



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 6<sup>th</sup> April 2022 To 5<sup>th</sup> April 2023

**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 continue to encourage more volunteers at the Centre 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>An Outreach Service provides an alternative for older people who choose not to attend the Centre. A freshly cooked lunch delivery offers hot meals five days a week delivered to the homes of older people. This enables workers to monitor individuals wellbeing throughout the year. The Centre also provides a Luncheon Club in response to identified need in the local population of Older People.</p>

### 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>£133831</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 still remains difficult.

### 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	
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>	2 <sup>nd</sup> August 2023	



# **ATTLEBOROUGH DAY CENTRE**

**FINANCIAL REPORT 5TH APRIL 2023**

**ATTLEBOROUGH DAY CENTRE**  
**TOTAL FUNDS EXCLUDING RESTRICTED FUNDS (AND EXCLUDING MEMBERS FUND )**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE PERIOD FROM 6TH APRIL 2022 TO 5TH APRIL 2023**

	2022/2023 £	2021/2022 £
<b>INCOME</b>		
Norfolk County Council	63441	61204
Private places	38663	9438
Members meals	8959	3065
Other meals	18541	16063
Covid-19 Meal Delivery	0	932
Community Lunch	1668	0
Grants/donations/fundraising	1019	26460
Covid-19 Grants (Resilience Fund)	20000	750
HMRC Covid 19 SSP Grant	0	0
Mini bus income	6064	1650
Friday shopping service	594	0
Interest	308	110
Depreciation reversed from last year	0	2000
	<hr/> 159257	<hr/> 121672
<b>EXPENDITURE</b>		
Rent	21427	22401
Wages/PAYE/Pension/DBS	77017	56040
Cost of Covid-19 Shopping Service	0	0
Covid-19 PPE	0	426
Staff expenses	224	432
Telephone	587	631
Insurance	1516	1118
Stationery/postage/papers/advertising/ computer/website	1207	1846
Minibus and petrol expenses	5722	7283
Kitchen & Toiletry supplies	11707	10110
Equipment and Repairs	70	153
Accounts/bookkeeping/administration	7924	8178
Examiner Gratuity	50	50
Activities	4295	1035
Training	1064	914
Raffle costs	0	0
Bank charges	621	503
Governance	0	0
Depreciation	2347	470
	<hr/> 135778	<hr/> 111590
Surplus of Income over Expenditure	23479	10082

# **ATTLEBOROUGH DAY CENTRE**

## **BALANCE SHEET AS AT 5TH APRIL 2023**

	2022/2023 £	2021/2022 £
<b>CURRENT ASSETS</b>		
High interest business account	95246	81237
Current account	12533	8689
Cash in hand	564	409
Debtors	9550	1914
Equipment less Depreciation	692	923
Furniture and fixtures Less depreciation	348	464
Minibus (less depreciation)	17884	19884
	<hr/>	<hr/>
	136817	113520
<b>CURRENT LIABILITIES</b>		
Payment in advance	0	0
Uncashed cheques	0	0
Cash in hand	0	0
Creditors	2986	3168
	<hr/>	<hr/>
	2986	3168
<b>BALANCE</b>	<b>133831</b>	<b>110352</b>
<b>FINANCED BY</b>		
Accumulated fund brought forward	110352	100270
Surplus for the year (loss)	23479	10082
	<hr/>	<hr/>
<b>BALANCE</b>	<b>133831</b>	<b>110352</b>

**ATTLEBOROUGH DAY CENTRE**

**RESTRICTED FUNDS ONLY  
FOR THE PERIOD FROM 6TH APRIL 2022 TO 5TH APRIL 2023**

	£	£
<b>FUND BALANCE BROUGHT FORWARD</b>		3766
<b>INCOME</b>		
16. Minibus Purchase	0	
20. Attleborough Town Council	0	
31. NCF - Community Lunches	0	
32. Norfolk Household Support 2	0	
33. Norfolk Household Support 3	1600	
34. Empowering Communities Fund	10000	
35. Connecting Older People Fund	6000	
SOCIAL FUND	1955	
	<hr/>	
	19555	23321
<b>EXPENDITURE</b>		
16. Minibus Purchase	2000	
20. Dementia Café	250	
31. NCF - Community Lunches	667	
32. Norfolk Household Support 2	850	
33. Norfolk Household Support 3	1600	
34. Empowering Communities Fund	10000	
35. Connecting Older People Fund	2985	
SOCIAL FUND	92	
	<hr/>	
	18444	18444
<b>BALANCE HELD</b>		4877
<b>SAVINGS ACCOUNT</b>		4877

**Independent Examiner's Report  
to the Trustees of  
ATTLEBOROUGH DAY CENTRE - CHARITY NO. 1054909  
ON THE ACCOUNTS FOR THE YEAR  
FROM 6TH APRIL 2022 TO 5TH APRIL 2023  
set out on pages 1 to 4**

I report on the accounts of the Trust for the year ended 5th April 2023, which are set out on pages 1 to 4.

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 : 23/6/2023

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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