

Charity Registration No. 1086774

Company Registration No. 04075624 (England and Wales)

TAKE A BREAK WARWICKSHIRE LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

TAKE A BREAK WARWICKSHIRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees'	Vanessa Gaskin Richard Harris Lesley Hines Laura Swanborough Teresa Sargent	(Appointed 21 December 2020)
Secretary	Samantha Tysoe	
Charity number	1086774	
Company number	04075624	
Registered office	Phoenix House 343 Bedworth Road Longford Coventry CV6 6BN	
Auditor	Jerroms Lumaneri House Blythe Gate Blythe Valley Park Solihull West Midlands B90 8AH	

TAKE A BREAK WARWICKSHIRE LIMITED

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TAKE A BREAK WARWICKSHIRE LIMITED

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2021

I am delighted and honoured to be taking over as Chair of TAB-taking over the reins from Dick Harris who has been chair for 24 years from the inception of the organisation. Dick has done a tremendous job in helping to steer the organisation from its small beginnings to the wonderful organisation it is today.

Thank you Dick for all that you have done for TAB over the last 24 years-You will be a hard act to follow but I will do my very best to ensure that the organisation continues to provide the excellent high quality client focused care that TAB has become known for.

As a result of the Pandemic 2020-2021 has been an incredibly difficult year for TAB and its customers. I have been humbled to witness the care and commitment delivered to our customers and families during these difficult and unprecedented times. TAB has continued to provide services and support at a time when many other organisations did not.-providing a lifeline for our customers. The organisation quickly adapted to the challenges of the new environment providing a sound platform going forward. None of this would have been possible without the people we employ and TAB is lucky to have so many dedicated and committed staff-You all are truly "Heros" and I thank each and every one of you for your hard work and dedication during these difficult times.

Looking forward and 21-22 is the 25th Anniversary of TAB -a remarkable achievement and something the organisation should be truly proud of.

The challenges of the Pandemic are far from over and the coming year is going to another extremely challenging year for everyone. But I know that with the Team we have at TAB and building on the very sound organisational platform we now have TAB will go from strength to strength and will continue to provide excellent services and support to our customers, families and community for another 25 years !



Teresa Sargent

Chairman

Dated: 6 December 2021

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

The trustees' present their report and financial statements for the year ended 31 March 2021.

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulation 2013 is not required.

Objectives and activities

The company's charitable objectives are:

The provision of respite care for children and adults who are either disabled or life threatened.

Take A Break offers a wide variety of activities and support for children and young people with a disability or life-threatening illness from birth to 18 years of age.

We also provide support for adults with a learning disability up to age 65.

We aim to provide a wide range of activities based on life skills to our customers, all within a safe, friendly and relaxed environment.

The trustees' have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Organisational aims and objectives 2020-2021

Alternative Strategic Aims were put in place, alongside the Strategic Plan 2020-2021, due to Covid-19 restrictions and business disruption.

Short Term Plan (March 2020 - October 2020)

In response to Covid-19, our objective was to deliver a range of targeted Covid-19 secure services. Develop building-based and individual essential services and offer an alternative service offer, that included a virtual support programme. Separate Alternative Service plans have been widely shared.

Medium/Long Term Plan (November 2020 – March 2021) Sustainable Services

Review and adapt our range of services to ensure they are financially sustainable for the future and review our positioning within the marketplace.

Stabilise Financial planning - Medium Term December 2020-March 2021

Long-term April 2021- March 2022.

All income streams have been affected by the operational change during a period of uncertainty-no guaranteed income.

Covid-19 contingency planning-agree service plans/models for 2021-22, Alternative service offer or focus on meeting existing/new contract specifications.

Focus on communication - communication with our customers, stakeholders, and community partners is strong, identify new ways of working with Covid-19 while making sure that we have enough capacity and resources to fulfill planned/anticipated demand.

Deliver person-centered quality services with a highly skilled team - continue to recruit and improve all aspects of service quality, including staff, training, and our quality standards.

Review our internal use of IT and technology infrastructure and support systems.

Accommodation - review use of building-based support and office base requirements.

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Service Overview

Whilst 2020 had not been the year we had planned for, and Covid-19 severely disrupted and impacted our plans, leading to a number of key events being cancelled, it has also brought about long-term, positive organisational changes. It has provided us with an opportunity to embrace new ways of working and has helped to continue to build strong relationships with our customers and their families.

Despite the initial but brief period of full-service closure, TAB responded quickly and efficiently in collaboration with some of our local partners to re-open our building-based support, offering an Alternative Service schedule for our customers and their families. As Covid-19 guidelines and restrictions have shifted, we continued to adapt and play a vital role in delivering emergency support to our most vulnerable customers and their families, when many other services remained closed.

Following the unavoidable reduction in customer demand, this has led to financial uncertainty, leaving us with no option but to reduce our operational staffing team. To support with additional costs of Covid-19, we have been supported by national and local Covid-19 funded grants, allowing us to keep delivering vital support.

Our aims and outcomes have remained unchanged with wanting the best possible opportunities for our customers, and despite the Covid-19 restrictions, adaptations, and challenges, we continue to strive to meet this. At the start of November, we began the process of organisational restructuring to address the reduction in customer hours. We continue to update our internal processes and systems, including resolving some of the operational issues with local authorities, financial and administrative processes which impact our ability to plan and accurately forecast, we also completed a full-service and financial.

After 24 years on the board of trustees, Dick Harris -Chair made the decision to step down from the position at the end of the year but has remained on the board of trustees. Dick formed part of the original steering group and initial setting up of Take-a-Break and has been committed to the organisation throughout. Taking over as new Chair is Teresa Sargent, and I welcome her to this role. Teresa brings with her vast experience of the Health and Social care sector and voluntary sector. Teresa has provided the senior management team with exceptional leadership in responding specifically to managing the financial challenge of the uncertain Covid-19 period.

Achievements and performance

We know that Covid-19 has disrupted and impacted on our customers' lives in many ways, missing the routine of education or access to services, self-isolation periods, and an increase in the mental health challenges for our customers and their families.

This is what we still managed to achieve and what have we delivered, working within the national and local Covid-19 restrictions, we prioritised the following:

- Kept our customers, their families, and our dedicated staff team safe and well
- Remained open, across both children and adult services, when many other providers closed and opted to furlough all staff
- Direct 'face to face' support for the local authority prioritised most vulnerable customers Direct support for our customer and families in crisis, specifically for children and young people when schools were forced to close
- Developed an Alternative Service Offer
- Kept day services open across 3 locations
- Redirected our staff to provide support in key areas/locations
- Introduced the use of full PPE to our staff teams
- Implemented a range of infection, prevention control measures across all our sites
- Offered a virtual program of individual activities available 7 days a week
- Implemented doorstep safe and well checks, to maintain safe contact with customers and families
- Continued to accept new referrals and increased services to meet demand
- Continued to successfully recruit new staff to replace staff self-isolating or staff leaving.

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2021**

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. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Fundraising 2020-2021

The total funds raised over the year equaled £5,914 with donations from twelve individual donors, including an amazing £5,000 from National Grid. This was used to create and deliver a range of children's activity packs, for our children and families to use at home during the first national lockdown when schools and services were closed. Other smaller donations have included a zumberthon, and a Christmas Card donation from the local Caravan and Camping Club.

This vital fundraising provides much-needed added value to the service, allowing us to purchase a range of new toys, equipment, and resources for our children and adults that access our building- based support.

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Financial review 2020-2021

The Board of Directors has examined the charity's requirements for reserves in the light of the main risks to the organisation. Reserves are needed to meet reduced income or inability to meet full cost recovery. Take-a-Break has established a policy which states that the charity should work towards a reserve of six months unrestricted expenditure.

We have continued to provide services throughout the three national lockdowns and all of the Covid-19 restrictions, and the organisation remains financially viable.

During the first half of the financial year, payment of planned service hours by Warwickshire County Council, Coventry City Council, Solihull Metropolitan Council, and direct payment families, gave us the financial stability to focus on service delivery and retain the workforce. Returning to usual practice for the second half of the financial year; with income generated from actual hours delivered or those cancelled within 48 hours, led to great financial uncertainty as many customers disengaged from the service whilst shielding or following general government advice. Customers and staff having to self-isolate also reduced income and gave additional uncertainty to financial forecasting.

The cost of providing services increased during the Covid-19 restrictions with social distancing and infection control measures which significantly affected the organisation from September onwards when service hours were lower and volatile. Infection Control grant funding and additional Supplier Relief funding from Warwickshire County Council were marked support with these increased variable costs. Although the accounts only show a 6% overall reduction in income from the previous financial year, the positive impact of the payment of planned hours from April – September (approx. 39% of income) and Infection control grants/HMRC support (approx. 9% of income), should not be underestimated. The accounts show a reduction in expenditure of 13% from the previous financial year yet it is important to note that the average expenditure per hour of actual service delivered increased by 74%.

With the payment of planned service hours, support staff could receive average earnings and we were able to retain the support staff workforce. Returning to usual practice with reduced availability of working hours, resulted in staff leaving our employment or reducing their availability further affecting the continued reduction in our workforce through shielding, self-isolation, and withdrawal due to the following of general government advice. We did utilise the HMRC Job Retention Scheme for a limited group of staff and received the Statutory Sick Payment rebate.

We ended the financial year with a 56% reduction in active customers and a 54% reduction in the number of forecasted annual service hours. In direct response to these financial indicators, we have significantly reduced fixed costs through voluntary redundancies from management and administration. A revised service model focusing on fewer group site-based sessions has enabled us to continue to provide services with a reduced workforce, manage ongoing infection control measures and lower some of the variable costs.

We enter the new financial year with a continued uncertainty due to Covid-19 but having made necessary changes to the organisation structure and service model, we are able to continue delivering high-quality services to our existing customers and respond to the increasing number of new referrals we are now starting to experience.

Service Figures and Statistics

Customers numbers and hours at key points during April 2020-March 2021

Date	Annual Hours	No. of customers
01/04/2020	96,069.00	336
01/09/2020	82,269.00	277
16/11/2020	59,886.00	180
28/01/2020	29,133.00	126
31/03/2021	44,328.00	146

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Future Developments 2021-2022

- 2021-2022 marks the start of a very special year for Take-a-Break, as we look forward to celebrating 25 years since the initial launch of a short break service. In this time we have expanded significantly and during the year we will not just reflect on the past, and highlight the amazing work carried out by Take-a-Break, but more importantly we will continue building on what has already been achieved continue planning for the future. We are looking forward to sharing stories from some of our trustees, customers, families and staff members who have been involved for the full 25 years and are looking forward to holding local celebrations across all our services.
- We are continuing to develop new and more efficient ways of working, as we support our customers with learning to live with life under lockdown restrictions and changing guidelines.
- The organisational focus remains on meeting the immediate service needs of our customers and their families, accepting new referrals whenever possible with the continued capacity restrictions and staffing restrictions because of Covid-19.
- Retaining and growing our highly experienced and qualified workforce is a priority for 2021/2022 as we look towards the national and local 'Road Map to Recovery' and work towards full-service re-opening in April.
- Keeping our customers, their families, and staff team safe and implementing a Covid-19 testing programme alongside current IPC.

Risk Factors

The risk register is reviewed annually. External risks include a major reliance on statutory funding which is invoices in arrears. The reserves policy is a key element in the management of financial risk.

Senior Management

To address financial pressures following the Covid-19 service closures, the decision was taken to use the national furlough scheme to make immediate cost savings. A review of the staff skillset identified how we could continue to meet all key functions, and a decision was made to furlough, the administration, and care co-ordinator staff tiers.

This provided time to review the financial impact and complete the restructuring and redundancy planning. This was sadly followed by a redundancy program in January -March 2021, to reduce costs and has reduced the staff office management from twenty-two staff to seven.

The use of the Job retention scheme and office staff redundancies has ensured we continue to be a sustainable business. The organisational staff restructures, have not directly impacted the staff team delivering the day-to-day service. All key tasks were re-allocated across the remaining staff, who have previously worked in other posts within the organisation and carry the necessary qualifications, customer and area-specific knowledge and understanding, and previous experience to complete all required tasks.

Structure, governance and management

Constitution

The organisation is a charitable company No.4075624 limited by guarantee, incorporated on 21 September 2000 and registered as a charity on 25 May 2001.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company dissolving members are required to contribute an amount not exceeding £10.

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Recruitment and Appointment of Trustees

The Trustees are Directors for the purpose of company law and charity trustees for the purpose of charity law and under company's articles are known as Board members. Under the requirements of the Memorandum and Articles of Association the members of the Board of Directors are elected at the Annual General Meeting to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

Organisational Structure

Take-a-Break is run by a Board of up to ten unpaid trustee directors who meet four times a year. The board delegates the operation of the charity to one salaried full time Director and one salaried full time Finance Director, who are responsible for the supervision and development of Care Co-ordinators, Site Leaders and Support staff. This organisation employs 114 staff in total.

Directors' Induction and Training

All trustees receive an individual induction with the Director of the organisation and receive an induction pack which includes the roles and responsibilities of a trustee.

Trustees attend appropriate training events which will enable them to fulfil their role.

Related Parties

Take-a-Break is a wholly independent charity that is affiliated to National Council of Voluntary Organisations (NCVO).

Warwickshire County Council, Coventry City Council, Solihull Metropolitan Borough Council and NHS Arden Commissioning Support are the main sources of funding for all services.

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Workforce Recruitment & Retention

During this challenging period, we have been fortunate to retain a committed, dedicated, and experienced support staff team that has continued to adapt over the course of the year. The staff team at all levels responded positively to new ways of working, often in difficult and stressful environments and circumstances.

Our staff team most importantly took on board and understood the new control measures required to keep everyone safe, and readily took on the wearing of Personal Protective Equipment and the introduction of increased infection prevention control measures. Alongside this we have delivered a successful staff vaccination and Covid-19 testing programme.

Our support workers, who are our frontline staff team have continued to provide not only valuable support to our customers and their families, but they have been creative when asked to provide a range of very different services and they expertly delivered the Alternative Support offer throughout Covid-19. Take-a-Break remains a thriving charity, with a service model that continues to operate at a grassroots level for the benefit of our customers and their families and in the local authority areas in which we work in partnership.

Recruitment has been on hold throughout this period, and we have been able to retain our support workers following the use of local and national funding. We end the year with 107 support staff, and 7 fixed contract office-based staff.

Staff Training & Welfare

Our classroom-based training programme was placed on hold with all training allocated via our existing online training partner at Care skills Academy. Care skills Academy increased its range of training modules and this allowed staff to continue to work safely with online training completed at home.

Essential and additional staff training and guidance have been made available through the Warwickshire County Council, Learning and Development team, and was further supported by the introduction of mutual aid meetings. They have played an active role in supporting the implementation of a number of new organizational training needs, to safely work during Covid19 and included:

- Staff PPE usage including donning and doffing techniques IPC
- Infection Prevention and Control measures
- Supporting staff welfare and mental health

Supporting our staff welfare has been paramount and we have worked hard to develop our use of online tools, that has allowed us to maintain regular and quality contact with our staff. Staff team meetings were moved to the Zoom platform and meetings and staff briefing and updates have been moved to electronic formats. The staff team has adapted and embraced these new ways of working and feedback from the staff team is they would like to see aspects of online learning and meetings continue, as they provide more flexibility with the diverse staff teams operating across a wide geographical area.

The trustees' report was approved by the Board of Trustees'.



Teresa Sargent

Trustee

Dated: 6 December 2021

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2021

The trustees', who are also the directors of Take A Break Warwickshire Limited for the purpose 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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.

TAKE A BREAK WARWICKSHIRE LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES' OF TAKE A BREAK WARWICKSHIRE LIMITED

Opinion

We have audited the financial statements of Take A Break Warwickshire Limited (the 'charitable company') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of 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 31 March 2021 and of its incoming resources and application of resources, 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 Companies Act 2006.

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 *Auditor's 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 UK, including the FRC'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.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees' are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and 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.

TAKE A BREAK WARWICKSHIRE LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES' OF TAKE A BREAK WARWICKSHIRE LIMITED

Matters on which we are required to report by exception

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

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; 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 statement of trustees' responsibilities, the trustees', who are also the directors of the charitable company for the purpose 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.

Auditor's 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 auditor's 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.

- Identifying and testing journal entries and the overall accounting records, in particular those that were significant and unusual.
- Reviewing the financial statement disclosures and determining whether accounting policies have been appropriately applied.
- Reviewing and challenging the assumptions and judgements used by management in their significant accounting estimates.
- Assessing the extent of compliance, or lack of, with the relevant laws and regulations.
- Testing key income lines, in particular cut-off, for evidence of management bias.
- Confirmed that all bank balances have been reconciled to bank statements as at the year end.
- Documenting and verifying all significant related party balances and transactions.
- We considered whether the going concern disclosure in the financial statements gives a full and accurate description of trustees' assessment of going concern.
- We have reviewed employment matters to ensure there is no potential fraud and that the payroll charge in the financial statements agrees to payroll records
- We have reviewed resources expended to ensure these were in line with the charity's governing document and authorised by a responsible individual

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

TAKE A BREAK WARWICKSHIRE LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES' OF TAKE A BREAK WARWICKSHIRE LIMITED

Use of our report

This report is made solely to the charity'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 charity'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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Mr Richard Alan Horton FCCA (Senior Statutory Auditor)
for and on behalf of Jerroms



Chartered Certified Accountants
Statutory Auditor

Lumaneri House
Blythe Gate
Blythe Valley Park
Solihull
West Midlands
B90 8AH

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

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Unrestricted funds 2020 £
<u>Income from:</u>			
Donations and legacies	3	121,204	6,470
Charitable activities	4	1,182,484	1,382,165
Total income		1,303,688	1,388,635
<u>Expenditure on:</u>			
Other Charitable Expenses	5	558,814	618,901
Charitable activities	6	757,234	885,705
Total resources expended		1,316,048	1,504,606
Net expenditure for the year/ Net movement in funds		(12,360)	(115,971)
Fund balances at 1 April 2020		426,762	542,733
Fund balances at 31 March 2021		414,402	426,762

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

TAKE A BREAK WARWICKSHIRE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	10		18,188		22,734
Current assets					
Debtors	11	140,357		315,887	
Cash at bank and in hand		319,753		159,859	
		460,110		475,746	
Creditors: amounts falling due within one year	12	(63,896)		(71,718)	
Net current assets			396,214		404,028
Total assets less current liabilities			414,402		426,762
Income funds					
Unrestricted funds			414,402		426,762
			414,402		426,762

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

The financial statements were approved by the Trustees' on 6 December 2021



Teresa Sargent
Trustee

Company Registration No. 04075624

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	16		159,894		(115,381)
Investing activities					
Purchase of tangible fixed assets		-		(9,187)	
Net cash used in investing activities			-		(9,187)
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			159,894		(124,568)
Cash and cash equivalents at beginning of year			159,859		284,427
Cash and cash equivalents at end of year			319,753		159,859

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Take A Break Warwickshire Limited is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's [governing document], the Companies Act 2006 and "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) (effective 1 January 2019)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees' have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees' in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charitable company.

1.4 Incoming resources

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.5 Resources expended

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 and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Costs of generating funds are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in the support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management.

Cost 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.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	20% reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.9 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

As a registered charity, Take A Break Warwickshire is exempt from income and corporation tax to the extent that its income and gains are applicable to charity purposes only. Value added tax is not fully recoverable by the company and is therefore included in the relevant costs in the statement of financial activities.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees' are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Donations and gifts	5,949	6,470
Grants receivable	115,255	-
	<u>121,204</u>	<u>6,470</u>

4 Charitable activities

	Charitable Income	Charitable Income
	2021	2020
	£	£
Charitable trading	<u>1,182,484</u>	<u>1,382,165</u>

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

5 Other Charitable Expenses

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Salary costs	442,361	502,048
Rent and utilities	53,727	52,485
Insurance	6,076	6,565
Staff travel expenses	10,137	16,492
Bad debts	15,741	7,506
Telephone	10,214	11,542
Other expenses	16,012	18,494
Depreciation and impairment	4,546	3,769
	<u>558,814</u>	<u>618,901</u>

6 Charitable activities

	Charitable Expenditure	Charitable Expenditure
	2021	2020
	£	£
Staff costs	555,754	630,340
Equipment	22,793	13,405
Room hire	100,596	110,681
Travel	6,950	57,331
	<u>686,093</u>	<u>811,757</u>
Share of support costs (see note 7)	36,802	36,658
Share of governance costs	34,339	37,290
	<u>757,234</u>	<u>885,705</u>

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Support costs

	Support costs £	Governance costs £	2021 £	Support costs £	Governance costs £	2020 £
Staff costs	36,802	-	36,802	36,658	-	36,658
Audit fees	-	3,720	3,720	-	2,950	2,950
Legal and professional	-	28,003	28,003	-	25,139	25,139
DBS checks	-	958	958	-	3,549	3,549
Care quality commission	-	239	239	-	239	239
Subscriptions	-	1,359	1,359	-	1,076	1,076
Bank charges	-	60	60	-	30	30
Staff training	-	-	-	-	4,307	4,307
	<u>36,802</u>	<u>34,339</u>	<u>71,141</u>	<u>36,658</u>	<u>37,290</u>	<u>73,948</u>
Analysed between Charitable activities	<u>36,802</u>	<u>34,339</u>	<u>71,141</u>	<u>36,658</u>	<u>37,290</u>	<u>73,948</u>

8 Trustees'

None of the trustees' (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Office	15	17
Sessional	99	98
	<u>114</u>	<u>115</u>

Employment costs

	2021 £	2020 £
Wages and salaries	954,393	1,077,454
Social security costs	57,791	65,693
Other pension costs	22,733	25,899
	<u>1,034,917</u>	<u>1,169,046</u>

There were no employees whose annual remuneration was £60,000 or more.

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

10 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2020	46,580
At 31 March 2021	46,580
Depreciation and impairment	
At 1 April 2020	23,846
Depreciation charged in the year	4,546
At 31 March 2021	28,392
Carrying amount	
At 31 March 2021	18,188
At 31 March 2020	22,734

11 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	82,279	228,535
Accrued income	44,024	73,360
Prepayments	14,054	13,992
	140,357	315,887

12 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	14,056	2,937
Accruals and deferred income	49,840	68,781
	63,896	71,718

13 Retirement benefit schemes

The charitable company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charitable company in an independently administered fund.

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

14 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	37,639	39,301
Between two and five years	17,906	50,877
	<u>55,545</u>	<u>90,178</u>

15 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

16 Cash generated from operations

	2021 £	2020 £
Deficit for the year	(12,360)	(115,971)
Adjustments for:		
Depreciation and impairment of tangible fixed assets	4,546	3,769
Movements in working capital:		
Decrease/(increase) in debtors	175,530	(7,481)
(Decrease)/increase in creditors	(7,822)	4,302
Cash generated from/(absorbed by) operations	<u>159,894</u>	<u>(115,381)</u>

17 Covid-19

The Trustees have considered the effect of the Covid-19 pandemic which have severely restricted the Charity's activities throughout the year. However the charity continues to operate and has good cash reserves to support the charity's operations during the ongoing limitations.

18 Auditor's liability limitation agreement

The company has, by resolution, waived the need for approval of the auditors' limitation liability, which has been set at £2,000,000 within the letter of engagement dated 17 December 2020. This approval has been confirmed in the letter of representation dated 23 November 2021.