

BURWELL AND DISTRICT DAY CENTRE TRUST

Annual Report and Accounts

For the year ended 31 December 2022

Registered Charity No 1003439

Burwell and District Day Centre - Year to 31 December 2022

Organisation Details

Address:	Ash Grove Registered Parsonage Close Burwell Cambridge CB25 0DR	Registered Charity No: 1003439
Telephone	01638 743363	
Email	burwelldaycentre@btconnect.com	
Manager	Elly A Catling	
Trustees	Hazel Williams MBE (Chairman)	Parish Council Member
	Simon Rogers (Vice Chairman)	
	Sandy Cater (Treasurer)	
	Sue Elliott	
	Joan Lonsdale	Parish Council Member
	Paul Webb	Parish Council Member
	Liz Swift	Parish Council Member
	Geraldine Tate	Parish Council Member
	Sue Evans MBE	
Bankers:	Barclays Bank PLC 58 High Street Newmarket Suffolk CB8 8NH	Cambridge Building Society 50 The Guineas Newmarket CB8 8EQ
Independent Examiner	Oliver Pringle TFA Partners Ltd 10 East Fen Road Isleham Ely, CB7 5SW ollie@tfapartners.co.uk	

Burwell and District Day Centre - Year to 31 December 2022 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 40 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 7 years to run at a nominal rent. The Day Centre Trust leases the building.

Burwell and District Day Centre - Year to 31 December 2022

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

The County Council have maintained their grant funding agreement, which is vital for our continuing operation, without it the Day Centre would find the total funding of the Centre very difficult. Numbers have increased, particularly towards the end of the year, when we took part in the Warm Hub Scheme to help those who needed support. The Meals on Wheels service of a hot two-course meal, cooked in the Centre and delivered to people in their own home, has continued and 2,874 meals were delivered by volunteers in 2022. A volunteer kept the garden tidy and people were collected from their homes either by car or using the Day Centre minibus. Three trees had to be removed by tree surgeons from an area near the car park.

Although no coffee mornings or fetes have been held, some entertainment started as well as regular quizzes and games run by the staff. The Day Centre took part in Burwell at Large promoting the centre and explaining the activities available.

The submission to the Innovate and Cultivate Fund for a Village Support Scheme, although successful, did not get off the ground although the fund did provide the money for two laptops and a printer as well as some software, to be used by the centre. A new accounting package has been purchased which has upgraded and simplified accounting procedures. A new web site was launched to help promotion of the centre.

Investigation started into providing more energy efficient lighting, costs of decorating, and renovation of Fire alarm and Burglar Alarm Systems. This will be possible because of a bequest of £24,000 from Brian Matthews and £5,000 from the Simon Gibson Fund.

Trustees met to look at development of the centre although most effort was concentrated on increasing attendees. The Patient Participation Group from Burwell Surgery now have their meetings at the Day Centre.

Terry Chalmers who had been treasurer for many years retired this year and we will miss his experience and knowledge and we were saddened at the retirement, due to illness, of trustee Don Harrison a long-time committee member.

The trustees would like to take this opportunity to thank staff and volunteers for their continued support. Burwell Day Centre has provided excellent services to the people of Burwell and surrounding areas for over 32 years and despite the challenges will continue to do so.

Burwell and District Day Centre - Year to 31 December 2022

Trustees Report

Financial Review

The Centre recorded a surplus on all funds of £11,141. Incoming resources benefited from grants to include the regular grant arising from Cambridgeshire County Council Older Peoples Services. These grants together with generous donations from many local sources and bequests resulted in the surplus recorded. Unrestricted incoming resources totalled to £84,904 and restricted resources totalled £39,159, of which £39,124 was received from the Council. Income from donations and bequests totalled £32,386.

Total expenditure in the year increased by around £10,000 to £112,922. The cost of ingredients for the meals decreased marginally to £15,389, reflecting a reasonable comparison to a slight fall in income from meals. Total staff costs increased by around £5,500 to £69,322. The Centre continued to benefit from the saving in employers NI due to the government's budget concession. The main increases in costs came from cleaning, repairs and services in relation to IT software and Payroll services.

The operation of our minibus for collecting clients recorded a deficit of £6,373 after depreciation. Following transfers between funds, unrestricted reserves at the end of the year were £252,435 and restricted (minibus) reserves were £9,224.

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. In the year a bequest of £24,000 from the estate of Brian Matthews was also received.

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 2022 such cash reserves were approximately £116,000, with unrestricted annual expenditure of £68,000. In this period of uncertainty slightly higher reserves than target is deemed acceptable. In addition, the bequest of £24,000 received from the estate of Brian Matthews in the year has increased the level of unrestricted funds.

Signed

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Hazel Williams MBE
Chairman

Date:

Burwell and District Day Centre - Year to 31 December 2022

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 2021 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

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Oliver Pringle
TFA Partners Ltd

Date:

Burwell and District Day Centre - Year to 31 December 2022

Statement of Financial Activities

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
				2022	2021
<u>Incoming resources</u>					
<u>Generated funds</u>					
Voluntary income	32,556	-	-	32,556	9,599
Activities for generating funds	-	-	-	-	-
Investment income	180	35	-	215	68
Other voluntary income	11,184	-	39,124	50,308	51,470
<u>Charitable activities</u>					
Income from charitable activities	40,984	-	-	40,984	39,567
<u>Other incoming resources</u>					
Other income	-	-	-	-	141
Total Incoming resources	84,904	35	39,124	124,063	100,845
<u>Resources used</u>					
<u>Charitable activities</u>					
Charitable activities	25,727	6,408	11,701	43,836	36,644
<u>Support costs</u>					
Support costs	41,663	-	27,423	69,086	65,845
Total resources used	67,390	6,408	39,124	112,922	102,489
Net Incoming/Outgoing Resources	17,514	(6,373)	-	11,141	(1,644)
<u>Transfers</u>					
<u>Gross transfers between funds</u>					
Transfers in	8,775	-	-	8,775	1,372
Transfers out	-	(1,522)	(7,253)	(8,775)	(1,372)
Other recognised gains/losses					-
Net Movement in Funds	26,289	(7,895)	(7,253)	11,141	(1,644)
<u>Reconciliation of funds</u>					
Total funds brought forward	226,146	17,119	7,253	250,518	252,162
Total Funds carried forward	252,435	9,224	-	261,659	250,518

Burwell and District Day Centre - Year to 31 December 2022

Balance Sheet

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
				2022	2021
<u>Fixed Assets</u>					
Tangible Assets	123,051	3,000	-	126,051	132,491
Total Fixed Assets	123,051	3,000	-	126,051	132,491
<u>Current Assets</u>					
Stocks	400	-	-	400	400
Debtors	12,478	-	-	12,478	2,666
Bank Deposits	72,683	8,631	-	81,314	81,101
Cash at bank and in hand	43,371	-	-	43,371	46,015
Total Current Assets	128,932	8,631	-	137,563	130,182
<u>Liabilities</u>					
Creditors and Accruals	1,955	-	-	1,955	12,155
Total current Liabilities	1,955	-	-	1,955	12,155
Total Net Assets	250,028	11,631	-	261,659	250,518
<u>Funds of the Charity</u>					
General Fund	252,435	-	-	252,435	226,146
Minibus Fund	-	9,224	-	9,224	17,119
Village Support Grant in hand	-	-	-	-	7,253
Total Charity Funds	252,435	9,224	-	261,659	250,518

Approved by the trustees:

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Hazel Williams MBE
Chairman

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Sandy Cater
Treasurer

Date:

Date:

Burwell and District Day Centre - Year to 31 December 2022
Detailed Statement of Financial Activities

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
				2022	2021
<u>Incoming Resources</u>					
<u>Voluntary income</u>					
Membership	170	-	-	170	100
Donations & Bequests	32,386	-	-	32,386	9,499
	32,556	-	-	32,556	9,599
<u>Activities for generating funds</u>					
Shop sales	-	-	-	-	-
Fund raising events	-	-	-	-	-
Bonus Ball (was 100 Club)	-	-	-	-	-
	-	-	-	-	-
<u>Investment income</u>					
Bank deposit interest	180	35	-	215	68
<u>Other voluntary income</u>					
Grants	11,184	-	39,124	50,308	51,470
<u>Income from charitable activities</u>					
Meals	37,114	-	-	37,114	38,679
Bookings	3,870	-	-	3,870	888
	40,984	-	-	40,984	39,567
<u>Other incoming resources</u>					
Other income	-	-	-	-	141
Total incoming resources	84,904	35	39,124	124,063	100,845
<u>Resources Used</u>					
<u>Charitable activities</u>					
Food	15,389	-	-	15,389	16,405
Heat and light	-	-	6,048	6,048	6,106
Other utilities	-	-	2,672	2,672	2,060
Telephone	810	-	-	810	702
Fuel for Minibus	-	223	-	223	94
Minibus insurance	-	1,309	-	1,309	1,363
Minibus repairs and service	-	876	-	876	126
Repairs and renewals	2,938	-	-	2,938	466
Cleaning	-	-	2,981	2,981	998
IT Software etc	1,080	-	-	1,080	-
Payroll Provider	2,109	-	-	2,109	-
Depreciation	2,440	4,000	-	6,440	8,010
Sundry expenses	961	-	-	961	314
	25,727	6,408	11,701	43,836	36,644
<u>Support costs</u>					
Prior year adjustment	(2,459)	-	-	(2,459)	-
Postage and stationery	621	-	-	621	428
Insurance	1,602	-	-	1,602	1,550
Salaries and NI	41,899	-	27,423	69,322	63,867
	41,663	-	27,423	69,086	65,845
Total Resources Used	67,390	6,408	39,124	112,922	102,489
NET RESOURCES FOR YEAR	17,514	(6,373)	-	11,141	(1,644)

Burwell and District Day Centre - Year to 31 December 2022

Fixed Assets

£

	Land (Nil)	Leasehold Additions (50yrs)	Furniture & Equipment (3yrs)	Minibus (7yrs)	TOTAL
<u>Cost</u>					
At 1 January 2022	5,845	162,762	71,025	28,094	267,726
Additions					-
Disposals					-
At 31 December 2022	<u>5,845</u>	<u>162,762</u>	<u>71,025</u>	<u>28,094</u>	<u>267,726</u>
<u>Depreciation</u>					
At 1 January 2022	-	43,116	71,025	21,094	135,235
Charge for the Year	-	2,440	-	4,000	6,440
Profit/Loss on disposal	-	-	-	-	-
At 31 December 2022	<u>-</u>	<u>45,556</u>	<u>71,025</u>	<u>25,094</u>	<u>141,675</u>
<u>Net Book Value</u>					
At 31 December 2022	<u>5,845</u>	<u>117,206</u>	<u>-</u>	<u>3,000</u>	<u>126,051</u>
At 31 December 2021	<u>5,845</u>	<u>119,646</u>	<u>-</u>	<u>7,000</u>	<u>132,491</u>

Burwell and District Day Centre - Year to 31 December 2022

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 31 December 2022

Notes to the Accounts

Charity Reg No: 1003439

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 31 December. It is included at cost value.

Current Assets

Amounts owing to the Day Centre at 31 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.