



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 6<sup>th</sup> April 2018 To 5<sup>th</sup> April 2019

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 runs a 'Dementia café' for a half day each month to support</p>

		<p>dementia sufferers and their carers.</p> <p>The Centre also hosts a drop-in health and well-being service for older people with a café facility on an additional half day every two weeks.</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 and vice versa.</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	£79413
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		To 31 <sup>st</sup> July 2019	
4	Mrs Brenda Greig	Chairman		
5	Mrs Ann Elizabeth Mary Rhind			
6	Mr David Stubbart			
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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

<b>Signature(s)</b>	Brenda Greig	
<b>Full name(s)</b>	Brenda Greig	
<b>Position (eg Secretary, Chair, etc)</b>	Chairman	
<b>Date</b>	23 <sup>rd</sup> October 2019	



# **ATTLEBOROUGH DAY CENTRE**

**FINANCIAL REPORT 5TH APRIL 2019**

**ATTLEBOROUGH DAY CENTRE**  
**TOTAL FUNDS EXCLUDING RESTRICTED FUNDS (AND EXCLUDING MEMBERS FUND )**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE PERIOD FROM 6TH APRIL 2018 TO 5TH APRIL 2019**

	2018/2019 £	2017/2018 £
<b>INCOME</b>		
Norfolk County Council	100005	104029
Private places	33285	43522
Members meals	10927	12833
Other meals	5178	2582
Raffle proceeds	1237	1325
Baths	540	1800
Grants/donations/fundraising	1608	4455
Mini bus income	8387	8800
Friday shopping service	732	425
Interest	170	52
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	162069	179823
<b>EXPENDITURE</b>		
Rent	23562	23103
Wages/PAYE/DBS	92410	95775
Staff expenses	318	455
Telephone	613	673
Insurance	483	536
Stationery/postage/papers/advertising/ computer/website	2145	1870
Minibus and petrol expenses	4118	3581
Kitchen & Toiletry supplies	10432	9602
Equipment and Repairs	880	704
Accounts/bookkeeping/administration	8087	7067
Activities	7948	7745
Training	674	2344
Raffle costs	9	119
Bank charges	89	0
Governance	388	64
Depreciation	2565	2097
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	154721	155735
Surplus of Income over Expenditure	7348	24088

# ATTLEBOROUGH DAY CENTRE

## BALANCE SHEET AS AT 5TH APRIL 2019

	2018/2019 £	2017/2018 £
<b>CURRENT ASSETS</b>		
High interest business account	85262	85092
Current account	13659	5911
Cash in hand	338	432
Debtors	1014	773
Furniture and fixtures Less depreciation	1457	108
Minibus (less depreciation)	25884	27884
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	127614	120200
<b>CURRENT LIABILITIES</b>		
Payment in advance	0	130
Uncashed cheques	0	0
Cash in hand	0	0
Creditors	2464	2268
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	2464	2398
<b>BALANCE</b>	125150	117802
<b>FINANCED BY</b>		
Accumulated fund brought forward	117802	93714
Surplus for the year (loss)	7348	24088
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<b>BALANCE</b>	125150	117802

# **ATTLEBOROUGH DAY CENTRE**

## **RESTRICTED FUNDS ONLY FOR THE PERIOD FROM 6TH APRIL 2018 TO 5TH APRIL 2019**

	£	£
<b>FUND BALANCE BROUGHT FORWARD</b>		10324
<b>INCOME</b>		
4. Shadwell Trust	0	
6. Paul Basham Charitable Trust	0	
7. Dementia Café	959	
10. NCF Silk Purse Fund - Dementia Café	2856	
16. Minibus Purchase	0	
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	3815	14139
<b>EXPENDITURE</b>		
4. Mini bus outing	0	
6. Mini bus outing	0	
7. Dementia Café	984	
10. NCF Silk Purse Fund - Dementia Café	1122	
16. Minibus Purchase	2000	
	0	
	0	
	0	
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	4106	4106
<b>BALANCE HELD</b>		10033
<b>CURRENT ACCOUNT</b>		10033

**ATTLEBOROUGH DAY CENTRE  
MEMBERS SOCIAL FUND  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE PERIOD FROM 6TH APRIL 2018 TO 5TH APRIL 2019**

	£	£
<b>FUND BALANCE BROUGHT FORWARD</b>		1519
<b>INCOME</b>		
Social fund collections/donations	0	
Social fund fundraising	673	
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	673	2192
<b>EXPENDITURE</b>		
Social fund outings/activities	33	
Social fund transport	0	
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	34	34
<b>BALANCE HELD</b>		2158
<b>CURRENT ACCOUNT</b>		2158

**Independent Examiner's Report  
to the Trustees of  
ATTLEBOROUGH DAY CENTRE - CHARITY NO. 1054909  
ON THE ACCOUNTS FOR THE YEAR  
FROM 6TH APRIL 2018 TO 5TH APRIL 2019  
set out on pages 1 to 5**

I report on the accounts of the Trust for the year ended 5th April 2019, 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 : 

Date : 15/6/2019

Name : Rysia Bane

Relevant professional qualification or body (if any) :

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