

BURWELL AND DISTRICT DAY CENTRE TRUST

Annual Report and Accounts

For the year ended 31st December 2018

Registered Charity No 1003439

Burwell and District Day Centre - Year to 31st December 2018

Organisation Details

Address:	Ash Grove Parsonage Close Burwell Cambridge CB25 0DR	Registered Charity No: 1003439
Telephone:	01638 743363	
E-mail:	burwelldaycentre@btconnect.com	
Manager:	Elly A Catling	
Trustees:	Vic Quy	(Chairman)
	Hazel Williams	(Vice Chairman)
	Terry Chalmers	(Treasurer)
	Sue Elliott	
	Joan Lonsdale	
	Simon Rogers	
	Paul Webb	
	Liz Swift	
	Don Harrison	
Bankers:	Barclays Bank plc 58 High Street Newmarket Suffolk CB8 8NH	Cambridge Building Society 50 The Guineas Newmarket Suffolk CB8 8EQ
Independent Examiner:	Chris Humphris 27 Casburn Lane Burwell Cambridge, CB25 0ED	

Burwell and District Day Centre - Year to 31st December 2018

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 7 members of part time staff. We have 60 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 11 years to run at a nominal rent.

Burwell and District Day Centre - Year to 31st December 2018

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 is offered on daily basis every weekday.

Achievements and Performance

The recently appointed General Assistant and Kitchen Assistant have settled into their roles very well. We have taken on a new student on workplace experience.

It is with great sadness that we have to report that the other General assistant, Cindy Pittam passed away early in 2019 after a short illness. She will be greatly missed.

The services and support provided by volunteers is invaluable and we could not provide the high levels of service without them. This year, again, has seen the retirement of some and also the recruitment of new people. We extend our thanks to all volunteers.

Numbers are constantly fluctuating for members. This is, inevitably, due to the sad loss of some of our members and to the very nature of Day Centres. It is important to remember, during these sad and difficult times, the care and support that we were able to provide to individuals and their families in the twilight years. We are continuing to attract new members. The meals on wheels service continues to be of great benefit to many in the village who are unable to prepare their own meals, either in the short or the long term. We continue to provide a varied entertainment schedule, which is funded via donations and fundraisers such as Coffee Mornings. Entertainment is a big part of the week and is enjoyed by our Members and we have managed to find some new entertainers over the last year.

There have only been minor problems with our minibus which provides transport for members. We have a Five Star Food Hygiene rating arising from our latest Environment Health inspection. Further improvements have been made to the garden. We are still currently receiving the quarterly grant and, so far, the County have not announced any changes to this. We have been lucky to have our local Co-op support us with fundraising which has enabled us to replace our old combi oven, and also to purchase a new microwave. We are looking into the possibility of upgrading the servery area.

The trustees would like to take this opportunity to thank staff, volunteers and the rest of the committee for their continued support. Burwell Day Centre has provided excellent services to the people of Burwell and surrounding areas for nearly 30 years. Long may we continue to serve them.

Burwell and District Day Centre - Year to 31st December 2018

Trustees' Report

Financial Review

The Centre recorded a small deficit on all funds of £246, but with depreciation for the year of £8,350 there was nevertheless a good cash surplus. Incoming resources are heavily dependent upon the regular grant arising from the Block Purchase Agreement with Cambridgeshire County Council, and also from generous donations from many local sources. Unrestricted incoming resources totalled to £121,625 of which £38,172 was received from the Council, and £14,525 from donations. Income from members for meals showed a small decrease this year and amounted to £59,853.

The cost of ingredients for the meals decreased to £23,932, partly reflecting the decrease in numbers. Total staff costs were slightly higher at £60,586. The Centre continued to benefit from the saving in employers NI due to the government's budget concession, but the introduction of workplace pensions has increased the Centres costs in both administration and contributions. The remainder of the costs of running the Centre, including heating, cleaning and repairs were £31,540 bringing unrestricted resources expended to £116,058.

The operation of our minibus for collecting clients recorded a deficit of £5,813 after the vehicle depreciation charge of £4,000. After transfers between funds, unrestricted reserves at the end of the year were £220,018 and restricted (minibus) reserves were 29,753.

Principal Funding Sources

The major regular source of income is the Block Purchasing Agreement with the County Council department of older people's services which is paid in the form of a quarterly grant. Several local charities including notably the Gibson Trust and more recently the Co-op Community Fund also provide generous support.

Investment Policy

Restricted funds and general funds not required for day to day operations are held in high interest 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 2018 cash these reserves were approximately £80,000, with annual expenditure of £115,000.

Future Developments

A new website is being developed to increase awareness of the service that the Centre provides to help lonely and vulnerable elderly people in Burwell and surrounding villages. This should become an important route to attracting new members, through increased awareness among carers and health professionals.

Signed.....Vic Quy..... Chairman

Date...13th May 2019

Burwell and District Day Centre - Year to 31st December 2018

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 2018 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:

Mr Christopher Humphris
April 2019

Burwell and District Day Centre - Year to 31st December 2018

Statement of Financial Activities

£	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS	
				2018	2017
Incoming resources					
Generated funds					
Voluntary income	14,946	1,734		16,680	29,043
Activities for generating funds	5,083			5,083	4,660
Investment income	97	10		107	22
Other voluntary income	38,172			38,172	38,172
Charitable activities					
Income from charitable activities	63,160			63,160	64,236
Other incoming resources					
Other income	167			167	91
Total Incoming resources	121,625	1,744		123,369	130,224
Resources used					
Charitable activities					
Charitable activities	52,949	7,557		60,506	57,943
Support costs					
Support costs	63,109			63,109	62,300
Costs of generating funds					
Costs of generating funds					
Other resources used					
Other resources used					
Total resources used	116,058	7,557		123,615	120,243
Net Incoming/-Outgoing Resources	5,567	-5,813		-246	9,981
Transfers					
Gross transfers between funds					
Transfers in		2,701			
Transfers out	2,701				
Other recognised gains/losses					
Gains on revaluation of fixed assets					
Net Movement in Funds	2,866	-3,112		-246	9,981
Reconciliation of funds					
Total funds brought forward	217,152	32,865		250,017	240,036
Total Funds carried forward	220,018	29,753		249,771	250,017

Burwell and District Day Centre - Year to 31st December 2018

Balance Sheet

£	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS	
				2018	2017
Fixed Assets					
Tangible assets	140,951	19,000		159,951	160,441
Total fixed assets	140,951	19,000		159,951	160,441
Current Assets					
Stocks	400			400	400
Debtors	1,646			1,646	1,870
Bank deposits	57,703	8,555		66,258	71,151
Cash at bank and in hand	23,583	2,390		25,973	21,254
Total current assets	83,332	10,945		94,277	94,675
Liabilities					
Creditors and accruals	4,265	192		4,457	5,099
Total current liabilities	4,265	192		4,457	5,099
Total net assets	220,018	29,753		249,771	250,017
Funds of the charity					
General fund	220,018			220,018	217,152
Minibus fund		29,753		29,753	32,865
Kitchen Extension fund		0		0	0
Total charity funds	220,018	29,753		249,771	250,017

Approved by the Trustees on 13th May 2019:

Signed.....Vic Quy.....Chairman

.....Terry Chalmers.....Treasurer

Burwell and District Day Centre - Year to 31st December 2018

Detailed Statement of Financial Activities

£	Unrestricted	Restricted	Endowment	TOTAL FUNDS	
Incoming Resources	Funds	Funds	Funds	2018	2017
Voluntary income					
Membership	421			421	525
Donations	14,525	1,734		16,259	22,518
	14,946	1,734		16,680	23,043
Activities for generating funds					
Shop sales	665			665	579
Fund raising events	3,373			3,373	3,095
Bonus Ball (was 100 Club)	1,045			1,045	986
	5,083			5,083	4,660
Investment income					
Bank deposit interest	97	10		107	22
Other voluntary income					
Payments from Social Services	38,172			38,172	38,172
Other Attendance Payments					
	38,172	0		38,172	38,172
Income from charitable activities					
Meals	59,853			59,853	60,585
Bookings	3,307			3,307	3,651
	63,160	0		63,160	64,236
Other incoming resources					
Other income	167			167	91
Total incoming resources	121,625	1,744		123,369	130,224
Resources Used					
Charitable activities					
Food	23,932			23,932	23,831
Heat and light	9,720			9,720	9,518
Other utilities	1,891			1,891	1,870
Telephone	562			562	516
Fuel for Minibus		1,378		1,378	1,579
Minibus insurance		1,215		1,215	1,080
Minibus repairs and service		964		964	1,620
Repairs and renewals	2,375			2,375	826
Cleaning	5,781			5,781	5,421
Depreciation	4,350	4,000		8,350	6,759
Sundry expenses	4,338			4,338	4,923
	52,949	7,557		60,506	57,943
Support costs					
Postage and stationery	1,023			1,023	877
Insurance	1,500			1,500	1,557
Salaries and NI	60,586			60,586	59,866
	63,109	0		63,109	62,300
Total resources used	116,058	7,557		123,615	120,243

Burwell and District Day Centre - Year to 31st December 2018

Fixed Assets

	Land	Leasehold Additions	Furniture & Equipment	Minibus	Total
	nil	50yrs	3yrs	7yrs	
£					
Cost					
At 1st January 2018	5,845	162,762	63,165	28,094	259,866
Additions			7,860		7,860
Disposals					
At 31st December 2018	5,845	162,762	71,025	28,094	267,726
Depreciation					
At 1st January 2018	0	32,966	61,335	5,094	99,425
Charge for the Year		2,650	1,700	4,000	8,350
Disposal Depreciation					
At 31st December 2018	0	35,646	63,035	9,094	107,775
Net Book Value					
At 31st December 2018	5,845	127,116	7,990	19,000	159,951
At 31st December 2017	5,845	129,766	1,830	23,000	160,441

Burwell and District Day Centre - Year to 31st December 2018

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

Block purchasing 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 31st December 2018

Notes to the Accounts

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 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.