

BURWELL AND DISTRICT DAY CENTRE TRUST

England & Wales · Charity number 1003439

Details

Status Registered

Legal form Other

Registered 1991-08-28

Register [View on the Charity Commission register](#)

Contact

Address Ash Grove
Parsonage Close
Burwell
Cambridge
CB25 0DR

Phone 01638743363

Email burwelldaycentre@btconnect.com

Website www.burwelldaycentre.co.uk

Activities

Objects: PROVIDING IN THE INTERESTS OF SOCIAL WELFARE A DAY CENTRE FOR THE USE OF THE ELDERLY AND MENTALLY PHYSICALLY HANDICAPPED INHABITANTS IN THE VILLAGE OF BURWELL AND ITS NEIGHBOURHOOD.

Activities: Providing a day care centre for the elderly and those with disabilities

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Elderly/old People, People With Disabilities

Geography

- **Area of benefit:** THE VILLAGE OF BURWELL AND ITS NEIGHBOURHOOD
- Cambridgeshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£133,711	£150,392	-	-
2023-12-31	£99,330	£149,712	-	-
2022-12-31	£124,063	£112,922	-	-
2021-12-31	£100,845	£102,489	-	-
2020-12-31	£124,450	£112,868	-	-

Trustees

Name	Role	Appointed
ELIZABETH SUSAN SWIFT		2014-06-02
HAZEL WILLIAMS MBE		
James Matthew Hammond		2023-08-31
Karen King		2025-05-08
Mary Hammond		2025-03-17
Paul Iain Webb		2015-06-01
Prudence Anne Evans MBE		2022-05-12
Robert Shephard		2025-05-08

BURWELL AND DISTRICT DAY CENTRE TRUST

England & Wales - Charity number 1003439

Accounts

Charity registration number 1003439 (England and Wales)

BURWELL & DISTRICT DAY CENTRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024



For the time of your life.

BURWELL & DISTRICT DAY CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Hazel Williams MBE (Chair)
Simon Rogers (Vice Chair)
Sandy Cater (Treasurer)
Sue Elliott
James Perry (Parish Council Member)
Joan Lonsdale (Parish Council Member)
Paul Webb (Parish Council Member)
Liz Swift (Parish Council Member)
Geraldine Tate (Parish Council Member)
Sue Evans MBE
James Hammond

Senior management

Elly A Catling	Day Centre Manager
----------------	--------------------

Charity registration

England and Wales	1003439
-------------------	---------

Independent examiner

Hardcastle Burton (Newmarket) Limited
3B Rosemary House
Lanwades Business Park
Kentford
Newmarket
Suffolk
CB8 7PN

BURWELL & DISTRICT DAY CENTRE

CONTENTS

	Page
Letter and Report from our Chair	1 - 2
Trustees' report	3 - 4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 - 15

BURWELL & DISTRICT DAY CENTRE

LETTER AND REPORT FROM OUR CHAIR

FOR THE YEAR ENDED 31 DECEMBER 2024

It is hard to believe that 2024 marked the 35th year since the Burwell & District Day Centre first opened its doors. Our objective was clear: to support those aged 55 and over in Burwell and the surrounding villages who experience loneliness, social isolation, and the loss of connection that so often comes with later life.

For more than three decades, the Day Centre has remained a constant presence in the community, offering care, companionship, and a sense of belonging to those who need it most. Our Meals-on-Wheels service, which provides freshly prepared meals and regular contact to individuals who are immobile or housebound, continues to be in demand, not only in our village, but other Districts too.

Today, we continue to be the only five-day-a-week facility providing this level of social care in Cambridgeshire and it is increasingly unlikely that comparable services will be established elsewhere in the County. This places a significant responsibility on the Day Centre, but it also underlines the importance and value of the work we do every day.

Like many charities across the country, Burwell & District Day Centre has operated in a challenging financial environment, shaped by rising costs, reduced public funding, and ongoing economic uncertainty.

Against this backdrop, however, I am pleased to report that the year ending 31 December 2024 marked a period of consolidation and recovery for our charity, following the exceptional challenges faced during the 2023.

While the Statement of Financial Activities shows a continued deficit for the year, the Trustees are encouraged by the significant improvement in the charity's underlying financial position, the strengthening of governance and financial controls, and the clear progress made towards long-term sustainability.

Financial Performance and Context

As outlined in the 2023 Annual Report, the previous year's deficit was largely the result of timing differences, one-off accounting adjustments, and the recognition of expenditure relating to income received in earlier periods, rather than a deterioration in day-to-day operations. The 2024 figures reflect a much more stable and representative financial position, including:

Income increased significantly during the year, rising from £99,330 in 2023 to £133,711 in 2024, driven by:

- improved trading income from core charitable activities
- stronger fundraising performance
- continued grant support
- Expenditure remained broadly consistent with the prior year, reflecting the Trustees' commitment to maintaining service quality while exercising careful cost control.

Strengthening Financial Management and Governance

A key feature of 2024 was the significant improvement in the charity's financial systems and internal controls. The Trustees were fortunate to receive the support of volunteers with extensive business, financial, and management experience, who worked alongside staff to:

- review and correct historic accounting issues
- restructure and properly configure the Sage accounting system
- strengthen record-keeping procedures
- and establish clearer processes for financial oversight and reporting

As a result, the charity now operates with a much more robust accounting framework, improved transparency, and greater confidence in the accuracy and timeliness of financial information. These improvements are intended to ensure that future accounts are prepared and filed on time and to reduce the risk of similar administrative difficulties arising again.

BURWELL & DISTRICT DAY CENTRE

LETTER AND REPORT FROM OUR CHAIR (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

Reserves and Going Concern

While reserves reduced during the year, the Trustees remain satisfied that the Day Centre continues to operate on a going concern basis, supported by prudent financial management and active oversight.

The Trustees continue to review the reserves position regularly in line with the charity's reserves policy and remain focused on balancing financial resilience with the delivery of essential services.

Looking Ahead – Service Development and Growth

Alongside stabilising the charity's finances, 2024 also saw the development of initiatives designed to broaden the Day Centre's reach and strengthen community engagement.

One such initiative was the introduction of a Community Café, open on Mondays, providing a welcoming space for people to meet friends, reduce isolation, and enjoy affordable refreshments and light meals. This initiative supports the charity's social objectives while also offering the potential to generate modest additional income.

The Trustees anticipate that such initiatives, alongside continued improvements in systems, governance, and fundraising activity, will contribute to gradual growth in membership and participation in the years ahead.

Conclusion

I firmly believe that 2024 has been a turning point for Burwell & District Day Centre. While financial challenges remain, the charity is now operating from a position of greater stability, stronger governance, and clearer strategic direction.

The Trustees and I remain committed to prudent financial management, service development, and ensuring that the Day Centre continues to provide vital support, companionship, and care to older people in Burwell and the surrounding communities.



Hazel Williams MBE

Chair

Date: 3rd February 2026

BURWELL & DISTRICT DAY CENTRE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees present their annual report and financial statements for the year ended 31 December 2024.

The Trustees confirm that the annual report and accounts comply with the requirements of the UK Accounting Standards, Charities Act 2011 and the Charities SORP 2005. The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

Objectives and activities

The Day 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. Priority is given to those residing in Burwell, Reach and Swaffham Prior.

The charity is governed by a written Constitution in which its objects are set out. Our aim is to provide the best possible facilities for people of various age groups, cultures and abilities, with a focus on our core group as defined in our constitution. Our achievements are reflected in our continued service provision, particularly for Older Age Social Inclusion, as defined by Cambridgeshire County Council's funding agreement.

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Day Centre should undertake.

Achievements and performance

Significant activities and achievements against objectives

During 2024, we conducted a village-wide Day Centre Questionnaire, distributed via local shops and outlets. The Questionnaires were collected via stand-up collection boxes located at various outlets throughout the village. The aim of the Questionnaire was to determine the villagers' views on the Day Centre, what improvements/additions could be made and suggestions as to the Day Centre moving forward. The response was helpful and useful for Trustee discussion.

On September 14th 2024, the Day Centre celebrated its 35th anniversary. An Open Day took place with craft stalls, games, food and drinks and tours of the Day Centre's facilities and operations. We also had representations from Police and Fire Stations which received a great deal of interest.

We also opened our Community Café trial on September 20th, with a large number of local residents keen to sample our fare. As a result, we decided to continue opening on Mondays as the trial was a great success.

Financial review

Risk Management

The Day Centre carries out reviews 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 and compliant with all health and safety requirements.

Related Parties

Burwell Parish Council holds the lease of the Day Centre site from Cambridgeshire County Council. The current lease has a further 7 years to run at a nominal rent.

BURWELL & DISTRICT DAY CENTRE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

Reserves policy

It is the policy of the Day Centre that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Day Centre's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Major risks

The Day Centre carries out reviews 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 and compliant with all health and safety requirements.

Structure, governance and management

The Burwell and District Day Centre Trust is a registered Charity number 1003439 and governed by its Constitution, as updated in July 2023.

The trustees who served during the year and up to the date of signature of the financial statements were:

Hazel Williams MBE (Chair)

Simon Rogers (Vice Chair)

Sandy Cater (Treasurer)

Sue Elliott

James Perry (Parish Council Member)

Joan Lonsdale (Parish Council Member)

Paul Webb (Parish Council Member)

Liz Swift (Parish Council Member)

Geraldine Tate (Parish Council Member)

Sue Evans MBE

James Hammond

Recruitment and appointment of trustees

The appointment of Trustees is governed by the Day Centre's Constitution. This requires a majority of two Trustees to be nominated by the Parish Council and ten others to be selected for their skills and commitment to the management of the Day Centre.

In January 2024, a change of management roles took place. James Hammond (in a volunteer capacity) took over the position of C.E.O. with Sandy Cater becoming C.O.O. (Chief Operating Officer). The C.O.O, again in a voluntary capacity, was tasked with overseeing the day-to-day administrative and operational functions of the Day Centre, while James Hammond would focus on strategic and business planning.

The trustees' report was approved by the Board of Trustees.



Hazel Williams MBE (Chair)

Trustee

Date: 3 February 2026

BURWELL & DISTRICT DAY CENTRE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BURWELL & DISTRICT DAY CENTRE

I report to the trustees on my examination of the financial statements of Burwell & District Day Centre (the Day Centre) for the year ended 31 December 2024.

Responsibilities and basis of report

As the trustees of the Day Centre you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the Day Centre's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their financial statements in 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 now been withdrawn. I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

I have completed my examination. I 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 Day Centre as required by section 130 of the Charities Act 2011.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.

John Stirrat FCCA

Hardcastle Burton (Newmarket) Limited

3B Rosemary House
Lanwades Business Park
Kentford
Newmarket
Suffolk
CB8 7PN
3 February 2026

BURWELL & DISTRICT DAY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income from:							
Donations and legacies	2	23,326	35,825	59,151	11,032	38,501	49,533
Charitable activities	3	66,861	-	66,861	48,155	-	48,155
Activities for generating funds	4	6,897	-	6,897	998	-	998
Investments	5	802	-	802	644	-	644
Total income		<u>97,886</u>	<u>35,825</u>	<u>133,711</u>	<u>60,829</u>	<u>38,501</u>	<u>99,330</u>
Expenditure on:							
Charitable activities	6	114,936	35,456	150,392	107,404	42,308	149,712
Total expenditure		<u>114,936</u>	<u>35,456</u>	<u>150,392</u>	<u>107,404</u>	<u>42,308</u>	<u>149,712</u>
Net income/(expenditure)		(17,050)	369	(16,681)	(46,575)	(3,807)	(50,382)
Transfers between funds		(2,857)	2,857	-	8,652	(8,652)	-
Net movement in funds	8	(19,907)	3,226	(16,681)	(37,923)	(12,459)	(50,382)
Reconciliation of funds:							
Fund balances at 1 January 2024		214,513	(3,226)	211,287	252,436	9,233	261,669
Fund balances at 31 December 2024		<u>194,606</u>	<u>-</u>	<u>194,606</u>	<u>214,513</u>	<u>(3,226)</u>	<u>211,287</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

BURWELL & DISTRICT DAY CENTRE

BALANCE SHEET

AS AT 31 DECEMBER 2024

		2024		2023	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	12		130,811		134,308
Current assets					
Stocks	13	400		400	
Debtors	14	5,784		3,413	
Cash at bank and in hand		72,722		89,078	
		78,906		92,891	
Creditors: amounts falling due within one year	15	(15,111)		(15,912)	
Net current assets			63,795		76,979
Total assets less current liabilities			194,606		211,287
The funds of the Day Centre					
Restricted income funds	16	-		(3,226)	
Unrestricted funds	17	194,606		214,513	
		194,606		211,287	

The financial statements were approved by the trustees on 3 February 2026


Hazel Williams MBE (Chair)
Trustee

BURWELL & DISTRICT DAY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

Charity information

Burwell & District Day Centre is an unincorporated registered charity.

1.1 Basis of preparation

The financial statements have been prepared in accordance with the Day Centre's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The Day Centre is a Public Benefit Entity as defined by FRS 102.

The Day Centre has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Day Centre. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Day Centre has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Day Centre.

1.4 Income

Income is recognised when the Day Centre is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Day Centre has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Day Centre has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

BURWELL & DISTRICT DAY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

(Continued)

1.5 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.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% reducing balance
Computers	25% reducing balance
Motor vehicles	20% reducing balance
Property	Not depreciated
Leasehold improvement	10% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Day Centre reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

Stocks are stated at the lower of cost and net realisable value.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Day Centre's contractual obligations expire or are discharged or cancelled.

BURWELL & DISTRICT DAY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

2 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	21,784	369	22,153	9,474	-	9,474
Grants	-	35,456	35,456	900	38,501	39,401
Membership fees	1,542	-	1,542	658	-	658
	<u>23,326</u>	<u>35,825</u>	<u>59,151</u>	<u>11,032</u>	<u>38,501</u>	<u>49,533</u>

3 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Day Centre		
Meals	58,794	44,066
Bookings	8,059	4,080
Other income	8	9
	<u>66,861</u>	<u>48,155</u>

4 Income from activities for generating funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising events	4,794	951
Shop income	2,103	47
	<u>6,897</u>	<u>998</u>

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	802	644
	<u>802</u>	<u>644</u>

BURWELL & DISTRICT DAY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

6 Expenditure on charitable activities

	Day Centre 2024 £	Day Centre 2023 £
Direct costs		
Depreciation and impairment	4,187	5,882
Food	20,498	20,933
Telephone	545	666
Repairs and renewals	5,988	6,377
Entertainment	8,262	3,660
Computer expenses	1,394	14,556
Payroll provider	2,108	2,489
Sundry expenses	1,510	645
Fuel for Minibus	288	240
Minibus insurance	1,319	493
Minibus repairs and service	1,801	74
Heat and light	6,883	5,714
Other Utilities	4,429	2,188
Cleaning	3,551	2,938
	<u>62,763</u>	<u>66,855</u>
Share of support and governance costs (see note 7)		
Support	87,629	82,857
	<u>150,392</u>	<u>149,712</u>
Analysis by fund		
Unrestricted funds	114,936	107,404
Restricted funds	35,456	42,308
	<u>150,392</u>	<u>149,712</u>

7 Support costs allocated to activities

	2024 £	2023 £
Staff costs	84,543	80,289
Postage and stationery	1,418	1,709
Insurance	1,668	176
Accountancy	-	683
	<u>87,629</u>	<u>82,857</u>
Analysed between:		
Day Centre	<u>87,629</u>	<u>82,857</u>

BURWELL & DISTRICT DAY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

8	Net movement in funds	2024	2023
		£	£

The net movement in funds is stated after charging/(crediting):

Fees payable for the independent examination of the charity's financial statements

-

-

Depreciation of owned tangible fixed assets

4,187

5,882

=====

=====

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the Day Centre during the year.

10 Employees

The average monthly number of employees during the year was:

2024	2023
Number	Number

5

5

=====

=====

Employment costs

2024

2023

£

£

Wages and salaries

84,543

80,289

=====

=====

There were no employees whose annual remuneration was more than £60,000.

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

BURWELL & DISTRICT DAY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

12 Tangible fixed assets

	Fixtures and fittings	Computers	Motor vehicles	Property	Leasehold improvement	Total
	£	£	£	£	£	£
Cost						
At 1 January 2024	72,104	449	28,094	5,845	175,373	281,865
Additions	-	690	-	-	-	690
At 31 December 2024	72,104	1,139	28,094	5,845	175,373	282,555
Depreciation and impairment						
At 1 January 2024	71,287	12	28,094	-	48,164	147,557
Depreciation charged in the year	204	282	-	-	3,701	4,187
At 31 December 2024	71,491	294	28,094	-	51,865	151,744
Carrying amount						
At 31 December 2024	613	845	-	5,845	123,508	130,811
At 31 December 2023	817	437	-	5,845	127,209	134,308

13 Stocks

	2024 £	2023 £
Raw materials and consumables	400	400

14 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	3,572	937
Prepayments and accrued income	2,212	2,476
	5,784	3,413

BURWELL & DISTRICT DAY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

15 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	2,029	929
Trade creditors	3,949	2,393
Other creditors	8,450	11,907
Accruals and deferred income	683	683
	<u>15,111</u>	<u>15,912</u>

16 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 December 2024 £
Minibus fund	(3,226)	369	-	2,857	-
CCC Grant fund	-	35,456	(35,456)	-	-
	<u>(3,226)</u>	<u>35,825</u>	<u>(35,456)</u>	<u>2,857</u>	<u>-</u>

Previous year:	At 1 January 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 December 2023 £
Minibus fund	9,233	-	(3,807)	(8,652)	(3,226)
CCC Grant fund	-	38,501	(38,501)	-	-
	<u>9,233</u>	<u>38,501</u>	<u>(42,308)</u>	<u>(8,652)</u>	<u>(3,226)</u>

17 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 December 2024 £
General Fund	<u>214,513</u>	<u>97,886</u>	<u>(114,936)</u>	<u>(2,857)</u>	<u>194,606</u>

BURWELL & DISTRICT DAY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

17 Unrestricted funds (Continued)

Previous year:	At 1 January 2023	Incoming resources	Resources expended	Transfers	At 31 December 2023
	£	£	£	£	£
General Fund	252,436	60,829	(107,404)	8,652	214,513

18 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 December 2024:			
Tangible assets	130,811	-	130,811
Current assets/(liabilities)	63,795	-	63,795
	194,606	-	194,606
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 December 2023:			
Tangible assets	134,308	-	134,308
Current assets/(liabilities)	80,205	(3,226)	76,979
	214,513	(3,226)	211,287

19 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

Accounts



For the time of your life.

ORGANISATION DETAILS

Name:

Burwell & District Day Centre

Registered Charity No:

1003439

Address:

Ash Grove
Parsonage Close
Burwell
Cambridge
CB25 0DR

Telephone:

01638 743363

Email:

burwelldaycentre@btconnect.com

Day Centre Manager:

Elly A Catling

Trustees:

Hazel Williams MBE (Chairman)
Simon Rogers (Vice Chairman)
Sandy Cater (Treasurer)
Sue Elliott
Joan Lonsdale
Paul Webb
Liz Swift
Geraldine Tate
Sue Evans MBE

Parish Council Member

Parish Council Member
Parish Council Member
Parish Council Member
Parish Council Member

Bankers:

Barclays Bank PLC
9-11 St Andrew's St
Cambridge
CB2 3AA

TRUSTEES REPORT

Who we are

Burwell & District Day Centre was set up as a registered charity in 1989.

Objective

The Day 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. Priority is given to those residing in Burwell, Reach and Swaffham Prior.

Aims and Achievements

The charity is governed by a written Constitution in which its objects are set out. Our aim is to provide the best possible facilities for people of various age groups, cultures and abilities, with a focus on our core group as defined in our Constitution. Our Day Centre is available for private hire to all sections of the community. Our achievements are reflected in our continued service provision, particularly for Older Age Social Inclusion, as defined by Cambridgeshire County Council's funding agreement.

During 2023 we promoted a staff member to the role of Events & Entertainment Manager. Although the Day Centre was providing a range of in-house classes, singers and other entertainers, it was felt that more could be done. In particular, external events (e.g. Open Days, Fêtes, Fairs, Craft Stalls, etc.) would enable the Day Centre to charge entrance fees from the public, thus increasing income. It will take time to realise the gains from this project, but we believe the outcome will make a significant difference to our income moving forward. As noted in the Chair's letter and report, the Day Centre has found 2023 a challenge in finding financial support sufficient to pay for its operational costs as well as potential projects that require completion that we are unable to fund this year.

Structure Governance and Management

The Trustees confirm that the annual report and accounts comply with the requirements of the UK Accounting Standards, Charities Act 2011 and the Charities SORP 2005. The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

Governing Document

The Burwell and District Day Centre Trust is a registered Charity number 1003439 and governed by its Constitution, as updated in July 2023.

Recruitment and Appointment of Trustees

The appointment of Trustees is governed by the Day Centre's Constitution. This requires a majority of two Trustees to be nominated by the Parish Council and ten others to be selected for their skills and commitment to the management of the Day Centre.

Risk Management

The Day Centre carries out reviews 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 and compliant with all health and safety requirements.

Related Parties

Burwell Parish Council holds the lease of the Day Centre site from Cambridgeshire County Council. The current lease has a further 7 years to run at a nominal rent.

LETTER AND REPORT FROM OUR CHAIR

As I write, our Burwell Day Centre is celebrating its 34th year as a social care provider. Since 1989, we have been supporting those aged 55 and over in Burwell and surrounding areas who experience loneliness, social isolation, and despair every day of their lives.

Their plight may have been caused by the loss of a partner or dear friend. Sons and daughters may have moved away from the area and are no longer able to visit. Tragedies of all kinds have brought about their depression, low self-worth, and the feeling that for them there is no light at the end of the tunnel.

Thanks to our Day Centre, we help transform their heartache into happiness. We do this by providing a warm, safe environment where they can rebuild social connections and find joy in daily life.

Five days a week, we serve freshly-cooked, delicious hot meals and put on a variety of entertainment – everything from musicians to magicians. We offer chair-based exercises to strengthen mobility and flexibility, hold craft classes (pottery to painting), and run a host of other activities to keep our users engaged and content.

And for those who are housebound due to mobility problems, we deliver a meals-on-wheels service to their door. Most of all, we fill the biggest missing part of their lives – companionship.

Over the past few years, government and council funding has been cut drastically. Across the UK, over 300 Day Centres have closed since 2018 because they couldn't afford the running costs. Yet we are still here! In fact, our Day Centre remains the only five-day-a-week facility for elderly social care in our District.

But amidst our celebrations and successes, rising overheads and lower income levels have presented a major challenge in the years ahead.

We have taken significant steps to ensure our sustainability, such as cutting costs where possible, developing a new fundraising strategy, and also introducing innovative initiatives to expand our Day Centre services. Despite these efforts, 2023 has been a particularly challenging financial year. I have outlined

below some of the key financial factors that have impacted our position and how they have shaped the year's accounts.

I would also point out that due to changes in personnel in both the administrative and Trustee fields there were, during the course of 2023, some areas in which there were gaps in complete record keeping. The current Trustees have put in place robust training and updated protocols to support all staff and volunteers and ensure this is no longer an issue.

We are confident that this was an administrative error only and not indicative of a deeper or more troubling problem and that there is strength in depth to all such procedures and responsibilities going forward.

Overall Financial Review for Y/E 2023

We experienced a strong financial year in 2022, largely due to a generous bequest and additional grant funding. However, in contrast, the financial results for 2023 show a reported deficit of £50,382.

While this may initially seem concerning, it is primarily the result of accounting adjustments, timing differences in income recognition and expenditure, plus changes in external funding, rather than an ongoing operational issue.

The key factors contributing to this reported deficit are outlined below:

1. IT Project Grant Reversal

The charity was awarded a restricted grant from the Cambridge Community Fund for an IT project, received in two instalments – £7,941.50 in 2020 and £7,941.50 in 2022. Small amounts of £688.99 and £1,004.94 were spent in the respective years, with the remaining £14,189.07 carried forward.

However, after careful consideration, the project was deemed unworkable, and the unspent grant amount was returned to the funder in 2023.

As this grant income had already been recognised in 2020 and 2022, its repayment in 2023 is recorded as an outgoing expense, further impacting the year's reported figures.

**ACROSS THE UK, OVER 300 DAY CENTRES
HAVE CLOSED SINCE 2018 BECAUSE THEY
COULDN'T AFFORD THE RUNNING COSTS.**

LETTER AND REPORT FROM OUR CHAIR

2. Bequest Received in 2022, Spent in 2023

A legacy of £24,000 was received in 2022 and recorded as income in that year, in accordance with standard accounting practice.

However, the associated expenditure was not incurred until 2023, leading to an apparent financial shortfall in the current year's accounts.

3. Decline in Donations and Grant Funding

Donations fell from £32,556 in 2022 to £10,132 in 2023, mainly due to the inclusion of the £24,000 legacy in the previous year. Excluding this one-off amount, donation levels remain broadly in line with expectations.

In 2022, the charity also received a one-off voluntary income grant of £1,420.47 to support a Warm Hub facility, again contributing to a higher level of income.

4. Increased Costs in Key Areas

The charity also faced rising costs in several essential areas, including:

- **Food costs (£20,932)** – an increase from £15,389 in 2022 due to growing demand and inflation.
- **Repairs and renewals (£6,377)** – up from £2,938 in 2022, undertaken to ensure compliance with health and safety requirements and maintain a safe environment for service users and staff.
- **Entertainment (£3,660)** – an investment in service user well-being that was not required in the previous year.
- **Salaries and NI (£80,289)** – an increase from £69,322 in 2022, partly due to an average salary uplift of approximately 5% in 2023, reflecting broader economic trends such as a tight labour market and inflationary pressures.

This adjustment was necessary in order to retain key staff and ensure the continued delivery of high-quality services at our Day Centre.

Although the reported deficit for 2023 appears significant, it is important to understand that this is

primarily the result of accounting treatment across financial periods, one-off adjustments, and changes in external funding, rather than a sign of financial instability. I want to stress that the Day Centre's core financial position remains sound, and operational income continues to support ongoing activities.

The Trustees remain committed to prudent financial management, cost control, and securing future funding to sustain and develop the Day Centre's services in the long term.

As we look forward, we have exciting plans to expand our Day Centre activities to include service users from other Districts. We intend to operate a cafe, increase evening activities and much more.

Of course, it will take time, but I am positive that we can achieve extraordinary results. After all, it's what we've been doing for the past 34 years!

It just remains for me to thank our staff and volunteers for their tireless work. And of course, our supporters. Without their gifts, we would not be able to provide the social care the elderly deserve.

Hazel Williams MBE

Hazel Williams MBE
Chair
Burwell & District
Day Centre



SINCE 1989, WE HAVE BEEN SUPPORTING THOSE AGED 55 AND OVER IN BURWELL AND ALSO SURROUNDING AREAS WHO EXPERIENCE LONELINESS, SOCIAL ISOLATION, AND DESPAIR EVERY DAY OF THEIR LIVES.

BURWELL AND DISTRICT DAY CENTRE - YEAR TO 31ST DECEMBER 2023

STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	Total Funds	
				2023	2022
	£	£	£	£	£
<u>Incoming Resources</u>					
<u>Generated Funds</u>					
Voluntary Income	10,132			10,132	32,556
Activities for Generating Funds	998			998	0
Investment Income	644			644	215
Other Voluntary Income	900		38,501	39,401	50,308
<u>Charitable Activities</u>					
Income from Charitable Activities	48,146			48,146	40,984
<u>Other Incoming Resources</u>					
Other Income	9			9	0
Total Incoming Resources	60,829	0	38,501	99,330	124,063
<u>Resources Used</u>					
<u>Charitable activities</u>					
Charitable activities	38,019	3,807	25,029	66,855	43,836
<u>Support Costs</u>					
Support Costs	69,385	0	13,472	82,857	69,086
Total Resources Used	107,403	3,807	38,501	149,712	112,922
Net Incoming/Outgoing Resources	(46,574)	(3,807)	(0)	(50,382)	11,141
<u>Transfers</u>					
<u>Gross Transfers between funds</u>					
Transfers In	8,652			8,652	8,775
Transfers Out		(8,652)		(8,652)	(8,775)
Other recognised gains/losses					
Net Movement in Funds	(37,922)	(12,459)	(0)	(50,382)	11,141
<u>Reconciliation of Funds</u>					
Total Funds Brought Forward	252,435	9,223	0	261,668	250,518
Total Funds Carried Forward	214,513	(3,226)	(0)	211,287	261,659

BURWELL AND DISTRICT DAY CENTRE - YEAR TO 31ST DECEMBER 2023

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	Total Funds	
				2023	2022
	£	£	£	£	£
<u>Incoming Resources</u>					
Voluntary income					
Membership	658			658	170
Donations & Bequests	9,474			9,474	32,386
	10,132	0	0	10,132	32,556
Activities for generating funds					
Shop sales	47			47	
Fund raising events	951			951	
Bonus Ball (was 100 Club)				0	
	998	0	0	998	0
Investment income					
Bank deposit interest	644			644	215
Other voluntary income					
Grants	900		38,501	39,401	50,308
Income from charitable activities					
Meals	44,066			44,066	37,114
Bookings	4,080			4,080	3,870
	48,146	0	0	48,146	40,984
Other incoming resources					
Other income	9			9	
Total Incoming Resources	60,829	0	38,501	99,330	124,063
<u>Resources Used</u>					
Charitable activities					
Food	20,932			20,932	15,389
Heat and light			5,714	5,714	6,048
Other utilities			2,188	2,188	2,672
Telephone	666			666	810
Fuel for Minibus		240		240	223
Minibus insurance		493		493	1,309
Minibus repairs and service		74		74	876
Repairs and renewals	6,377			6,377	2,938
Cleaning			2,938	2,938	2,981
Entertainment	3,660			3,660	0
IT Software etc	367		14,189	14,556	1,080
Payroll Provider	2,489			2,489	2,109
Depreciation	2,892	3,000		5,892	6,440
Sundry expenses	635			635	961
	38,019	3,807	25,029	66,855	43,836
Support Costs					
Prior Year Adjustment				0	(2,459)
Postage and stationery	1,709			1,709	621
Insurance	176			176	1,602
Accountancy	683			683	0
Salaries and NI	66,817		13,472	80,289	69,322
	69,385	0	13,472	82,857	69,086
Total Resources Used	107,403	3,807	38,501	149,712	112,922
NET RESOURCES FOR YEAR	(46,574)	(3,807)	(0)	(50,382)	11,141

BURWELL AND DISTRICT DAY CENTRE - YEAR TO 31ST DECEMBER 2023

BALANCE SHEET

	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	Total Funds	
				2023	2022
	£	£	£	£	£
<u>Fixed Assets</u>					
Tangible Assets	134,308	-	-	134,308	126,051
Total Fixed Assets	134,308	-	-	134,308	126,051
<u>Current Assets</u>					
Stocks	400	-	-	400	400
Debtors	3,413	-	-	3,413	12,478
Bank Deposits	53,307	-	-	53,307	81,314
Cash at bank and in hand	35,772	-	-	35,772	43,371
Total Current Assets	92,891	-	-	92,891	137,563
<u>Liabilities</u>					
Creditors and Accruals	15,912			15,912	1,955
Total Current Liabilities	15,912	-	-	15,912	1,955
Total Net Assets	211,287	-	-	211,287	261,659
<u>Funds of the Charity</u>					
General Fund	214,513			214,513	252,435
Minibus Fund		(3,226)		(3,226)	9,224
Village Support Grant in Hand				-	-
Total Charity Funds	214,513	(3,226)		211,287	261,659

BURWELL AND DISTRICT DAY CENTRE - YEAR TO 31ST DECEMBER 2023

ASSETS

	Land (Nil)	Office Equipment (r.b.33%)	Leasehold Additons (s.l. over 50 years)	Furniture & Equipment (s.l. over 3 years)	Minibus (s.l. over 7 years)	TOTAL
	£	£	£	£	£	£
<u>Cost</u>						
At 1 January 2023	5,845	0	162,762	71,025	28,094	267,726
Additions	0	449	12,611	1,079	0	14,139
Disposals	0	0	0	0	0	0
At 31 December 2023	5,845	449	175,373	72,104	28,094	281,865
<u>Depreciation</u>						
At 1 January 2023	0	0	45,556	71,025	25,094	141,675
Charge for the year	0	12	2,608	261	3,000	5,882
Adjustment for disposal	0	0	0	0	0	0
At 31 December 2023	0	12	48,164	71,286	28,094	147,557
<u>Net Book Value</u>						
At 31 December 2023	5,845	437	127,209	818	0	134,308
At 31 December 2022	5,845	0	117,206	0	3,000	126,051

INDEPENDENT EXAMINER'S REPORT ON THE 2023 ACCOUNTS OF BURWELL & DISTRICT DAY CENTRE

The Trustees of Burwell & District Day Centre are responsible for the preparation of the accounts, and 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 Act), and
- to state whether particular matters have come to my attention

My examination was carried out in accordance with 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 of disclosure in the accounts, and seeking explanation from you as trustees concerning 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 the course of my examination, and given the response to the accounting shortfalls referred to in the Trustees report, no matter has come to my attention which:

- gives me reasonable cause to believe that, in any material respect, the Trustees' efforts to locate and recreate records in accordance with section 130 of the Charities Act and
- to prepare accounts which accord with those accounting records and comply with the accounting requirements of the Charities Act have not been successful; or
- in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached

Name of Independent Examiner:

Sally Swann

Signature:



Address:

4 Newmarket Road

Burwell

Cambridge

CB25 0AE



'AFTER LOSING MY HUSBAND, I BECAME VERY DEPRESSED AND RARELY LEFT MY HOUSE. EACH DAY WAS A LONELY EXPERIENCE AND I THOUGHT IT WOULD BE LIKE THAT FOREVER. THEN I DISCOVERED THE BURWELL DAY CENTRE. IT HELPED ME MAKE NEW FRIENDS, JOIN IN WITH THE ENTERTAINMENT AND SO MUCH MORE. IT REALLY DID TURN MY LIFE AROUND.'

– A DAY CENTRE USER.



WE TURN LONELINESS INTO HAPPINESS.



Burwell & District Day Centre
Ash Grove, Parsonage Close, Burwell, Cambridge CB25 0DR
Telephone: 01638 743363
Email: burwelldaycentre@btconnect.com
Registered Charity No: 1003439

Accounts

BURWELL AND DISTRICT DAY CENTRE TRUST

Annual Report and Accounts

For the year ended 31 December 2022

Registered Charity No 1003439

Burwell and District Day Centre - Year to 31 December 2022

Organisation Details

Address:	Ash Grove Registered Parsonage Close Burwell Cambridge CB25 0DR	Registered Charity No: 1003439
Telephone	01638 743363	
Email	burwelldaycentre@btconnect.com	
Manager	Elly A Catling	
Trustees	Hazel Williams MBE (Chairman)	Parish Council Member
	Simon Rogers (Vice Chairman)	
	Sandy Cater (Treasurer)	
	Sue Elliott	
	Joan Lonsdale	Parish Council Member
	Paul Webb	Parish Council Member
	Liz Swift	Parish Council Member
	Geraldine Tate	Parish Council Member
	Sue Evans MBE	
Bankers:	Barclays Bank PLC 58 High Street Newmarket Suffolk CB8 8NH	Cambridge Building Society 50 The Guineas Newmarket CB8 8EQ
Independent Examiner	Oliver Pringle TFA Partners Ltd 10 East Fen Road Isleham Ely, CB7 5SW ollie@tfapartners.co.uk	

Burwell and District Day Centre - Year to 31 December 2022 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 6 members of part time staff. We have 40 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 7 years to run at a nominal rent. The Day Centre Trust leases the building.

Burwell and District Day Centre - Year to 31 December 2022

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 are offered on a daily basis every weekday.

Achievements and Performance

The County Council have maintained their grant funding agreement, which is vital for our continuing operation, without it the Day Centre would find the total funding of the Centre very difficult. Numbers have increased, particularly towards the end of the year, when we took part in the Warm Hub Scheme to help those who needed support. The Meals on Wheels service of a hot two-course meal, cooked in the Centre and delivered to people in their own home, has continued and 2,874 meals were delivered by volunteers in 2022. A volunteer kept the garden tidy and people were collected from their homes either by car or using the Day Centre minibus. Three trees had to be removed by tree surgeons from an area near the car park.

Although no coffee mornings or fetes have been held, some entertainment started as well as regular quizzes and games run by the staff. The Day Centre took part in Burwell at Large promoting the centre and explaining the activities available.

The submission to the Innovate and Cultivate Fund for a Village Support Scheme, although successful, did not get off the ground although the fund did provide the money for two laptops and a printer as well as some software, to be used by the centre. A new accounting package has been purchased which has upgraded and simplified accounting procedures. A new web site was launched to help promotion of the centre.

Investigation started into providing more energy efficient lighting, costs of decorating, and renovation of Fire alarm and Burglar Alarm Systems. This will be possible because of a bequest of £24,000 from Brian Matthews and £5,000 from the Simon Gibson Fund.

Trustees met to look at development of the centre although most effort was concentrated on increasing attendees. The Patient Participation Group from Burwell Surgery now have their meetings at the Day Centre.

Terry Chalmers who had been treasurer for many years retired this year and we will miss his experience and knowledge and we were saddened at the retirement, due to illness, of trustee Don Harrison a long-time committee member.

The trustees would like to take this opportunity to thank staff and volunteers for their continued support. Burwell Day Centre has provided excellent services to the people of Burwell and surrounding areas for over 32 years and despite the challenges will continue to do so.

Burwell and District Day Centre - Year to 31 December 2022

Trustees Report

Financial Review

The Centre recorded a surplus on all funds of £11,141. Incoming resources benefited from grants to include the regular grant arising from Cambridgeshire County Council Older Peoples Services. These grants together with generous donations from many local sources and bequests resulted in the surplus recorded. Unrestricted incoming resources totalled to £84,904 and restricted resources totalled £39,159, of which £39,124 was received from the Council. Income from donations and bequests totalled £32,386.

Total expenditure in the year increased by around £10,000 to £112,922. The cost of ingredients for the meals decreased marginally to £15,389, reflecting a reasonable comparison to a slight fall in income from meals. Total staff costs increased by around £5,500 to £69,322. The Centre continued to benefit from the saving in employers NI due to the government's budget concession. The main increases in costs came from cleaning, repairs and services in relation to IT software and Payroll services.

The operation of our minibus for collecting clients recorded a deficit of £6,373 after depreciation. Following transfers between funds, unrestricted reserves at the end of the year were £252,435 and restricted (minibus) reserves were £9,224.

Principal Funding Sources

The major regular source of income is the Grant Agreement with the County Council department of older people's services which is paid in the form of a half-yearly grant. Several local charities including notably the Gibson Trust also provide generous support. In the year a bequest of £24,000 from the estate of Brian Matthews was also received.

Investment Policy

Restricted funds and general funds not required for day to day operations are held in interest bearing 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 2022 such cash reserves were approximately £116,000, with unrestricted annual expenditure of £68,000. In this period of uncertainty slightly higher reserves than target is deemed acceptable. In addition, the bequest of £24,000 received from the estate of Brian Matthews in the year has increased the level of unrestricted funds.

Signed

.....
Hazel Williams MBE
Chairman

Date:

Burwell and District Day Centre - Year to 31 December 2022

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 2021 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

.....
Oliver Pringle
TFA Partners Ltd

Date:

Burwell and District Day Centre - Year to 31 December 2022

Statement of Financial Activities

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
				2022	2021
<u>Incoming resources</u>					
<u>Generated funds</u>					
Voluntary income	32,556	-	-	32,556	9,599
Activities for generating funds	-	-	-	-	-
Investment income	180	35	-	215	68
Other voluntary income	11,184	-	39,124	50,308	51,470
<u>Charitable activities</u>					
Income from charitable activities	40,984	-	-	40,984	39,567
<u>Other incoming resources</u>					
Other income	-	-	-	-	141
Total Incoming resources	84,904	35	39,124	124,063	100,845
<u>Resources used</u>					
<u>Charitable activities</u>					
Charitable activities	25,727	6,408	11,701	43,836	36,644
<u>Support costs</u>					
Support costs	41,663	-	27,423	69,086	65,845
Total resources used	67,390	6,408	39,124	112,922	102,489
Net Incoming/Outgoing Resources	17,514	(6,373)	-	11,141	(1,644)
<u>Transfers</u>					
<u>Gross transfers between funds</u>					
Transfers in	8,775	-	-	8,775	1,372
Transfers out	-	(1,522)	(7,253)	(8,775)	(1,372)
Other recognised gains/losses					-
Net Movement in Funds	26,289	(7,895)	(7,253)	11,141	(1,644)
<u>Reconciliation of funds</u>					
Total funds brought forward	226,146	17,119	7,253	250,518	252,162
Total Funds carried forward	252,435	9,224	-	261,659	250,518

Burwell and District Day Centre - Year to 31 December 2022

Balance Sheet

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
				2022	2021
<u>Fixed Assets</u>					
Tangible Assets	123,051	3,000	-	126,051	132,491
Total Fixed Assets	123,051	3,000	-	126,051	132,491
<u>Current Assets</u>					
Stocks	400	-	-	400	400
Debtors	12,478	-	-	12,478	2,666
Bank Deposits	72,683	8,631	-	81,314	81,101
Cash at bank and in hand	43,371	-	-	43,371	46,015
Total Current Assets	128,932	8,631	-	137,563	130,182
<u>Liabilities</u>					
Creditors and Accruals	1,955	-	-	1,955	12,155
Total current Liabilities	1,955	-	-	1,955	12,155
Total Net Assets	250,028	11,631	-	261,659	250,518
<u>Funds of the Charity</u>					
General Fund	252,435	-	-	252,435	226,146
Minibus Fund	-	9,224	-	9,224	17,119
Village Support Grant in hand	-	-	-	-	7,253
Total Charity Funds	252,435	9,224	-	261,659	250,518

Approved by the trustees:

-

.....
Hazel Williams MBE
Chairman

.....
Sandy Cater
Treasurer

Date:

Date:

Burwell and District Day Centre - Year to 31 December 2022
Detailed Statement of Financial Activities

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
				2022	2021
<u>Incoming Resources</u>					
<u>Voluntary income</u>					
Membership	170	-	-	170	100
Donations & Bequests	32,386	-	-	32,386	9,499
	32,556	-	-	32,556	9,599
<u>Activities for generating funds</u>					
Shop sales	-	-	-	-	-
Fund raising events	-	-	-	-	-
Bonus Ball (was 100 Club)	-	-	-	-	-
	-	-	-	-	-
<u>Investment income</u>					
Bank deposit interest	180	35	-	215	68
<u>Other voluntary income</u>					
Grants	11,184	-	39,124	50,308	51,470
<u>Income from charitable activities</u>					
Meals	37,114	-	-	37,114	38,679
Bookings	3,870	-	-	3,870	888
	40,984	-	-	40,984	39,567
<u>Other incoming resources</u>					
Other income	-	-	-	-	141
Total incoming resources	84,904	35	39,124	124,063	100,845
<u>Resources Used</u>					
<u>Charitable activities</u>					
Food	15,389	-	-	15,389	16,405
Heat and light	-	-	6,048	6,048	6,106
Other utilities	-	-	2,672	2,672	2,060
Telephone	810	-	-	810	702
Fuel for Minibus	-	223	-	223	94
Minibus insurance	-	1,309	-	1,309	1,363
Minibus repairs and service	-	876	-	876	126
Repairs and renewals	2,938	-	-	2,938	466
Cleaning	-	-	2,981	2,981	998
IT Software etc	1,080	-	-	1,080	-
Payroll Provider	2,109	-	-	2,109	-
Depreciation	2,440	4,000	-	6,440	8,010
Sundry expenses	961	-	-	961	314
	25,727	6,408	11,701	43,836	36,644
<u>Support costs</u>					
Prior year adjustment	(2,459)	-	-	(2,459)	-
Postage and stationery	621	-	-	621	428
Insurance	1,602	-	-	1,602	1,550
Salaries and NI	41,899	-	27,423	69,322	63,867
	41,663	-	27,423	69,086	65,845
Total Resources Used	67,390	6,408	39,124	112,922	102,489
NET RESOURCES FOR YEAR	17,514	(6,373)	-	11,141	(1,644)

Burwell and District Day Centre - Year to 31 December 2022

Fixed Assets

£

	Land (Nil)	Leasehold Additions (50yrs)	Furniture & Equipment (3yrs)	Minibus (7yrs)	TOTAL
<u>Cost</u>					
At 1 January 2022	5,845	162,762	71,025	28,094	267,726
Additions					-
Disposals					-
At 31 December 2022	<u>5,845</u>	<u>162,762</u>	<u>71,025</u>	<u>28,094</u>	<u>267,726</u>
<u>Depreciation</u>					
At 1 January 2022	-	43,116	71,025	21,094	135,235
Charge for the Year	-	2,440	-	4,000	6,440
Profit/Loss on disposal	-	-	-	-	-
At 31 December 2022	<u>-</u>	<u>45,556</u>	<u>71,025</u>	<u>25,094</u>	<u>141,675</u>
<u>Net Book Value</u>					
At 31 December 2022	<u>5,845</u>	<u>117,206</u>	<u>-</u>	<u>3,000</u>	<u>126,051</u>
At 31 December 2021	<u>5,845</u>	<u>119,646</u>	<u>-</u>	<u>7,000</u>	<u>132,491</u>

Burwell and District Day Centre - Year to 31 December 2022

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

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 31 December 2022

Notes to the Accounts

Charity Reg No: 1003439

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 31 December. It is included at cost value.

Current Assets

Amounts owing to the Day Centre at 31 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.

Accounts

LL AND DISTRICT DAY CENTRE TRUST

Annual Report and Accounts

he year ended 31st December 2021

Registered Charity No 1003439

I District Day Centre - Year to 31st December 2021

Organisation Details

Grove
onage Close
well
nbridge
5 0DR

Registered
Charity No: 1003439

38 743363

burwelldaycentre@btconnect.com

A Catling

el Williams (Chairman) Parish Council Member

on Rogers (Vice Chairman)

dy Cater (Treasurer)

Elliott

Lonsdale Parish Council

y Chalmers

Webb Parish Council Member

Swift Parish Council Member

Harrison Parish Council
(until October

aldine Tate Parish Council member
(from November 2021

clays Bank plc
High Street
rmarket
olk
8NH

Cambridge Building Society
50 The Guineas
Newmarket
Suffolk
CB8 8EQ

s Humphris
Casburn Lane
well
nbridge, CB25 0ED

District Day Centre - Year to 31st December 2021

Trustees' Report

District Day Centre was set up as a registered charity in 1991. Its objective is to provide facilities for the care, education and support of any person over 55 years of age or those with a disability.

We have a number of part time staff. We have 15 volunteers who undertake a variety of tasks on either a regular or occasional basis.

Our achievements are reflected in our continued service provision.

We aim to provide the best possible facilities for people of various age groups and abilities. Our centre is available for private hire to all members of the community.

Finance and Management

We confirm that the annual report and accounts comply with the requirements of the Charities Act 2011 and the Charities SORP 2005.

Document

District Day Centre Trust is a registered Charity number 1042846 governed by its constitution.

Method of Appointment of Trustees

The appointment of trustees is governed by the constitution. This requires that all trustees to be nominated by the Parish Council and four trustees to be elected for their skills and commitment to the management of the charity.

Risk Management

The charity has carried out a review of the major risks to which the charity is exposed. Where appropriate, policies have been established to manage these risks to the charity faces. These policies are periodically reviewed to ensure they continue to meet the needs of the charity.

Structure

The charity is governed by a Management Committee comprising the nine trustees, representatives of the volunteers and the members also have a say in the charity's capacity.

Land and Council

The charity holds the lease of the Day Centre site from

County Council. The current lease has a further 9 years to rent.

I District Day Centre - Year to 31st December 2021

Trustees' Report

ent

vide the best possible facilities for people of various age and abilities

rustees pay due regard to the Charity Commission ic benefit. We aim to provide a welcoming day centre the elderly and vulnerable adults amongst the whole local dday meal and companionship are offered on a daily basis

and Performance

entre by our members has continued to be affected by ing from the Covid 19 pandemic. The Centre re-opened in ing restrictions and the fear of many members about n homes meant numbers and activities continued to be ls on wheels service has been maintained throughout to e members who remained in their own homes. Apart from Meals on Wheels we have been unable to use volunteers in nsive work was carried out on the garden by a volunteer chairs donated by another. We have also been unable to al entertainment schedule although staff have regularly s and quizzes. There have been no Coffee Mornings or olving the public.

nt has been purchased for use by the Day Centre and the Scheme using grant money awarded, although the effects ide this difficult to get off the ground.

icil have maintained their grant funding agreement, which ontinuing operation. We have also received furlough and funding.

has been redecorated and refurbished.

has extended her hours and refurbished the treatment rdresser has retired and not been replaced. BAFI, a youth eople now meets one evening a week at the centre.

has been formed for recruitment and staffing and some of l start work in 2022 on a paper looking at strategic

ed at the death of our past chairman Vic Quy in May and

Iness, of Delia Wake a long-time committee member.

uld like to take this opportunity to thank staff, volunteers
the committee for their continued support. Burwell Day
vided excellent services to the people of Burwell and
s for over 30 years and despite the pandemic will continue

District Day Centre - Year to 31st December 2021

Trustees' Report

ded a deficit on all funds of £1,644. Incoming resources e regular grant arising from Cambridgeshire County Council vices, and also from a grant to facilitate provision of a village these grants together with a business support grant from ECDC ations from many local sources resulted in an almost break-

ming resources totalled to £62,246 and restricted resources f which £36,579 was received from the Council. An extended rice was maintained throughout the lockdowns and generated 3,679 compared to total meal income last year of £48,424. tions was £9,499.

edients for the meals decreased to £16,405 reflecting the . Total staff costs were slightly lower at £63,867. The Centre fit from the saving in employers NI due to the government's n. The introduction of workplace pensions has increased the both administration and contributions, and the National as been reflected in increased wage levels. The remainder of g the Centre, including heating, cleaning and repairs which at uced due to the long periods of closure to members. As a ces expended were £102,489 compared to £112,868 last year.

s between funds, unrestricted reserves at the end of the year d restricted (minibus) reserves were £17,119. Restricted grant f £7,253 relating to the village support scheme is also held in

g Sources

source of income is the Grant Agreement with the County t of older people's services which is paid in the form of a half- ral local charities including notably the Gibson Trust also support.

y

nd general funds not required for day to day operations are aring accounts with Barclays and Cambridge Building Society.

ns to maintain total unrestricted reserves at a level of no less r more than eighteen months average expenditure. At the end reserves were approximately £101,000, with unrestricted

e of £60,000. In this period of uncertainty slightly higher
et is deemed acceptable.

el Williams Chairman

Date...12th May 2022

l and District Day Centre - Year to 31st

1

t Examiner's Report on the Accounts for the Year

**Charity Reg No:
1003439**

of trustees and examiner

es consider that an audit is not required for this year under section
ties Act 2011, and that an independent examination is needed.
accounts of the Day Centre for the year ended 31 December 2021 is in
ination carried out under section 145 of the Charities Act 2011,
es laid down in the General Directions given by the Charity
eport will state whether particular matters have come to my attention.

lent examiner's statement

s carried out in accordance with General Directions given by the
hers. An examination includes a review of the accounting records
and a comparison of the accounts presented with those records. It
deration of any unusual items or disclosures in the accounts, and
ns from the trustees concerning any such matters. The procedures
provide all the evidence that would be required in an audit, and
not express an audit opinion on the accounts.

miner's statement

my examination no matter has come to my attention:
reasonable cause to believe that in any material respect the
ep accounting records in accordance with section 130 of the 2011 Act,
punts which accord with the accounting records and comply
g requirements of the 2011 Act have not been met; or
on should be drawn in order to enable a proper understanding
be reached.

nphris

and District Day Centre - Year to 31st December 2021

Statement of Financial Activities

	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
				2021	2020
d funds	9,599			9,599	12,122
ng funds	0			0	425
	48	20		68	91
ne	12,891		38,579	51,470	62,419
e activities					
e activities	39,567			39,567	49,208
oming resources	141			141	185
				100,845	124,450
coming resources	62,246	20	38,579		0
e activities					
	21,897	5,583	9,164	36,644	44,596
osts	36,430		29,415	65,845	68,272
generating funds					
nds					
ources used					
				102,489	112,868
resources used	58,327	5,583	38,579		
ning/-Outgoing Resources	3,919	-5,563		-1,644	11,582
nsfers between funds					
		1,372			
	1,372				
ains/losses					
vement in Funds	2,547	-4,091		-1,644	11,582
nds					
Is brought forward	223,599	21,310	7,253	252,162	240,580
unds carried forward	226,146	17,119	7,253	250,518	252,162

District Day Centre - Year to 31st December 2021

Balance Sheet

Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
			2021	2020

	125,491	7,000		132,491	140,501
d assets	125,491	7,000		132,491	140,501
	400			400	400
	2,666			2,666	3,867
in hand	72,504	8,597		81,101	81,054
	37,240	1,522	7,253	46,015	38,229
rent assets	112,810	10,119	7,253	130,182	123,550
tuals	12,155			12,155	11,889
rent liabilities	12,155	0	0	12,155	11,889
assets	226,146	17,119	7,253	250,518	252,162
	226,146			226,146	223,599
		17,119		17,119	21,310
ant in hand			7,253	7,253	7,253
rity funds	226,146	17,119	7,253	250,518	252,162

trustees on 12th May 2022

Williams Chairman Sandy
 asurer

District Day Centre - Year to 31st December 2021

Detailed Statement of Financial Activities					
	Unrestrict ed	Restrict ed	Restrict ed CCC Grant	TOTAL FUNDS	
	General Funds	Minibus Funds	Funds	2021	2020
ces	100			100	150
	9,499			9,499	11,972
	9,599	0		9,599	12,122
erating funds					
	0			0	65
ts	0			0	40
00 Club)	0			0	320
	0			0	425
ne					
est	48	20		68	91
ncome					
	12,891		38,579	51,470	62,419
	12,891	0	38,579	51,470	62,419
itable					
	38,679			38,679	48,424
	888			888	784
	39,567	0		39,567	49,208
esources					
	141			141	185
oming				100,845	124,450
es	62,246	20	38,579		
ies					
	16,405			16,405	17,874
			6,106	6,106	6,560
			2,060	2,060	2,093
	702			702	594
		94		94	414
		1,363		1,363	1,339
		12			
d service		6		126	741
vals	466			466	1,216
			998	998	2,384
	4,010	4,000		8,010	9,700
	314			314	1,681
	21,897	5,583	9,164	36,644	44,596
onery					
	428			428	924
	1,550			1,550	1,315
	34,452			63,86	66,033

			29,415	7	
	36,430	0	29,415	65,845	68,272
				102,48	112,86
sources used	58,327	5,583	38,579	9	8

District Day Centre - Year to 31st December 2021
Fixed Assets

Land	Leasehold Additions	Furniture & Equipment	Minibus	Total
nil	50yrs	3yrs	7yrs	
5,845	162,762	71,025	28,094	267,726
5,845	162,762	71,025	28,094	267,726
0	40,676	68,455	17,094	127,225
	2,440	1,570	4,000	8,010
0	43,116	71,025	21,094	135,235
5,845	119,646	0	7,000	132,491
5,845	122,086	1,570	11,000	140,501

I and District Day Centre - Year to 31st December 2021

to the Accounts

Charity Reg No:

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.

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.

es

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

Grants from the County Council and investment Interest are accounted for when

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.

urwell and District Day Centre - Year to 31st ecember 2021

Notes to the Accounts

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.

Accounts

BURWELL AND DISTRICT DAY CENTRE TRUST

Annual Report and Accounts

For the year ended 31st December 2020

Registered Charity No 1003439

Burwell and District Day Centre - Year to 31st December 2020

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:	Hazel Williams (Chairman)	Parish Council Member
	Simon Rogers (Vice Chairman)	
	Sandy Cater (Treasurer)	
	Sue Elliott	
	Joan Lonsdale	Parish Council Member
	Terry Chalmers	
	Paul Webb	Parish Council Member
	Liz Swift	Parish Council Member
	Don Harrison	Parish Council Member
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 2020

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 6 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 9 years to run at a nominal rent.

Burwell and District Day Centre - Year to 31st December 2020

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 are offered on a daily basis every weekday.

Achievements and Performance

Access to the Centre by our members has been severely affected by successive lockdowns resulting from the Covid 19 pandemic. An extended meals on wheels service has been maintained throughout to provide for our housebound members, and increased regular telephone contact introduced. Prior to the end of the year funding was awarded by Cambridgeshire County Council to provide improved IT and increased staff time to formalise daily contact in a Village Support Scheme.

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 always fluctuate for members, although the trend this year overall has been downwards. This is, inevitably, due to the sad loss of some of our members and the transfer of some to care homes. We are concerned that the pandemic may have caused other members to be nervous of returning to the Centre when restrictions are eased.

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. In normal times we provide a varied entertainment schedule, which is funded via donations and fundraisers such as Coffee Mornings. Providing entertainment when allowed will be challenging, and exactly how this can be managed within restrictions is not clear.

We have a Five Star Food Hygiene rating arising from our latest Environment Health inspection. The County Council have maintained their grant funding agreement, which is vital for our continuing operation. We are fortunate also to receive many donations, particularly from the Gibson Trust, whose support over many years has been extremely valuable. We are looking to upgrade the servery area in the New Year.

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 over 30 years. May we continue to serve them through the pandemic and long afterwards.

Burwell and District Day Centre - Year to 31st December 2020

Trustees' Report

Financial Review

The Centre recorded a surplus on all funds of £11,582. Incoming resources benefited from the regular grant arising from Cambridgeshire County Council Older Peoples Services, and also from a grant to facilitate provision of a village support scheme. These grants together with a business support grant from ECDC and generous donations from many local sources resulted in the surplus recorded. Unrestricted incoming resources totalled to £77,804 and restricted resources totalled £46,646 of which £46,114 was received from the Council. An extended meal delivery service was maintained throughout the lockdowns and generated a good income of £48,424, compared to total meal income last year of 53,963. Income from donations was ££11972.

The cost of ingredients for the meals decreased to £17,874 reflecting the changed situation. Total staff costs were slightly higher at £66,033. The Centre continued to benefit from the saving in employers NI due to the government's budget concession. The introduction of workplace pensions has increased the Centres costs in both administration and contributions, and the National Minimum Wage has been reflected in increased wage levels. The remainder of the costs of running the Centre, including heating, cleaning and repairs which at £28,961 were much reduced due to the long periods of closure to members. As a result total resources expended were £112,868 compared to £123,175 last year.

Due to the lockdowns, the operation of our minibus for collecting clients was much reduced and recorded a deficit of £6,494 after depreciation. Following transfers between funds, unrestricted reserves at the end of the year were £22,599 and restricted (minibus) reserves were £21,310. Restricted grant funding unspent of £7,253 relating to the village support scheme is also held in reserves.

Principal Funding Sources

The major regular source of income is the Grant Agreement with the County Council department of older people's services which is paid in the form of a half-yearly grant. Several local charities including notably the Gibson Trust also provide generous support.

Investment Policy

Restricted funds and general funds not required for day to day operations are held in interest bearing 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 2020 such cash reserves were approximately £96,000, with unrestricted annual expenditure of £67,500.

Signed.....Simon Rogers...Vice Chairman

Date...5th July 2021

Burwell and District Day Centre - Year to 31st December 2020

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 2020 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 2021

Burwell and District Day Centre - Year to 31st December 2020

Statement of Financial Activities

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
				2020	2019
Incoming resources					
Generated funds					
Voluntary income	11,602	520		12,122	14,207
Activities for generating funds	425			425	4,174
Investment income	79	12		91	160
Other voluntary income	16,305		46,114	62,419	38,172
Charitable activities					
Income from charitable activities	49,208			49,208	57,151
Other incoming resources					
Other income	185			185	120
Total Incoming resources	77,804	532	46,114	124,450	113,984
Resources used					
Charitable activities					
Charitable activities	26,376	6,494	11,726	44,596	57,978
Support costs					
Support costs	41,137		27,135	68,272	65,197
Costs of generating funds					
Costs of generating funds					
Other resources used					
Other resources used					
Total resources used	67,513	6,494	38,861	112,868	123,175
Net Incoming/-Outgoing Resources	10,291	-5,962	7,253	11,582	-9,191
Transfers					
Gross transfers between funds					
Transfers in		933			
Transfers out	933				
Other recognised gains/losses					
Net Movement in Funds	9,358	-5,029	7,253	11,582	-9,191
Reconciliation of funds					
Total funds brought forward	214,241	26,339		240,580	249,771
Total Funds carried forward	223,599	21,310	7,253	252,162	240,580

Burwell and District Day Centre - Year to 31st December 2020

Balance Sheet

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS 2020	2019
Fixed Assets					
Tangible assets	129,501	11,000		140,501	150,201
Total fixed assets	<u>129,501</u>	<u>11,000</u>		<u>140,501</u>	<u>150,201</u>
Current Assets					
Stocks	400			400	400
Debtors	3,867			3,867	1,652
Bank deposits	62,922	8,589	9,543	81,054	80,961
Cash at bank and in hand	29,251	1,725	7,253	38,229	21,406
Total current assets	<u>96,440</u>	<u>10,314</u>	<u>16,796</u>	<u>123,550</u>	<u>103,419</u>
Liabilities					
Creditors and accruals	2,342	4	9,543	11,889	13,040
Total current liabilities	<u>2,342</u>	<u>4</u>	<u>9,543</u>	<u>11,889</u>	<u>13,040</u>
Total net assets	<u><u>223,599</u></u>	<u><u>21,310</u></u>	<u><u>7,253</u></u>	<u><u>252,162</u></u>	<u><u>240,580</u></u>
Funds of the charity					
General fund	223,599			223,599	214,241
Minibus fund		21,310		21,310	26,339
Village Support Grant in hand			7,253	7,253	0
Total charity funds	<u><u>223,599</u></u>	<u><u>21,310</u></u>	<u><u>7,253</u></u>	<u><u>252,162</u></u>	<u><u>240,580</u></u>

Approved by the Trustees on 5th July 2021

Signed.....Simon Rogers.....Vice Chairman

.....Terry Chalmers.....Trustee

Burwell and District Day Centre - Year to 31st December 2020

Detailed Statement of Financial Activities

£	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	TOTAL FUNDS	
Incoming Resources				2020	2019
Voluntary income					
Membership	150			150	425
Donations	11,452	520		11,972	13,782
	11,602	520		12,122	14,207
Activities for generating funds					
Shop sales	65			65	604
Fund raising events	40			40	2,590
Bonus Ball (was 100 Club)	320			320	980
	425			425	4,174
Investment income					
Bank deposit interest	79	12		91	160
Other voluntary income					
Payments from CCC Social Services	16,305		46,114	62,419	38,172
	16,305	0	46,114	62,419	38,172
Income from charitable activities					
Meals	48,424			48,424	53,963
Bookings	784			784	3,188
	49,208	0		49,208	57,151
Other incoming resources					
Other income	185			185	120
Total incoming resources	77,804	532	46,114	124,450	113,984
Resources Used					
Charitable activities					
Food	17,874			17,874	21,106
Heat and light			6,560	6,560	8,029
Other utilities			2,093	2,093	2,035
Telephone	594			594	594
Fuel for Minibus		414		414	1,517
Minibus insurance		1,339		1,339	1,267
Minibus repairs and service		741		741	732
Repairs and renewals	1,216			1,216	2,714
Cleaning			2,384	2,384	5,702
Depreciation	5,700	4,000		9,700	9,750
Sundry expenses	992		689	1,681	4,532
	26,376	6,494	11,726	44,596	57,978
Support costs					
Postage and stationery	924			924	944
Insurance	1,315			1,315	1,500
Salaries and NI	38,898		27,135	66,033	62,753
	41,137	0	27,135	68,272	65,197
Total resources used	67,513	6,494	38,861	112,868	123,175

Burwell and District Day Centre - Year to 31st December 2020

Fixed Assets

	Land	Leasehold Additions	Furniture & Equipment	Minibus	Total
	nil	50yrs	3yrs	7yrs	
£					
Cost					
At 1st January 2020	5,845	162,762	71,025	28,094	267,726
Additions					
Disposals					
At 31st December 2020	5,845	162,762	71,025	28,094	267,726
Depreciation					
At 1st January 2020	0	38,186	66,245	13,094	117,525
Charge for the Year		2,400	3,210	4,000	9,700
Disposal Depreciation					
At 31st December 2020	0	40,676	69,455	17,094	127,225
Net Book Value					
At 31st December 2020	5,845	122,086	1,570	11,000	140,501
At 31st December 2019	5,845	124,576	4,780	15,000	150,201

Burwell and District Day Centre - Year to 31st December 2020

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

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 2020

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.