<hr/> 439,917 <hr/>	<hr/> <i>434,651</i> <hr/>

10. Auditors' remuneration

The auditors' remuneration amounts to an auditor fee of £4,860 (2021 - £4,620), and payroll services of £8,019 (2021 - £8,514).

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

11. Staff costs

	2022	2021
	£	£
Wages and salaries	941,252	880,675
Social security costs	53,078	47,997
Contribution to defined contribution pension schemes	22,574	22,720
	1,016,904	951,392

The average number of persons employed by the Charity during the year was as follows:

	2022	2021
	No.	No.
Direct charitable activities	76	68
Management and administration of the Charity	10	13
	86	81

No employee received remuneration amounting to more than £60,000 in either year.

The total remuneration for key management personnel for the year totalled **£180,418** (2021: £153,296).
As at the year end, key management personnel consisted of **5 employees** (2021: 5 employees).

12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, no Trustee expenses have been incurred (2021 - £NIL).

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

13. Tangible fixed assets

	Freehold property £	Fittings and equipment £	Motor vehicles £	Office equipment £	Computer equipment £	Total £
Cost or valuation						
At 1 April 2021	1,898,152	39,478	31,999	81,980	42,489	2,094,098
Additions	-	31,678	38,286	14,298	-	84,262
Disposals	-	(685)	(12,000)	-	(711)	(13,396)
At 31 March 2022	1,898,152	70,471	58,285	96,278	41,778	2,164,964
Depreciation						
At 1 April 2021	583,006	11,696	28,775	75,479	36,707	735,663
Charge for the year	47,202	9,841	10,153	5,495	2,798	75,489
On disposals	-	-	(11,102)	-	(534)	(11,636)
At 31 March 2022	630,208	21,537	27,826	80,974	38,971	799,516
Net book value						
At 31 March 2022	1,267,944	48,934	30,459	15,304	2,807	1,365,448
At 31 March 2021	1,315,146	27,782	3,224	6,501	5,782	1,358,435

Included in freehold property is freehold land at cost of **£10,000** (2021 - £10,000) which is not depreciated.

On 30 July 2010 the Charity entered into an agreement with St Raphael Club, Charity number 209103, whereby St Raphael Club agreed to transfer 50% of its legal and equitable interest in the freehold property known as St Raphael Club, Johnson Place, Norwich ("the property") to The Hamlet Centre Trust. Under the agreement, St Raphael Club will transfer the remainder of its interest in the property to The Hamlet Centre Trust on 30 July 2025 or earlier by arrangement. However, by mutual agreement the transfer will now take place during 2022. Due to the condition of the property on the date of transfer, the Trustees considered that it had negligible gross value to the Charity and have therefore not included a value for this gift in kind in the financial statements.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

14. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	53,857	67,849
Other debtors	3,000	-
Prepayments and accrued income	57,135	64,491
	<u>113,992</u>	<u>132,340</u>

15. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	25,071	15,954
Other taxation and social security	10,973	8,747
Accruals and deferred income	42,511	21,982
	<u>78,555</u>	<u>46,683</u>
	2022 £	2021 £
Deferred income at 1 April 2021	982	95
Resources deferred during the year	22,202	982
Amounts released from previous periods	(982)	(95)
	<u>22,202</u>	<u>982</u>

Included in deferred income is £14,000 relating to a commitment to pay rent to December 2022 and £4,503 relating to a grant covering the post year end period to August 2022.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

16. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Unrestricted funds					
Designated funds					
Contractual obligations	315,000	-	-	-	315,000
Buildings	40,000	-	-	-	40,000
New Building	200,000	-	-	-	200,000
The Square	50,000	-	-	-	50,000
	<u>605,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>605,000</u>
General funds					
Reserves	575,812	1,128,498	(1,063,359)	34,524	675,475
	<u>1,180,812</u>	<u>1,128,498</u>	<u>(1,063,359)</u>	<u>34,524</u>	<u>1,280,475</u>
Total Unrestricted funds					

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

16. Statement of funds (continued)

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Restricted funds					
Conversion (Johnson Place)	739,335	-	(23,489)	-	715,846
Sensory room (Johnson Place)	160,397	7,471	(8,429)	-	159,439
Externally funded salaries - Children's Services	23,800	23,062	(41,552)	-	5,310
Educational Grant	-	92,873	(92,873)	-	-
Minibus fundraiser	38,286	-	(9,572)	-	28,714
New Adult Services centre	24	-	-	(24)	-
National Lottery training bursary	7,010	-	(3,838)	-	3,172
Johnson Place Dad's Wellbeing group	2,034	-	(2,034)	-	-
COVID Lottery Fund	859	-	-	(859)	-
NCC Infection Control	6,072	36,406	(34,872)	(7,606)	-
Property rent	19,965	-	(19,965)	-	-
Julia & Hans Rausing Trust	11,367	-	(3,087)	(8,280)	-
Garfield Weston	15,982	-	(12,028)	(3,954)	-
Norfolk CCGs	-	24,580	(24,580)	-	-
Hamlet at Home	10,000	32,000	(23,893)	-	18,107
Capital purchases	-	21,901	-	(13,801)	8,100
Reach Fund	-	14,395	(2,820)	-	11,575
Redecoration	-	10,000	-	-	10,000
COMF Infection Control	-	5,080	(5,080)	-	-
Sleep Area	-	1,500	(1,248)	-	252
	1,035,131	269,268	(309,360)	(34,524)	960,515
Total of funds	2,215,943	1,397,766	(1,372,719)	-	2,240,990

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

16. Statement of funds (continued)

Designated funds

The Charity has the following designated funds:

Contractual obligations - these funds are to carry out contractual obligations to staff and other parties in the event of the Charity ceasing to be able to continue as a viable organisation.

Buildings - these funds have been set aside for emergency and essential property repairs and expenditure that is outside the scope of the ordinary budget for such expenditure.

New Building - these funds are for the costs associated with the purchase of a new premises.

The Square - these funds are for the costs associated with a rental property for adult services.

Restricted funds

The restricted funds are for the following purposes:

Conversion Johnson Place - this represents funding received to go towards capital building costs for the Children's Services development. The resources expended in the year represent the depreciation charge on assets purchased and capitalised from the funds received.

Sensory Room Johnson Place - this represents funding received toward the cost of adaptations and sensory equipment at the Children's Service at Johnson Place. We received donations during the year to replace some of the old equipment. The resources expended in the year represent the depreciation charge on assets purchased and capitalised from the funds received.

Externally funded salaries - Children's Services - this represents funding received towards specialist salaries as part of the appeal process.

Educational grant - this represents a grant from Norfolk County Council for Early Education for the provision of early education for 3 and 4 year olds, disadvantaged 2 year olds and children with special educational needs.

Minibus fundraiser - the minibus fund represents monies raised for a new minibus for Adult Services. The resources expended in the year represent the depreciation charge on the minibus purchased and capitalised from the funds received.

New Adult Services centre - this fund has been set up for monies donated towards a new centre for Adults Services.

National Lottery training bursary - this fund has been set up to provide training for parents and carers of children and adults who access The Hamlet. It has been used this year to provide free places to parents on Signalong courses.

Johnson Place Dad's Wellbeing group - this fund supports the work of Parenting Practitioners aimed specifically at fathers, and has been used to provide specialist training for staff to work with fathers and also a series of workshop events and other activities involving fathers.

COVID Lottery Fund - this fund has been set up for funding towards the purchase of PPE and other associated costs of COVID 19 on the work of the Charity.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

16. Statement of funds (continued)

NCC Infection Control - this fund was set up to support staff costs incurred by COVID 19 and adaptations to premises to enable infection control and social distancing, including rent for additional premises and equipment within Adult Services.

Property rent - this fund was set up to enable the Charity to secure additional premises during the pandemic.

Julia & Hans Rausing Trust - this fund was set up to support losses in revenue incurred by COVID including the rent for additional premises, the salary costs of the Behaviour and Communication Specialist and IT improvement costs incurred during the pandemic.

Garfield Weston - this fund was set up for core costs impacted by the pandemic.

Norfolk CCGs - provided funding towards the cost of the Senior Manager at the Children's Services.

The Hamlet at Home - this fund was merged with the Childwick Trust (where funds were received in the prior year for running Hamlet at Home) and was set up for running Hamlet at Home and to cover costs associated with setting up the service.

Capital purchases - this fund relates to the purchase of several capital items during the year, including an Acheeva bed, Tilt and Multi Touch TV and Fire Safety doors. Funding for new hoists has also been received, and they will be installed shortly.

Reach Fund - this fund is being used to assess property needs and find potential sites for Adult Services.

Redecoration – this fund will be used for the redecoration of both the Adult and Children's Centres.

COMF Infection Control - this fund has been used to support staff costs incurred because of COVID and adaptations to assist infection control, including equipment and cleaning materials.

Sleep Area - this fund represents monies received to create a sleep area within the Early Years setting.

Transfers have been made to unrestricted funds where the restrictions on funds have been fully satisfied.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

16. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2021 £</i>
Unrestricted funds					
Designated funds					
Contractual obligations	300,000	-	-	15,000	315,000
Buildings	40,000	-	-	-	40,000
Development and strategy	5,568	-	-	(5,568)	-
New Building	-	-	-	200,000	200,000
The Square	-	-	-	50,000	50,000
	<u>345,568</u>	<u>-</u>	<u>-</u>	<u>259,432</u>	<u>605,000</u>
General funds					
Reserves	<u>617,116</u>	<u>1,149,077</u>	<u>(924,621)</u>	<u>(265,760)</u>	<u>575,812</u>
Total Unrestricted funds	<u>962,684</u>	<u>1,149,077</u>	<u>(924,621)</u>	<u>(6,328)</u>	<u>1,180,812</u>

THE HAMLET CENTRE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

16. Statement of funds (continued)

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2021 £</i>
Restricted funds					
Conversion (Johnson Place)	762,824	-	(23,489)	-	739,335
Sensory room (Johnson Place)	166,292	-	(5,895)	-	160,397
Externally funded salaries - Children's Services	11,829	44,175	(32,204)	-	23,800
Externally funded salaries - Adult's Services	-	2,000	(2,000)	-	-
Educational Grant	-	97,666	(97,666)	-	-
Norfolk CCGs	-	24,580	(24,580)	-	-
IT grants	3,000	-	(3,000)	-	-
Minibus fundraiser	31,958	-	-	6,328	38,286
New Adult Services Centre	24	-	-	-	24
National lottery training bursary	7,010	-	-	-	7,010
Johnson Place Dad's Wellbeing group	3,762	-	(1,728)	-	2,034
COVID Response Fund	-	1,000	(1,000)	-	-
PPE Fund	-	10,000	(10,000)	-	-
COVID Lottery Fund	-	10,000	(9,141)	-	859
NCC Infection Control	-	28,234	(22,162)	-	6,072
Property rent	-	32,965	(13,000)	-	19,965
CAF Resilience	-	15,485	(15,485)	-	-
Julia & Hans Rausing Trust	-	88,306	(76,939)	-	11,367
Garfield Weston	-	25,000	(9,018)	-	15,982
Childwick Trust	-	10,000	-	-	10,000
	<u>986,699</u>	<u>389,411</u>	<u>(347,307)</u>	<u>6,328</u>	<u>1,035,131</u>
Total of funds	<u><u>1,949,383</u></u>	<u><u>1,538,488</u></u>	<u><u>(1,271,928)</u></u>	<u><u>-</u></u>	<u><u>2,215,943</u></u>

THE HAMLET CENTRE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

17. Summary of funds

Summary of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Designated funds	605,000	-	-	-	605,000
General funds	575,812	1,128,498	(1,063,359)	34,524	675,475
Restricted funds	1,035,131	269,268	(309,360)	(34,524)	960,515
	<u>2,215,943</u>	<u>1,397,766</u>	<u>(1,372,719)</u>	<u>-</u>	<u>2,240,990</u>

Summary of funds - prior year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Designated funds	345,568	-	-	259,432	605,000
General funds	617,116	1,149,077	(924,621)	(265,760)	575,812
Restricted funds	986,699	389,411	(347,307)	6,328	1,035,131
	<u>1,949,383</u>	<u>1,538,488</u>	<u>(1,271,928)</u>	<u>-</u>	<u>2,215,943</u>

THE HAMLET CENTRE TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	900,535	464,913	1,365,448
Current assets	64,483	889,614	954,097
Creditors due within one year	(4,503)	(74,052)	(78,555)
Total	960,515	1,280,475	2,240,990

Analysis of net assets between funds - prior year

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	918,585	439,850	1,358,435
Current assets	116,546	787,645	904,191
Creditors due within one year	-	(46,683)	(46,683)
Total	1,035,131	1,180,812	2,215,943

19. Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net income for the year (as per Statement of Financial Activities)	25,047	266,560
Adjustments for:		
Depreciation charges	75,489	59,492
Loss/(profit) on the sale of fixed assets	(1,485)	-
Decrease/(increase) in debtors	18,348	(22,268)
Increase in creditors	31,872	7,262
Net cash provided by operating activities	149,271	311,046

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

20. Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	840,105	771,851
Total cash and cash equivalents	840,105	771,851

21. Analysis of Net Debt

	At 1 April 2021 £	Cash flows £	At 31 March 2022 £
Cash at bank and in hand	771,851	68,254	840,105
	771,851	68,254	840,105

22. Capital commitments

	2022 £	2021 £
Contracted for but not provided in these financial statements		
Acquisition of tangible fixed assets	-	21,623

23. Pension commitments

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pensions cost charge represents contributions payable by the Charity to the fund and amounted to **£22,574** (2021: £22,720).

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

24. Operating lease commitments

At 31 March 2022 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022
	£
Not later than 1 year	22,298
Later than 1 year and not later than 5 years	74,511
Later than 5 years	-
	<hr/> 96,809 <hr/>

The following lease payments have been recognised as an expense in the Statement of Financial Activities:

	2022
	£
Operating lease rentals	15,154
	<hr/> 15,154 <hr/>

25. Related party transactions

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 31 March 2022.

26. Controlling party

There is no controlling party.