



CHARITY COMMISSION
FOR ENGLAND AND WALES

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		
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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	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)

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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)

<i>Nigel Legg</i>	
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Full name(s)

NIGEL GORDON MPC DON AND LEGG	
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Position (eg Secretary,
Chair, etc)

CHAIRMAN.	
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Date

4th AUGUST 2025

**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.
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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

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").

Independent
examiner's statement

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.

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:

KJ Sharpe

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.