



CHARITY COMMISSION
FOR ENGLAND AND WALES

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		
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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	Philip 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)

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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

Signature(s)

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Full name(s)

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Position (eg Secretary, Chair, etc)

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Date

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Cardston day Centre

No (if any)

1065582

CC16a

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

Section B**Disclosure**

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.