

**ALL AND DISTRICT DAY CENTRE TRUST**

**Annual Report and Accounts**

**the year ended 31<sup>st</sup> December 2021**

**Registered Charity No 1003439**

**I District Day Centre - Year to 31st December 2021**

**Organisation Details**

Grove  
onage Close  
well  
nbridge  
5 0DR

Registered  
Charity No: 1003439

38 743363

burwelldaycentre@btconnect.com

A Catling

el Williams (Chairman) Parish Council Member

on Rogers (Vice Chairman)

dy Cater (Treasurer)

Elliott

Lonsdale Parish Council

y Chalmers

Webb Parish Council Member

Swift Parish Council Member

Harrison Parish Council  
(until October

aldine Tate Parish Council member  
(from November 2021

clays Bank plc  
High Street  
rmarket  
olk  
8NH

Cambridge Building Society  
50 The Guineas  
Newmarket  
Suffolk  
CB8 8EQ

s Humphris  
Casburn Lane  
well  
nbridge, CB25 0ED

## **District Day Centre - Year to 31st December 2021**

### **Trustees' Report**

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

We have 15 volunteers who undertake a variety of tasks on either a regular or occasional basis.

These activities are reflected in our continued service provision.

We aim to provide the best possible facilities for people of various ages and abilities. Our centre is available for private hire to all members of the community.

### **Finance and Management**

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

#### **Document**

District Day Centre Trust is a registered Charity number 1042876, governed by its constitution.

### **Method of Appointment of Trustees**

The appointment of trustees is governed by the constitution. This requires that all trustees to be nominated by the Parish Council and four trustees to be elected for their skills and commitment to the management of the charity.

#### **Risk Management**

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

### **Structure**

The charity is governed by a Management Committee comprising the nine trustees, representatives of the volunteers and the members also have a say in the charity's capacity.

### **Council**

The council holds the lease of the Day Centre site from

County Council. The current lease has a further 9 years to rent.

## **I District Day Centre - Year to 31st December 2021**

### **Trustees' Report**

#### **ent**

vide the best possible facilities for people of various age and abilities

rustees pay due regard to the Charity Commission ic benefit. We aim to provide a welcoming day centre the elderly and vulnerable adults amongst the whole local dday meal and companionship are offered on a daily basis

#### **and Performance**

entre by our members has continued to be affected by ing from the Covid 19 pandemic. The Centre re-opened in ing restrictions and the fear of many members about n homes meant numbers and activities continued to be ls on wheels service has been maintained throughout to e members who remained in their own homes. Apart from Meals on Wheels we have been unable to use volunteers in nsive work was carried out on the garden by a volunteer chairs donated by another. We have also been unable to al entertainment schedule although staff have regularly s and quizzes. There have been no Coffee Mornings or olving the public.

nt has been purchased for use by the Day Centre and the Scheme using grant money awarded, although the effects ide this difficult to get off the ground.

ncil have maintained their grant funding agreement, which ontinuing operation. We have also received furlough and funding.

has been redecorated and refurbished.

has extended her hours and refurbished the treatment rdresser has retired and not been replaced. BAFI, a youth eople now meets one evening a week at the centre.

has been formed for recruitment and staffing and some of l start work in 2022 on a paper looking at strategic

ed at the death of our past chairman Vic Quy in May and

Iness, of Delia Wake a long-time committee member.

uld like to take this opportunity to thank staff, volunteers  
the committee for their continued support. Burwell Day  
vided excellent services to the people of Burwell and  
s for over 30 years and despite the pandemic will continue

## **District Day Centre - Year to 31st December 2021**

### **Trustees' Report**

ded a deficit on all funds of £1,644. Incoming resources e regular grant arising from Cambridgeshire County Council vices, and also from a grant to facilitate provision of a village these grants together with a business support grant from ECDC ations from many local sources resulted in an almost break-

oming resources totalled to £62,246 and restricted resources f which £36,579 was received from the Council. An extended rice was maintained throughout the lockdowns and generated 3,679 compared to total meal income last year of £48,424. tions was £9,499.

edients for the meals decreased to £16,405 reflecting the . Total staff costs were slightly lower at £63,867. The Centre fit from the saving in employers NI due to the government's n. The introduction of workplace pensions has increased the both administration and contributions, and the National as been reflected in increased wage levels. The remainder of g the Centre, including heating, cleaning and repairs which at uced due to the long periods of closure to members. As a ces expended were £102,489 compared to £112,868 last year.

s between funds, unrestricted reserves at the end of the year d restricted (minibus) reserves were £17,119. Restricted grant f £7,253 relating to the village support scheme is also held in

### **g Sources**

source of income is the Grant Agreement with the County t of older people's services which is paid in the form of a half- ral local charities including notably the Gibson Trust also support.

### **y**

nd general funds not required for day to day operations are aring accounts with Barclays and Cambridge Building Society.

ns to maintain total unrestricted reserves at a level of no less r more than eighteen months average expenditure. At the end reserves were approximately £101,000, with unrestricted

e of £60,000. In this period of uncertainty slightly higher  
et is deemed acceptable.

el Williams Chairman

Date...12<sup>th</sup> May 2022

## **l and District Day Centre - Year to 31st**

**1**

### **t Examiner's Report on the Accounts for the Year**

**Charity Reg No:  
1003439**

#### **of trustees and examiner**

es consider that an audit is not required for this year under section  
ties Act 2011, and that an independent examination is needed.  
accounts of the Day Centre for the year ended 31 December 2021 is in  
ination carried out under section 145 of the Charities Act 2011,  
es laid down in the General Directions given by the Charity  
eport will state whether particular matters have come to my attention.

#### **lent examiner's statement**

s carried out in accordance with General Directions given by the  
hers. An examination includes a review of the accounting records  
and a comparison of the accounts presented with those records. It  
deration of any unusual items or disclosures in the accounts, and  
ns from the trustees concerning any such matters. The procedures  
provide all the evidence that would be required in an audit, and  
ot express an audit opinion on the accounts.

#### **miner's statement**

my examination no matter has come to my attention:  
reasonable cause to believe that in any material respect the  
ep accounting records in accordance with section 130 of the 2011 Act,  
punts which accord with the accounting records and comply  
g requirements of the 2011 Act have not been met; or  
on should be drawn in order to enable a proper understanding  
be reached.

nphris

## and District Day Centre - Year to 31st December 2021

### Statement of Financial Activities

	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
				2021	2020
d funds	9,599			9,599	12,122
ng funds	0			0	425
	48	20		68	91
ne	12,891		38,579	51,470	62,419
e activities					
e activities	39,567			39,567	49,208
oming resources	141			141	185
				100,845	124,450
coming resources	62,246	20	38,579		0
e activities					
	21,897	5,583	9,164	36,644	44,596
osts	36,430		29,415	65,845	68,272
generating funds					
nds					
ources used					
				102,489	112,868
resources used	58,327	5,583	38,579		
ning/-Outgoing Resources	3,919	-5,563		-1,644	11,582
nsfers between funds					
		1,372			
	1,372				
ains/losses					
vement in Funds	2,547	-4,091		-1,644	11,582
nds					
ls brought forward	223,599	21,310	7,253	252,162	240,580
unds carried forward	226,146	17,119	7,253	250,518	252,162

## District Day Centre - Year to 31st December 2021

### Balance Sheet

Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
			2021	2020



	125,491	7,000		132,491	140,501
Fixed assets	125,491	7,000		132,491	140,501
	400			400	400
	2,666			2,666	3,867
Current assets	72,504	8,597		81,101	81,054
	37,240	1,522	7,253	46,015	38,229
Current liabilities	112,810	10,119	7,253	130,182	123,550
Fixed liabilities	12,155			12,155	11,889
Current liabilities	12,155	0	0	12,155	11,889
Fixed assets	226,146	17,119	7,253	250,518	252,162
	226,146			226,146	223,599
		17,119		17,119	21,310
Current assets			7,253	7,253	7,253
Current liabilities	226,146	17,119	7,253	250,518	252,162

Trustees on 12<sup>th</sup> May 2022

Williams ..... Chairman ..... Sandy  
 Auditor

**District Day Centre - Year to 31st December 2021**

Detailed Statement of Financial Activities					
	Unrestrict ed	Restrict ed	Restrict ed CCC Grant	TOTAL FUNDS	
	General Funds	Minibus Funds	Funds	2021	2020
ces	100			100	150
	9,499			9,499	11,972
	9,599	0		9,599	12,122
erating funds					
	0			0	65
ts	0			0	40
00 Club)	0			0	320
	0			0	425
ne					
est	48	20		68	91
ncome					
	12,891		38,579	51,470	62,419
	12,891	0	38,579	51,470	62,419
itable					
	38,679			38,679	48,424
	888			888	784
	39,567	0		39,567	49,208
esources					
	141			141	185
oming				100,845	124,450
es	62,246	20	38,579		
ies					
	16,405			16,405	17,874
			6,106	6,106	6,560
			2,060	2,060	2,093
	702			702	594
		94		94	414
		1,363		1,363	1,339
		12			
d service		6		126	741
vals	466			466	1,216
			998	998	2,384
	4,010	4,000		8,010	9,700
	314			314	1,681
	21,897	5,583	9,164	36,644	44,596
onery					
	428			428	924
	1,550			1,550	1,315
	34,452			63,86	66,033

			29,415	7	
	36,430	0	29,415	65,845	68,272
				102,48	112,86
<b>sources used</b>	58,327	5,583	38,579	9	8

**District Day Centre - Year to 31st December 2021**  
**Fixed Assets**

<b>Land</b>	<b>Leasehold Additions</b>	<b>Furniture &amp; Equipment</b>	<b>Minibus</b>	<b>Total</b>
nil	50yrs	3yrs	7yrs	
5,845	162,762	71,025	28,094	267,726
5,845	162,762	71,025	28,094	267,726
0	40,676	68,455	17,094	127,225
	2,440	1,570	4,000	8,010
0	43,116	71,025	21,094	135,235
5,845	119,646	0	7,000	132,491
5,845	122,086	1,570	11,000	140,501

## **I and District Day Centre - Year to 31st December 2021**

### **to the Accounts**

**Charity Reg No:**

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.

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.

### **es**

#### *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

### **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.

## **urwell and District Day Centre - Year to 31st ecember 2021**

### **Notes to the Accounts**

#### **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.