



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 6th April 2023 To 5th April 2024

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 and other activities when able to provide.</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	£132159
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Recruitment of staff has improved and more volunteers have come forward to help.

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 (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated
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, appointment or 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

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

Signature(s)	Brenda Greig	
Full name(s)	Brenda Greig	
Position (eg Secretary, Chair, etc)	Chairman	
Date	3 rd July 2024	

ATTLEBOROUGH DAY CENTRE

FINANCIAL REPORT 5TH APRIL 2024

ATTLEBOROUGH DAY CENTRE
TOTAL FUNDS EXCLUDING RESTRICTED FUNDS (AND EXCLUDING MEMBERS FUND)
INCOME AND EXPENDITURE ACCOUNT
FOR THE PERIOD FROM 6TH APRIL 2023 TO 5TH APRIL 2024

	2023/2024	2022/2023
	£	£
INCOME		
Norfolk County Council	80394	63441
Private places	32940	38663
Members meals	7923	8959
Other meals	25046	18541
Community Lunch	2253	1668
Grants/donations/fundraising	159	1019
Covid-19 Grants (Resilience Fund)	0	20000
Mini bus income	8698	6064
Friday shopping service	730	594
Interest	1336	308
	<hr/>	<hr/>
	159479	159257
EXPENDITURE		
Rent	25575	21427
Wages/PAYE/Pension/DBS	92086	77017
Staff expenses	220	224
Telephone and Internet	1264	587
Insurance	0	1516
Stationery/postage/papers and advertising	1267	1207
Computer software and Website	176	0
Membership and Subscriptions	100	0
Minibus and petrol expenses	7538	5722
Kitchen & Hygiene supplies	16982	11707
Equipment and Repairs	299	70
Accounts/bookkeeping/administration	7873	7924
Examiner Gratuity	60	50
Activities	4117	4295
Training	1082	1064
Raffle costs	7	0
Bank charges	601	621
Governance	0	0
Depreciation	1904	2347
	<hr/>	<hr/>
	161151	135778
Surplus of Income over Expenditure	-1672	23479

ATTLEBOROUGH DAY CENTRE

BALANCE SHEET AS AT 5TH APRIL 2024

	2023/2024 £	2023/2023 £
CURRENT ASSETS		
High interest business account	95860	95246
Current account	11807	12533
Cash in hand	565	564
Debtors	9793	9550
Equipment less Depreciation	790	692
Furniture and fixtures Less depreciation	346	348
Minibus (less depreciation)	15884	17884
	<hr/>	<hr/>
	135045	136817
CURRENT LIABILITIES		
Payment in advance	0	0
Uncashed cheques	0	0
Cash in hand	0	0
Creditors	2885	2986
	<hr/>	<hr/>
	2885	2986
BALANCE	132159	133831
FINANCED BY		
Accumulated fund brought forward	133831	110352
Surplus for the year (loss)	-1672	23479
	<hr/>	<hr/>
BALANCE	132159	133831

ATTLEBOROUGH DAY CENTRE

**RESTRICTED FUNDS ONLY
FOR THE PERIOD FROM 6TH APRIL 2023 TO 5TH APRIL 2024**

	£	£
FUND BALANCE BROUGHT FORWARD		4877
INCOME		
31. NCF - Community Lunches	0	
32. Norfolk Household Support 2	0	
33. Norfolk Household Support 3	0	
34. Empowering Communities Fund	0	
35. Connecting Older People Fund	0	
SOCIAL FUND	0	
36. Connecting Older People 2 / Goodman Tru	8920	
	<hr/>	
	8920	13797
EXPENDITURE		
31. NCF - Community Lunches		
32. Norfolk Household Support 2		
33. Norfolk Household Support 3		
34. Empowering Communities Fund		
35. Connecting Older People Fund	3013	
SOCIAL FUND	108	
36. Connecting Older People 2 / Goodman Tru	1536	
	<hr/>	
	4657	4657
BALANCE HELD		9140
SAVINGS ACCOUNT		9140

**Independent Examiner's Report
to the Trustees of
ATTLEBOROUGH DAY CENTRE - CHARITY NO. 1054909
ON THE ACCOUNTS FOR THE YEAR
FROM 6TH APRIL 2023 TO 5TH APRIL 2024
set out on pages 1 to 4**

I report on the accounts of the Trust for the year ended 5th April 2024, 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 :

3/6/2024

Name : Rysia Bane

Relevant professional qualification or body (if any) :

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

ATTLEBOROUGH DAY CENTRE

FINANCIAL REPORT 5TH APRIL 2024

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