

Swardeston Day Centre

England & Wales · Charity number 1065872

Details

Other names	EDITH CAVELL DAY CENTRE, EDITH CAVELL DAY CARE CENTRE
Status	Registered
Legal form	Other
Registered	1997-11-18
Register	View on the Charity Commission register

Contact

Address	Hilltops Main Road Swardeston NR14 8DU
Phone	07884934565
Email	info@swardestondaycentre.org
Website	www.swardestondaycentre.org

Activities

Objects: TO PROMOTE THE RELIEF OF ELDERLY AND DISABLED PEOPLE IN ANY MANNER WHICH NOW IS OR HEREAFTER MAY BE DEEMED BY LAW TO BE CHARITABLE IN THE PARISHES OF CRINGEFORD, SWARDESTON AND MULBARTON AND THE SURROUNDING AREA AND IN PARTICULAR THE PROVISION OF DAY CARE FACILITIES FOR THE ELDERLY PEOPLE.

Activities: Provision of day care facilities for 75 elderly clients per week. This includes a hot lunch, recreational activities arranged. Approx 25 volunteers help 3 part time staff in running the centre. Co-operation with Norfolk Social Services, Age Concern etc.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives, Disability, Recreation
- **Who:** Elderly/old People, People With Disabilities

Geography

- **Area of benefit:** PARISHES OF CRINGLEFORD, SWARDESTON AND MULBARTON AND THE SURROUNDING AREA.
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£45,704	£70,716	-	-
2024-03-31	£56,280	£68,961	-	-
2023-03-31	£52,962	£58,588	-	-
2022-03-31	£81,295	£47,431	-	-
2021-03-31	£26,572	£33,105	-	-

Trustees

Name	Role	Appointed
Florence Ellis		2023-08-05
GILLIAN MOYRA WATERS		2017-01-01
PETER FRANK LEIGH		2019-02-04

Swardeston Day Centre

England & Wales - Charity number 1065872

Accounts



Trustees' Annual Report for the period

**From 01 April 2024
Period end date**

Period start date To 31 March 2025

Charity name: Swardeston Day Centre

Charity registration number:1065872

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision of day centre services for elderly people in the village of Swardeston and nearby surrounding villages
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	Provision of day centre facilities for upto 20 people, undertaken twice a week. Monday and Wednesday
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	TBC

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	
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	The Day Centre has continued to run services for elderly people in the locality. It operates a programme of morning and afternoon activities, provides a hot, home cooked two course lunch, and offers companionship for those who would otherwise have little or no contact with others during the week. It also offers respite to immediate family members allowing to pursue their own activities

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 had seen unexpected cost due to management turnaround and the associate cost of recruiting replacement staff
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves have been placed in an interest bearing account to ensure we got a reasonable return on our investments whilst making sure the money was secure
Amount of reserves held	Para 1.22	£41,400
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	N/A

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	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
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	Trustees are elected to the position

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	Swardeston Day Centre
Other name the charity uses	N/A
Registered charity number	1065872
Charity's principal address	Swardeston Day Centre, Main Road Swardeston. Norwich NR14 8DU

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	Dr, Nigel Legg	Chair		
2	Florence Ellis			
3	Gillian Moyra Waters			
4	Peter Frank Leigh	Secretary		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

**Swardeston Day Centre
Year-End Management Accounts Summary
For the Year Ended 31st March 2025**

1. Income Summary:

Income Source YE 31/03/25 YE 31/03/24 2025 Budget

NCC Fees	£2,023.18	£3,750.00	£3,395.00
Fees	£36,678.40	£49,708.00	£50,634.00
Fundraising	£99.09	£0.00	£0.00
Donations	£1,663.60	£1,123.00	£0.00
Other	£5,239.58	£1,271.00	£5,907.00
Total Income	£45,703.85	£55,852.00	£59,936.00

2. Expenditure Summary:

Expense Item YE 31/03/25 YE 31/03/24 2025 Budget

Salaries	£37,641.92	£38,651.00	£36,800.00
Rent	£6,850.00	£9,120.00	£9,215.00
Food	£5,407.74	£5,327.00	£6,790.00
Mileage	£3,692.39	£4,602.00	£5,820.00
Drivers	£1,018.00	£0.00	£0.00
Activities	£297.48	£4,280.00	£5,820.00
IT Costs	£237.60	£454.00	£1,067.00
Insurance	£719.49	£677.00	£1,080.00
Gifts	£872.79	£654.00	£500.00
Other Expenses*	£14,979.25	£3,507.00	£3,701.00
Total Expenditure	£70,715.66	£67,272.00	£71,793.00

* Other Expenses include pensions, subscriptions, entertainment, promotions, advertising, administration, accountancy, sundries, accruals, etc.

3. Net Surplus / (Deficit):

YE 31/03/25 YE 31/03/24 2025 Budget

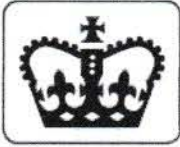
Net Surplus / (Deficit) **-£25,011.81 -£11,420.00 -£11,857.00**

4. Key Observations:

- **Income** fell by **£10,148.15**, mainly due to reduced service fees and lower NCC contributions.
 - **Expenditure** increased by **£3,443.66**, driven by the introduction of new cost items such as drivers and rising general operational expenses.
 - The **net deficit** more than doubled year-on-year, indicating a pressing need to either increase income or implement tighter cost controls.
 - There was a **budget shortfall of £13,675.19** against the 2025 projections, primarily due to income underperformance.
 - Petty cash book transactions were consolidated into the main bank account and fully reconciled.
 - "Other" income includes cheque deposits where corresponding PAYE records are unavailable.
-

5. Banking Summary:

- **Total bank transfers during the year:** £41,400.00
- **Closing balance across all bank accounts and petty cash as of 31st March 2025:** £50,992.76



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: SWARDESTON DAY CENTRE

On accounts for the year ended

APRIL 2025

Charity no (if any)

1065872

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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 2011 Act and in carrying out my examination, I have followed the 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

21/7/25

Name:

KENNETH JOHN SHARPE

Relevant professional qualification(s) or body (if any):

Address:

1. GROVE DALE
NEWTON FLOTMAN
NORWICH NR15 1QG

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

I am satisfied that the trustees have considered the financial circumstances of the charity at the end of the reporting period and, the trustees have made an assessment of the charity's position as a going concern when approving the accounts.

Swardeston Day Centre

England & Wales - Charity number 1065872

Accounts



Trustees' Annual Report for the period

From **01 April 2023 (Period start date)** To **31 March 2024 (Period end date)**

Charity name: Swardeston Day Centre

Charity registration number:1065872

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision of day centre facilities for older people in the area of Swardeston, nearby villages and South Norfolk generally
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	Provision of day centre facilities for up to 22 people per day, undertaken up to twice a week
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	TBC

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	

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	The day centre has continued to run services to older people in the locality. It runs a programme of morning and afternoon activities; provides a 2 course home cooked hot lunch; and offers companionship for those who would otherwise have little contact with others during the week

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 is in a strong financial position despite running at a deficit for the 2023-24 financial year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to ensure the ongoing financial viability of the charity and to ensure liabilities can be settled when they fall due
Amount of reserves held	Para 1.22	£75,152
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	N/A

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	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
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	Trustees are elected to post (PLEASE CHECK THIS)

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	Swardeston Day Centre
Other name the charity uses	

Registered charity number	1065872
Charity's principal address	Swardeston Day Centre Main Road Swardeston Norwich NR 14 8DU

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	Dr Nigel Legg	Chair		
2	Florence Ellis		Appointed 5 Aug 2023	
3	Peter Frank Leigh			
4	Gillian Moyra Water			
5	Phlip Rose		TBC	
6	Mark Jones		TBC	
7	Paul Wilson		TBC	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

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

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

--	--

Position (eg Secretary, Chair, etc)

--	--

Date

--



Receipts and payments accounts

For the period
from

Period start date
1 Apr 2023

To

Period end date
31 Mar 2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Income from Services	53,458	-	-	53,458	50,787
Donation & Misc Income	2,394	-	-	2,394	2,137
Interest	428	-	-	428	38
Fundraising	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total(Gross income for AR)	56,280	-	-	56,280	52,962
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	56,280	-	-	56,280	52,962
A3 Payments					
Salaries	38,651	-	-	38,651	32,494
Rent	11,210	-	-	11,210	4,017
Food & Consumables	5,327	-	-	5,327	5,781
Transport Costs	4,602	-	-	4,602	5,319
Recreational Activities	4,280	-	-	4,280	5,169
Equipment Purchases	1,279	-	-	1,279	830
Other costs re Charity Activities	3,612	-	-	3,612	4,978
	-	-	-	-	-
	-	-	-	-	-
Sub total	68,961	-	-	68,961	58,588
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	68,961	-	-	68,961	58,588
Net of receipts/(payments)	- 12,681	-	-	- 12,681	- 5,626
A5 Transfers between funds	-	-	-	-	57,068
A6 Cash funds last year end	87,833	-	-	87,833	36,391
Cash funds this year end	75,152	-	-	75,152	87,833

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Bank Account	45,943	-	-
	Bank Account - Deposit	25,794	-	-
	Cash in Hand	415	-	-
	Cash held in trust by third party	3,000	-	-
	Total cash funds	75,152	-	-

	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Swardeston Day Centre

**On accounts for the year
ended**

31 March 2024

**Charity no
(if any)**

1065872

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 March 2024**.

**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 2011 Act and in carrying out my examination, I have followed the 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed: A. Griffith

Date: 25.10.24

Name: Alexandra Griffith

**Relevant professional
qualification(s) or body
(if any):**

Level 4 AAT

Address: 28 Blyth's Wood Avenue

Costessey

Norwich

NR8 5HA

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Swardeston Day Centre

England & Wales - Charity number 1065872

Accounts

Present	Nigel Legg (Chair), Peter Leigh, Philip Rose (minutes), Julia Jones (Manager), Liz Brown (Manager) Paul Wilson, Virginia Wiseman, Brenda Woolnough, Sue Flack, Florence Ellis, Mark Jones (Treasurer), Sarah Bluckert	
Apologies	Gill Waters	
Agenda Item	Discussion & decision	Action by & date
1. Minutes of the last meeting	Agreed	
2. Chairman's Report	Nigel introduced Florence who explained that she had previously worked for South Norfolk Council and had experience of grant funding, and that she had subsequently served as a Councillor for South Norfolk Council, including time as the Chair. Nigel said that he felt that it was increasingly important that we maintain a presence to support the elderly in our communities. He said that while we had previously struggled with client attendance numbers over the 3 days, that he was pleased that we were generally full on both of the 2 days that we were now open and thanked all staff and volunteers for all their hard work. Nigel's main concern over the next year is to look at the finances which is not sustainable in the longer term and that the Trustees would need to be looking at this moving forward including identifying means of raising funding/grants which tend to be available for 'one off' projects but not for overall running costs.	
3. Treasurer's report	Mark said that the overall deficit for last year was circa £10,000. Income has held up pretty well although not a direct comparison against previous years due to the effects of covid etc. The biggest component was salaries. Rent has also increased by around £3000, while food costs have also increased. Most other costs are similar to the previous year. Mark noted that energy costs in the hospitality sector have gone up 300%. Mark felt that we were in a good strong cash position with around £82000 in the general fund and friends account, which would currently allow for 7 to 8 years' worth of trading at current income/expenditure levels. Mark noted that our payroll provider held around £3000 to cover any shortfalls in payroll.	

	<p>Going forwards Mark said that our costs per person were around £38 per person as opposed to bringing in £28 i.e. a £10 deficit per person. Peter suggested that there may be a better place to hold our 'savings' so that we could at least earn some income from our savings. There had been a reduction in our insurance costs as we had changed our provider. Payroll could also be another potential saving and Mark said that HMRC do provide basic free software for this purpose rather than using Sage.</p>	
4. Managers' report	<p>Liz said that we are generally full on both Monday and Wednesday. There was a short period when we had no personal budget clients (those referred through Social Services) so Julia had a word with them. We now have 2 clients on personal budget although one has recently passed away. In the last 12 months we have celebrated Remembrance Day with a display of poppy coasters made by the clients as well as the Queens Platinum jubilee. We have had a good mix of other activities including a science session, Jack the pony, bugs and critters, a creative arts project with display at Little Plumsted, Panto, an outing to Wymondham Garden centre in May and Foundry Nursery in June. Due to a number of cases of Covid in February we closed for the week and there were no further cases. Liz and Julia said that we have a great band of volunteers and that the Rugby Club has a new chair who is quick to respond to any problems. There was a problem with the Rugby Club water supply (from a borehole) and as a result of this we now only use bottled water for drinks and cooking. There have been some issues with cleaning as the Rugby Club has had problems retaining cleaners. Ensuring that there are enough drivers can be tricky especially as many need a front seat and use 4 wheeled walkers which are difficult to fit in some cars and difficult/heavy to handle. The use of frames does tend to put some volunteers off driving. Sometimes we have single person runs which isn't as cost effective. We have a waiting list and many clients we take on want second days so we try to concentrate on people in the immediate area. One of our volunteer drivers, Graham Ford, is over 80 and has been driving for 19 years.</p>	

5. Client report/comments (Brenda)	Unfortunately Barbara Brown is unwell and is really sad not to be at the meeting to pass on her report, but hopefully given time she will feel better and be able to participate again. Brenda said that she had no complaints to pass on from the clients and that all were very happy with the service and meals provided.	
6. Volunteer report/comments	Paul said that the mix of staff and volunteers generally works very well, and that he has never heard a complaint from a client.	
7. Election of Management Committee	Ginny, Sue, Brenda, and both Managers were elected to the Management Committee. Liz suggested that it might be a good idea to have another member from the volunteers and in particular from the drivers.	
8. Election of Trustees	<p>Nigel said that it had often been difficult to get and keep Trustees and that both the Treasurer and Secretary should by virtue of their position be a Trustee. Nigel is very grateful to Florence volunteering as a Trustee as we do need more outsider input and expertise. There was a short discussion we agreed the following:</p> <p>Nigel was nominated by Phil and seconded by Peter Julia nominated Phil as Secretary Seconded by Liz Phil nominated Mark as Treasurer and Ginny Seconded Phil nominated Paul as Vice Chair seconded by Mark Gill waters would like to continue as a Trustee.</p> <p>Florence spoke briefly about her previous work doing fundraising and said that even small fund raising is money in the bank.</p>	
9. Election of the Fundraising Committee	This wasn't discussed but please see minute 4. of the Trustees meeting of the same date.	
10. AOB	<p>Paul mentioned that the Day Centre is registered with Google business which is free and that this had shown that the Day Centre had 101 hits in June with 86 looking for location/directions.</p> <p>Charities Commission – Paul is currently the single contact.</p> <p>Peter asked that we reiterate to the rugby club that any communications between the rugby club should be via the Trustees.</p>	
11. Next meeting	20 th June 2024	

SWARDESTON DAY CENTRE

INCOME AND EXPENDITURE ACCOUNT

Year to 31 March 2023

	<u>Year to</u> <u>31 March 2023</u>		<u>Year to</u> <u>31 March 2022</u>	
	£	£	£	£
<u>Income :</u>				
NCC Fees	3,113			
Fees, lunches and transport	47,675		43,209	
Grant	0		5,000	
Donations and misc income	1,600		595	
Transfer (J.Jones)	150			
Furlough Support			3,930	
		52,538		52,734
<u>Expenditure :</u>				
Salaries	32,494		28,421	
Rent	8,482		5,304	
Food and supplies	5,781		3,167	
Transport and mileage claims	5,319		2,259	
Recreational activities	5,169		3,866	
Web site and IT costs	961		616	
Repairs, consumables and minor equipment	247		357	
Equipment : major	580		399	
Insurance	2,222		1,861	
Gifts : Christmas, birthdays and Easter	0		666	
Stationery, post, telephone and sundries	0		276	
Training	350		24	
Promotional expenses	100		215	
Other	1,098		0	
		62,803		(47,431)
(Deficit)/Surplus of Income over Expenditure		(10,265)		5,303

SWARDESTON DAY CENTRE**BALANCE SHEET****As at 31 March 2023**

	<u>31 March 2023</u>		<u>31 March 2022</u>	
	£	£	£	£
<u>Assets and Liabilities</u>				
Bank Balance		3,744.87		5,938.44
Debtors		0		1,656.30
Cash in Hand		285.13		235
Cash for salaries		3,000.00		
Creditors-re Rent		(4,465.00)		
		<u>2565.00</u>		<u>7,830</u>
		=====		=====

Represented by :

General Fund

Balance brought forward		7,830		2,527
(Deficit)/Surplus for Year		(10,265)		5,303
Transfer from Friends Fund		5,000		
		<u>2,565</u>		<u>7,830</u>
		=====		=====



Section A Independent Examiner's Report

Report to the trustees

Charity Name: SWARDESTON DAY CENTRE

On accounts for the year ended

31 MARCH 2023 Charity no (if any): 1065872

Set out on pages

1, 2 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity's trustees, 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 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [-] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives 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 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.

* Please delete the words in the brackets if they do not apply.

Signed: M A Jones

Date: 6/12/23

Name: M A JONES

Relevant professional qualification(s) or body

FCCA

(if any):

Address: 33 CANTLEY LANE
CRINGLEFORD
NORWICH NR4 6TA

Section B Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Swardeston Day Centre

England & Wales - Charity number 1065872

Accounts



Trustees' Annual Report

for the period

From (start date) to (end date)

Section A

Reference and administration details

Charity name

SWARDESTON DAY CENTRE

Other names the charity is known by

Registered charity number (if any)

1065872

Charity's principal address
FOR
CORRESPONDENCE

93 GURNEY ROAD
NEW COSTESSEY
NORWICH

Postcode

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	NIGEL LEGG	CHAIR		
2	KILL WATERS			
3	SIMON PITHERS			
4	PETER LEIGH			
5	PHILIP ROSE			
6	VIRGINIA WISEMAN			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year

Section A

Reference and administration details (continued)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

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

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg trust deed, constitution)

CONSTITUTION 12 JAN 2005 (REVISED OCT 21)

How the charity is constituted
(eg trust, association, company)

TRUST

Trustee selection methods
(eg appointed by, elected by)

EXECUTIVE COMMITTEE

Additional governance issues (optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
 - relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

THE PROVISION OF DAY CENTRE FACILITIES FOR OLDER PEOPLE IN THE AREAS OF SWARDESTON, NEARBY VILLAGES AND SOUTH NORFOLK GENERALLY

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

PROVISION OF DAY CENTRE FACILITIES FOR UP TO 22 PEOPLE PER DAY, UNDERTAKEN UP TO 3 DAYS PER WEEK

Additional details of objectives and activities (optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

THE CHARITY RELIES ON EXTENSIVE ASSISTANCE FROM A SIGNIFICANT NUMBER OF VOLUNTEERS

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

DESPITE COVID LOCKDOWN WE OPENED PART WAY THROUGH THE YEAR AND CLIENT NUMBERS HAVE BEEN STEADILY GROWING.

Section E

Financial review

Brief statement of the charity's policy on reserves

RETENTION OF SUFFICIENT RESERVES TO ALLOW FOR ANY UNEXPECTED CONTINGENCIES, ANY INCOME SHORTFALLS, AND TO ALLOW FOR FUTURE INVESTMENT IN FACILITIES

Details of any funds materially in deficit

NONE

Further financial review details (optional information)

You may choose to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

£ 27,000 WAS RECEIVED FROM WYMONDHAM DAY CENTRE WHICH CLOSED DURING LOCKDOWN. THIS MONEY WAS DONATED TO "HELP WITH OPERATING COSTS"

RESERVES ARE HELD ON DEPOSIT WITH NATIONAL SAVINGS AND A MAJOR BANK IN ORDER TO MINIMISE INVESTMENT RISK

Section F

Other optional information

(Empty box for other optional information)

Section G

Declaration

The trustees declare that they have approved the trustees' report above
Signed on behalf of the charity's trustees

Signature(s)

Nigel Legg

Full name(s)

NIGEL LEGG

Position (eg Secretary, Chair, etc)

CHAIR

Date

27 | 07 | 22



CHARITY COMMISSION
FOR ENGLAND AND WALES

Swardeston Day Centre

1065872

Receipts and payments accounts

CC16a

For the period
from

Period start date
01-Apr-21

To

Period end date
31-Mar-22

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Income from Services	43,209	-	-	43,209	13,639
Donations & Misc Income	33,739	-	-	33,739	1,050
Fundraising	412	-	-	412	259
Interest	5	-	-	5	293
Furlough Support	3,930	-	-	3,930	12,493
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	81,295	-	-	81,295	27,216
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	81,295	-	-	81,295	27,216
A3 Payments					
Salaries	28,421	-	-	28,421	29,050
Rent	5,304	-	-	5,304	-
Food & Consumables	3,833	-	-	3,833	-
Recreational Activities	3,866	-	-	3,866	42
Transport Costs	2,259	-	-	2,259	10
Equipment Purchases	399	-	-	399	-
Other costs re Charity Activities	3,349	-	-	3,349	4,003
	-	-	-	-	-
	-	-	-	-	-
Sub total	47,431	-	-	47,431	33,105
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	47,431	-	-	47,431	33,105
Net of receipts/(payments)	33,864	-	-	33,864	5,889
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,527	57,068	-	59,595	65,484
Cash funds this year end	36,391	57,068	-	93,459	59,595

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account	36,151	16,080	-
	National Savings	5	40,988	-
	Cash in Hand	235	-	-
	Total cash funds	36,391	57,068	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

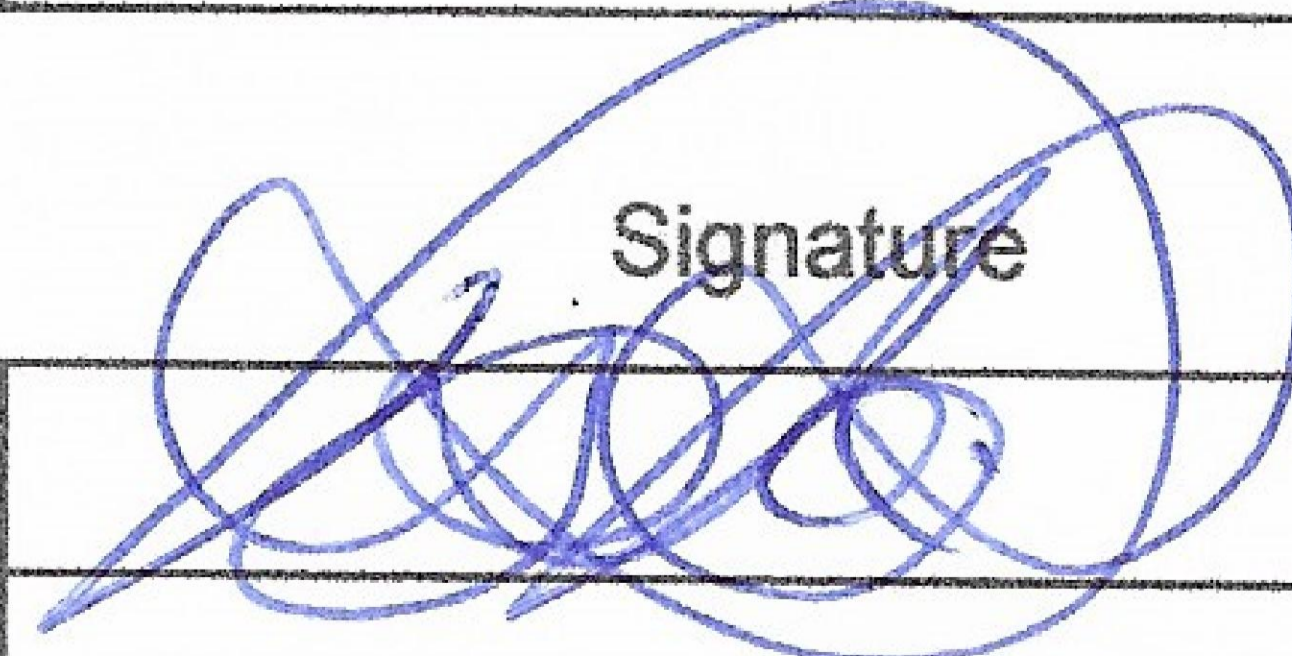
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

 Signature	PHILIP ROSE Print Name	28/7/22. Date of approval
---	---------------------------	------------------------------



Section A

Independent Examiner's Report

Report to the trustees/ members of

SWANDESTON DAY CENTRE

On accounts for the year ended

31 MARCH 2022	Charity no (if any)	1065872
---------------	---------------------	---------

Set out on pages

1 AND 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity's trustees, 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 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives 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 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.

* Please delete the words in the brackets if they do not apply.

Signed: M. A. Jones

Date: 21/7/21

Name: M A JONES

Relevant professional qualification(s) or body

FCCA

(if any):

--

Address:

33 CANTLEY LANE
CRINCLEFORD
NORWICH NR4 6TA

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

--

Swardeston Day Centre

England & Wales - Charity number 1065872

Accounts



Trustees' Annual Report for the period

From (start date) to (end date)

Section A	Reference and administration details		
Charity name	<input style="width: 100%;" type="text" value="EDITH CAVELL DAY CENTRE"/>		
Other names the charity is known by	<input style="width: 100%;" type="text" value="SWARDESTON DAY CENTRE"/>		
Registered charity number (if any)	<input style="width: 100%;" type="text" value="1065872"/>		
Charity's principal address <i>(FOR CORRESPONDENCE)</i>	<input style="width: 100%;" type="text" value="93 GURNEY RD"/> <input style="width: 100%;" type="text" value="NEW COSTESSEY"/> <input style="width: 100%;" type="text" value="NORWICH"/> <input style="width: 100%;" type="text" value="NR5 0TH"/>		
	Postcode	<input style="width: 100%;" type="text" value="NR5 0HL"/>	
Names of the charity trustees who manage the charity			
1	Trustee Name	Office (if any)	Dates acted if not for whole year
2	NIGEL LEGG	CHAIR	
3	MICHAEL THOMAS	TREASURER	
4	GILL WATERS		
5	SIMON PITKERS		
6	PETER LEIGH		
7	PHILIP ROSE		
8	VIRGINIA WISEMAN		
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
Names of the trustees for the charity, if any (for example, any custodian trustees)			
	Name	Dates acted if not for whole year	

Section A

Reference and administration details (continued)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

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

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg trust deed, constitution)

CONSTITUTION 12 JAN 2005

How the charity is constituted
(eg trust, association, company)

TRUST

Trustee selection methods
(eg appointed by, elected by)

EXECUTIVE COMMITTEE

Additional governance issues (optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
 - relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

THE PROVISION OF DAY CENTRE FACILITIES FOR OLDER PEOPLE IN THE AREAS OF SWARDESTON, NEARBY VILLAGES AND SOUTH NORFOLK GENERALLY.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

PROVISION OF DAY CENTRE FACILITIES FOR UP TO 22 PEOPLE PER DAY, UNDERTAKEN 3 DAYS PER WEEK.

Additional details of objectives and activities (optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

THE CHARITY RELIES ON EXTENSIVE ASSISTANCE FROM A SIGNIFICANT NUMBER OF VOLUNTEERS

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

DUE TO COVID LOCKDOWN THE DAY CENTRE WAS CLOSED FOR MOST OF THE YEAR

DUE TO SUPPORT FROM SOCIAL SERVICES WE WERE ABLE TO CONTINUE PAYING STAFF.

Section E

Financial review

Brief statement of the charity's policy on reserves

RETENTION OF SUFFICIENT RESERVES TO ALLOW FOR ANY UNEXPECTED CONTINGENCIES ANY INCOME SHORT FALLS, AND TO ALLOW FOR FUTURE INVESTMENT IN FACILITIES

Details of any funds materially in deficit

NONE

Further financial review details (optional information)

You may choose to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

RESERVE FUNDS HELD ON DEPOSIT WITH NATIONAL SAVINGS AND A MAJOR BANK IN ORDER TO MINIMISE INVESTMENT RISK.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Nigel Less

Full name(s)

NIGEL LESS

Position (eg Secretary, Chair, etc)

CHAIR.

Date

07/12/21



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

EDITH CAVELL DAY CENTRE

On accounts for the year
ended

31 MARCH 2021

Charity no
(if any)

1065872

Set out on pages

1 AND 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, 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 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~ *) which gives 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 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

29.11.21

Name:

GRAHAM WALKER JERMEY

Relevant professional
qualification(s) or body

CHARTERED MANAGEMENT ACCOUNTANT

(if any):

Address: HAMLYN, THE DRIFT,
SWARDESTON, NORWICH
NR14 8LS

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.