



Bethesda Eventide Homes

Registered charity number: 1051043

Report and Accounts Year ended 31 December 2021





Contents

	Pages
Trust Information	3
Trustees' Report	4 – 9
Auditor's Report	10 – 12
Statement of Financial Activities	13
Balance Sheet	14
Cash Flow	15
Notes to the Accounts	16 – 25



Bethesda Eventide Homes

Registered charity number: 1051043

Trust Information

Trustees

Mrs Sheila Aldous
Mrs Karen Fairweather
Mrs Melanie Armstrong
Mr Paul Gooderham
Mr Andrew Wright
Mrs Christine Jaye
Mr Terry Mann
Mrs Janet Gunner

Chairperson – Retired 17.01.22
Chairperson – w.e.f. 17.01.22
Secretary
Treasurer

Registered Charity Number

1051043

Address

59a Henley Road
Ipswich
Suffolk
IP1 3SN

Auditor

Scrutton Bland LLP
Fitzroy House
Crown Street
Ipswich
Suffolk
IP1 3LG

Bankers

Barclays Bank PLC
Princes Street
Ipswich
Suffolk
IP1 1PB



Trustees' Report

The trustees present their report and the financial statements for the year ended 31 December 2021. The financial statements have been prepared in accordance with the accounting policies specified in the charity's trust deed, the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) 2015.

Legal and Administrative Information

Bethesda Eventide Homes, Ipswich is a trust created by a deed dated 25 October 1995. The trustees set out below held office during the financial year and to the date of this report unless otherwise stated:-

Mrs Sheila Aldous	Chairperson – Retired 17.01.22
Mrs Karen Fairweather	Chairperson – w.e.f. 17.01.22
Mrs Melanie Armstrong	Secretary
Mr Paul Gooderham	Treasurer
Mr Andrew Wright	
Mrs Christine Jaye	
Mr Terry Mann	
Mrs Janet Gunner	

At the end of the financial year (31 December 2021) there were eight trustees.

The mission of the Homes is an extension of the Care ministry of the Bethesda Baptist Church, Ipswich but there is no direct organisational or financial relationship between the two charities, except that by tradition all trustees have been members of the Church.

Object

Bethesda Eventide Homes (the "Homes") provide high quality residential care to the elderly in an environment where individuals are encouraged to retain their own identities and the lifestyle of their choice according to their physical and mental capabilities. The activities of the Homes are carried out at the address of the Homes.

Our objectives are the relief of the elderly by providing and maintaining a residential nursing or convalescent care within an environment to benefit those elderly Christian persons who are in necessitous circumstances and to make donations to such charitable institution or institutions at such time and in such manner as the trustees in their absolute discretion think fit.

Organisation

The trustees have a collective responsibility for all of the charity's assets, residents, staff and to satisfy the requirements of the Trust Deed.

The trustees maintain an active responsibility for the secretarial and financial management of the Homes and oversee the social and maintenance activities, the recruitment of senior staff and new residents. During the year trustees and two senior members of staff have met formally on a regular basis to review and address financial and operational matters.

The charity is a member of the Suffolk Association of Independent Care Providers (SAICP) and Community Action Suffolk. Contact with the Care Quality Commission (CQC) and Suffolk County



Bethesda Eventide Homes

Registered charity number: 1051043

Council Adult Community Services is maintained and assistance and advice can be sought by the Manager and trustees if needed.

Transactions with related parties

There were no transactions with related parties in the year.

Activities during the course of the financial year

The trustees have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to public benefit guidance issued by the Commission. A benevolent fund is maintained to allow the home to assist residents who may experience particular financial hardship. No payments were made to or from the fund during 2021.

During the year it became apparent that a number of residents will continue to need financial assistance in 2022 if they are still resident in their Homes.

Residents

During the year 15 residents passed away. The Homes are registered to provide care for up to 27 residents and at the end of the year there were two unoccupied rooms and there was a total of 24 residents. One Home is designated as a double but at the year end the room was occupied by a single resident. Since the completion of the development works in 2010 a number of residents requiring more specialist care, including some with dementia, have been welcomed to the Homes.

A programme of social events is organised by the staff. As a Christian charity, the residents' spiritual care is considered of vital importance and regular devotional times and Holy Communion were organised throughout the year. Normally, the Home's chaplain, supported by the trustees and other members of Bethesda Baptist Church, Ipswich and other local churches, provides spiritual support to individual residents, however, because of the pandemic the spiritual input to the residents has been administered by the home manager and his deputy.

The care of our residents continues to be the first priority and everything possible is done to provide them with everything they need day by day. A close relationship exists between the Home's staff and residents' families and next of kin to aid this objective.

Staff

The Management Structure underwent a review at the beginning of 2020. The Homes Manager was supported by the Business Administrator from September 2017 and a Deputy Manager was appointed in May 2020

Senior Staff as at 31 December 2021

Homes Manager	Mr S Barber	Retires 31.12.21
Business Administrator	Mrs K Bannister	
Deputy Manager	Mr T Horrex	Became Manager 01.01.22
Senior Team Leaders	Mrs D Gladding	
	Mrs A Youngman	
	Mrs C Cates	Became Deputy Manager 01.01.22



Mrs L Cox
Mrs J Last

On average during the year 55 staff, many of them part time workers, were employed at any one time. The staff requirement at any particular time is dependent on the overall care needs of our residents but the effect of a stable workforce is very much to the residents benefit in ensuring a continuity of care and good relationship between the staff and residents. Staff training is a vitally important aspect in providing good care and with the intake of residents suffering dementia, a considerable amount of special training continues to be provided to staff.

At the end of the financial year 55% of our care staff were qualified to NVQ/QCF Level 2 or above, all new care staff complete the Care Certificate.

Staff related costs accounted for approximately 77% of expenditure.

Pay policy for senior staff (Key management personnel)

This is reviewed annually with reference to appropriate indices. In 2018 an appraisal system was introduced for senior management that included performance objectives that could be utilised in future reviews.

Volunteers

All trustees have specific responsibilities and duties relating to the operation of the Homes, which are carried out on a voluntary basis. Trustees are recruited and appointed from the fellowship at Bethesda Baptist Church and are recruited according to their skill set. There should be at least three trustees and all new trustees are appointed by a resolution of the trustees carried by three fourths votes following a Special Meeting of trustees.

Newly appointed trustees are subject to an induction process, which includes spending time with the Managers, so they are aware of the operational policies and procedures adopted within the Homes. They are also advised of their responsibilities under the Trust Deed in respect of the financial and organisational responsibilities. New trustees receive a copy of the Trust Deed and latest Annual Report and have access to other trustees for guidance and advice.

There are many people who are not trustees, particularly from Bethesda Baptist Church, Ipswich and other local churches, who regularly contribute to social and spiritual activities, routine maintenance etc. on a voluntary basis. The substantial number of hours given by these people continues to have a significant beneficial impact on the Homes financial situation. All volunteers involved with the Homes residents, are the subject of an enhanced level Disclosure and Barring Service disclosure. Volunteers are known to the Managers and where necessary will be briefed by them regarding their role and its impact on the Homes generally. Unfortunately, with the Covid-19 pandemic during 2021 volunteers were unable to have access to the home for the majority of the year to reduce the risk of transmitting the virus on to the residents.

A gardener tends the garden areas on a structured basis.



Building maintenance

During the year routine repairs, renewals and decorations were carried out to maintain the standard of the Homes. During the current year, a considerable amount of time and money was spent on replacing hot water systems, ensuring that hot water was consistently available to all homes at the right temperature.

Financial review

The further reliance on County Council funding which remains insufficient and also the increases to meet the minimum wage requirements, meant a small gain of £805 for the year ended 31 December 2021. Resident fees were increased by 5% from 1 April 2021 and employees were awarded between 1% and 3% pay increase paid from 1 April 2021.

Going concern

The trustees have considered the financial position of the Homes in this period of continued uncertainty with the threat of infection to our residents and staff from Covid-19, although most of the residents and staff have received both vaccine injections and the boosters so this should reduce further infection. Whilst appreciating that there will be additional operational and financial challenges, the trustees are confident that we remain viable as a going concern. Our going concern assessment is further described in the notes to the accounts.

Reserves Policy

At the end of the year the total amount of funds held totalled £1,437,958. This comprised of fixed assets, free reserve funds, designated funds and restricted funds.

A level of reserves is beneficial in order to fund any future capital expenditure, to cover planned repairs and renewals and to give the charity resilience against unexpected adverse events. The trustees aim to retain a Free Reserve fund of 4 months expenditure and as at 31 December 2021, the Free Funds were £246,865 which represented 2.5 months expenditure. In the light of the current threat of Covid-19 it is not expected that the charity will close the gap between target and actual in the short term.

The amount of designated funds amounted to £101,458. These funds are used for short to medium term expenditure and each year consideration is given to adding to these funds. This reserve should be maintained to cover unforeseen emergency expenditure.

The balance of funds is the total value of fixed assets which amounted to £1,089,635.

Investment Policy

We take a low risk approach to investment, preferring to maintain greater security of funds, where matching our cash needs is more important than generating profit.



Plans for the future

We aim to continue to operate the homes, maintaining and improving the facilities whilst being aware of, ever increasing, pressures on income for council funded residents

The Homes are committed to providing a safe environment for residents throughout the Covid-19 pandemic, through maintaining adequate stocks of PPE and stringent infection control procedures. We recognise the need to restrict visitors but have formulated safe processes for admitting new residents where we have vacant Homes. Through flexible working, and using the skills of existing staff, we have been able to provide activities and devotions, which have previously involved visitors and volunteers.

Information on fundraising practices

The charity does not undertake fundraising activities. Additionally:

- The charity does not have any third-party fundraisers acting on its behalf.
- It is not bound by any voluntary scheme or standard for regulating fundraising.
- It has not received any complaints about its fundraising activity over the last year.
- The charity has a complaints procedure and would review and learn from any complaints if they were received.

Risk Assessment

The trustees continue to monitor the factors which can have a serious detrimental effect on the future viability of the charity. The Care Act 2014 continues to have a significant impact on the provision of all Health and Social Care and the trustees will be closely monitoring any future developments which may impact on the future viability of the Homes.

It has been our experience that the average age at which people are taking up residency continues to increase along with the health complications that accompany advancing years. The pressure on staff resources continues to rise along with the cost of funding the care required. Income from residents who qualify for social funding from the County Council continues to be unrealistically low, despite continuing representations to the County Council. The level of local authority funding is from 34% to 51% below the care fees set, depending on the category of care required.

As a Christian charity we believe we should provide care for all in need and not just those who have the financial means to pay our normal fee rates, however new residents upon acceptance into the Home are now asked to have a minimum of 3 years funds due to the high number of Council Funded residents we currently have. That said however - should a sitting resident require social funding once they are already with us, we would endeavour to continue to support them to remain in their Home so long as it is financially sustainable. Wherever possible a third party top up fee is payable to ensure that the total care fee income remains at a level which enables us to remain financially viable.

The home has 4 categories of care which reflect the level of care received by each resident and the associated increase in cost in providing higher levels of care. Our ability to accommodate and provide for residents requiring specialist care allows higher care fees to be charged when appropriate, thus improving the Homes financial viability. However, this is closely monitored to ensure that a balance



is maintained, and the home continues to provide a home for residents with varying degrees of care and support needs.

With the current threat of the virus Covid-19 and the vulnerability of the residents in the home we are constantly aware of the risk that we could face should any of our residents contract the virus. The level of risk is greatly diminished with the introduction of the vaccinations which most of the residents and staff have now received both vaccinations.

In addition to the operational and human impact of the virus on our residents, their families, our staff and the trustees, the risk to the charity's finances, particularly if rooms become vacant for an extended period. The trustees will continue to closely monitor the financial impact and have planned for a range of scenarios.

Trustees' responsibilities in relation to the financial statements

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year, which gives 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 such financial statements the trustees should follow best practice and:

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

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provision of the charity trust deed. The trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

An audit was carried out in respect of the year ended 31 December 2021. The trustees review the appointment of the auditor annually.

Approved by the trustees and signed on their behalf by

Mrs Karen Fairweather (Chair)

Date: 28.9.22



BETHESDA EVENTIDE HOMES

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BETHESDA EVENTIDE HOMES

Opinion

We have audited the financial statements of Bethesda Eventide Homes (the 'charity') for the year ended 31 December 2021 which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.



We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement on page 9 the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations under 154 of that Act made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial experience and through discussions and enquiries of trustees and management. During the engagement team briefing, the outcomes of these discussions were shared with the team, as well as consideration as to where and how fraud may occur in the charity.

The following laws and regulations were identified as being of significance to the charity:

- Those laws and regulations considered to have a direct effect on the financial statements including UK financial reporting standards, taxation regulations and the Charities Act 2011;
- The charity is subject to many other laws and regulations where the consequences of noncompliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to



have such an effect: meeting requirements implemented by the Care Quality Commission (CQC), health and safety, human rights and employment law, food safety, GDPR compliance and compliance with Covid-19 imposed regulations.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: enquiries of management and those charged with governance as to whether the company complies with such regulations; enquiries of management and those charged with governance concerning any actual or potential litigation or claims, inspection of relevant legal documentation, review of board minutes, testing the appropriateness of entries in the nominal ledger, including journal entries and the performance of analytical procedures to identify any unexpected movements in account balances which may be indicative of fraud.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Scrutton Bland LLP

Chartered Accountants
Statutory Auditor

Fitzroy House
Crown Street
Ipswich
Suffolk
IP1 3LG

Date: 4 October 2022

Scrutton Bland LLP are eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006



Bethesda Eventide Homes

Report and Accounts, Year ended 31 December 2021

Section A - Statement of financial activities

Recommended categories by activity	Details of own analysis		Unrestricted funds	Restricted income funds	Total 2021	Total 2020
Income from:						
		Notes	£	£	£	£
Donations	Donations, legacies etc.	3.1	22,012	-	22,012	18,579
Investments	Interest received	3.2	198	-	198	446
Charitable activities	Care Fees, Dining room income,	3.3	1,093,173	-	1,093,173	1,068,647
Other		3.1	27,655	79,215	106,870	70,719
Total incoming resources			1,143,038	79,215	1,222,253	1,158,391
			£	£	£	£
Expenditure on Charitable Activities	In furtherance of the charity's objectives	3.4	1,165,952	55,496	1,221,448	1,172,908
			£	£	£	£
Net incoming/(outgoing) resources			(22,914)	23,719	805	(14,517)
Transfers between funds			26,339	(26,339)	-	-
Total funds brought forward			1,434,533	2,620	1,437,153	1,451,670
Total funds carried forward			1,437,958	-	1,437,958	1,437,153



Bethesda Eventide Homes

Report and Accounts, Year ended 31 December 2021

Section B - Balance Sheet

		Unrestricted funds	Restricted income funds	Total 2021	Total 2020
Fixed Assets					
	Notes	£	£	£	£
Buildings	5.3	1,063,561	-	1,063,561	1,087,563
Moveable Items	5.3	26,074	-	26,074	33,888
Total fixed assets		1,089,635	-	1,089,635	1,121,451
Current assets					
		£	£	£	£
Stock	9	620	-	620	620
Debtors	7	13,088	-	13,088	24,936
Short term investments	6	62,286	-	62,286	62,089
Cash at bank and in hand	6	371,785	-	371,785	311,028
Total current assets		447,779	-	447,779	398,673
		£	£	£	£
Creditors: amounts falling due within one year	8	99,456	-	99,456	82,971
Net current assets		348,323	-	348,323	315,702
Total assets less current liabilities		1,437,958	-	1,437,958	1,437,153
Net assets		1,437,958	-	1,437,958	1,437,153

Funds of the Charity

Unrestricted funds - Designated	10.1	101,458	-	101,458	79,458
Unrestricted funds - General	10.1	1,336,500	-	1,336,500	1,355,075
Restricted funds	10.1	-	-	-	2,620
Total funds		1,437,958	-	1,437,958	1,437,153

Signed on behalf of all the trustees

Signature	Print Name	Date of Approval
	Mrs Melanie Armstrong	28/09/22
	Mr Paul Gooderham	28/09/22



Bethesda Eventide Homes

Report and Accounts, Year ended 31 December 2021

Section B - Cash Flow

	2021	2020
	£	£
Cash flows from operating activities		
Profit / (loss) for the financial year	805	(14,517)
Adjustments for:		
Depreciation	36,116	37,060
Movement in debtors	11,848	(17,249)
Movement in creditors	16,485	5,374
Interest receivable	(198)	(446)
Net cash generated from operations	65,056	10,222
Cash flows from investing activities		
Purchase of tangible fixed assets	(4,300)	(37,148)
Movement in cash investments	(197)	(60,448)
Interest received	198	446
Net cash used in investing activities	(4,299)	(97,150)
Net increase/(decrease) in cash and cash equivalents	60,757	(86,928)
Cash and cash equivalents at the beginning of the year	311,028	397,956
Cash and cash equivalents at the end of the year	<u>371,785</u>	<u>311,028</u>



Bethesda Eventide Homes

Report and Accounts, Year ended 31 December 2021

Section C - Notes to the Accounts

Note 1 - Basis of preparation

1.1 Basis of accounting

The Charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared in accordance with "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) (Second Edition)" and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statement have been prepared to give a "true and fair" view and 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 "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) (Second Edition) "rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 and which has since been withdrawn.

1.2 Going concern

The Trustees have considered the Charity's position at the date of approval of the financial statements, and, in particular the continuing uncertainties and operational and financial challenges to the residential care home during the ongoing Covid19 pandemic.

The Charity continues to operate under conditions and applying safeguards as described in the Trustees' Report.

The Trustees have considered the financial strength of the Charity and have concluded that they have a reasonable expectation that the Charity will have adequate resources to continue in operational existence for the foreseeable future, being at least twelve months from the date of signing these financial statements, and they therefore continue to adopt the going concern basis of accounting in preparing these financial statements.



Bethesda Eventide Homes

Report and Accounts, Year ended 31 December 2021

Section C - Notes to the Accounts

Note 2 - Accounting policies

Incoming Resources

Recognition of incoming resources	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> • it is probable that they will receive the resources; and • the monetary value can be measured with sufficient reliability.
Incoming resources with related expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources and receipt is considered probable.
Government grants	Government grants are recognised in the Statement of Financial Activities when the charity has entitlement to the grant, it is probable that the grant will be received and the amount of the grant can be measured reliably.
Tax reclaims on donations and gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual income and performance related grants	This is only included in the SoFA once the related goods or services have been delivered.
Gifts in kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
Legacies	All incoming resources are included in the SoFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy and receipt is assessed to be probable. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.
Donated services and facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
Investment income	This is included in the accounts when receivable.
Investment gains and losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.
Fund accounting	General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in note 10 to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in note 10 to the financial statements.



Bethesda Eventide Homes

Report and Accounts, Year ended 31 December 2021

Section C - Notes to the Accounts

Note 2 - Accounting policies, continued

Expenditure and Liabilities

Resources expended	All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.
Liability recognition	Liabilities are recognised when there is a legal or constructive obligation committing the charity to pay out resources and payment is probable.
Pension plan	The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.
Governance costs	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Assets

Tangible fixed assets for use by Charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
Investments	Short term investments are those funds held in deposit accounts or equivalent. Fixed Asset investments: Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
Stocks and work in progress	These are valued at the lower of cost or net realisable value
Depreciation policy	Depreciation is charged on a straight line basis at the following rates: Freehold Property 1% Property Improvements 10% & 20% Furniture and Fittings 10% Equipment 20%

Other accounting policies :

Operating leases	Rentals in respect of operating leases, where substantially all the benefits and risks of ownership remain with the lessor, are charged to the Statement of Financial Activities as incurred.
Taxation	The charity is exempt from tax on income and gains to the extent that such income and gains are applied to its Charitable objectives. No corporation tax charge arises for the year.
Judgements in applying accounting policies and key sources of estimation uncertainty	In preparing these accounts the trustees have had to make the following judgements: Valuation of property. The freehold property is valued at historical cost rather than valuation. This is on the basis that it is held for long term use as part of the business



Section C - Notes to the Accounts

Note 3 - Analysis of incoming and outgoing resources

		Unrestricted funds	Restricted income funds	Total funds 2021	Total funds 2020
		£			£
3.1 Other Income	Donations	12	-	12	275
	Legacies	22,000	-	22,000	18,304
	Amenity fund	3,052	-	3,052	4,445
	Government grants	24,603	79,215	103,818	66,274
	Total	49,667	79,215	128,882	89,298
Government grants represent amounts received during the year from Local Authorities in order to support the charity during the Covid-19 pandemic					
3.2 Investment income	Deposit Account	198	-	198	446
	Total	198	-	198	446
3.3 Incoming resources from charitable activities	Residential care fees	1,092,521	-	1,092,521	1,067,526
	Dining room income	652	-	652	1,121
	Total	1,093,173	-	1,093,173	1,068,647
3.4 Expenditure on Charitable activities	Staff wages & payroll overheads	821,404	55,496	876,900	839,420
	Food	39,517	-	39,517	40,026
	Energy, water, council tax	30,644	-	30,644	30,103
	General supplies	27,517	-	27,517	38,457
	Garden	18,920	-	18,920	1,823
	Equipment	13,145	-	13,145	11,919
	Facility maintenance	68,288	-	68,288	68,636
	Insurance	5,722	-	5,722	4,269
	Office, fees etc	26,776	-	26,776	27,675
	Employers national insurance	48,579	-	48,579	46,383
	Employers pension costs	14,274	-	14,274	12,622
	Training	3,872	-	3,872	7,660
	Depreciation	36,116	-	36,116	37,060
	Audit Fee	7,500	-	7,500	7,000
	Amenity expenditure	3,678	-	3,678	145
	Total	1,165,952	55,496	1,221,448	1,172,908



Bethesda Eventide Homes

Report and Accounts, Year ended 31 December 2021

Section C - Notes to the Accounts

Note 4 - Paid Employees

		2021	2020
		£	£
4.1 Staff Costs	Gross salaries and agency costs	876,900	839,420
	Employer's National Insurance costs	48,579	46,383
	Employer's Pension costs	14,274	12,622
	Total	939,753	898,425
		2021	2020
		number	number
4.2 Average number of employees in the year	Charitable Activities	54	54
	Governance	1	1
	Total	55	55

4.3 Trustees Remuneration and Trustees Expenses	No emoluments are payable to the trustees (2020 None) No expenses were reimbursed to the trustees (2020 None)
4.4 High Paid Staff	No staff member is paid in excess of £60,000 per annum (2020 None)
4.5 Related party transactions	There were no related party transactions in the year ended 31 December 2021 (2020 None)
4.6 Key management personnel	The key management personnel of the Charity comprises the trustees and senior management. The total amount of employee benefits (including employer pension contributions) received by key personnel for qualifying services to the Charity was £115,240 (2020 - £93,133)



Section C - Notes to the Accounts

Note 5 - Tangible Fixed Assets

5.1 Cost or valuation

	Original buildings	Building extension 1983	Building development 1991	Building development 2009	Improvement	Fixtures, fittings & Equipment	Total
	£	£	£		£	£	£
Balance brought forward	16,145	68,968	334,277	836,652	194,380	203,547	1,653,969
Additions	-	-	-	-	-	4,300	4,300
Balance carried forward	16,145	68,968	334,277	836,652	194,380	207,847	1,658,269

5.2 Accumulated depreciation and impairment provisions

	Basis	Straight Line	Straight Line	Straight Line	Straight Line	Straight Line	Straight Line	Total
Rate		1%	1%	1%	1%	10%	10% & 20%	
Balance brought forward		8,653	25,523	96,450	92,036	140,197	169,659	532,518
Depreciation charge for year		161	691	3,350	8,368	11,432	12,114	36,116
Balance carried forward		8,814	26,214	99,800	100,404	151,629	181,773	568,634

5.3 Net book value

Brought forward	7,492	43,445	237,827	744,616	54,183	33,888	1,121,451
Carried forward	7,331	42,754	234,477	736,248	42,751	26,074	1,089,635



Bethesda Eventide Homes

Report and Accounts, Year ended 31 December 2021

Section C - Notes to the Accounts

Note 6 - Bank Assets and Investments

	2021	2020
	£	£
Cash at bank		
Current accounts	371,319	310,802
Petty cash account	466	226
	<u>371,785</u>	<u>311,028</u>
Short term investments		
Deposit account	60,643	60,446
Investment Account	1,643	1,643
	<u>62,286</u>	<u>62,089</u>
Total	<u>434,071</u>	<u>373,117</u>

Note 7 - Debtors and Prepayments

Analysis of debtors

Amounts falling due within one year

	2021	2020
	£	£
Resident fees outstanding	7,480	18,323
Fees & insurances prepaid	1,302	1,036
Service contracts prepaid	4,306	5,071
Pensions	-	506
Total	<u>13,088</u>	<u>24,936</u>

Note 8 - Creditors

Amounts falling due within one year

	2021	2020
	£	£
Trade creditors	6,986	6,303
Staff costs	35,459	47,966
Residents fees paid in advance	25,978	8,529
PAYE/NIC/Pension	23,533	12,881
Audit fee	7,500	7,292
Total	<u>99,456</u>	<u>82,971</u>



Bethesda Eventide Homes

Report and Accounts, Year ended 31 December 2021

Section C - Notes to the Accounts

Note 9 - Analysis of Stocks

	Amounts falling due within one year	
	2021	2020
	£	£
Food stock	620	620
Total	620	620

Note 10 - Statement of Funds

10.1 Movement of Funds

	Fund balances at 1 January 2021	Incoming resources	Outgoing resources	Transfers	Gains and losses	Fund balances at 31 December 2021
	£	£	£	£	£	£
Unrestricted Funds						
General Funds						
General fund	1,355,075	1,121,038	1,165,952	26,339	-	1,336,500
Designated Funds						
Maintenance fund	42,005	-	-	-	-	42,005
Benevolent fund	37,453	-	-	-	-	37,453
Legacy fund	-	22,000	-	-	-	22,000
Total Designated Funds	79,458	22,000	-	-	-	101,458
Total Unrestricted Funds	1,434,533	1,143,038	1,165,952	26,339	-	1,437,958
Restricted Funds						
Infection Control Fund	318	39,377	39,695	-	-	-
PPE Fund	2,302	-	2,302	-	-	-
Rapid Test Fund	-	39,838	13,499	(26,339)	-	-
Total Restricted Funds	2,620	79,215	55,496	(26,339)	-	-
Total of Funds	1,437,153	1,222,253	1,221,448	-	-	1,437,958

Unrestricted Funds

These funds relate to unrestricted income to be used to support the Charity's objectives.

Designated funds:

The Maintenance fund was formed to cater for large items of maintenance related expenditure which is required from time to time to maintain and improve the home.

The Benevolent fund was formed to allow the home to assist residents who may experience particular financial hardship.

The Legacy Fund has been formed from gifts left to the home, mainly from former residents, to enrich the stay of the residents by purchasing specific items to enhance their period within the home.

Restricted Funds

Infection Control fund - for the purpose of infection control as a result of Covid-19.

PPE fund - for the purpose of personal protection of staff as a result of Covid-19.

Rapid Test Fund - for the purpose of support increased lateral flow device (LFD) testing of staff.

Transfers

Transfers between General fund and Restricted fund were due to grants received for creation and maintenance of testing areas



Bethesda Eventide Homes

Report and Accounts, Year ended 31 December 2021

Section C - Notes to the Accounts

Note 10 - Statement of Funds

10.1 Movement of Funds

Comparative table for 2020	Fund balances at 1 January 2020	Incoming resources	Outgoing resources	Transfers	Gains and losses	Fund balances at 31 December 2020
	£	£	£	£	£	£
Unrestricted Funds						
General Funds						
General fund	1,372,212	1,112,099	1,129,236	-	-	1,355,075
Designated Funds						
Maintenance fund	42,005	-	-	-	-	42,005
Benevolent fund	37,453	-	-	-	-	37,453
Total Designated Funds	79,458	-	-	-	-	79,458
Total Unrestricted Funds	1,451,670	1,112,099	1,129,236	-	-	1,434,533
Restricted Funds						
Infection Control Fund	-	35,302	34,984	-	-	318
PPE Fund	-	10,990	8,688	-	-	2,302
Total Restricted Funds	-	46,292	43,672	-	-	2,620
Total of Funds	1,451,670	1,158,391	1,172,908	-	-	1,437,153

10.2 Analysis of Net Assets Between Funds

	Tangible Fixed Assets	Net Current Assets	Creditors > 1 year	Total	Funds
	£	£	£	£	
Unrestricted Funds					
General Fund	1,089,635	246,865	-	1,336,500	
Maintenance Fund	-	42,005	-	42,005	
Benevolent Fund	-	37,453	-	37,453	
Legacy Fund	-	22,000	-	22,000	
	1,089,635	348,323	-	1,437,958	
Restricted Funds	-	-	-	-	
Total Funds	1,089,635	348,323	-	1,437,958	

Comparative Table for 2020

	Tangible Fixed Assets	Net Current Assets	Creditors > 1 year	Total	Funds
	£	£	£	£	
Unrestricted Funds					
General Fund	1,121,451	233,624	-	1,355,075	
Maintenance Fund	-	42,005	-	42,005	
Benevolent Fund	-	37,453	-	37,453	
	1,121,451	313,082	-	1,434,533	
Restricted Funds	-	2,620	-	2,620	
Total Funds	1,121,451	315,702	-	1,437,153	



Bethesda Eventide Homes

Report and Accounts, Year ended 31 December 2021

Section C - Notes to the Accounts

Note 11 - Financial Commitments

- a) Contractual commitments for the acquisition of tangible fixed assets at 31st December 2021 totalled Nil (2020: Nil)
- b) As at 31 December 2021 the Charity had future minimum lease payment under non-cancellable operating leases as follows :

	2021	2020
Within 1 year	£12,485	£11,477
Within 2-5 years	£49,939	£28,849
Over 5 years	£35,374	£2,964
	<u>£97,798</u>	<u>£43,290</u>

Private and Confidential

The Trustees
Bethesda Eventide Homes
59a Henley Road
Ipswich
Suffolk
IP1 3SN

4 October 2022
LC/AHS/B07730

Dear Sirs

Introduction

Following our recent audit in connection with the financial statements of Bethesda Eventide Homes (the “Charity”) for the year ended 31 December 2021, we are writing to bring to your attention certain matters that arose during the course of our work, together with suggestions for improvements of controls and procedures operated by the Charity. We hope you will find our comments helpful and constructive.

Our work during the audit included an examination of some of the Charity’s transactions, procedures and controls with a view to expressing an opinion on the financial statements for the year ended 31 December 2021. This work was not directed primarily towards discovering deficiencies in, or the operating effectiveness of your internal controls other than those that would affect our audit opinion or towards the detection of fraud. We have included in this letter only matters that have come to our attention as a result of our normal audit procedures and consequently our comments should not be regarded as a comprehensive record of all weaknesses that may exist or of all improvements that might be made or the operating effectiveness of your internal controls.

We recognise that the number of your accounting staff makes a complete system of internal control impracticable and that the Trustees exercise close personal supervision, which we consider reasonable in the circumstances. We have taken this into account in conducting our audit and in preparing this letter.

Our work also included a review of the adequacy of disclosures in the financial statements and consideration of the appropriateness of the accounting policies and estimation techniques adopted by the Charity. This review identified no significant matters, which we believe are necessary to draw to your attention.

Breaches of duty imposed by law and regulation

During the course of the audit we discovered no breaches of duty relevant to the administration of the Charity imposed by any enactment or rule of law on the trustees, managers or any professional advisors, regardless of whether such matters gave rise to a statutory duty to report to The Charity Commission.

Summary

We would particularly draw your attention to the following key matters/observations:

1. Risk Register

We understand that the Charity does not currently maintain a risk register. A risk register helps the Trustees set a risk framework that allows them to identify the major risks that apply to their Charity, make decisions about how to respond to the risks they face and make an appropriate statement regarding risk management in their Annual Report. We recommend that the Charity considers preparing a formal risk register which is updated on a regular basis for any changes to or new risks as they are identified.

2. Legacy Paperwork

During the year ended 31 December 2021, a legacy was received for £22,000 however, no documentation supporting the amount received was retained. We understand that this was due to staff changes in the year however, we recommend that it is considered whether some paperwork is held centrally and ensured that it can be accessed by another employee if there is staff absence.

3. Title deeds

When reviewing the title deeds for the property, it was noted that the list of Trustees in the title deed does not reflect the current Trustees. We recommend that Land Registry is updated to reflect the current Trustees and any future changes are notified to Land Registry as soon as possible to ensure Land Registry shows the correct ownership.

4. PAYE and NI Control account

During the course of the audit we identified a difference of £800 on the PAYE/NI control account at the year end. We understand that this variance is being investigated and the amount is not considered material however, we recommend that this control account is reconciled on a monthly basis to ensure the correct liability is paid over to HMRC.

5. Segregation of duties

Due to the size of the Charity, there are limited segregation of duties, for example there are no formal review or authorisation process in place for general journal posting. This increases the risk that data manipulation may arise or errors could be undetected. We recommend that the journals process is reviewed such that there are segregation of duties in place such that journals are not being raised without review by another senior member of the finance function or an independent person.

Charity's status

We continue to recommend that unincorporated entities review their status on a regular/annual basis to confirm if it is still the most appropriate vehicle through which to operate.

Breaches of duty imposed by law and regulation

During the course of the audit we did not discover any breaches of duty relevant to the administration of the Charity imposed by any enactment or rule of law on the Trustees, managers or any professional advisors, regardless of whether such matters gave rise to a statutory duty to report to The Charity Commission.

Conclusion

If you require any further information or assistance, we shall be very pleased to help you.

We would appreciate an acknowledgement of the receipt of this letter and look forward to receiving your comments when you have had the opportunity of considering the matters that we have raised.

This letter is for your private use only. It has been prepared on the understanding that it will not be disclosed to any third party, or quoted to or referred to, without our prior written consent and we assume no responsibility to any other party.

We should like to take this opportunity of thanking you and your staff for the assistance and co-operation we have received during the course of our work.

Yours faithfully



Scrutton Bland LLP

hello@scruttonbland.co.uk