

REGISTERED CHARITY NUMBER: 269845

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2018
FOR
ASCOT DISTRICT DAY CENTRE TRUST**

Kirk Rice LLP
The Courtyard
High Street
Ascot
Berkshire
SL5 7HP

ASCOT DISTRICT DAY CENTRE TRUST
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FOR THE YEAR ENDED 31ST DECEMBER 2018

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ASCOT DISTRICT DAY CENTRE TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2018

The trustees present their report with the financial statements of the charity for the year ended 31st December 2018. The trustees have adopted the provisions of 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 2015).

OBJECTIVES AND ACTIVITIES

Public benefit requirement

The trustees have discussed the issue of public benefit and are confident that the breadth and scope of the work the Charity undertakes, as disclosed in this report, complies with Section 17 of the Charities Act 2011 and has due regard to the Charity Commissions general guidance on public benefit. The Charity is a public benefit entity.

ACHIEVEMENT AND PERFORMANCE

The operations of the Trust are based at the Chandler Centre and can be divided into two categories of activity:

- The Ascot District Day Centre
- Day Care Plus.

Both activities use the facilities of the Chandler Centre, the running costs and maintenance of which are paid by the Trust from Ascot District Day Centre funds. Activities include usual day care activities and events at the Chandler Centre, as described below.

The Ascot District Day Centre

The Ascot District Day Centre operates daily, from Monday to Friday, and serves primarily the elderly members of the community, who pay a small annual subscription which entitles them to have full use of the Centre and its amenities. The Day Centre is staffed by 5 permanent part-time employees, who are in turn well supported by volunteers. Transport is provided for members between home and the Day Centre with the help of volunteer drivers. Lunch is provided each day at the Day Centre, together with a 'Meals on Wheels' service for those in the community who have a need.

Services provided at the Day Centre have remained as for previous years and include organising daily activities at the Centre, such as exercises, bingo, quizzes, etc, and taking members on day excursions as well as holidays at resort hotels. Outings are partly subsidised by the Day Centre and are popular with members. Members have a choice of joining activities or not, as well as deciding the frequency of their visits to the Centre. Periodic functions/parties are also held at the Centre. Other services include hairdressing, chiropody and beauty treatment. There is also a fully equipped bathroom. The management team have continued to ensure that a high standard of care is provided. Membership was stable during the year under review.

Work experience is provided at the Day Centre to students periodically, in co-operation with local schools.

Day Care Plus

Day Care Plus (DCP) functions primarily for the frail elderly members of the community. DCP operates on Saturdays and is run with voluntary help. A prime intent of DCP is to provide respite for carers. Transport is provided for participants between home and the Chandler Centre, with the help of volunteer drivers. Lunch is provided at the Chandler Centre, together with a 'Meals on Wheels' service for those in the community who have a need, and for which a charge is made.

Benefactors' Club - In Summer 2008 a Benefactors' Club was formed with a view to fund raising and improving the awareness of the Day Centre within the local community. Annual donations are sought from private and business members of the community and regular events are held to foster friendship and promote awareness. This has been a highly successful initiative with currently 150 benefactors (2017: 125) who play a significant role in our fund raising activities.

PROCEDURES AND POLICY FOR GRANT MAKING

As policy, the Trust does not make grants.

FINANCIAL REVIEW

Investments policy:

All monies raised by and on behalf of the Trust shall be applied to further the objectives of the Trust and for no other purpose.

The honorary treasurer shall maintain proper accounts, which are independently examined annually by qualified accountants. Management accounts are submitted to the Board of Trustees at least quarterly.

The current investment policy as agreed by the Board of Trustees is for surplus funds to be held in bank deposit accounts and in the COIF Charities Deposit Fund or Virgin Money account.

ASCOT DISTRICT DAY CENTRE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2018

FINANCIAL REVIEW

Reserves policy:

The policy's aim is to maintain Reserves in the form of Unrestricted Funds less Fixed Assets, as a percentage of expenditure at the level of between 50% and 60%.

At 31st December 2018, the Trust's Net Current Assets totalled £178,988 (2017 - £114,872). This as a percentage of total expenditure is 121% (2017 - 79%).

FUTURE PLANS

The trustees intend that the existing manner in which the Day Centre runs and the services it provides will continue. Improvements and repairs to the infrastructure, fixtures and fittings are required and planned, to ensure high standards are maintained. Staff are sent on periodic courses, to ensure that they keep up to date with changes and improvements in the welfare of the elderly plus Food Hygiene requirements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Names of trustees:

From 1 January 2018 to the date of this report, the trustees of the Charity have been as shown.

Name of Trustee

Mrs C Bateson

Mrs E Fletcher

Mrs J Martin

Mr J Upperton

Mrs R Flanders

Mr T Rainsborough

Mr R Oliver

Mr S Heathcote - appointed 16 January 2019

Trustee selection method:

The Charity's trustees are elected at each annual general meeting of the Trust or are co-opted by the extant trustees during the year.

Risk management

The trustees have assessed the major risks to which the charity is exposed, in particular those related to operational and financial matters, and have set up appropriate procedures to reduce exposure to those risks.

Names of the Charity's custodian trustees :

The trustees for the Charity (during the period from 1 January 2018 to 31 December 2018) were:

- Mrs J Martin

- Mrs E Fletcher

- Mr J Upperton

The existing constitution, which was prepared in 1975, has been reviewed by the trustees to ensure it meets current practice.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number:

269845

Registered in England and Wales

Principal address

Chandler Centre

Bagshot Road

Sunninghill

Ascot

Berkshire

SL5 9PD

HISTORY, OBJECTIVES AND ACTIVITIES OF THE CHARITY

The Ascot District Day Centre was established in 1975 by Dr G Chandler, a local GP and other like-minded members of the community with the objective of promoting the welfare of the aged and the other inhabitants as the Trust shall determine, of the parishes of North Ascot, South Ascot, Sunninghill, Sunningdale and Winkfield. Membership is open to anyone without distinction over the age of 50.

ASCOT DISTRICT DAY CENTRE TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2018

REFERENCE AND ADMINISTRATIVE DETAILS

The Centre is open on weekdays and members are collected from their homes daily by the Centre's two minibuses. Various activities and services are provided as outlined in the Achievements and Performance section.

REFERENCE AND ADMINISTRATIVE DETAILS

On Saturdays, the Centre provides food, professional nursing care and support for the very frail through Day Care Plus which allows their carers to take a rest day.

The Trust Deed gives the trustees the power to apply all funds raised in such a manner as they think fit providing it is applied to further the objects of the Trust and for no other purpose.

In this manner the trustees will ensure that proper maintenance of the Trust's assets is undertaken and identify appropriate projects for the improvement of the welfare of its members.

The trust holds a Lease for 60 years from 1977 with the Royal Borough of Windsor & Maidenhead at a peppercorn rent.

Professional advisors:

- The Charity's bank is Barclays Bank plc, Ascot branch.
- The Charity's accountants are Kirk Rice LLP, Ascot.

EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements.

Approved by order of the board of trustees on *3RD April 2019* and signed on its behalf by:

.....
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ASCOT DISTRICT DAY CENTRE TRUST**

Independent examiner's report to the trustees of Ascot District Day Centre Trust

I report to the charity trustees on my examination of the accounts of the Ascot District Day Centre Trust (the Trust) for the year ended 31st December 2018.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Mr GMD Jennings FCCA CTA
Kirk Rice LLP
The Courtyard
High Street
Ascot
Berkshire
SL5 7HP

Date: 08/04/19

ASCOT DISTRICT DAY CENTRE TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2018

	Notes	Unrestricted fund £	Restricted fund £	31.12.18 Total funds £	31.12.17 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		203,726	-	203,726	157,817
Investment income	2	355	-	355	325
Total		204,081	-	204,081	158,142
EXPENDITURE ON					
Charitable activities					
Running of Day Centre		146,830	-	146,830	145,064
Governance		1,277	-	1,277	1,021
Total		148,107	-	148,107	146,085
NET INCOME		55,974	-	55,974	12,057
RECONCILIATION OF FUNDS					
Total funds brought forward		149,051	-	149,051	136,994
TOTAL FUNDS CARRIED FORWARD		205,025	-	205,025	149,051


The notes form part of these financial statements

ASCOT DISTRICT DAY CENTRE TRUST

STATEMENT OF FINANCIAL POSITION
AT 31ST DECEMBER 2018

	Notes	Unrestricted fund £	Restricted fund £	31.12.18 Total funds £	31.12.17 Total funds £
FIXED ASSETS					
Tangible assets	6	26,037	-	26,037	34,179
CURRENT ASSETS					
Debtors	7	63,974	-	63,974	13,244
Cash at bank		118,101	-	118,101	105,100
		<u>182,075</u>	<u>-</u>	<u>182,075</u>	<u>118,344</u>
CREDITORS					
Amounts falling due within one year	8	(3,087)	-	(3,087)	(3,472)
NET CURRENT ASSETS		<u>178,988</u>	<u>-</u>	<u>178,988</u>	<u>114,872</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>205,025</u>	<u>-</u>	<u>205,025</u>	<u>149,051</u>
NET ASSETS		<u>205,025</u>	<u>-</u>	<u>205,025</u>	<u>149,051</u>
FUNDS	9				
Unrestricted funds				205,025	149,051
TOTAL FUNDS				<u>205,025</u>	<u>149,051</u>

The financial statements were approved by the Board of Trustees on 3rd April 2019 and were signed on its behalf by:


.....
Trustee

The notes form part of these financial statements

ASCOT DISTRICT DAY CENTRE TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2018

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold	- 5% on cost
Furniture, fixtures & fittings	- 20% on cost
Motor vehicles	- 25% on reducing balance

Items acquired for less than £1,000 are charged to the profit and loss account and not capitalised.

Assets are reviewed for impairment based on indicators that the asset is impaired.

Fixed assets grants

Specific grants for the purchase of fixed assets receivable from local governments are recognised when there is: 1) entitlement to the grant, 2) virtual certainty that it will be received and 3) sufficient measurability of the amount. Unspent grants are shown on the balance sheet as restricted funds.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Legacies

Pecuniary legacies are recognised as receivable once probate has been granted and notification has been received.

Residuary legacies are recognised as receivable once probate has been granted, provided that sufficient information has been received to enable valuation of the Charity's entitlement.

Reversionary interests involving a life tenant are not recognised due to the intrinsic uncertainties in valuing them.

ASCOT DISTRICT DAY CENTRE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2018**

2. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	31.12.18 Total funds £	31.12.17 Total funds £
Deposit account interest	<u>355</u>	<u>-</u>	<u>355</u>	<u>325</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2018 nor for the year ended 31st December 2017.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2018 nor for the year ended 31st December 2017.

4. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.18	31.12.17
All staff	<u>6</u>	<u>6</u>

No employees received emoluments in excess of £60,000.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	157,817	-	157,817
Investment income	<u>325</u>	<u>-</u>	<u>325</u>
Total	<u>158,142</u>	<u>-</u>	<u>158,142</u>
EXPENDITURE ON			
Charitable activities			
Running of Day Centre	145,064	-	145,064
Governance	<u>1,021</u>	<u>-</u>	<u>1,021</u>
Total	<u>146,085</u>	<u>-</u>	<u>146,085</u>
NET INCOME	<u>12,057</u>	<u>-</u>	<u>12,057</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	136,994	-	136,994
TOTAL FUNDS CARRIED FORWARD	<u>149,051</u>	<u>-</u>	<u>149,051</u>

ASCOT DISTRICT DAY CENTRE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2018**

6. TANGIBLE FIXED ASSETS

	Short leasehold £	Furniture, fixtures & fittings £	Motor vehicles £	Totals £
COST				
At 1st January 2018 and 31st December 2018	<u>23,167</u>	<u>58,598</u>	<u>84,388</u>	<u>166,153</u>
DEPRECIATION				
At 1st January 2018	15,059	56,670	60,245	131,974
Charge for year	<u>1,158</u>	<u>948</u>	<u>6,036</u>	<u>8,142</u>
At 31st December 2018	<u>16,217</u>	<u>57,618</u>	<u>66,281</u>	<u>140,116</u>
NET BOOK VALUE				
At 31st December 2018	<u>6,950</u>	<u>980</u>	<u>18,107</u>	<u>26,037</u>
At 31st December 2017	<u>8,108</u>	<u>1,928</u>	<u>24,143</u>	<u>34,179</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.18 £	31.12.17 £
Tax	3,974	13,244
Prepayments and accrued income	<u>60,000</u>	<u>-</u>
	<u>63,974</u>	<u>13,244</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.18 £	31.12.17 £
Trade creditors	1,572	2,670
Taxation and social security	-	537
Other creditors	<u>1,515</u>	<u>265</u>
	<u>3,087</u>	<u>3,472</u>

9. MOVEMENT IN FUNDS

	At 1.1.18 £	Net movement in funds £	At 31.12.18 £
Unrestricted funds			
General fund	149,051	55,974	205,025
TOTAL FUNDS	<u>149,051</u>	<u>55,974</u>	<u>205,025</u>

ASCOT DISTRICT DAY CENTRE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2018**

9. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	204,081	(148,107)	55,974
TOTAL FUNDS	<u>204,081</u>	<u>(148,107)</u>	<u>55,974</u>

Comparatives for movement in funds

	At 1.1.17 £	Net movement in funds £	At 31.12.17 £
Unrestricted Funds			
General fund	136,994	12,057	149,051
TOTAL FUNDS	<u>136,994</u>	<u>12,057</u>	<u>149,051</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	158,142	(146,085)	12,057
TOTAL FUNDS	<u>158,142</u>	<u>(146,085)</u>	<u>12,057</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.17 £	Net movement in funds £	At 31.12.18 £
Unrestricted funds			
General fund	136,994	68,031	205,025
TOTAL FUNDS	<u>136,994</u>	<u>68,031</u>	<u>205,025</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	362,223	(294,192)	68,031
TOTAL FUNDS	<u>362,223</u>	<u>(294,192)</u>	<u>68,031</u>

ASCOT DISTRICT DAY CENTRE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2018**

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2018.

11. ULTIMATE CONTROLLING PARTY

The charity is controlled by the trustees.

12. PRESENTATION CURRENCY

The presentation currency of the financial statements is the Pound Sterling (£).

13. INDEPENDENT EXAMINER FEE

The trustees agreed a fee of £733 (2017: £733) to be remunerated to the independent examiner.

ASCOT DISTRICT DAY CENTRE TRUST

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2018**

	Unrestricted funds £	Restricted funds £	31.12.18 Total funds £	31.12.17 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Raised at Day Centre	3,867	-	3,867	5,117
Donations	160,117	-	160,117	90,703
Gift aid	3,974	-	3,974	9,252
Grants	-	-	-	11,440
Contributions towards transport costs	4,489	-	4,489	6,352
Contributions towards food costs	31,279	-	31,279	34,953
	<u>203,726</u>	<u>-</u>	<u>203,726</u>	<u>157,817</u>
Investment income				
Deposit account interest	355	-	355	325
Total incoming resources	<u>204,081</u>	<u>-</u>	<u>204,081</u>	<u>158,142</u>
EXPENDITURE				
Charitable activities				
Wages	51,947	-	51,947	49,403
Pensions	120	-	120	22
Utilities	6,662	-	6,662	5,539
Insurance	1,680	-	1,680	1,618
Telephone	1,754	-	1,754	1,494
Postage and stationery	722	-	722	643
Office and premises expenses	6,814	-	6,814	1,968
Food costs	22,971	-	22,971	26,059
Day Care Plus nursing disbursements	6,828	-	6,828	6,851
Motor running costs	15,201	-	15,201	11,642
Repairs and maintenance	5,237	-	5,237	12,687
Members' functions and activities	3,236	-	3,236	2,465
Members' holiday costs	4,115	-	4,115	3,499
Computer expenses	584	-	584	1,036
Cleaning	10,817	-	10,817	9,700
Depreciation - short leasehold	1,158	-	1,158	1,159
Depreciation - fixtures and fittings	948	-	948	1,231
Depreciation - motor vehicles	6,036	-	6,036	8,048
	<u>146,830</u>	<u>-</u>	<u>146,830</u>	<u>145,064</u>
Support costs				
Governance costs				
Accountancy and legal fees	1,277	-	1,277	1,021
Total resources expended	<u>148,107</u>	<u>-</u>	<u>148,107</u>	<u>146,085</u>
Net income	<u>55,974</u>	<u>-</u>	<u>55,974</u>	<u>12,057</u>

This page does not form part of the statutory financial statements