



# Trustees' Annual Report

## for the period

From (start date) 

0	1	0	4	2	1
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 to (end date) 

3	1	0	3	2	2
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### 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 

N	A	S	O	H	L
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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 LEE	CHAIR		
2	GILL 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

## 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

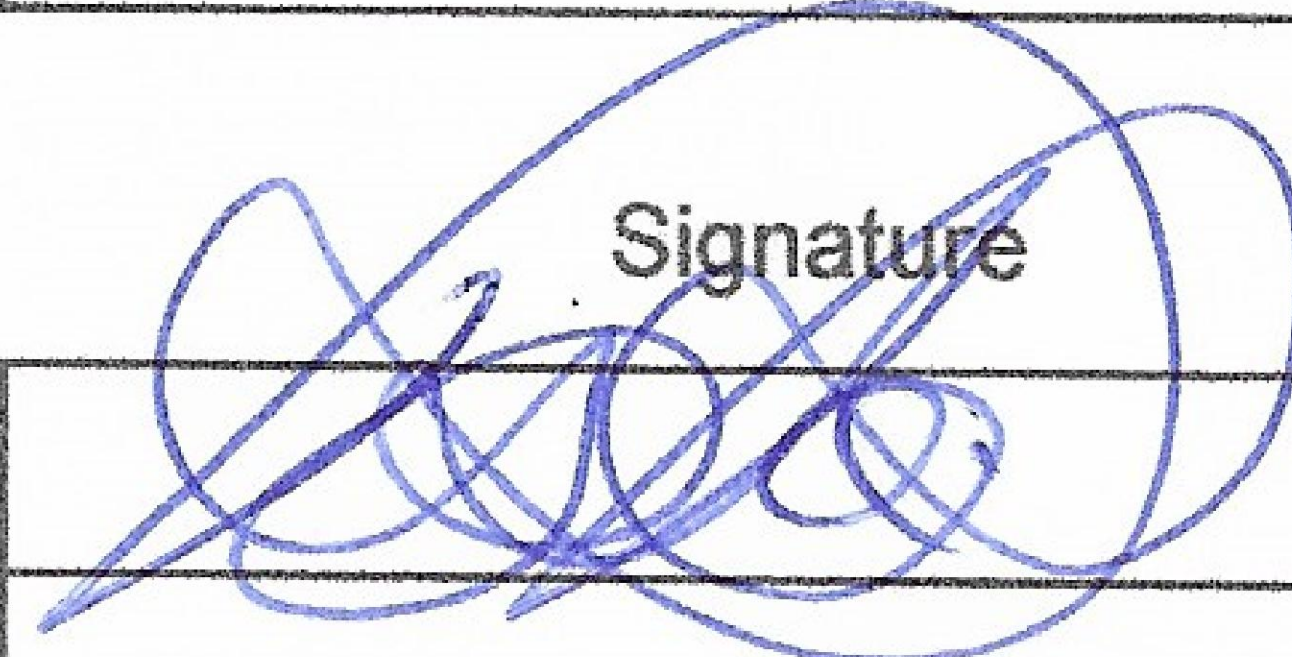
Period end date  
31-Mar-22

### Section A Receipts and payments

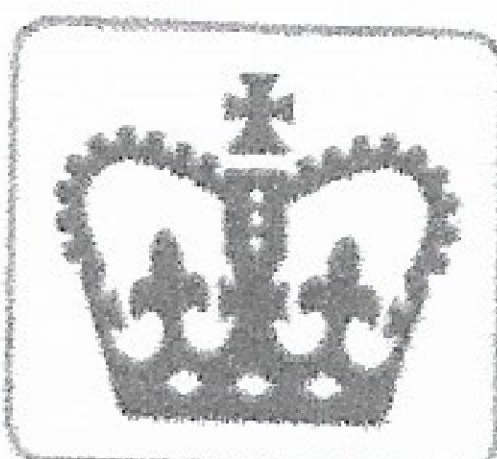
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Income from Services	43,209	-	-	43,209	13,639
Donations & Misc Income	33,739	-	-	33,739	1,050
Fundraising	412	-	-	412	259
Interest	5	-	-	5	293
Furlough Support	3,930	-	-	3,930	12,493
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>81,295</b>	<b>-</b>	<b>-</b>	<b>81,295</b>	<b>27,216</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>81,295</b>	<b>-</b>	<b>-</b>	<b>81,295</b>	<b>27,216</b>
<b>A3 Payments</b>					
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
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>47,431</b>	<b>-</b>	<b>-</b>	<b>47,431</b>	<b>33,105</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>47,431</b>	<b>-</b>	<b>-</b>	<b>47,431</b>	<b>33,105</b>
<b>Net of receipts/(payments)</b>	<b>33,864</b>	<b>-</b>	<b>-</b>	<b>33,864</b>	<b>- 5,889</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>2,527</b>	<b>57,068</b>	<b>-</b>	<b>59,595</b>	<b>65,484</b>
<b>Cash funds this year end</b>	<b>36,391</b>	<b>57,068</b>	<b>-</b>	<b>93,459</b>	<b>59,595</b>



## 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 £
<b>B1 Cash funds</b>	Bank Account	36,151	16,080	-
	National Savings	5	40,988	-
	Cash in Hand	235	-	-
	<b>Total cash funds</b>	<b>36,391</b>	<b>57,068</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			PHILIP ROSE	28/7/22





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

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.