



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 6th April 2017 To 5th April 2018

Charity name: Attleborough Day Centre

Charity registration number: 1054909

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of the Centre shall be to promote the relief of elderly people in any manner which now is or hereinafter may be deemed by law to be charitable within Attleborough and District (hereinafter called 'the area of benefit') and in particular to provide a day care centre in order to benefit people who are elderly or disabled and to provide their carers with respite.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The provision of a Day Centre for older people three days a week, facilitation of local services to be accessed by local older people, such as transport for shopping, befriending, dementia etc.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have received guidance documents issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Opened in September 1994, this service is available to older people living alone or needing a high level of support from their families. The aim of the Centre is to provide high quality Day Care, assisting people to remain living at home and/or to provide a break for family members who otherwise give care.</p> <p>The Centre is open on Mondays, Tuesdays and Wednesdays for 51 weeks of the year (with the exception of Bank Holidays) and provides various opportunities for physical and mental stimulation and cares for up to 30 people per day including those increasingly needing a higher level of care. A Cook is employed to provide a freshly cooked, nutritious meal daily on the premises. A variety of activities are included within the price of a place at the Centre and various optional outings and activities take place at additional cost.</p> <p>The Centre also has a bathing facility which is available to Centre users and other local residents.</p> <p>In addition the Centre also offers freshly cooked meals to local residents. People using this service make their own way to the Centre for lunch.</p> <p>The Centre runs its own tail-lift minibus with a driver and escort and can take wheelchair users. The Centre supplies the minibus and driver on Fridays to transports older residents of Attleborough from their homes to the local supermarket and back.</p> <p>The Centre also hosts a drop-in health and well-being service for older people</p>

		<p>with a café facility on an additional half day a week.</p> <p>The Centre hosts a 'Dementia café' for a half day each week to support dementia sufferers and their carers.</p> <p>The Centre also runs a befriending service which visits older people in their own homes.</p> <p>The Centre encourages visitors to the Centre and puts on Open Day events from time to time to help Centre users engage with their local community.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity has reviewed its reserves Policy and current reserves are adequate to comply with the policy
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Attleborough Day Centre aims to hold reserves amounting to between three and six months' average expenditure plus the amount required to fund staff redundancy payments in the event of closure of the Day Centre, as well as save money towards the eventual replacement of its Mini-bus.
Amount of reserves held	Para 1.22	£105959
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Local interested people with relevant skills and experience, election to post.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Attleborough Day Centre
Other name the charity uses	None
Registered charity number	1054909
Charity's principal address	St Mary's Church Hall Church Street Attleborough Norfolk NR17 2AH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev Matthew Christopher Jackson			
2	Mrs Elizabeth Anne Burrows			
3	Mrs Anne Josephine Tinker			
4	Mrs Brenda Greig	Chairman		
5	Mrs Ann Elizabeth Mary Rhind			
6	Mr David Stubbett			
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Finance, HR and Business related	Heather Nunn Business Services Ltd	Womack House, Swaffham Road, Ashill, Thetford, Norfolk, IP25 7DB

Name of chief executive or names of senior staff members (Optional information)

Mrs Emma Callaghan - Manager
Mrs Alison Sturman – Senior Care Assistant

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Brenda Greig	
Full name(s)	Brenda Greig	
Position (eg Secretary, Chair, etc)	Chairman	
Date	25 th July 2018	

ATTLEBOROUGH DAY CENTRE

FINANCIAL REPORT 5TH APRIL 2018

ATTLEBOROUGH DAY CENTRE
TOTAL FUNDS EXCLUDING RESTRICTED FUNDS (AND EXCLUDING MEMBERS FUND)
INCOME AND EXPENDITURE ACCOUNT
FOR THE PERIOD FROM 6TH APRIL 2017 TO 5TH APRIL 2018

	2017/2018 £	2016/2017 £
INCOME		
Norfolk County Council	104029	96100
Private places	43522	36863
Members meals	12833	11502
Other meals	2582	2845
Raffle proceeds	1325	1101
Baths	1800	1531
Grants/donations/fundraising	4455	4095
Mini bus income	8800	6810
Friday shopping service	425	413
Interest	52	17
	<hr/>	<hr/>
	179823	161277
EXPENDITURE		
Rent	23103	21568
Wages/PAYE	95775	70672
Staff expenses	455	419
Telephone	673	690
Insurance	536	531
Stationery/postage/papers/advertising/ computer/website	1870	1627
Minibus and petrol expenses	3581	4714
Kitchen & Toiletry supplies	9602	8101
Equipment	704	594
Accounts/bookkeeping/administration	7067	3965
Activities	7745	7927
Training	2344	140
Raffle costs	119	390
Sundry expenses	0	0
Governance	64	36
Depreciation	2097	1625
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	155735	122999
Surplus of Income over Expenditure	24088	38278

ATTLEBOROUGH DAY CENTRE

BALANCE SHEET AS AT 5TH APRIL 2018

	2017/2018 £	2016/2017 £
CURRENT ASSETS		
High interest business account	85092	50040
Current account	5911	12660
Cash in hand	432	60
Debtors	773	3164
Furniture and fixtures	108	108
Minibus (less depreciation)	27884	29884
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	120200	95916
CURRENT LIABILITIES		
Payment in advance	130	0
Uncashed cheques	0	0
Cash in hand	0	0
Creditors	2268	2202
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	2398	2202
BALANCE	117802	93714
FINANCED BY		
Accumulated fund brought forward	93714	57695
Adjustment change from cash to accruals	0	-2259
Surplus for the year (loss)	24088	38278
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BALANCE	117802	93714

ATTLEBOROUGH DAY CENTRE

RESTRICTED FUNDS ONLY **FOR THE PERIOD FROM 6TH APRIL 2017 TO 5TH APRIL 2018**

	£	£
FUND BALANCE BROUGHT FORWARD		12500
INCOME		
3. Shelroy Charitable Trust Fund	0	
4. Shadwell Trust	0	
6. Paul Basham Charitable Trust	0	
7. Dementia Café	1050	
12. Attleborough Town - furniture	0	
13. NCF Befriending	0	
14. NCF EDP Community Chest	0	
15. Clan Trust Befriending	0	
16. New Mini Bus Donation	0	
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	1050	13550
EXPENDITURE		
3. Minibus outing	200	
4. Mini bus outing	0	
6. Mini bus outing	0	
7. Dementia Café	1026	
12. Chairs	0	
13. NCF Befriending	0	
14. NCF EDP Community Chest Befriending	0	
15. Clan Trust Befriending	0	
16. Minibus Purchase	2000	
	<hr/>	
	3226	3226
BALANCE HELD		10324
CURRENT ACCOUNT		10324

**ATTLEBOROUGH DAY CENTRE
MEMBERS SOCIAL FUND
INCOME AND EXPENDITURE ACCOUNT
FOR THE PERIOD FROM 6TH APRIL 2017 TO 5TH APRIL 2018**

	£	£
FUND BALANCE BROUGHT FORWARD		658
INCOME		
Social fund collections/donations	0	
Social fund fundraising	953	
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	953	1611
EXPENDITURE		
Social fund outings/activities	92	
Social fund transport	0	
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	92	92
BALANCE HELD		1519
CURRENT ACCOUNT		1519

**Independent Examiner's Report
to the Trustees of
ATTLEBOROUGH DAY CENTRE - CHARITY NO. 1054909
ON THE ACCOUNTS FOR THE YEAR
FROM 6TH APRIL 2017 TO 5TH APRIL 2018
set out on pages 1 to 5**

I report on the accounts of the Trust for the year ended 5th April 2018, which are set out on pages 1 to 5.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Charities Act') and that an independent examination is needed.

It is my responsibility to :

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a true and fair view' and the report is limited to those matters set out in the statement below.

In connection with my examination, no material matters have come to my attention: which give me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and contents of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Signed : *R R Bane*

Date : *22/6/18*

Name : Rysia Bane

Relevant professional qualification or body (if any) :

Treasurer to Fountain of Life Church.

Address : 21 Jubilee Road, Watton, Norfolk, IP25 6BJ

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Date : *22/6/18*

Name : Rysia Bane

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