



Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 March 2022  
for  
Oakley Rural Day Care Centre

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for the Year Ended 31 March 2022

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Report of the Trustees  
for the Year Ended 31 March 2022

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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) (effective 1 January 2019).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The object of the charity is the relief of frail elderly people in the rural areas of North Bedfordshire by the provision of recreational facilities with the object of improving the conditions of life of such people.

### **Significant activities**

To fulfil the charity's objectives the trustees have secured the use of a hall, The Old School, in the village of Oakley to serve as a day centre.

Since October 2001 the centre has been open three days per week, Tuesday, Wednesday and Thursday.

Sadly, due to Covid-19 the charity was unable to accept clients into the day centre after the 12<sup>th</sup> March 2020. As a result the trustees and staff took the decision to pivot the services provided during the pandemic to ensure contact was maintained with all the clients.

Each week during the 2020-21 year and for the first half of 2021-22 a pack has been sent to each client containing a newsletter and various activities (such as quizzes, crosswords, spot the difference etc.). Each client also received a weekly phone call from a member of staff.

The Day Centre was able to re-open on 31<sup>st</sup> August 2021, and has since seen steadily increasing numbers of clients attending each day, although the numbers are still not back to pre-pandemic levels.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

By providing the day centre facilities the charity has enabled many members of the community to remain more socially and mentally active. The centre provides a safe environment for the clients to meet and make friends as well as benefiting from hot meals.

By providing the alternative services during Covid-19 the day centre has helped to combat the isolation many of the clients would otherwise have suffered from.

When the day centre reopens and by supporting the clients who attend the day centre to stay more active it reduces the need for clinical care and therefore reduces the demand placed on medical and social care budgets.

## **FINANCIAL REVIEW**

### **Financial position**

Throughout the year the charity has received Covid support from local and central government totalling £5,609, of which £2,609 related to the furlough scheme. In addition to this support the charity has managed to raise donations of £20,431 which has meant that although the income generated from clients attending the day centre is well below the pre-pandemic level there is a surplus for the year was only £1,528.

The charity is still in a strong financial position cash reserves at 31<sup>st</sup> March 2022 of £102,315, up from £100,787 at 31<sup>st</sup> March 2021.

## **Principal funding sources**

Throughout the period an agreement has remained in place with Bedford Borough Council's Social Services team to provide financial support to the day centre. The amount of the grant for the year under review was £19,596.

In addition to this each client is charged a daily attendance fee of £20. This obviously has not been charged during the pandemic and all the services provided whilst the Day Centre was closed were free of charge.

## **FINANCIAL REVIEW**

### **Reserves policy**

The trustees have an agreed Reserves Policy that is reviewed annually. It is considered that the charity should hold sufficient working capital to allow for the normal operating needs, being day centre fees charged to clients less gross costs, for a period of twenty four months, in case no further funding, grants or donations are received. At 31 March 2022 and on the assumption the day centre can return to normal operations this equates to £88,266.

In addition to this the trustees believe it to be prudent to also hold £15,000 for potential redundancies should the Centre have to close and to allow for urgent relocation should something happen to the premises the charity currently operates from. This gives a total of £103,266.

## **FUTURE PLANS**

During the 2022-23 year it is hoped that the day centre will be able to remain open without any further lockdowns. On this basis the day centre is working hard on promoting and advertising its services in the aim of getting back to pre-pandemic client numbers.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

The charity's constitution is dated 17 July 1996 and was amended to allow for current governance arrangements on 9 January 1997.

Oakley Rural Day Care Centre is registered with the Charity Commission. Anyone over the age of 18 can become a member of the charity.

### **Recruitment and appointment of new trustees**

As set out in the constitution, the chair of the trustees is elected by the members.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Charity number**

1060283

### **Principal address**

The Old School  
Lovell Road  
Oakley  
Bedford  
Bedfordshire  
MK43 7RX

Oakley Rural Day Care Centre

Report of the Trustees  
for the Year Ended 31 March 2022

**Trustees**

Mrs P M Olney Chair

Mrs C Ord Secretary

J Johnstone

Mrs A Bryans

Mrs T Williams (appointed 12<sup>th</sup> May 2022)

**Independent Examiner**

Mr Martin Proctor

10 The Close

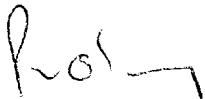
Clapham

Bedford

Bedfordshire

MK41 6DP

Approved by order of the board of trustees on .....14.7.22..... and signed on its behalf by:



Mrs P M Olney - Trustee

**Independent examiner's report to the trustees of Oakley Rural Day Care Centre**

I report to the charity trustees on my examination of the accounts of Oakley Rural Day Care Centre (the Trust) for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of 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 no concerns and 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.



Mr Martin Proctor  
10 The Close  
Clapham  
Bedford  
Bedfordshire  
MK41 6DP

Date: 15.07.22

Oakley Rural Day Care Centre

Statement of Financial Activities  
for the Year Ended 31 March 2022

	Notes	Unrestricted fund £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		20,431	-	20,431	4,752
<b>Charitable activities</b>					
Day Centre		6,649	-	6,649	1,818
Other trading activities	2	-	-	-	-
Investment income	3	25	-	25	69
Other income		<u>19,596</u>	<u>5,609</u>	<u>25,205</u>	<u>36,341</u>
<b>Total</b>		46,701	5,609	52,310	42,980
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Day Centre		<u>47,853</u>	<u>2,929</u>	<u>50,782</u>	<u>48,067</u>
<b>NET INCOME/(EXPENDITURE)</b>		(1,152)	2,680	1,528	(5,087)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>97,477</u>	<u>3,310</u>	<u>100,787</u>	<u>105,874</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>96,325</u></u>	<u><u>5,990</u></u>	<u><u>102,315</u></u>	<u><u>100,787</u></u>

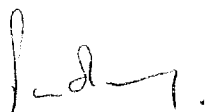
The notes form part of these financial statements

Oakley Rural Day Care Centre

Balance Sheet  
31 March 2022

	Notes	Unrestricted fund £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	7	-	-	-	1,080
<b>CURRENT ASSETS</b>					
Prepayments and accrued income		384	-	384	-
Cash at bank and in hand		<u>96,752</u>	<u>5,990</u>	<u>102,742</u>	<u>101,049</u>
		97,136	5,990	103,126	101,049
<b>CREDITORS</b>					
Amounts falling due within one year	8	(811)	-	(811)	(1,342)
<b>NET CURRENT ASSETS</b>		<u>96,325</u>	<u>5,990</u>	<u>102,315</u>	<u>99,707</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>96,325</u>	<u>5,990</u>	<u>102,315</u>	<u>100,787</u>
<b>NET ASSETS</b>		<u>96,325</u>	<u>5,990</u>	<u>102,315</u>	<u>100,787</u>
<b>FUNDS</b>	9				
Unrestricted funds				96,325	97,477
Restricted funds				<u>5,990</u>	<u>3,310</u>
<b>TOTAL FUNDS</b>				<u>102,315</u>	<u>100,787</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 14.7.22 and were signed on its behalf by:



P M Olney - Trustee

The notes form part of these financial statements



## **1. ACCOUNTING POLICIES**

### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings                      - 25% on cost

### **Taxation**

The charity is exempt from tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

**2. OTHER TRADING ACTIVITIES**

	31.3.22	31.3.21
	£	£
Fundraising events	<u>-</u>	<u>-</u>

**3. INVESTMENT INCOME**

	31.3.22	31.3.21
	£	£
Deposit account interest	<u>25</u>	<u>69</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**5. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	31.3.22	31.3.21
	<u>4</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	4,752	-	4,752
<b>Charitable activities</b>			
Day Centre	1,818	-	1,818
Other trading activities	-	-	-
Investment income	69	-	69
Other income	<u>29,588</u>	<u>6,753</u>	<u>36,341</u>
<b>Total</b>	<b>36,227</b>	<b>6,753</b>	<b>42,980</b>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Day Centre	41,314	6,753	48,067

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £	Restricted funds £	Total funds £
NET INCOME/(EXPENDITURE)	(5,087)	-	(5,087)
RECONCILIATION OF FUNDS			
Total funds brought forward	102,564	3,310	105,874
TOTAL FUNDS CARRIED FORWARD	<u>97,477</u>	<u>3,310</u>	<u>100,787</u>

**7. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £
<b>COST</b>	
At 1 April 2021 and 31 March 2022	<u>4,317</u>
<b>DEPRECIATION</b>	
At 1 April 2021	3,237
Charge for year	<u>1,080</u>
At 31 March 2022	<u>4,317</u>
<b>NET BOOK VALUE</b>	
At 31 March 2022	<u>-</u>
At 31 March 2021	<u>1,080</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

## 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade creditors	561	497
Taxation and social security	-	595
Accrued expenses	<u>250</u>	<u>250</u>
	<u>811</u>	<u>1,342</u>

## 9. MOVEMENT IN FUNDS

	At 1.4.21	Net movement in funds	At 31.3.22
	£	£	£
<b>Unrestricted funds</b>			
General fund	97,477	(1,152)	96,325
<b>Restricted funds</b>			
Restricted fund	785	2,680	3,465
Entertaining	<u>2,525</u>	<u>-</u>	<u>2,525</u>
	<u>3,310</u>	<u>2,680</u>	<u>5,990</u>
<b>TOTAL FUNDS</b>	<u>100,787</u>	<u>1,528</u>	<u>102,315</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	46,701	(47,853)	(1,152)
<b>Restricted funds</b>			
Coronavirus Job Retention Scheme	2,609	(2,609)	-
Coronavirus Job Retention Scheme	<u>2,609</u>	<u>(2,609)</u>	<u>2,680</u>
<b>TOTAL FUNDS</b>	<u>52,310</u>	<u>(50,782)</u>	<u>1,528</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

9. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
General fund	102,564	(5,087)	97,477
<b>Restricted funds</b>			
Restricted fund	785	-	785
Entertaining	2,525	-	2,525
	<u>3,310</u>	<u>-</u>	<u>3,310</u>
<b>TOTAL FUNDS</b>	<u>105,874</u>	<u>(5,087)</u>	<u>100,787</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	36,227	(41,314)	(5,087)
<b>Restricted funds</b>			
Entertaining	6,753	(6,753)	-
	<u>42,980</u>	<u>(48,067)</u>	<u>(5,087)</u>
<b>TOTAL FUNDS</b>	<u>42,980</u>	<u>(48,067)</u>	<u>(5,087)</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
<b>Unrestricted funds</b>			
General fund	96,743	5,821	102,564
<b>Restricted funds</b>			
Restricted fund	785	-	785
Entertaining	4,570	(2,045)	2,525
	<u>5,355</u>	<u>(2,045)</u>	<u>3,310</u>
<b>TOTAL FUNDS</b>	<u>102,098</u>	<u>3,776</u>	<u>105,874</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	76,300	(70,479)	5,821
<b>Restricted funds</b>			
Entertaining	1,320	(3,365)	(2,045)
	<u>77,620</u>	<u>(73,844)</u>	<u>3,776</u>
<b>TOTAL FUNDS</b>	<u>77,620</u>	<u>(73,844)</u>	<u>3,776</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

Oakley Rural Day Care Centre

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	20,431	4,752
<b>Other trading activities</b>		
Fundraising events	-	-
<b>Investment income</b>		
Deposit account interest	25	69
<b>Charitable activities</b>		
Day Centre fees	6,649	1,818
<b>Other income</b>		
Local Authority	19,596	19,596
Covid-19 Support	5,609	16,745
	<hr/>	<hr/>
<b>Total incoming resources</b>	52,310	42,980
 <b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	34,688	32,436
Rent	8,100	8,100
Groceries	1,028	-
Cleaning	-	-
Activities	64	68
Transport	-	-
Entertaining	-	-
Christmas	98	-
PPE costs	320	-
Depreciation of tangible fixed assets	<hr/> 1,079	<hr/> 1,079
	45,377	41,683
 <b>Support costs</b>		
<b>Management</b>		
Telephone	1,005	1,199
Postage and stationery	718	1,520
Advertising	25	35
Sundries	75	105
Website	<hr/> -	<hr/> -
	1,823	2,859

This page does not form part of the statutory financial statements

Oakley Rural Day Care Centre

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
<b>Management Finance</b>	-	-
Bank charges	<u>2,465</u>	<u>2,465</u>
Bookkeeping	2,465	2,465
<b>Governance costs</b>	24	-
Staff training	250	250
Accountancy	-	-
HR support	543	510
Insurance	<u>300</u>	<u>300</u>
Payroll costs	<u>1,117</u>	<u>1,060</u>
Total resources expended	<u>50,782</u>	<u>48,067</u>
<b>Net income</b>	<u>1,528</u>	<u>(5,087)</u>

This page does not form part of the statutory financial statements