Charity number: 253740

ST NEOTS AND DISTRICT VOLUNTARY WELFARE ASSOCIATION

UNAUDITED TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2019

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 28 FEBRUARY 2019

Trustees D E Smith, Chair

D C Charlton, Treasurer Mrs R Clapham, CBE

J N McCarthy

P C Barton, (Appointment to be formally advised to Charity Commission)

Charity registered

number

253740

Principal office

The Community Centre

Church Walk St Neots Cambs PE19 1JH

Accountants

Streets

Chartered Accountants

Potton House Wyboston Lakes Great North Road

Wyboston Beds MK44 3BZ

Bankers

HSBC

5 High Street St Neots Cambs PE19 1DE

TRUSTEES' REPORT FOR THE YEAR ENDED 28 FEBRUARY 2019

The Trustees present their annual report together with the financial statements of the Charity, St Neots and District Voluntary Welfare Association for the period 1 March 2018 to 28 February 2019.

Objectives and Activities

a. POLICIES AND OBJECTIVES

For full details please see the Trust Deed of which the following is an extract:

"To promote, for the benefit of the inhabitants of the urban and rural districts of St Neots in the county of Huntingdon and Peterborough, without distinction of sex or race or of political, religious or other opinions by associating the local authorities voluntary organisations and inhabitants in a common effort to promote social welfare with the object of improving the conditions of life throughout the said districts".

b. ACTIVITIES FOR ACHIEVING OBJECTIVES

Main activities comprise:

- Day Centre on behalf of Social Services (3 days per week)
- Luncheon Club for hte elderly (1 day per week)
- Provision of a studio for Talking Newspaper for The Blind
- Provision of a low-cost venue for not-for-profit organisations

C. MAIN ACTIVITIES UNDERTAKEN TO FURTHER THE CHARITY'S PURPOSES FOR PUBLIC BENEFIT

The charity has a Service Level Agreement with Cambridgeshire County Council which enables them to provide the Day Centre to those who have limited financial resources and would not be able to access these facilities without the support of Social Services. The Day Centre and Luncheon Club are also open for the benefit of other residents in the local area who make contributions to the charity to cover the cost of the services provided.

As noted below, the charity benefits from the time and skills given by members of the Rotary Club and Inner Wheel. This voluntary time enables the charity to maintain the premises and provide a greater range of facilities than would be possible if the service was run on a commercial basis.

The premises are also available for use by community groups and not-for-profit organisations when they are not required for the charity's own activities.

Achievements and performance

a, REVIEW OF ACTIVITIES

The Charity continues to provide the stated main activities, including a Day Centre for three days per week on behalf of Cambridgeshire Social Services. St Neots & District Voluntary Welfare Association offers the only Day Centre facility in the St Neots and district area. Social Services block-book 15 day-places and we offer an excellent facility as, in addition to the fresh cooked (5* rated kitchen) meals we continue to expand the activities and invest in staff.

We aim to run a cost-effective Day Centre, commensurate with the increasing needs of our members, and endeavour to keep attendee numbers level in an overall environment of decline. Members also continue to compliment the quality and variety of 'fresh-cook' luncheons as well as the variety of activities available.

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 28 FEBRUARY 2019

Involvement of the local Rotary Club continues to be key in several areas; in particular, members continue to maintain the premises, undertake Chair, Secretary, Treasurer and 'hands-on' committee roles as well as coordinating a rota of 'Inner Wheel' volunteers and other tasks as required.

In January 2008 the charity received an unsolicited donation of £70,000 from a former local resident, the late Peter Rowley in memory of his brothers, John and George with £29,752 remaining unspent at 28.02.18. The 'Rowley Donation' continues to be ring-fenced for capital projects and the latest phase is refurbishment/rebuilding of the toilet facilities to provide 5/6 full disabled cubicles. The overall project is estimated to cost £100,000; which will exhaust the Rowley monies, with the balance coming from General Funds.

The trustees have designated £70,000 from general funds, to bring the total reserves set aside for the toilet project to £100,000, of which £2,153 has been spent on architect's drawings in the year ended 28 February 2019.

Financial review

a. FINANCIAL RISK MANAGEMENT OBJECTIVES AND POLICIES

The annual accounts show an increase in total income from £93,415 in 2018 to £97,138 this year, and an operating surplus of £21,770 (2018 £23,871). The surplus has been added to reserves, to provide some security for the charity in the current uncertainties over future levels of funding and for the future development of facilities. Premises lettings continue to be actively pursued to generate additional funds.

The accounts, as ever, do not reflect the continued input of local Rotarians who freely give considerable time and materials to maintain the premises. Overall, the balance sheet reflects a healthy strong financial position, essential to meet challenges ahead.

Aside from the 'Rowley Reserve', although cash holdings have increased again this year, the trustees do not consider them to be excessive. As noted above, the charity intends to redesign the layout of the building, to enable better provision of facilities for clients, at an expected cost in the region of £100,000. There also needs to be sufficient general reserves to protect against the lack of a formal agreement with Cambridgeshire County Council for ongoing financial support which means there is a greater uncertainity over future income streams.

We continue to lodge monies on a wholesale Money Market account with HSBC, and other banks rates are always checked to ensure the Charity obtains a most competitive rate. Other investments have been considered but stock-market and investment uncertainty over the previous financial years continues to discount alternative options.

b. RESERVES POLICY

Ongoing: To maintain net cash above 6 months operating income (around £40K) and anything over 12 months generally to be held for a specific objective/purpose.

Rowley Reserve: Donation ring-fenced to monitor improvement projects.

Structure, governance and management

a. CONSTITUTION

The charity is governed by a Trust Deed and constituted as an Association.

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 28 FEBRUARY 2019

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

Trustees are elected by the Charity Management Committee which includes all Trustees.

c. PRINCIPAL ACTIVITIES

The main activity of the charity is to run a Day Centre on behalf of, and under the auspices of, Cambridgeshire County Council, Social Services Department.

Plans for future periods

a. FUTURE DEVELOPMENTS

The trustees continue to develop plans to improve the charity's property, funded by the Rowley and general Reserves, and to deliver services to members in discussions with Cambridgeshire County Council.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees, on 19 June 2019 and signed on their behalf by:

D E Smith Chair D C Chariton Treasurer

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 28 FEBRUARY 2019

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST NEOTS AND DISTRICT VOLUNTARY WELFARE ASSOCIATION (the 'Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 28 February 2019.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

RESPONSIBILITIES AND BASIS OF REPORT

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

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I can confirm that no 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 Charity as required by section 130 of the 2011 Act; or
- 2. the accounts do not accord with those records; or
- 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 have no concerns and 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:

Markera

Dated: 21 June 2019

Linda J Lord

BSc FCA TEP

Streets, Potton House, Wyboston Lakes, Great North Road, Wyboston, Bedford MK44 3BZ

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 28 FEBRUARY 2019

					2.00
	200	Unrestricted funds 2019	Restricted funds 2019	Total funds 2019	Total funds 2018
	Note	£	£	£	A CLASS E
INCOME FROM:					
Donations and legacies	2	51		51	1,307
Charitable activities	4	96,479	_	96,479	91,901
Investments	3	547	61	608	207
TOTAL INCOME		97,077	61	97,138	93,415
EXPENDITURE ON:					
Charitable activities	5	75,368	-	75,368	69,544
TOTAL EXPENDITURE		75,368		75,368	69,544
NET INCOME BEFORE OTHER				213	\$10 X 218
RECOGNISED GAINS AND LOSSES		21,709	61	21,770	23,871
NET MOVEMENT IN FUNDS		21,709	61	21,770	23,871
RECONCILIATION OF FUNDS:					
Total funds brought forward		265,092	29,752	294,844	270,973
TOTAL FUNDS CARRIED FORWARD		286,801	29,813	316,614	294,844
TOTAL FUNDS CARRIED FORWARD					

The notes on pages 8 to 16 form part of these financial statements.

BALANCE SHEET AS AT 28 FEBRUARY 2019

	Note	£	2019 £	£	2018 £
FIXED ASSETS					
Tangible assets	9		111,088		112,301
CURRENT ASSETS					
Debtors	10	4,695		9,299	
Cash at bank and in hand		203,985		175,500	
		208,680	•	184,799	
CREDITORS: amounts falling due within one year	11	(3,154)		(2,256)	
NET CURRENT ASSETS	•		205,526		182,543
NET ASSETS			316,614	-	294,844
CHARITY FUNDS			TELEVIT		- a R
Restricted funds	12		29,813		29,752
Unrestricted funds	12		286,801		265,092
TOTAL FUNDS			316,614	-	294,844
				=	47.45

The financial statements were approved by the Trustees on 19 June 2019 and signed on their behalf, by:

D E Smith Chair D C Chariton Treasurer

The notes on pages 8 to 16 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2019

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

St Neots and District Voluntary Welfare Association constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in sterling and this is the functional currency of the entity.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Expenses, including support costs and governance costs, are allocated to applicable expenditure headings.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2019

1. ACCOUNTING POLICIES (continued)

1.5 Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property

No depreciation

Wheelchairs

20% per annum reducing balance 20% per annum reducing balance

Furniture, fixtures and fittings Computer equipment

33% per annum straight line

1.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

1.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.8 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2019

		Unrestricted	Restricted	Total	Total
		funds		funds	funds
		2019		2019	2018
		£	£	£	£
	Donations	51		51	1,307
	Total 2018	1,307	-	1,307	
3.	INVESTMENT INCOME				
		Unrestricted	Restricted	Total	Total
	46	funds	funds	funds	funds
		2019	2019	2019	2018
		£	£	£	£
	Interest received	547	61	608	207
	Total 2018	184	23	207	
4.	INCOME FROM CHARITABLE A	CTIVITIES			
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		2019	2019	2019	2018
		£	£	£	£
	Community Centre	59,478		59,478	59,252
	Day Centre	32,077	E .	32,077	28,108
	Rent and other income	4,924	100	4,924	4,541
		96,479		96,479	91,901
					-

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2019

5. CHARITABLE ACTIVITIES - DIRECT COSTS

	Restricted funds £	Unrestricted funds	Total funds 2018 £	Total funds 2017 £
Food and consumables	-	7,913	7,913	6,022
Insurance	-	2,250	2,250	2,176
Repairs and renewals		777	777	1,577
Rates and water rates	-	1,589	1,589	917
Heat and light	-	4,976	4,976	4,550
Sundry expenses	-	704	704	987
Health and Safety costs	-	317	317	662
Cleaning costs	-	767	767	936
Telephone		695	695	618
Professional fees		4,686	4,686	2,297
Recruitment expenses	=	506	506	
Wages and salaries	-	48,558	48,558	47,470
Depreciation	-	1,630	1,630	1,332
	- :-	75,368	75,368	69,544

In 2018, the charity incurred costs totalling £69,544 in respect of the centre, all of which related to unrestricted funds.

6. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2019	2018
	£	£
Depreciation of tangible fixed assets:		
- owned by the charity	1,630	1,332

During the year, no Trustees received any remuneration or benefits in kind (2018 - £NIL).

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2019

7.	INDEPENDENT EXAMINER'S REMUNERATION		
		2019 £	2018 £
	Independent examination	1,800	1,764
	Fees payable for other services: Payroll services	403	403
8.	STAFF COSTS		
	Staff costs were as follows:		
		2019 £	2018 £
	Wages and salaries	48,558	47,470
	The average number of persons employed by the Charity during the year	ar was as follows:	
		2019 No.	2018 No.
	Centre staff	9	9
	Average headcount expressed as a full time equivalent:		
		2019 No.	2018 No.
	Centre staff	2	2

No employee received remuneration amounting to more than £60,000 in either year.

The charity's key management personnel are the trustees, who give their time to the charity on a voluntary basis.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2019

			5.7		
9.	TANGIBLE FIXED ASSETS				
		Freehold property £	Plant and machinery £	Fixtures and fittings £	Total £
	Cost				
	At 1 March 2018 Additions	104,567 -	12,392 417	11,387 -	128,346 417
	At 28 February 2019	104,567	12,809	11,387	128,763
	Depreciation				
	At 1 March 2018 Charge for the year	-	7,077 1,146	8,968 484	16,045 1,630
	At 28 February 2019	•	8,223	9,452	17,675
	Net book value	. .			
	At 28 February 2019	104,567	4,586	1,935	111,088
	At 28 February 2018	104,567	5,315	2,419	112,301
10.	DEBTORS				
				2019 £	2018 £
	Trade debtors			4,695 ———	9,299
11.	CREDITORS: Amounts falling due within or	ne year			
				2019 £	2018 £
	Other taxation and social security Accruals and deferred income			376 2,778	184 2,072
			_	3,154 –	2,256
					

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2019

12. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 March 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 28 February 2019 £
Designated funds					
Toilet Block rebuilding/refurbishment			(2,153)	70,000	67,847
General funds					
General Funds	152,791	97,077	(71,585)	(70,417)	107,866
Fixed Asset Reserve	112,301		(1,630)	417	111,088
	265,092	97,077	(73,215)	(70,000)	218,954
Total Unrestricted funds	265,092	97,077	(75,368)	-	286,801
Restricted funds					
Rowley Reserve	29,752	61	-		29,813
Total of funds	294,844	97,138	(75,368) ————	207W -	316,614

The Rowley reserve is the remaining unspent funds of a donation given in 2018. These monies have been designated to the rebuilding/refurbishment of the centre's toilet facilities. The current best estimate of cost is £100,000. The project is due to be funded by the Rowley reserve and additional funds which have been set aside from general funds. £2,153 has been spent in the year on architect's drawings for the enhanced toilet facilities.

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 March 2017 £	Income £	Expenditure £	Transfers in/out £	Balance at 28 February 2018 £
General funds					
General Funds Fixed Asset Reserve	127,611 113,633	93,392	(68,212) (1,332)	1 m 2 3 m	152,791 112,301
Restricted funds					
Rowley Reserve	29,729	23			29,752
Total of funds	270,973	93,415	(69,544)	-	294,844

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2019

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 March 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 28 February 2019 £
Designated funds General funds	265,092	- 97,077	(2,153) (73,215)	70,000 (70,000)	67,847 218,954
	265,092	97,077	(75,368)		286,801
Restricted funds	29,752	61	-	250	29,813
	294,844	97,138	(75,368)	ung E e	316,614

SUMMARY OF FUNDS - PRIOR YEAR

		Balance at 1 March 2017 £	Income £	Expenditure £	Balance at 28 February 2018 £
General funds Restricted funds		241,244 29,729	93,392 23	(69,544) -	265,092 29,752
		270,973	93,415	(69,544)	294,844

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2019	Restricted funds 2019	Total funds 2019
	£	£	£
Tangible fixed assets	111,088	<u>1</u>	111,088
Current assets	178,867	29,813	208,680
Creditors due within one year	(3,154)	Ť• s•	(3,154)
	286,801	29,813	316,614

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2019

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS (continued)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Tangible fixed assets Current assets Creditors due within one year	112,301 155,047 (2,256)	29,752 -	112,301 184,799 (2,256)
	265,092	29,752	294,844

14. RELATED PARTY TRANSACTIONS

There are no related party transactions to report.