

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1st	April	2024		31st	March	2025

Section A

Reference and administration details

Charity name

Warboys and District Day Centre

Other names charity is known by

Registered charity number (if any)

1048532

Charity's principal address

16 High Street

Warboys

Huntingdon, CAMBS

Postcode

PE28 2RH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ms Val Musson	Chairman		
2	Dr Sheila Withams			
3	Mrs Julie Palmer			
4				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser Name Address

Mr Keith Ware	Accounts Manager	

~~Name of chief executive~~ or names of senior staff members (Optional information)

Mrs Polly McLellan, Day Centre Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	Constitution
How the charity is constituted (e.g. trust, association, company)	Trust
Trustee selection methods (e.g. appointed by, elected by)	Appointed by Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

- The Charity has a comprehensive handbook, which is reviewed periodically, and which provides policies and procedures against which the Charity operates.
- The Charity is a member of Hunts Forum which provides both relevant advice and training sessions on a range of topics covering governance, marketing, finance, first aid, social media, fund raising
- The Charity's financial regulations include a policy related to the level of financial reserve which is required to maintain viability of the Charity and the orderly dissolution of the Charity should this become necessary.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Warboys and District Day Centre is a registered charity and serves to provide social activity and a change of scene for the frail and elderly and/or respite for their carers, based on the individual's needs. In providing this service we strive to:

1. support our members in maintaining a good quality of life enhanced by the interaction with others
2. minimise the effects of social isolation
3. understand and allow for each members' individual needs, including those relating to race and culture
4. recognise and respond, wherever possible, to meet changing needs
5. maintain the principles of respect for a member's right to choose, for their dignity, privacy and their individuality.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

1. The highest quality of service will be consistently provided to our members
2. To support and encourage the members to participate in group activities, should they so choose, and to promote independence and a sense of worth and wellbeing.
3. Whilst the members are in attendance, they will be provided with appropriate refreshments and well-balanced meals, taking into account individual dietary needs wherever possible.
4. Members will receive the appropriate level of assistance in the following areas:
 - mobility
 - personal hygiene (hand washing, toileting)
 - eating & drinking
 - the management of prescribed medication (subject to current guidelines). Such assistance will only be provided by the Centre Manager who has received the appropriate level of training.
5. Transportation to and from the Centre.
6. To provide members with a planned and stimulating programme of in-house activities, entertainment and outside visits thereby stimulating both physical and mental wellbeing

We can confirm trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Nothing to add

Section D Achievements and performance (see full annual reports for more details)

Summary of the main achievements of the charity during the year

Our main community fundraising initiatives - May Day Stall, Yard Sale and Christmas Quiz- were all very successful thanks to the hard work of the Trustees, Centre Manager and volunteers. It is pleasing to note that we were able to exceed our £3000 fund-raising target for the year by £667.

The team continued to deliver a comprehensive planned programme of activities which combined popular outside musicians and in-house entertainments, all of which are intended to promote overall member wellbeing.

Our experience is that whilst we are able to bring in new members, our numbers do fluctuate because some existing members need to transfer to alternative care environments and sadly because others have died.

Section D Achievements and performance (see full annual reports for more details)

We have increased our social media profile and this We are however receiving an increased number of referrals via the Social Prescribing system and through self-referrals.

Section E Financial review

Brief statement of the charity's policy on reserves

- We have reviewed our reserves policy and based on our analysis have agreed that we should maintain our reserves at a minimum level of three months.
- Funds may only be designated by the Trustees for uses on projected spend, outside the normal annual payments, which fall into the short or medium timescales. Designated funds may be held in addition to the reserves.
- Where a restricted donation has been received, this will be retained until its use is appropriated to the donors wishes.

Details of any funds materially in deficit

- The current level of reserves is slightly below the agreed level, but we are addressing this as part of our 2025-2026 financial management strategy. We do however maintain a financial surplus.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- On the financial front we remain dependent on the grant we receive from Cambridgeshire County Council (CCC) to meet our core costs. This is currently set at £10,000 and is guaranteed until March 2027.

We augment our income with

- member fees, which in this reporting year was set at £14 per session. Member income is dependent on attendance which can be variable, but we are seeing an increase in numbers, and we will continue to drive this forward in the forthcoming year
- fund-raising activities – we set a target of £3000 from all sources and were able to exceed this by £600

Section F Other optional information


Looking forward

- We continue with initiatives to
 - raise the profile of the Centre by increasing our social media presence so that we can maximise attendance at each session. We will maintain our target of 15 members per session with a realistic objective of 12 per session, but we are aiming to increase this.
 - recruit new and younger volunteers and hopefully some male volunteers to give a better gender balance
- we will continue with a full programme of entertainment that will focus on physical, social and mental health well-being. We plan to augment this with regular chair-based exercises provided by a local council provider
- we have increased our fund-raising target for 2025-2026 – now set at £ £4750 from all sources
- In setting the budget for 2025-26, we have committed to meeting the Real Living Wage as a minimum and will increase this in the autumn in accordance with RLW recommendations.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Valerie Jane Musson	
Position (e.g. Secretary, Chair, etc)	Chair	
Date	21 May 2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Warboys & District Day Centre

No.1048532

Receipts and payments accounts

CC16a

For the period
from

1/4/2024

To

31/3/2025

Section A Receipts and payments

	Unrestricted to the nearest £	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Cambridgeshire County Council Grant		10,000.00	-	10,000	8,710
Client Fees	11,635.00	-	-	11,635	12,738
Miscellaneous		-	-	-	22
Bank Interest	180.00	-	-	180	143
Fund Raising	2,664.00	-	-	2,664	1,494
Donations	1,000.00	-	-	1,000	1,888
		-	-	-	-
Sub total (Gross income for	15,479.00	10,000	-	25,479	24,996
A2 Asset and investment sales,					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	15,479.00	10,000	-	25,479	24,996
A3 Payments					
Staff Costs	11,986	1,000	-	12,986	10,531
Rent	22	5,300	-	5,322	5,741
Transport Costs	- 1,959	3,700	-	1,741	3,516
Cost of Meals	3,551	-	-	3,551	3,288
Office and Other Costs	267	-	-	267	98
Insurance	209	-	-	209	224
Outings and Other Activities	460	-	-	460	1,469
Entertainment	1,705	-	-	1,705	1,715
Other Expenses	280	-	-	280	294
Sub total	16,521.00	10,000	-	26,521	26,876
A4 Asset and investment					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	16,521	10,000	-	26,521	26,876
Net of receipts/(payments)	- 1,042.00	-	-	- 1,042	- 1,881
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	9,280.00	-	-	9,280.00	11,161
Cash funds this year end	8,238.00	-	-	-	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
B1 Cash funds	Barclays Community Account	716	-	-
	Barclays Business Premium Account	7,522	-	-
			-	-
	Total cash funds	8,238	-	-
(agree balances with receipts and payments account(s))				

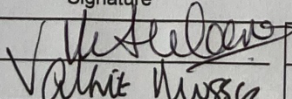
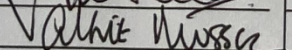
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-		-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Equipment	Unrestricted	1,390	202
	Courtyard	Unrestricted	1,836	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				
			-	
			-	
			-	

Signed by one or two trustees on
behalf of all the trustees

Signature	Print Name	Date of approval
	Keith Ware	
	Valerie Musson	

WARBOYS & DISTRICT DAY CENTRE

INCOME & EXPENDITURE ACCOUNT FOR THE PERIOD ENDING 31st MARCH 2025

PREVIOUS YEAR			CURRENT YEAR		
RECEIPTS			RECEIPTS		
£		£	£		£
8,710		Cambs CC Social Inclusion Grant	10,000		
12,698		Members' Fees	11,591		
375		Internal Fundraising	316		
1,067		Community Fundraising	1,408		
1,898		Donations	943		
0		External Grants	1,000		
165		Other	180		
<hr/>			<hr/>		
	24,914			25,437	
			Total Receipts		
PAYMENTS			PAYMENTS		
£		£	£		£
(10,566)		Staff Costs (£1,000 from Grant)	(12,078)		
(5,178)		Hire of Premises (£5,300 from Grant)	(5,379)		
(3,481)		Transport (£3,700 from Grant)	(4,185)		
(3,354)		Meals and Refreshments	(2,856)		
(234)		External Visits	(340)		
(1,715)		Visiting Entertainers	(1,705)		
		Training	(80)		
(482)		Other Activities	(120)		
(655)		Christmas Lunch	(600)		
(81)		Gifts to Members and Volunteers	(59)		
(224)		Insurance	(209)		
(38)		DBS Checks	(234)		
(60)		General Admin Costs	(213)		
(294)		Miscellaneous	(280)		
(463)		Depreciation of Assets	(85)		
<hr/>			<hr/>		
	(26,826)			(28,423)	
			Total Payments		
<hr/>			<hr/>		
	(1,913)	Surplus / (Deficit) for the year		(2,986)	
<hr/>			<hr/>		

WARBOYS & DISTRICT DAY CENTRE

BALANCE SHEET
as at 31st MARCH 2025

PREVIOUS YEAR				FIXED ASSETS	CURRENT YEAR			
£	£	£	£		£	£	£	£
Cost	Depreciation	Net Book Value			Cost	Depreciation	Net Book Value	
1,390	(1,103)	287		Furniture	1,390	(1,188)	202	
1,836	(1,836)	0		Equipment	1,836	(1,836)	0	
3,226	(2,938)	287	287	Courtyard	3,226	(3,023)	202	202
				CURRENT ASSETS				
		105		Prepayments Carried Forward			429	
		43		Cash in Hand			112	
		744		Community Bank Account			605	
		8,493		Business Premium Account			7,523	
		9,385					8,668	
				CURRENT LIABILITIES				
		(652)		Accruals Carried Forward			(2,724)	
		(30)		Receipts Carried Forward			(141)	
		(682)					(2,865)	
			8,703	NET CURRENT ASSETS				5,802
			8,991	TOTAL ASSETS				6,005
				REPRESENTED BY				
			10,904	Balance at 1 April 2024				8,991
			(1,913)	Surplus/(Deficit) for year				(2,986)
			8,991	Balance as at 31st MARCH 2025				6,005

Auditors Report

I have reviewed the Income & Expenditure Account for the year to 31st March 2025 and the Balance Sheet at that date. Without carrying out a full audit, I confirm that they have been properly prepared from the records maintained by the Charity.

Signed

Wendy Cox

Date

6/5/25

Accounts Reviewed By

Wendy Cox

Address

20 Elizabeth Way, Colne, PE28 3PH

Telephone Number

01487 842006

I certify that these accounts were presented to and accepted by the Trustees at the AGM.

Signed

Valerie Mossa

(Chairman)

Date

21 May 2025

Signed

Wendy Cox

(Treasurer)

Date

21 May 2025