



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 6<sup>th</sup> April 2021 To 5<sup>th</sup> April 2022

**Charity name: Attleborough Day Centre**

**Charity registration number: 1054909**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of the Centre shall be to promote the relief of elderly people in any manner which now is or hereinafter may be deemed by law to be charitable within Attleborough and District (hereinafter called 'the area of benefit') and in particular to provide a day care centre in order to benefit people who are elderly or disabled and to provide their carers with respite.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The provision of a Day Centre for older people three days a week, facilitation of local services to be accessed by local older people, such as transport for shopping, befriending, dementia etc.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have received guidance documents issued by the Charity Commission on public benefit.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	The Trustees are trying to encourage more volunteers at the Centre in an effort to help keep running costs down and enable more

		quality time to be spent with service users when needed.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Opened in September 1994, this service is available to older people living alone or needing a high level of support from their families. The aim of the Centre is to provide high quality Day Care, assisting people to remain living at home and/or to provide a break for family members who otherwise give care.</p> <p>The Centre is open on Mondays, Tuesdays and Wednesdays for 51 weeks of the year (with the exception of Bank Holidays) and provides various opportunities for physical and mental stimulation and has capacity to care for up to 30 people per day including those increasingly needing a higher level of care. A Cook is employed to provide a freshly cooked, nutritious meal daily on the premises. A variety of activities are included within the price of a place at the Centre.</p> <p>The Centre runs its own tail-lift minibus with a driver and escort and can take wheelchair users to and from the Day Centre in addition to providing an unescorted shopping service for older residents of Attleborough, transporting them from their homes to the local supermarket and back.</p> <p>The Covid-19 pandemic saw the birth of an Outreach Service which has continued and provides an alternative for people who choose not to attend the Centre. A freshly cooked lunch delivery service was also commenced and has been sustained; offering hot meals five days a week, delivered to the homes of older people. This enables workers to monitor individuals wellbeing throughout the year, but particularly during the winter months. The Centre has also provided other support groups including a Dementia Café and</p>

		Luncheon Club in response to identified need in the local population of Older People.
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity has reviewed its Reserves Policy and current reserves are adequate to comply with the policy
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Attleborough Day Centre aims to hold reserves amounting to between three and six months' average expenditure plus the amount required to fund staff redundancy payments in the event of closure of the Day Centre, as well as save money towards the eventual replacement of its Mini-bus.
Amount of reserves held	Para 1.22	<b>£108397</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Recruitment of staff remained difficult during this year

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The Centre received a significant donation from Wymondham Day Centre which unfortunately closed permanently due to the Covid-19 pandemic.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	<b>Unincorporated</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Local interested people with relevant skills and experience, election to post.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Attleborough Day Centre
Other name the charity uses	None
Registered charity number	1054909
Charity's principal address	St Mary's Church Hall Church Street Attleborough Norfolk NR17 2AH

**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	Rev Matthew Christopher Jackson			
2	Mrs Elizabeth Anne Burrows			
3	Mrs Brenda Greig	Chairman		
4	Mrs Ann Elizabeth Mary Rhind			
5	Mr David Stubbert			
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**Corporate trustees – names of the directors at the date the report was approved**

Director name		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Finance, HR and Business related	Heather Nunn Business Services Ltd	Womack House, Swaffham Road, Ashill, Thetford, Norfolk, IP25 7DB

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

Mrs Emma Callaghan - Manager
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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Brenda Greig	
<b>Full name(s)</b>	Brenda Greig	
<b>Position (eg Secretary, Chair, etc)</b>	Chairman	
<b>Date</b>	22nd July 2022	



# **ATTLEBOROUGH DAY CENTRE**

**FINANCIAL REPORT 5TH APRIL 2022**

**ATTLEBOROUGH DAY CENTRE**  
**TOTAL FUNDS EXCLUDING RESTRICTED FUNDS (AND EXCLUDING MEMBERS FUND )**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE PERIOD FROM 6TH APRIL 2021 TO 5TH APRIL 2022**

	2021/2022 £	2020/2021 £
<b>INCOME</b>		
Norfolk County Council	61204	69499
Private places	9438	36
Members meals	3065	0
Other meals	16063	0
Covid-19 Meal Delivery	932	17145
Raffle proceeds	0	0
Baths	0	150
Grants/donations/fundraising	26460	2592
Covid-19 Grants	750	3781
HMRC Covid 19 SSP Grant	0	192
Mini bus income	1650	0
Friday shopping service	0	0
Interest	110	98
Depreciation reversed from last year	2000 *	0
	<hr/>	<hr/>
	121672	93493
<b>EXPENDITURE</b>		
Rent	22401	11770
Wages/PAYE/Pension/DBS	56040	60857
Cost of Covid-19 Shopping Service	0	70
Covid-19 PPE	426	742
Staff expenses	432	442
Telephone	631	465
Insurance	1118	0
Stationery/postage/papers/advertising/ computer/website	1846	1958
Minibus and petrol expenses	7283	2670
Kitchen & Toiletry supplies	10110	9337
Equipment and Repairs	153	372
Accounts/bookkeeping/administration	8178	9749
Examiner Gratuity	50	50
Activities	1035	136
Training	914	586
Raffle costs	0	0
Bank charges	503	311
Governance	0	0
Depreciation	470	2868 *
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	111590	102383
Surplus of Income over Expenditure	10082	-8890

# **ATTLEBOROUGH DAY CENTRE**

## **BALANCE SHEET AS AT 5TH APRIL 2022**

	2021/2022 £	2020/2021 £
<b>CURRENT ASSETS</b>		
High interest business account	81237	71193
Current account	8689	2232
Cash in hand	409	571
Debtors	1914	5713
Equipment less Depreciation	923	1199
Furniture and fixtures Less depreciation	464	597
Minibus (less depreciation)	19884	21884
	<hr/>	<hr/>
	113520	103389
<b>CURRENT LIABILITIES</b>		
Payment in advance	0	0
Uncashed cheques	0	0
Cash in hand	0	0
Creditors	3168	3119
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	3168	3119
 <b>BALANCE</b>	 110352	 100270
 <b>FINANCED BY</b>		
Accumulated fund brought forward	100270	109160
Surplus for the year (loss)	10082	-8890
	<hr/>	<hr/>
<b>BALANCE</b>	110352	100270

# **ATTLEBOROUGH DAY CENTRE**

## **RESTRICTED FUNDS ONLY FOR THE PERIOD FROM 6TH APRIL 2021 TO 5TH APRIL 2022**

	£	£
<b>FUND BALANCE BROUGHT FORWARD</b>		6809
<b>INCOME</b>		
16. Minibus Purchase	0	
20. Attleborough Town Council	0	
22. Norfolk Recovery Fund	0	
24. Infection Control Round 2	0	
26. Infection Control Round 3	6300	
28. Infection Control Fund Round 4	6880	
29. Norfolk Household Support	1250	
30. Infection Control Fund Round 5	6119	
31. NCF - Community Lunches	1000	
32. Norfolk Household Support 2	850	
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	22399	29208
<b>EXPENDITURE</b>		
16. Minibus Purchase	2000	
20. Dementia Café	0	
22. Recovery from Covid-19	345	
24. Infection Control Round 2	2215	
26. Infection Control Round 3	6300	
28. Infection Control Fund Round 4	6880	
29. Norfolk Household Support	1250	
30. Infection Control Fund Round 5	6119	
31. NCF - Community Lunches	333	
32. Norfolk Household Support 2	0	
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	25442	25442
<b>BALANCE HELD</b>		0
<b>SAVINGS ACCOUNT</b>		3766

**ATTLEBOROUGH DAY CENTRE  
MEMBERS SOCIAL FUND  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE PERIOD FROM 6TH APRIL 2021 TO 5TH APRIL 2022**

	£	£
<b>FUND BALANCE BROUGHT FORWARD</b>		1955
<b>INCOME</b>		
Social fund collections/donations	0	
Social fund fundraising	0	
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	0	1955
<b>EXPENDITURE</b>		
Social fund outings/activities	0	
Social fund transport	0	
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	0	0
<b>BALANCE HELD</b>		1955
<b>CURRENT ACCOUNT</b>		1955

**Independent Examiner's Report  
to the Trustees of  
ATTLEBOROUGH DAY CENTRE - CHARITY NO. 1054909  
ON THE ACCOUNTS FOR THE YEAR  
FROM 6TH APRIL 2021 TO 5TH APRIL 2022  
set out on pages 1 to 5**

I report on the accounts of the Trust for the year ended 5th April 2022, which are set out on pages 1 to 5.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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 Charities Act; and
- to state whether particular matters have come to my attention.

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 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 you as trustees concerning any 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 connection with my examination, no material matters have come to my attention: which give me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and contents of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Signed : 

Date : 15/7/2022

Name : Rysia Bane

Relevant professional qualification or body (if any) :

Address : 21 Jubilee Road, Watton, Norfolk, IP25 6BJ



**Independent Examiner's Report  
to the Trustees of  
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