

Charity No: 1039522

SATKAAR ASIAN ELDERS DAY CARE SERVICES
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31st MARCH 2021

SATKAAR'S LEGAL AND ADMINISTRATION INFORMATION

TRUSTEES:

Mr Yash Pal Tara (Chair)
Mrs. R.K.Bhandal (Vice Chair)
Mr Dharm Pal Gautam
Mr Karamjit Rajput
Mrs Kamla Devi
Mr. T.L.Punj
Mr. Sodhi Bhandal
Mrs Chandrani Punj

SATKAAR ASIAN ELDERS DAY CARE

SERVICES' OFFICE:

Sikh Community Centre
17A/B Queensway
Leamington Spa
CV31 3LZ
Telephone: 01926 315191
Email: satkaar@btconnect.com
Web address : www.satkaar.co.uk

INDEPENDENT EXAMINER'S:

Hannah Mofa ACCA
Lann Associates Ltd
First Floor
310 Foleshill Road
Coventry
CV6 5AJ

SOLICITORS:

Alsters Kelly Solicitors
Hamilton House
20-26 Hamilton Terrace
Leamington Spa
Warwickshire
CV32 4LY

BANKERS:

Natwest Bank plc
The Parade
Leamington Spa
CV32 4WY

Coventry Building Society

SATKAAR ASIAN ELDER'S DAY CARE SERVICES
TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report along with the financial statements of the Charity for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies and notes to the accounts set out on pages 8-13 and comply with the Charity's Trust Deed and applicable law.

GOVERNING DOCUMENT

The Charity is governed by its constitution, which was adopted on 18 May 1992 and amended on 31 March 1994, 30 June 1999, 18 September 2002, 25 June 2003, 13 July 2005 and further amended on 15 August 2007.

APPOINTMENTS OF TRUSTEES

The Annual General Meeting of the Society shall elect not less than 8 and not more than 10 members. These elected members shall constitute the management committee of the society.

TRUSTEE INDUCTION AND TRAINING

New trustees undergo an orientation process to brief them on their legal obligations under Charity law, the Charity's governing documents, the committee and decision making processes, the business plan and recent financial performance of the Charity. During the induction process they meet key employees and other Trustees. Trustees are encouraged to attend appropriate external and internal training events which will assist them in carrying out their role. SATKAAR will continue to develop and strengthen the trustees governance and management structure by recruiting and electing to the management committee Trustees with appropriate financial, management and other relevant skills and expertise.

ORGANISATION

The Management committee of the society meet at least four times a year. The Management committee and SATKAAR's day care service centre Officers are responsible for the day to day running of the centre.

RISK MANAGEMENT

The Trustees have risk management strategy which comprises:

- An annual review of the risks the Charity may face
- The establishment of the systems and procedures to mitigate those risks identified.
- The implementation of procedures designed to minimise any potential impact on the Charity should those risks materialise.

OBJECTIVES AND ACTIVITIES

PRINCIPAL OBJECTS

The objects of the Charity shall be:-

(A) The society is established to promote the relief of those members of the Asian community in need by reason of age, youth, ill-health or of mental illness or the promotion and protection of the mental health of sufferers of a recognised or diagnosed mental condition or other disadvantage in any manner which now is or hereafter may be deemed by law to be for a charitable purpose and is for the public benefit within the boundaries of the County of Warwickshire (hereinafter called the area of benefit) in particular, but without limitation by;

- i. The prevention or relief of poverty.
- ii. The advancement of education.
- iii. The development of health and social care facilities to meet particular cultural needs.
- iv. The participation in health promotion scheme to encourage healthy eating and healthy living.
- v. The provision of advice, counseling and assistance which directly relieves the needs of the beneficiaries.
- vi. The advancement of culture, community development, citizenship, racial harmony or equality and diversity.
- vii. Any other purposes charitable in law.

SATKAAR ASIAN ELDERS DAY CARE SERVICES
TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021
(CONTINUED)

SIGNIFICANT ACTIVITIES

SATKAAR has been serving the local Asian community for over the past two decades. The services which it has been providing to Asian elderly women have in the main been funded by the local authority-Warwickshire County Council (WCC).

SATKAAR has been serving the local Asian community for over the past two decades. The services which it has been providing to Asian elderly women have in the main been funded by the local authority-Warwickshire County Council (WCC). Satkaar has been providing for last 14 years from 1st April 2002 social day care services to the elderly Asian women as well as men which are over the age of 60 assessed and referred by Local authority, so as the people continue to live in community rather than going to residential home.

Under this agreement the county council was responsible for providing a grant to cover the staffing (4 Staff members) with stipulated skills and other premises cost (rent, heating, lighting and cleaning etc). Since the county council had lease with SYDNI Centre for 10 Years they were directly paying the rent to SYDNI Centre and invoices account for the premises services such as cleaning, Electricity, heating, water and other communal services. These invoices were submitted on 3 monthly basis through SATKAAR for checking by county council for recommended payment to SYDNI Centre. County Council terminated the contract on 31st March 2012. County Council offered an arrangement on following terms:

- They will not pay any annual grant instead they will charge day care charges as per their standard Hourly rate to users who are referred to SATKAAR by county Council who attend day care services and send to county council on monthly basis in arrears and any user contributing making a weekly contribution are deducted from our invoices and the contribution payable by the people Who are assessed are directly collected by us and county council only pays for their attendance charges. Satkaar is responsible for the payment of premises for lease and all its services and this arrangement with County Council is for 4 Years.

MONITORING OF SERVICE PERFORMANCE

Service quality standard are monitored by the Chair of management Committee on an on-going basis and regular reports are provided to the management committee along with the financial and service development reports. Service user care plans are discussed and reviewed individually with the service users via staff on a quarterly basis to ensure that their care and other support is provided according to the assessed care plans. Annual service review is carried out by AH&CS to ensure that the care service is provided to the service users in accordance with the service specification of the SLA. In 2009 SATKAAR was adjudged offering Best Value for money day care services for elderly Asian women in accordance with the arrangement set out above and as per arrangement agreed with local authority.

STAFF AND VOLUNTEER TRAINING AND DEVELOPMENT

Staff and volunteers receive training on an on-going basis in the use of IT at work and basic first aid and other appropriate training to enhance their career development prospects. SATKAAR's website is popular with people wanting to find out about SATKAAR and the services we provide (www.satkaar.co.uk).

SATKAAR ASIAN ELDERS DAY CARE SERVICES
TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021
(CONTINUED)

Satkaar service seeks to:

- Empower and support Asian elders to live independently and with dignity.
- Enable Asian elders to live independently and exercise choice by providing them with support, information and advice.
- Consult service users in the planning development and delivery of services to the Asian community, on an on-going basis.
- Promote healthy living and eating.
- Promote a caring and compassionate service through culturally appropriate provision of services; offering a highly committed workforce with high expectations of quality of service delivery with a commitment to confidentiality.
- Offer and conduct, on regular basis, independent customer satisfaction feedback surveys to improve the quality and standards of Delivery of care to the service users.
- Provide counseling, advice and support for the well-being of Asian women suffering from mental health problems so as to enable them to live independently in the community.

FINANCIAL REVIEW

Our total income for the Year ending 31st March 2021 was £96,420.90 and expenditure £55,267.11. Our total income for the Year ending 31st March 2020 was £71,848.72 and expenditure £60,927.01.

RESERVES POLICY AND PERFORMANCE

Our reserves policy reflects our wish to ensure financial stability from which we can grow. Our policy is to ensure we have 3 months revenue expenditure. For this year 50K has been allocated for general reserves to cover three month salaries, any redundancies & Notices and remaining is kept as capital reserves to cover our liability for the lease of premises. Any surplus in reserves fund is towards raising fund for buying and running the services from our premises. Active steps are being taken to further develop the existing services and new services such as service for Asian women

DEVELOPMENT OF NEW SERVICES

SATKAAR will be able to develop any care services for Asian community which are funded jointly by the local authority and NHS as they have statutory duty to provide these services. For any services which the local authority and NHS have no statutory duty to provide, SATKAAR will be looking for other funds and donors to provide funding. SATKAAR as a charity has no responsibility to use its own funds to provide any services to the community.

SATKAAR ASIAN ELDERS DAY CARE SERVICES
TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021
(CONTINUED)

PUBLIC BENEFIT STATEMENT

The Trustees of the Charity confirm that they comply with the Charity's objects and Charity Commission's guidelines on the operations of the Public Benefit requirement under Section 4 of the Charities Act 2011.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to Charities in England and Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Make judgements and estimates that are reasonable and prudent;
- c) State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d) Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity's Trust Deed and the requirements of the Charities SORP 2005. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

APPROVAL

This report was approved by the Trustees on

2021 and signed on their behalf by :

Mr Tara
Chair

SATKAAR ASIAN ELDERS DAY CARE SERVICES
INDEPENDANT EXAMINERS REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the Charity's trustees you are responsible for the preparation of accounts; you consider that the audit requirement of section 144 of the Charities Act 2011(the Act) does not apply, and that an independent examination is needed. It is my responsibility to examine the accounts under section 145 of the Act and to follow the procedures specified 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.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedure 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.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention;

1). Which gives me reasonable cause to believe that in any material respect the requirements

(a) To keep accounting records in accordance with the section 130 of the Act; and

(b) To prepare accounts which accord with accounting records and to comply with the accounting requirements of the Act have not been met; or

2). To which, in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed by Independent Examiner on Date:

Hannah Mofa (ACCA)

Lann Associates Ltd

First Floor, 310 Foleshill Road

Coventry

West Midlands, CV6 5AJ

SATKAAR ASIAN ELDER'S DAY CARE SERVICES
STATEMENTS OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total funds 2021 £	Total funds 2020 £
Incoming resources from generated funds					
Voluntary Income		-	-	-	-
Donations and other incomes		5,000.00	-	5,000.00	0.00
Activities for generating funds		17,875.04	-	17,875.04	14,501.68
Meal charges to customers		8,476.62	-	8,476.62	3,958.36
Investment Income		935.24	-	935.24	2,797.48
Rental Income from Property		13,250.85	-	13,250.85	-
Grants from HMRC		19,093.41	-	19,093.41	-
Grants from Adult Health and Community service		-	-	-	-
Annual Contractual grant		-	-	-	-
Charges collection from service user (through WCC)		31,789.74	-	31,789.74	50,591.20
Grants in kind:		-	-	-	-
Premises services costs		-	-	-	-
Rent of day care centre premises		-	-	-	-
Vegetarian kitchen rent		-	-	-	-
Contribution towards catering unit cost		-	-	-	-
TOTAL INCOMING RESOURCES		96,420.90	0.00	96,420.90	71,848.72
RESOURCES EXPENDED					
Charitable Activities	3	49,347.11	-	49,347.11	55,777.01
Governance costs	4	5,920.00	-	5,920.00	5,150.00
TOTAL RESOURCES EXPENDED		55,267.11	0.00	55,267.11	60,927.01
NET INCOMING RESOURCES FOR THE YEAR		41,153.79	0.00	41,153.79	10,921.71

There were no recognised gains or losses for 2020-21, other than those included in the Statement financial Activities.
All amounts derive from continuing activities.

SATKAAR ASIAN ELDERS DAY CARE SERVICES
BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2021

	<u>2021</u>		<u>2020</u>
	£		£
FIXED ASSETS			
Property	700000.00	-	
		700,000.00	0.00
CURRENT ASSETS			
Bank Current Accounts	10383.12	221156.07	
Funds on term deposit (Long term F.D)	-	123483.00	
Coventry Building Society instant access account	-	35077.22	
Petty cash balance	150.00	-	
Debtors	-	-	
Property Advance	-	92780.00	
Adult Health & community Service Contribution towards catering	-	-	
Contribution towards decoration material costs	-	-	
Contribution towards legal Fees	-	-	
Meal charges to customers	-	-	
Prepaid rent Insurance	-	-	
Prepaid rent - day care centre	-	-	
Prepaid rent- vegetarian kitchen	-	-	
		10,533.12	472,496.29
CURRENT LIABILITIES			
Creditor and accruals:	932.05	-	
Grant- warwickshire County Council toward cultural diversity	-	-	
Events for Asian Women MHS	-	-	
Accountancy fees	-	-	
Book - keeping fees	-	-	
Telephone expenses	-	-	
Prepaid rent- vegetarian kitchen	-	-	
Wages	-	-	
Loans	13446.12	-	
NIC	-	-	
		14,378.17	0.00
Current Assets less Current Liabilities:		-3,845.05	472,496.29
Total Assets less Current Liabilities:		696,154.95	472,496.29
Long Term Liabilities			
Loans	182504.87	-	
		182,504.87	0.00
Total Assets less Total Liabilities:		513,650.08	472,496.29
Represented by:			
RESTRICTED FUNDS (see note 7)		3,500.00	3,500.00
UNRESTRICTED FUNDS (see note 7)		510,150.08	468,996.29
TOTAL FUNDS		513,650.08	472,496.29

The financial statements were approved by the Trustees on

2021 and signed on their behalf by:

Mr Tara
Chair

Mr Gautam
Treasurer

SATKAAR ASIAN ELDERS DAY CARE SERVICES
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

a) BASIS OF PREPARATION OF ACCOUNTS

The financial statements are prepared under the historical cost convention in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and The Charities Act 2011. In preparing the financial statements the Charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005.

b) INCOME AND EXPENDITURE

Incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income. Donated services are included at estimated market value.

Expenditure directly attributable to specific activities has been included in the cost categories relating to those activities. Certain other costs, including support costs, which are attributed to more than one activity have been allocated over cost categories and activities on the basis of an estimate of the time spent on, benefits received by, floor areas or estimated usage by those activities.

c) FUND ACCOUNTING

The Charity's funds comprise:

Unrestricted Funds - these are funds that can be used in accordance with the Charity's objects at the discretion of the Trustees.

Restricted Funds - these are funds that can only be used for particular purposes within the objects of the Charity as specified by the funders and includes funds raised for specific purposes.

d) TAXATION

Satkaar Asian Elders Day Care Services is registered with the Charity Commission and under the provisions of Section 505, Income and Corporation Taxes Act 1988, is exempt from liability to taxation.

2. OPERATING RESULTS

The operating results are stated after charging:

Independent Examiners fees

<u>2021</u>	<u>2020</u>
£	£
700.00	700.00

3. CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Staff costs (note 6)	21,576.92	-	21,576.92	35,535.78
Travel and training expenses	-	-	0.00	719.80
Support Costs (note 5)	27,770.19	0.00	27,770.19	19,521.43
	<u>49,347.11</u>	<u>0.00</u>	<u>49,347.11</u>	<u>53,177.82</u>

SATKAAR ASIAN ELDERS DAY CARE SERVICES
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

4. GOVERNANCE COSTS	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Independent Examiner's fees	700.00	-	700.00	700.00
Insurance	-	-	0.00	0.00
Consultancy	1,200.00	-	1,200.00	700.00
Legal Fees	-	-	0.00	1,690.00
Book-keeping	4,020.00	-	4,020.00	2,060.00
	<u>5,920.00</u>	<u>0.00</u>	<u>5,920.00</u>	<u>5,150.00</u>

5. SUPPORT COSTS

Rent and rates	15,354.80	-	15,354.80	12,000.00
Advertisement	-	-	0.00	0.00
Repairs and renewals	185.00	-	185.00	0.00
Telephone	806.78	-	806.78	1,054.78
TV licence/ Sky Cost	647.40	-	647.40	615.00
Volunteer expenses	0.00	-	0.00	0.00
Sundry expenses	566.41	-	566.41	1,200.21
Printing, stationery and postage	-	-	0.00	218.99
Cleaning expenses	250.00	-	250.00	1,622.51
Food & pantry expenses	225.99	-	225.99	1,904.81
Service users transport cost of outings	-	-	0.00	0.00
Insurance	2,729.61	-	2,729.61	905.13
Bank charges	2,890.75	-	2,890.75	0.00
Bank loan interest	2,674.05	-	2,674.05	-
Tax expense	-	-	0.00	0.00
Legal & prof. fees	1,439.40	-	1,439.40	0.00
	<u>27,770.19</u>	<u>0.00</u>	<u>27,770.19</u>	<u>19,521.43</u>

Disclosed as:

Charitable Activities	27,770.19	0.00	27,770.19	19,521.43
	<u>27,770.19</u>	<u>0.00</u>	<u>27,770.19</u>	<u>19,521.43</u>

6. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	21,576.92	35,535.78
Social security costs	-	-
	<u>21,576.92</u>	<u>35,535.78</u>

The average monthly number of staff employed, excluding trustees, calculated as full time equivalents, during the year was as follows:

	2021	2020
	No.	No.
Administration and Advice	3	3
Catering	2	2
	<u>5</u>	<u>5</u>

No employee received remuneration of more than £60,000.

No remuneration or expenses were paid to Trustees in either the current or previous year.

SATKAAR ASIAN ELDERS DAY CARE SERVICES
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

7. STATEMENT OF FUNDS

	At 1st April 2020	Movements in Resources		At 31st March 2021
	£	Incoming £	Outgoing £	£
General Funds/Total Unrestricted Funds	468,996.29	96,420.90	55,267.11	510,150.08
Contingency fund for future staff liabilities	0.00	0.00	0.00	0.00
Office equipment and internal modification	0.00	0.00	0.00	0.00
Premises shared services costs	0.00	-	-	0.00
Catering unit contribution of Adult Health and Community Services	0.00	-	-	0.00
Staff and volunteer training	2,000.00	0.00	0.00	2,000.00
Rental fund	0.00	-	-	0.00
Rental fund - Kitchen	0.00	-	-	0.00
New Services development initiative	1,500.00	0.00	0.00	1,500.00
Meals charges collections from service users	0.00	-	-	0.00
Total Restricted Funds	3,500.00	0.00	0.00	3,500.00
Total Funds	472,496.29	96,420.90	55,267.11	513,650.08

RESTRICTED FUNDS

Contingency fund

This fund was transferred to general reserve as there was no more requirement to keep these.

Office equipment update

This fund was transferred to general reserve as there was no more requirement of this.

Premises shared services costs

This fund represents the donation in kind of the premises related to costs for meeting direct expenditure such as water, electricity, gas, cleaning and building insurance provided by the Adult Health and Community Services of Warwickshire County Council.

Catering contribution

This fund represents the agreed contribution to cover the short fall of the catering unit from the Adult health and Community Services on providing meals for the service users and volunteers.

Staff and volunteer training

This fund is to provide resources for staff and volunteer to undertake approved training.

Rental fund

This fund represents the donation in kind of the premises used.

Meals charges collections from service users

This fund represents the charges made to the service users for the provision of the catering facilities at the day care centre.

New services development initiative

This fund is set aside to meet the cost of providing new additional services on a pilot basis until on-going funding support is received from local authority or other donors.

SATKAAR ASIAN ELDERS DAY CARE SERVICES
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Unrestricted</u>	<u>Restricted</u>	
	<u>Funds</u>	<u>Funds</u>	<u>Net Assets</u>
	£	£	£
Current Assets	7,033.12	3,500.00	10,533.12
Current Liabilities	14,378.17	0.00	14,378.17
Total Net Assets at 31st March 2021	<u>-7,345.05</u>	<u>3,500.00</u>	<u>-3,845.05</u>