

FORWARD DAY CENTRE LIMITED

(A company limited by guarantee)

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 30 MARCH 2024

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the charitable company, its Trustees and advisers	1
Trustees' report	2 - 10
Independent auditors' report on the financial statements	11 - 14
Statement of financial activities	15
Balance sheet	16 - 17
Statement of cash flows	18
Notes to the financial statements	19 - 38

FORWARD DAY CENTRE LIMITED
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND
ADVISERS
FOR THE YEAR ENDED 30 MARCH 2024**

Trustees	P Brown M Drake (resigned 3 May 2023) N Garrard (resigned 10 May 2024) A Hodson P Morton (appointed 30 October 2024) R Portham, Chair J Shinn (appointed 15 November 2023, resigned 13 March 2024)
Company registered number	03584750
Charity registered number	1071829
Registered office	St Margarets Millfleet King's Lynn Norfolk PE30 5EG
Independent auditors	Whitings LLP Statutory Auditor Greenwood House Greenwood Court Skyliner Way Bury St Edmunds Suffolk IP32 7GY
Bankers	Lloyds Bank 25 Gresham Street London EC2V 7HN
Solicitors	Fraser Dawbarns 21 Tuesday Market Place King's Lynn Norfolk PE30 1JW

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 MARCH 2024

The Trustees (who are also directors of the charitable company for the purposes of the company law) present their annual report together with the audited financial statements of the charitable company for the year ended 30 March 2024.

The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charitable company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Structure, governance and management

a. Constitution

Forward Day Centre Limited ('FDC') is a company limited by guarantee and is governed by its Memorandum and Articles of Association dated 19 June 1998 (amended in 2002 & 2017). It is also registered as a charity with the Charity Commission (number 1071829). The Trustees of FDC are the only people with voting rights.

b. Recruitment and Appointment of Trustees

All members are invited to meet each year at the Annual General Meeting to elect the Board of Trustees, who are also directors of the company. One third of the Trustees stand down each year by rotation. The rules state that there must be a minimum of 3 Trustees. There is no upper limit to the number of Trustees. Trustees come from a variety of backgrounds, and include several with a close or professional knowledge of the world of disability.

On appointment trustees receive an induction and training to aid their understanding of Forward Day Centre.

The pay of senior staff is reviewed annually by the Trustees and assessed against comparable market rates for similar charitable institutions, having regard to the particular circumstances of Forward Day Centre.

c. General Management

'Forward' has become accepted as the operational name of FDC. 'Ezone' has become accepted as the operational name for FDC's industrial unit. 'No.33' is the operational name for Forward's gift shop, that also provides additional day service provision. The management team report to the Trustees during monthly board meetings where strategic decisions can be considered and made. The day to day responsibility for the provision of services rests with the Chief Executive Officer and the Senior Management Team.

Major risks have been reviewed and systems and procedures have been established to manage these risks.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 MARCH 2024

Structure, governance and management (continued)

d. Public benefit

The Trustees have had due regard to the Charity Commission's guidance on public benefit and are satisfied that the charity fulfils the public benefit requirement.

The Trustees are of the belief that public benefit is provided by the charity for the advancement of education and relief of those in need by ill-health, disability or other disadvantage.

Objectives and activities

a. Mission Statement

"To empower, enable and support vulnerable people, especially those with learning disabilities, and those they interact with, so they can lead the life they choose within the community."

b. Forward Aims

- To enable members to be independent,
- To support members towards employment,
- To empower members to consider options and make choices,
- To involve members in their local community,
- To enable members to be in control of their lives,
- To always take care of the people around us.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 MARCH 2024

Objectives and activities (continued)

c. Forward Objectives

- To develop and deliver a diverse programme of activities to support members to achieve their individual goals,
- To listen to members opinions and requests and enable their opinions to be heard,
- To be aware of the different ways members communicate and to communicate by the most appropriate means for each individual,
- To provide suitable and varied environments with level access, specialised equipment and adaptations where needed,
- To support members in a person-centred way and tailor learning to support their individual needs,
- To employ a diverse, innovative and skilled workforce to support members to achieve their personal goals,
- To provide the necessary training to provide the skills the workforce requires,
- To support members to travel independently by using public transport,
- To support members towards independence in money handling skills,
- To consult and take into account members and staff opinions on service changes and new projects,
- To ensure members are consulted and their opinions listened to before making company decisions,
- Tackling disadvantage and discrimination to bring about permanent and positive change,
- To advocate for members when necessary,
- To work in partnership with parents, carers and other outside agencies,
- To provide a safe service,
- To encourage a culture where members and staff can express themselves and report any concerns they have, including a robust safeguarding and whistleblowing policy,
- To provide a series of social events and times for relaxation.

d. Our Values

- Providing the best for members,
- Opportunity - with no prejudices or limits being set on members' potential,
- Communication – a basic human right; we will make sure that everyone's way of communicating is valued,
- Dignity and Respect – supporting members in a confidential and dignified manner that respects their beliefs, preferences, values and culture,
- Equality and Diversity - ensuring members are treated fairly and equally, specific to their needs and choices including areas of race, gender, disability, religion or belief, sexual orientation and age,
- Inclusive - supporting members to be part of their local community,
- Innovation, Empowerment and Determination - to enable members to succeed,
- Listening - to develop our services in accordance with members' needs and wishes,
- Quality and Accountability - throughout the organisation,
- Partnership - respecting and working with other organisations.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 MARCH 2024

Achievements and performance

a. Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

Forward still has a waiting list of Members wanting to come into the service and there is an expectation that at least 6 new service users will attend next year. We are still the beneficiaries of donations from the local community, and Staff will be continuing their own fundraising activities in the new year. We have improved our impact in the local community and other organisation, social workers and Norfolk County Council approve of our outcomes and the service we deliver. There are new opportunities opening up for Forward in the New Year, this will include maintaining a garden for the National Health Service and creating a kitchen to create jams, chutneys and confectionaries to sell in our shop.

Unfortunately, the accounts show a deficit this year due to Forward staffing for Members who did not start when they were expected to. Systems have been put in place to rectify these problems, so that it doesn't happen again.

b. Achievements

Forward continues to cater for a broad range of needs and aspirations for its service user members by promoting choice, independence and challenging attitudes that discriminate against people with disabilities.

c. Donations

Forward has benefited from the generosity of local West Norfolk people during this period in the form of donations and attending our fund raising events. We would like to thank everyone who kindly donated money to the charity or supported our projects through grants, awards or donations. Your kindness and support do make a huge difference to the people we support and enables members to progress, accomplish and experience new activities. We would like to thank the following;

- Malcolm Searle Dec'd - Funeral Donations (£451.40)
- H J Crowdy – Pub Quiz (£265)
- Peter Harris - Fundraiser (£396)
- Millfleet Shop - Collection Pots (£236.73)
- West Norfolk Wins (£181.50)

During the year to 30 March 2024, Forward continued to deliver high quality services that supported Members to become independent, work towards employment and volunteering positions, and take an active part in our local community. Through conversations and surveys, we benefited from the feedback from Members, their friends and family, our Staff and volunteers, to gather a rich source of information to develop our priorities. From these conversations grow our four strategic objectives;

- A Focus on the Aspirations and Needs of Members,
- Sustainability,
- Growing our Impact,
- Our External Influence.

Due to the financial constraints on funding experienced by Norfolk County Council (NCC), which remains Forward's single most important commissioner, we noticed a gradual tightening of funding and much more scrutiny of care packages. Forward agreed to new terms and conditions with our contract with NCC, but

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 MARCH 2024

Achievements and performance (continued)

considered their employment pathway to be underfunded, so we did not tender for that pathway. As it turned out many other providers did not tender for it either. Forward also felt some friction with NCC as NCC tried to claw back monies for Members who were not attending due to illness or apprehension that COVID would increase dramatically again. Due to the diligence of Lesley Dumbleton, all absences were recorded on the NCC portal and Forward was only liable for a minor claw back, but as NCC had not picked up and investigated these absences the failure for the vast amount of money was obviously on NCC's side. In January 2023 it was announced that an almost 10% rise in the minimum wage would be underfunded by an inadequate 5.45% increase from NCC. Therefore, with the costs of materials and labour increasing exponentially we sense that funding is going to get even tighter during the following financial year.

Despite all these challenges, Forward continued to thrive and deliver excellent services, improving the quality and variation of activities that we offer Members, and developing services through having meaningful conversations with social services, families and carers.

The new shop had a successful year, and Members enjoyed creating many of the items that were sold in it. Especially popular were the birdboxes, hedgehog houses and squirrel bars that were made at Ezone. Customers were pleased with the service they received and commented on how nice the window displays looked. It provided members with 1200 hours of volunteering opportunities and gave Members with the chance to learn retail skills and raise our profile in the community.

We continued tending the four planters in the town centre and during the summer they looked magnificent. Each one had a model of a famous Kings Lynn landmark in it, that could also be used to plant flowers in.

The Sow and Grow group teamed up with health professionals to promote healthy living and Members concentrated on growing vegetables and fruit that they could use in the Millfleet cooking groups. Over sixty Members were involved in learning budgeting, money handling and cooking skills in our kitchens, whilst other Members used our training flat to learn more independent living skills that included making a bed and changing a duvet.

During the period the full potential of the sensory rooms were realised and Members with complex needs were able to use them to explore sound, touch and lights.

In addition we added a music room, with a PA, microphones, keyboard and electronic drum kit. This has proved very popular with Members and several singing groups beginning as a result of this. Members improved their confidence, self-esteem and feeling of wellbeing when using a microphone.

In the latter part of 2023, some Members complained that they were not able to use cash to buy coffee at Starbucks in Kings Lynn. They felt humiliated and powerless because they are unable to use contactless payments; we wrote to Starbucks in the High Street and to their CEO in the UK, but we got no response. Therefore, we started a campaign in Kings Lynn to promote the use of cash and Members delivered stickers to all the shops in Kings Lynn. They got a great reception from everyone they talked to about the campaign and all of the shops and cafes put a sticker in their windows, unless their head office did not allow stickers or posters to be put up.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 MARCH 2024

Achievements and performance (continued)

d. In Conclusion

Forward has developed into a service that is able to cater for a variety of needs and abilities. In a world that puts people with disabilities and autism at great disadvantage, Forward provides advantages that Members grasp, enjoy and use to progress through their lives. The local community benefits from Members' work. They litter pick, brighten up the High Street with flowers and are welcoming toward the people they meet in our shop or buildings. All their efforts are nurtured by an exceptionally focused, imaginative, and caring Support Team. Financially, this has been a difficult year, and we expect that next year will follow suit. NCC are adamant they need savings from day services so it is very likely that Forward will have to adjust to become a slimmer operation than the one that exists in this period.

We would like to thank the Team Leaders and all the Staff team who continue to support Members with their activities and wellbeing and make the day services a vibrant, safe and stimulating environment.

We would also wish to thank the Senior Management team, for providing a safe and innovative service for Staff and Members.

We also need to extend our thanks to Parents and Carers who we continue to work closely with.

Forward continues to work in conjunction with Norfolk County Council (NCC) Learning Disabilities Team. We would like to thank the West Norfolk Learning Disability Social Work team and NCC for their continued support throughout this time.

We would especially like to thank Members who buy Forward's services and continue to help develop them, they are an absolute pleasure and privilege to work with.

Going Forward

In the period April 2024 to March 2025, we will create a kitchen that is able to make confectionaries for our shop. We have no plans to develop Forward beyond what we already have in the near to medium future. We understand that NCC is determined to shrink Norfolk's day services by cutting care packages and saving money, including reducing the amount they will pay for attending a day service.

We will be prudent with expenditure and need to navigate Forward into a place where it can still be relevant and viable to the Members and their families who rely on us so much.

FORWARD DAY CENTRE LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 MARCH 2024

Achievements and performance (continued)

e. Training

Forward continued with an extensive programme of training of Staff during the period April 2023 to March 2024 as detailed below:

	Number of staff 2024
Safeguarding	11
Assessing needs	1
Anxiety	1
Manual handling	11
Hoist training	12
Diabetes	5
Emergency first aid	30
Equality & diversity	1
Depression	1
Develop as a worker	1
Positive behavioural support	30
Safe administration of medicines	14
Food hygiene	1
Nutrition and diet	1
Epilepsy/Buccal	30
Communication	6
Health & safety	1
Self-harm	1
Stress management	1
Challenging behaviour	7
Fire training	3
Autism and learning disabilities	2
Person centred care	1
Deprivation of liberty	5
Anaphylaxis	13
Dementia	1
Record keeping	5
Level 3 award in Leadership and Management	1

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 MARCH 2024

Financial review

a. Results

The charity saw incoming resources of £1,364,927 compared to £1,232,565 in the prior year. Resources expended were £1,454,914 (2023 - £1,190,461) and the net outgoing resources for the year were £89,987 (2023 - net incoming resources of £42,104). Unrestricted funds at the year end are £904,009 (2023 - £987,480) with restricted funds being £41,863 (2023 - £48,379).

b. Reserves

The Trustees policy is to hold unrestricted funds not committed at around 3 months of the resources expended. At present the Emergency Operating Reserve is held at £365,000. At this level the trustees feel able to maintain the current activities of the charity in the event of a significant drop in future funding. In the current economic climate these are an appropriate target level.

c. Strategic Corporate Objectives for the Coming Year

- To listen to the views of Members and discuss issues in Forum meetings with them so that they can make informed decisions about the service Forward provides and take concerns and initiatives to Norfolk County Council through the Locality meeting,
- To extend the opportunities for Members to exercise fuller choice in programs in accordance with Forward's aims and objectives,
- To design programs and activities that support members to progress towards their chosen aims and objectives,
- To create a kitchen that is suitable for creating products for sale in Forwards shop, including popcorn, chocolate raisins and sweets,
- To maintain four Vancouver centre planters to a high standard,
- To develop Studio 2 into an area focused on independence,
- To further develop courses at No.33 in relation to the shop,
- To mend the leaking roof at Studio 2,
- To promote healthy living throughout Forward's activities,
- To promote recycling, upcycling and awareness of the environment amongst members,
- To continue to build delivery of public service contracts to provide income to finance and develop our charitable work,
- To continue to train all staff in Positive Behavioral Support.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 MARCH 2024

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware; and
- that Trustees have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

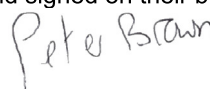
The auditors, Whittings LLP, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:



[R. Portham \(Dec 20, 2024 11:54 GMT\)](#)

R Portham
(Chair of Trustees)



P Brown
(Trustee)

Date: **20/12/2024**

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FORWARD DAY CENTRE LIMITED

Opinion

We have audited the financial statements of Forward Day Centre Limited (the 'charitable company') for the year ended 30 March 2024 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 March 2024 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FORWARD DAY CENTRE LIMITED
(CONTINUED)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FORWARD DAY CENTRE LIMITED
(CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Enquiry of management around actual and potential litigation and claims;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations; and
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the course of normal business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FORWARD DAY CENTRE LIMITED
(CONTINUED)

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Whitings LLP

Whitings LLP
Statutory Auditor
Greenwood House
Greenwood Court
Skyliner Way
Bury St Edmunds
Suffolk
IP32 7GY

Date: **20/12/2024**

Whitings LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 MARCH 2024**

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and grants	3	2,921	500	3,421	5,933
Charitable activities	4	1,307,500	-	1,307,500	1,206,506
Other trading activities	5	51,003	-	51,003	19,798
Investments	6	3,003	-	3,003	328
Total income		1,364,427	500	1,364,927	1,232,565
Expenditure on:					
Raising funds	7	26,152	-	26,152	10,981
Charitable activities	8	1,421,746	7,016	1,428,762	1,179,480
Total expenditure		1,447,898	7,016	1,454,914	1,190,461
Net movement in funds		(83,471)	(6,516)	(89,987)	42,104
Reconciliation of funds:					
Total funds brought forward		987,480	48,379	1,035,859	993,755
Net movement in funds		(83,471)	(6,516)	(89,987)	42,104
Total funds carried forward	19	904,009	41,863	945,872	1,035,859

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 19 to 38 form part of these financial statements.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 03584750

BALANCE SHEET
AS AT 30 MARCH 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	14	526,526	533,345
		<u>526,526</u>	<u>533,345</u>
Current assets			
Debtors	15	141,374	143,291
Cash at bank and in hand		330,030	404,345
		<u>471,404</u>	<u>547,636</u>
Creditors: amounts falling due within one year	16	(52,058)	(45,122)
Net current assets		<u>419,346</u>	<u>502,514</u>
Total assets less current liabilities		<u>945,872</u>	<u>1,035,859</u>
Total net assets		<u><u>945,872</u></u>	<u><u>1,035,859</u></u>

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 03584750

BALANCE SHEET (CONTINUED)
AS AT 30 MARCH 2024

	Note	2024 £	2023 £
Charity funds			
Restricted funds	19	41,863	48,379
Unrestricted funds	19	904,009	987,480
Total funds		945,872	1,035,859

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.


The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

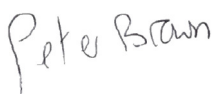
However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


[R. Portham \(Dec 20, 2024 11:54 GMT\)](#)
R Portham
(Chair of Trustees)


P Brown
(Trustee)

Date: **20/12/2024**

The notes on pages 19 to 38 form part of these financial statements.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 MARCH 2024

	2024 £	2023 £
Cash flows from operating activities		
Net cash used in operating activities - note 22	(68,863)	(4,609)
Cash flows from investing activities		
Dividends, interests and rents from investments	3,003	328
Purchase of tangible fixed assets	(8,454)	(84,115)
Net cash used in investing activities	(5,451)	(83,787)
Change in cash and cash equivalents in the year	(74,314)	(88,396)
Cash and cash equivalents at the beginning of the year	404,344	492,740
Cash and cash equivalents at the end of the year - note 23	330,030	404,344

The notes on pages 19 to 38 form part of these financial statements

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024

1. General information

The charitable company was incorporated in England & Wales and the address of its registered office is St Margarets, Millfleet, King's Lynn, Norfolk, PE30 5EG.

The charity is also a company limited by guarantee. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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) (published October 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Forward Day Centre Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

Unfortunately, the accounts show a deficit for the year of £89,987, due to Forward staffing for Members who did not start when they were expected to. Systems have been put in place to rectify these problems, so that it doesn't happen again.

Due to this, the accounts have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the level of expected income and expenditure for the 12 months from the date of signing these accounts and are satisfied that the charity will continue as a going concern.

2.3 Income

All income is recognised once the charitable company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity are apportioned between those activities on a basis consistent with the use of resources. Support costs which contribute to both support and charitable activities are apportioned based on the proportion of staff numbers working on support functions.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

2.5 Grants

Income from grants whether 'capital or 'revenue' is recognised when the charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charitable company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024

2. Accounting policies (continued)

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	- buildings not depreciated, improvements at 7% straight line
Short-term leasehold property	- 7% p.a. reducing balance
Fixtures and fittings	- 25% p.a. reducing balance
Office equipment	- 25% p.a. reducing balance

No depreciation has been charged on freehold property where the remaining useful economic life of the properties is so long, and the residual value so high, that such depreciation charges would be deemed to be immaterial. Internal improvements to freehold property has however been depreciated at 7% straight line.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

2.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024

2. Accounting policies (continued)

2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charitable company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.12 Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.13 Operating leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

2.14 Pensions

The charitable company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charitable company to the fund in respect of the year.

2.15 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charitable company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charitable company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024**

3. Income from donations, legacies and grants

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Donations	2,299	500	2,799	1,807
Other grants	-	-	-	3,534
Similar incoming resources	622	-	622	592
	<u>2,921</u>	<u>500</u>	<u>3,421</u>	<u>5,933</u>
<i>Total 2023</i>	<u>1,499</u>	<u>4,434</u>	<u>5,933</u>	

4. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Client care income	1,305,232	1,305,232	1,204,952
Event contributions	2,268	2,268	1,554
	<u>1,307,500</u>	<u>1,307,500</u>	<u>1,206,506</u>
<i>Total 2023</i>	<u>1,206,506</u>	<u>1,206,506</u>	

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024**

5. Income from other trading activities

Income from fundraising events

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Room hire income	900	900	1,920
Curriculum enrichment	4,463	4,463	4,428
	<u>5,363</u>	<u>5,363</u>	<u>6,348</u>
<i>Total 2023</i>	<u>6,348</u>	<u>6,348</u>	

Income from non charitable trading activities

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Shop income	45,640	45,640	13,450
<i>Total 2023</i>	<u>13,450</u>	<u>13,450</u>	

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024**

6. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Bank interest receivable	3,003	3,003	328
	<u>328</u>	<u>328</u>	
<i>Total 2023</i>	<u>328</u>	<u>328</u>	

7. Expenditure on raising funds

Other trading expenses

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Vending machine costs	-	-	1,310
Shop costs	26,152	26,152	9,671
	<u>26,152</u>	<u>26,152</u>	<u>10,981</u>
<i>Total 2023</i>	<u>10,981</u>	<u>10,981</u>	

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024**

8. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
Governance costs	14,890	-	14,890	20,924
No.33 Centre	322,537	-	322,537	80,579
Ezone	131,666	-	131,666	142,840
Day Centre	952,653	7,016	959,669	935,137
	<u>1,421,746</u>	<u>7,016</u>	<u>1,428,762</u>	<u>1,179,480</u>
<i>Total 2023</i>	<u>1,150,975</u>	<u>28,505</u>	<u>1,179,480</u>	

9. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £	Total funds 2023 £
Governance Costs	-	14,890	14,890	20,924
No.33 Centre	265,170	57,367	322,537	80,579
Ezone	129,575	2,091	131,666	142,840
Day Centre	752,014	207,655	959,669	935,137
	<u>1,146,759</u>	<u>282,003</u>	<u>1,428,762</u>	<u>1,179,480</u>
<i>Total 2023</i>	<u>921,236</u>	<u>258,244</u>	<u>1,179,480</u>	

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024**

9. Analysis of expenditure by activities (continued)

Analysis of support costs

	Governance Costs 2024 £	No.33 Centre 2024 £	Ezone 2024 £	Day Centre 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Staff costs	-	55,812	-	167,436	223,248	207,383
Depreciation	-	-	-	8,801	8,801	5,707
Office costs	-	1,555	2,091	31,418	35,064	24,230
Governance costs	14,890	-	-	-	14,890	20,924
	<u>14,890</u>	<u>57,367</u>	<u>2,091</u>	<u>207,655</u>	<u>282,003</u>	<u>258,244</u>
<i>Total 2023</i>	<u>20,924</u>	<u>13,236</u>	<u>1,756</u>	<u>222,328</u>	<u>258,244</u>	

10. Governance costs

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Audit fees	5,670	5,670	5,400
Accountancy fees	7,684	7,684	6,703
Legal fees	612	612	8,371
Trustee liability insurance	924	924	450
	<u>14,890</u>	<u>14,890</u>	<u>20,924</u>

Audit and accountancy fees are both charged by the charitable company's auditor.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024

11. Staff costs

	2024 £	2023 £
Wages and salaries	1,045,595	825,321
Social security costs	80,200	63,832
Contribution to defined contribution pension schemes	39,741	33,359
	1,165,536	922,512

The average number of persons employed by the charitable company during the year was as follows:

	2024 No.	2023 No.
Forward and Futures project staff	41	38
Administration and support staff	7	7
	48	45

No employee received remuneration amounting to more than £60,000 in either year.

Remuneration and benefits received by key management personnel were £177,751 (2023 - £164,531). 4 employees (2023 - 4) are deemed to be key management personnel.

12. Trustees' remuneration and expenses

During the period, no Trustees received any remuneration, other benefits or expenses (2023 - none).

13. Taxation

The charitable company is exempt from corporation tax on its charitable activities.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024**

14. Tangible fixed assets

	Freehold property £	Short-term leasehold property £	Fixtures and fittings £	Office equipment £	Total £
Cost or valuation					
At 31 March 2023	476,785	122,361	91,355	37,369	727,870
Additions	-	-	4,039	4,415	8,454
At 30 March 2024	476,785	122,361	95,394	41,784	736,324
Depreciation					
At 31 March 2023	1,971	96,845	79,264	16,445	194,525
Charge for the year	3,716	2,085	3,553	5,919	15,273
At 30 March 2024	5,687	98,930	82,817	22,364	209,798
Net book value					
At 30 March 2024	471,098	23,431	12,577	19,420	526,526
At 30 March 2023	474,814	25,516	12,091	20,924	533,345

15. Debtors: Amounts falling due within one year

	2024 £	2023 £
Trade debtors	105,893	106,137
Prepayments and accrued income	35,481	37,154
	141,374	143,291

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024**

16. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Trade creditors	13,179	7,770
Other taxation and social security	16,309	13,451
Other creditors	4,415	5,491
Accruals and deferred income	18,155	18,410
	52,058	45,122

17. Pension commitments

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £39,741 (2023 - £33,359). No contributions (2023 - £Nil) were payable to the fund at the balance sheet date.

18. Operating lease commitments

At 30 March 2024 the charitable company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024	2023
	£	£
Not later than 1 year	23,833	24,000
Later than 1 year and not later than 5 years	112,167	3,000
Later than 5 years	5,000	-
	141,000	27,000

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024**

19. Statement of funds

Statement of funds - current year

	Balance at 31 March 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 March 2024 £
Unrestricted funds					
Designated funds					
Emergency operating reserve	210,000	-	-	155,000	365,000
Fixed asset reserve	533,345	-	-	(183,345)	350,000
Building repair fund	23,305	-	(232)	-	23,073
Brickwork fund	22,362	-	-	-	22,362
Millfleet refurbishments	15,552	-	(2,804)	-	12,748
	<u>804,564</u>	<u>-</u>	<u>(3,036)</u>	<u>(28,345)</u>	<u>773,183</u>
General funds					
General Funds - all funds	<u>182,916</u>	<u>1,364,427</u>	<u>(1,444,862)</u>	<u>28,345</u>	<u>130,826</u>
Total Unrestricted funds	<u>987,480</u>	<u>1,364,427</u>	<u>(1,447,898)</u>	<u>-</u>	<u>904,009</u>

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024**

19. Statement of funds (continued)

	Balance at 31 March 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 March 2024 £
Restricted funds					
Vancouver planters grant	44	500	(544)	-	-
NCF sensory equipment grant	3,452	-	(247)	-	3,205
Autism/toilets grant	4,316	-	(315)	-	4,001
Screwfix toilet refurbishment grant	4,796	-	(350)	-	4,446
Town centre premises grant	13,869	-	(1,056)	-	12,813
Soundbeam grant	1,093	-	(167)	-	926
Loft insulation grant	394	-	(48)	-	346
Funky gift shop grant	6,797	-	(666)	-	6,131
Magic carpet interactive flooring grant	2,407	-	(691)	-	1,716
Milfleet new toilet grant	729	-	(307)	-	422
IT equipment fund	252	-	(67)	-	185
Infection control fund	10,230	-	(2,558)	-	7,672
	<u>48,379</u>	<u>500</u>	<u>(7,016)</u>	<u>-</u>	<u>41,863</u>
Total of funds	<u><u>1,035,859</u></u>	<u><u>1,364,927</u></u>	<u><u>(1,454,914)</u></u>	<u><u>-</u></u>	<u><u>945,872</u></u>

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024

19. Statement of funds (continued)

The Emergency operating reserve was established to cover the operating expenses for a period of 3 months in the events of a significant drop in income.

The Fixed Asset reserve represents the balance of unrestricted reserves attributable to the investment in fixed assets.

The building repair fund has been designated for the replacement of the windows at Millfleet.

The brickwork fund has been designated for the repair work to the brickwork at Millfleet.

The Millfleet refurbishments fund has been designated for refurbishments of the Millfleet toilets and the creation of a large sensory room.

The Vancouver planters grant was received towards the refurbishment and upkeep of four planters in the Vancouver Quarter, King's Lynn

The NCF sensory equipment grant was received towards equipment to be included in the sensory room at Millfleet.

The autism/toilets grant was received towards autism/toilet facilities at Millfleet

The Screwfix toilet refurbishment Grant fund was opened following receipt of a grant from Screwfix to put towards modernising the toilets in the Millfleet main room

The Town Centre Premises fund grant was received in order to fund the lease and development of a trading premises in Kings Lynn town centre.

The soundbeam fund has been established by way of a grant towards the purchase of soundbeam equipment.

The loft insulation fund has been established by way of a grant towards loft insulation at Millfleet.

The helping people into voluntary work fund was to start a project to support young people aged eighteen and over by providing guidance and work experience to support them towards employment.

The funky gift shop fund was received to convert the front lobby area of Millfleet into a gift shop where members can sell items they make, and gifts that they will choose from wholesalers to the general public.

The magic carpet interactive flooring grant was received to provide equipment to support group interaction.

The Millfleet new toilet grant was received to convert an unusable part of Millfleet into an access toilet.

The IT equipment fund was received to assist in procuring computer equipment.

The Infection Control Fund grant was received from Norfolk County Council in response to the Covid-19 pandemic and serves to cover costs in respect of testing for Covid-19 and ensuring practices comply with the relevant government guidance.

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024**

19. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 March 2023 £</i>
Unrestricted funds					
Designated funds					
Emergency operating reserve	140,000	-	-	70,000	210,000
Fixed asset reserve	462,673	-	-	70,672	533,345
Building repair fund	23,161	-	144	-	23,305
Brickwork fund	22,362	-	-	-	22,362
Millfleet refurbishments	36,115	-	(20,563)	-	15,552
	<u>684,311</u>	<u>-</u>	<u>(20,419)</u>	<u>140,672</u>	<u>804,564</u>
General funds					
General Funds - all funds	<u>236,994</u>	<u>1,228,130</u>	<u>(1,141,536)</u>	<u>(140,672)</u>	<u>182,916</u>
Total Unrestricted funds	<u>921,305</u>	<u>1,228,130</u>	<u>(1,161,955)</u>	<u>-</u>	<u>987,480</u>

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024**

19. Statement of funds (continued)

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 March 2023 £</i>
Restricted funds					
Vancouver planters grant	-	900	(856)	-	44
NCF sensory equipment grant	-	3,534	(82)	-	3,452
Autism/toilets grant	4,500	-	(184)	-	4,316
Screwfix toilet refurbishment grant	5,000	-	(204)	-	4,796
Town centre premises grant	16,194	-	(2,325)	-	13,869
Soundbeam grant	1,315	-	(222)	-	1,093
Loft insulation grant	458	-	(64)	-	394
Helping people into voluntary work	4,600	-	(4,600)	-	-
Funky gift shop grant	7,490	-	(693)	-	6,797
Magic carpet interactive flooring grant	3,328	-	(921)	-	2,407
Milfleet new toilet grant	1,139	-	(410)	-	729
IT equipment fund	342	-	(90)	-	252
Infection control fund	28,084	-	(17,854)	-	10,230
	<u>72,450</u>	<u>4,434</u>	<u>(28,505)</u>	<u>-</u>	<u>48,379</u>
Total of funds	<u>993,755</u>	<u>1,232,564</u>	<u>(1,190,460)</u>	<u>-</u>	<u>1,035,859</u>

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024**

20. Summary of funds

Summary of funds - current year

	Balance at 31 March 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 March 2024 £
Designated funds	804,564	-	(3,036)	(28,345)	773,183
General funds	182,916	1,364,427	(1,444,862)	28,345	130,826
Restricted funds	48,379	500	(7,016)	-	41,863
	<u>1,035,859</u>	<u>1,364,927</u>	<u>(1,454,914)</u>	<u>-</u>	<u>945,872</u>

Summary of funds - prior year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 March 2023 £
Designated funds	684,311	-	(20,419)	140,672	804,564
General funds	236,994	1,228,130	(1,141,536)	(140,672)	182,916
Restricted funds	72,450	4,434	(28,505)	-	48,379
	<u>993,755</u>	<u>1,232,564</u>	<u>(1,190,460)</u>	<u>-</u>	<u>1,035,859</u>

21. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	484,663	41,863	526,526
Current assets	471,404	-	471,404
Creditors due within one year	(52,058)	-	(52,058)
Total	<u>904,009</u>	<u>41,863</u>	<u>945,872</u>

FORWARD DAY CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024**

21. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	<i>Unrestricted funds 2023 £</i>	<i>Restricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Tangible fixed assets	484,344	49,001	533,345
Current assets	548,258	(622)	547,636
Creditors due within one year	(45,122)	-	(45,122)
Total	<u>987,480</u>	<u>48,379</u>	<u>1,035,859</u>

22. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net income/expenditure for the period (as per Statement of Financial Activities)	(89,987)	42,104
Adjustments for:		
Depreciation charges	15,273	12,600
Dividends, interests and rents from investments	(3,003)	(328)
Loss on the sale of fixed assets	-	844
Decrease/(increase) in debtors	1,918	(65,261)
Increase in creditors	6,936	5,432
Net cash used in operating activities	<u>(68,863)</u>	<u>(4,609)</u>

23. Analysis of cash and cash equivalents

	2024 £	2023 £
Cash in hand	330,030	404,344
Total cash and cash equivalents	<u>330,030</u>	<u>404,344</u>

FORWARD DAY CENTRE LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 MARCH 2024

24. Analysis of changes in net debt

	At 31 March 2023	Cash flows	At 30 March 2024
	£	£	£
Cash at bank and in hand	404,345	(74,315)	330,030
	404,345	(74,315)	330,030