

ESSEX DEMENTIA CARE

Charity number: 1129038
Company registration number: 06820425

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

ESSEX DEMENTIA CARE

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LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2019

Trustees	Ms A M Lawlor	
	Mrs S Gaspar	
	Ms G Bocking	
	Mr C Jullings	
	Mrs B Jones	
	Mrs K Whitaker	Resigned 19th September 2018
	Mr M Clements	Appointed 19th September 2018
Charity number	1129038	
Company number	6820425	
Principal address	The Pines Lynderswood Farm Lynderswood Lane Braintree Essex CM77 8JT	
Registered office	The Pines Lynderswood Farm Lynderswood Lane Braintree Essex CM77 8JT	
Independent examiner	Community360 Winsley's House High Street Colchester Essex CO1 1UG	
Bankers	Santander, Bootle, Merseyside, L30 4GB Shawbrook bank, Brentwood, CM13 3BE Nationwide Building Society, Northampton, NN3 6NW Virgin Money, Newcastle upon Tyne, NE3 4PL	

ESSEX DEMENTIA CARE

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2019. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and reporting by Charities' issued in March 2015

Essex Dementia Care is a charity established as a response to the expressed occupational needs of people with dementia in Essex. There is a wealth of international academic evidence for the essential role of meaningful activity in creating and maintaining good health and well-being for everyone. It is Essex Dementia Care's chief purpose to provide this for families where dementia is present in an environment where the provision of personalised, therapeutic occupation from other sources is limited.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The governing document is the organisation's Memorandum and Articles of Association dated 9 February 2009, as amended by special resolution dated 26 March 2009.

Recruitment and appointment of new Trustees

The appointment of Trustees is by having regard to the job description and person specification and by interview of interested parties.

Karen Whitaker resigned at the AGM at the time of her moving from the area. Michael Clements was voted onto the Trustee Board at the AGM as finance advisor. Further interest in becoming a Trustee has been shown and there will be the usual period of observing at meetings before further commitment on either side is made.

Operational Structure

The organisation is managed by a Board of Trustees. The day to day running and strategic input is provided by the Senior Manager, Kelly Bleasdale, who is supported by the Care Manager and 2 service coordinators.



Related Parties

There are no related or connected charities.

Investment activity will not be undertaken by the Charity at the present time.

Reserves Policy

The Trustees have established contingency reserves of £165,000 with Shawbrook Bank Limited, Nationwide Building Society and Virgin Money Plc. These reserves would cover up to 5 months operational costs, and funds to help meet an increase in annual lease costs of new office premises. All reserves are all held in with-interest accounts

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TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019

Planning for the future.

- Our client numbers, and therefore our income streams, are constantly fluctuating and it is crucial to see the long term picture for sustainability. There is the need, therefore, to constantly monitor the cost effectiveness of the services offered. As a result, the 2 remaining Day Centre sessions will be moved from Braintree to Bradwell Village Hall where the facilities include the development of an allotment to be maintained by clients, staff and volunteers.
- A strategy and business plan has been agreed which will inform decisions regarding development and sustainability. Marketing will be a focus for activity in the coming year.
- It is evident that there is more competition for carer and client support facilities. Essex Dementia Care services are specifically therapeutic activity based and clear marketing is essential if this speciality is to be fully recognised as the service of choice.
- The Senior Manager and the Care Manager attend events and Support Groups or Cafes to raise awareness and maintain links with other professionals and Essex County Council Commissioning Service.
- The website is in the process of being fully upgraded to have maximum impact in marketing and providing referral information.
- To maintain a high quality of service the Senior Manager regularly seeks opportunities for staff training over and above the mandatory certificates especially those for person centred dementia care. Seeking specific funding for this has been successful and enables the training to be maintained to a high level.
- Staff pay reviews are carried out annually. The Trustees recognise a need to acknowledge the commitment given by staff members and wish to keep pay levels as near to market rates as possible.
- Good working relationships between the Managers and the Service Co-ordinators enables the steady improvement in operational efficiency.

Risk management

The risks register is regularly presented at Board meetings.

OBJECTIVES AND ACTIVITIES

Aims

The ultimate aim of Essex Dementia Care is to contribute to the health and well-being of families in Essex who are living with dementia and to contribute to the wider community involvement in the dementia agenda.

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TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019

Objectives

These aims are achieved through:

1. Provision of therapeutic activities to people with dementia and such direct care as is deemed to be a relevant part of those activities
2. The provision of respite, support and information to family carers.
3. Working with other independent, private and voluntary groups to promote the access and availability of specialist services that support people living with dementia as well as their families and carers.
4. Raising public awareness of the nature of dementia and of quality dementia care.

How this is achieved

The Care Manager responds to requests for services by making a home visit and assessing the clients' occupational profiles and care needs. A personal care programme is developed and monitored over time. Our carefully recruited and trained Practitioners facilitate activities that will reflect the individual's choice and interests within their current capabilities. Self-esteem is enhanced and an interest in living, within the limitations resulting from dementia, generated. The Practitioner becomes the friend who enables these activities to take place. To help maintain this confidence considerable effort is made to reduce to an absolute minimum the changes in those Practitioners allocated to attend any one client.

The client's family plays an active role in the Care Planning process and their needs for support; information and respite are recognised in the decision making.

Links with other professional bodies, voluntary sector groups or other interested organisations provide opportunities for raising awareness of both the need and opportunities for good dementia care in the community and also become the springboard for fundraising events.

Public benefit

The Trustees can confirm that they have paid due regard to the guidance of the Charity Commission in relation to public benefit.

Achievement and Performance

The experience of dementia is very individual and the provision of one to one opportunities for personalised activities is much needed. So too, for many if not all, are the opportunities for these activities to take place in a social context where the individual is understood not only by the staff but also by other members of the group. Client and family reviews and evaluations indicate a high level of satisfaction with the services received. Activity Centre leaders are experienced activity providers who prepare sessions with imagination and sensitivity. Their leadership demonstrates to staff and volunteers our high standards of dementia care and therapeutic support.

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Some clients are happy to take advantage of both types of service and many attend more than one Activity Day Centre a week. Whichever service they have, a wide variety of activities will be arranged, both outdoor and indoors, depending on interests and abilities. Where possible One2One Practitioners are linked to clients with similar interests. Activity Centre clients are assessed for their mobility and skill levels and offered the appropriate session.

There are now 7 Activity Day Centres weekly catering for an average of 10 clients. They run for 4 - 5 hours through the day and include a freshly cooked midday meal. The One2One service continues to be well used and much appreciated. Bearing in mind the vulnerability of our clients, attendance is variable but over 1,900 client hours per month were recorded in the reporting period with a total client hours of over 23,500.

The charity is very grateful to the dedicated volunteers who assist the Activity Centre staff and help to provide empathy and encouragement to the clients. They make it possible for the Centres to be run to a good standard of care and at an affordable fee.

Internal and external factors

A review of any anticipated change in either law, licensing requirements, relevant financial factors and social change including staffing that may affect the operation of the charity is considered at each Board meetings. Procedures were completed early in the reporting period to ensure compliance with the General Data Protection Regulations introduced in 2018.

FINANCIAL REVIEW

Principal funding sources

Income is chiefly generated by the services provided. However, the Charity aims to keep the fees at an affordable level and on-going fundraising is necessary both to maintain a secure financial position and have resources to plan for future development. Local Authority Grants made the development of services possible initially and further funding has enabled us to develop our much needed dementia services with confidence. Grants, significant donations from local businesses and individual donations from families and other supporters have played an important part in financing the services. With the continued growth of the organisation's services a more focused fundraising program has been developed.

Pay policy for senior staff is based on the balance between recognising the commitment made and responsibilities they hold with the limited financial position of the charity. Pay for the managers following the assessment and restructuring process that took place in 2017/18 was agreed during the financial year.

COMPANY STATUS

Essex Dementia Care is a company limited by guarantee and there is therefore no share capital.

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TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019

Small company provisions

This report has been prepared in accordance with the small company's regime under the Companies Act 2006

Approved by the Board and signed on its behalf by:

Mr. C K Jullings
Chair to Trustees

Date:

A handwritten signature in dark ink, appearing to read 'C K Jullings', is written over the dotted line for the date.

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2019

	Note	Unrestricted Total £	Restricted Total £	2019 Total £	2018 Total £
<u>Incoming resources</u>					
Donations and legacies	2	102,202	22,663	124,865	128,277
Other Trading Activities	4	329,550	-	329,550	322,234
Income from Investments	3	683	-	683	712
Total incoming resources		432,435	22,663	455,098	451,223
<u>Expenditure on Charitable activities</u>					
Charitable activities	5	379,060	22,663	401,723	432,366
Expenditure on raising funds		9,885	-	9,885	7,979
Total resources expended		388,945	22,663	411,608	440,345
Net incoming resources before transfers		43,490	-	43,490	10,878
Previous Year Adjustment		-	-	-	-
Net income for the year		43,490	-	43,490	10,878
Fund balances at 1 April 2018		216,699	-	216,699	205,821
Fund balances at 31 March 2019		260,189	-	260,189	216,699

Notes on pages 9 to 12 are part of these accounts

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BALANCE SHEET AS AT 31 MARCH 2019

	Note	2019 £	2018 £
Current assets			
Debtors	9	31,930	38,448
Cash at bank and in hand		242,732	183,533
		<u>274,661</u>	<u>221,981</u>
Current liabilities			
Creditors: amounts falling due within one year	8	14,472	5,282
Net current assets		<u>260,189</u>	<u>216,699</u>
Total assets less current liabilities		<u><u>260,189</u></u>	<u><u>216,699</u></u>
Income funds			
Unrestricted funds		260,189	216,699
Restricted funds		-	-
		<u><u>260,189</u></u>	<u><u>216,699</u></u>

For the year ended 31 March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The directors declare that they have approved the accounts above on:

C K Jullings Chair

Date



15/7/19

Sylvia Gaspar



Date

15/7/19

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1. Accounting Policies

Basis of the preparation of the accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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)- (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Cash Flow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

Incoming resources

Grants receivable are recognised in the accounts when conditions for their receipt are satisfied. Grants with conditions attached to their use are included in restricted funds. Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable.

Resources expended

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to a particular heading they have been allocated to activities on a basis consistent with the use of the resources.

Costs classified as governance relate to the general running of the charity and include the operations of the Board of Trustees and addressing constitutional audit and other statutory matters.

Resources expended include attributable VAT, which cannot be recovered.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

2. Donations and legacies	Unrestricted	Restricted	2019	2018
	£	£	£	£
Fundraising		-	-	513
Donations and Gifts	37,843	-	37,843	46,702
Grants	64,359	22,663	87,022	81,062
	102,202	22,663	124,865	128,277

Restricted grant: Essex Community Foundation £8,000, Sobbell Foundation £7,000
ECF Provide Foundation £4,967, Awards for All £8,654 (this grant runs across
2018/19 and 2019/20) £2,696 included in 2018/19.

3. Income from Investments	Unrestricted	Restricted	2019	2018
	£	£	£	£
Interest receivable	683	-	683	712

4. Other Trading Activities	Unrestricted	Restricted	2019	2018
	£	£	£	£
Drop In	168,600	-	168,600	167,511
Travel	32,165	-	32,165	21,487
Support Service Fees	128,785	-	128,785	133,236
	329,550	-	329,550	322,234

5. Total Expenditure on Charitable activities See page 12

6. Trustees

None of the Trustees received any remuneration during the year.

7. Employees

	2019	2018
	£	£
Wages and Salaries	257,753	300,155
	257,753	300,155

No staff were paid more than £60,000 per annum.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

8. Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade creditors	3,148	2,667
Taxation and Social Security	2,102	2,195
Accruals and Deferred Income	9,222	420
	<u>14,472</u>	<u>5,282</u>

9. Debtors

	2019	2018
	£	£
Trade Debtors	30,655	37,285
Other Debtors	1,275	1,163
	<u>31,930</u>	<u>38,448</u>

10. Members' Liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

11. Related Parties

There were no related parties within the year.

12. Going Concern

The charity is operating on a going concern basis.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

5. Analysis of Support Costs

	Support Services £	Centre Expenditure £	Governance £	Other Expenditure £	Total 2019 £	Total 2018 £
Staff costs	257,753	-	-	-	257,753	300,155
Other Direct Costs	-	54,461	-	-	54,461	42,515
Rent and rates	6,403	-	-	-	6,403	6,229
Repairs and maintenance	3,126	-	-	-	3,126	729
Office Expenses	16,122	-	-	-	16,122	21,412
Printing, posting & Stationary	3,237	-	-	-	3,237	4,721
Allotment expenses	-	-	-	2,696	2,696	-
Advertising and promotion	-	-	-	-	-	2,388
Accountancy fees	-	-	420	-	420	420
Legal and professional costs	3,845	-	-	-	3,845	3,492
Staff Travel and Training	53,631	-	-	-	53,631	50,305
Volunteer Expenses	30	-	-	-	30	-
	344,147	54,461	420	2,696	401,723	432,366

Staff cost: £19,967 (2018: £64,560) restricted expense, £237,786 (2017: £235,595) unrestricted expense.

Other Direct Costs: £0 (2018: £16,412) restricted expense, £0 (2018: £26,103) unrestricted expense.

Allotment expenses £2696 was restricted expenses

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INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2019

I report on the accounts of Essex Dementia Care for the year ended 31 March 2018 which are set out on pages 7 to 12.

Respective responsibilities of trustees and examiner

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 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed. The charities gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Association of Accounting Technicians.

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 Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

Basis of independent examiner's Statement

My examination was carried out in accordance with the 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 considerations 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no material matters have come to my attention which gives 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 content 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.

Shelley-Marie Rudling FMAAT MIP for and on behalf of:

Community360

Winsley's House, High Street, Colchester, Essex

 Date 23rd July 2019