

Charity registration number 1086774

Company registration number 04075624 (England and Wales)

**TAKE A BREAK WARWICKSHIRE LIMITED**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# TAKE A BREAK WARWICKSHIRE LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Vanessa Gaskin Richard Harris Lesley Hines Laura Swanborough Teresa Sargent
<b>Secretary</b>	Samantha Tysoe
<b>Charity number</b>	1086774
<b>Company number</b>	04075624
<b>Registered office</b>	Phoenix House 343 Bedworth Road Longford Coventry CV6 6BN
<b>Auditor</b>	Jerroms Business Solutions Limited Lumaneri House Blythe Gate Blythe Valley Park Solihull West Midlands B90 8AH

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# TAKE A BREAK WARWICKSHIRE LIMITED

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# **TAKE A BREAK WARWICKSHIRE LIMITED**

## **CHAIRMAN'S STATEMENT**

***FOR THE YEAR ENDED 31 MARCH 2022***

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I am very pleased to present my first report as Chair of Take-a-Break.

2021-2022 has been another challenging year for Take -A- Break! We have had to deal with the ongoing pandemic and all the difficulties that brought with it and then deal with the challenges of coming out of the Pandemic and rebuilding our services as life slowly got back to a more normal way of being. I am delighted to say that Take-A-Break rose to the challenge-delivering face to face services once again and despite the financial challenges faced by all organisations as a result of the Pandemic, ended the year with a small surplus-the first time in 5 years! This is thanks to the hard work, commitment and dedication of the entire staff team at Take-a-Break, and I would like to take this opportunity on behalf of the Board and our Customers to say Thank You!

As an organisation we learnt a good deal about our own capabilities in responding to a pandemic and although we can be very pleased with our performance, we must not in any way become complacent and we will ensure that we will be ready to implement our plans once again if we need to!

However, the real story of the year was the celebration of the 25th anniversary of the creation of Take-A-Break. For a small local charity, to have managed to not only survive but thrive is a remarkable achievement and one to be extremely proud of. A large number of Staff, Trustees and indeed Customers have been with Take-A-Break since the inception of the organisation, and I want to say Congratulations and well done to everybody on a fantastic success story.

I would particularly like to pay tribute to my predecessor as Chair of the organisation - Dick Harris. It was Dick who was instrumental in getting Take-a-Break established when he was successful in securing a three-way funding package between Social Services, Health services and Scope for three years which enabled the creation of Take-a-Break. As chair he steered the organisation from those early days to the thriving organisation it is today. On behalf of the Trustees, staff and Customers I want to say a big Thank-You and well done to Dick.

Take-a-Break is a very special organisation which provides exceptional services, opportunities and pleasure to all our customers and I am delighted that we will be continuing to develop our range of services and opportunities in the coming year, by amongst other things, starting to offer overnight breaks alongside our normal range of services.

The coming year is going to be another challenging year as we seek to stabilise and improve our financial position at the same time as developing our offer to our customers, but I know that together we can build on the success of our first 25 years and carry on providing more and better services to our customers.

Happy 25th birthday Take-A-Break. Here's to the next 25!



**Teresa Sargent**  
**Chairman**

Date: 12 December 2022



# TAKE A BREAK WARWICKSHIRE LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2022

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The trustees present their annual report and financial statements for the year ended 31 March 2022.

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 Directors' 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 2021-2022**

##### **Return to full-service offer**

Complete a strategic review of the 2022/2023 service delivery model to expand customer choices, increase group-based opportunities and improve customer experience. Introducing new, targeted groups/services and extending the frequency and session lengths will support meeting customers' service hours, reallocating cancelled hours, meeting surges in demand and increasing capacity across the organisation. As part of the review, we will identify service trends, including customers at key transition points and review customer age/gender demographic against local and national patterns to ensure we address gaps in service provision to reflect the diversity of the population and to improve customer experience and satisfaction rates.

We need to develop communication opportunities across the organisation, to ensure we are actively listening to our customers, parents and carers and staff team. This will be achieved with an electronic quality audit, a series of planned engagement sessions, carer-specific activities, and free family events. This will benefit our organisational profile and be used to demonstrate and measure our impact.

##### **New referrals & new business opportunities**

Key objectives are to achieve the full delivery of our existing customers-allocated service hours, respond to package variants and accept new referrals within our existing capacity. We will implement a TAB overnight short break programme with adventure activity breaks for our children's services that reflects our customers' wants, needs, likes and interests. To further develop services it's critical to increase our workforce, expand our reach and actively respond to what continues to be a strong marketplace.

##### **Workforce**

We will continue managing the Covid-19 risks, in line with national and local guidelines and restrictions and will review our management standards linking with local mutual aid to provide support, guidance, and a link between local organisations across the health & social care sector. The staff team will continue taking part in the national reporting for Adult Day Services and weekly PCR /LF testing and health screening procedures and including the routine staff vaccination programme and booster programmes for Covid-19 and seasonal flu. The workforce will continue to wear PPE and all existing infection control measures will remain in place supported by building-based risk assessments, business continuity plans, and venue operational plans.

As part of the recovery, we will continuously review our staffing structure. To support our recruitment and staff retention we plan to review and implement a one-off staff pay increase to maintain above minimal statutory rates of pay for April 2022 and implement an annual staff reward and recognition programme to recognise and reward talent. We need to restructure our Children's service RP roles, to take into account new service opportunities and will benefit from removing the current redeployment of the service manager and risk manager and returning to strategic operation.

# **TAKE A BREAK WARWICKSHIRE LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022**

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### **Electronic management system – CarePlanner**

Introduction of technology with an electronic management system will help manage the reduction to the office staff team, following the redundancy process, similar providers have stated a 75 % reduction in internal processes

and saving on management time. This will benefit the organisation by streamlining and simplifying key processes and multiple systems and will positively impact our operational delivery and financial management processes and support the management of workloads.

### **Cash flow management**

To improve our financial systems and cash flow management, we will need confirmation of agreement hours for all customers for April 2022 – March 2023 to be received in advance of the new financial year. The finance team will review the process for managing the prompt issuing of service agreements/purchase orders for new customers, changes to services for existing customers and the termination of services. This review will include delays caused by local authority confirmation of changes to funding streams including movements to direct payment, health or education funding and transition from children to adult services. We will continue to work with families to address non-payment of invoices by direct payment customers, and review frequent cancellations.

### **Board of Trustees**

We need to continue to recruit new Trustees, and target customers with lived experiences to take the lead role as customer representatives. To increase and develop the existing trustee's roles and responsibilities and support with specific activities in finance, social media, parent and carer consultation and to develop and increase donations and fundraising opportunities.

### **Service Overview**

Like the national picture, we continued to experience significant pressures due to the ongoing Covid-19 restrictions and faced the challenges to re-open all services as part of the national strategy and road map to recovery. In line with the changing guidance, we continued to adapt our service model and work in partnership with our vital community partners, local authorities, and commissioners to deliver a range of safe and effective services. Customer re-engagement and service take-up rates steadily increased over the year, and we reduced our virtual offer as customers returned to accessing direct 'face-to-face' and group-based support.

A highlight of the year was the delivery of our critical holiday services and the implementation of an extended summer programme, along with accepting new referrals. These pressures came at the same time as the wider health and social care sector continued to feel the ongoing strain of working and delivering services. We must recognise and thank the staff team for their continued support, commitment, and dedication to our customers, their families, and to each other as colleagues.

In June we started our 25th Birthday celebrations with a full year of events planned to mark the occasion, this was an amazing opportunity to bring everyone together that has supported the organisation over the years, since being established in 1996. I would like to take this opportunity to thank the trustees and especially all of the staff and volunteers, both past and present, for the incredible support they have given, and continue to give, to our organisation and our customers.

# **TAKE A BREAK WARWICKSHIRE LIMITED**

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

### **FOR THE YEAR ENDED 31 MARCH 2022**

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#### **Achievements and performance**

The year was full of uncertainty with fluctuating Covid-19 restrictions and local guidelines that shaped the service delivery. Throughout our priority has remained on supporting the health and wellbeing of our customers, their parents, carers, and our incredible staff team.

We continued to accept new referrals, established two new groups, and extended the range and length of some services to increase capacity. We successfully recruited and retained support staff and managed an active volunteer and student placement programme.

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

- 66,861 hours of support delivered
- 255 customers accessed services during 2021-2022
- Our adult service offered 22 different weekly groups
- The average length of our group sessions was 5 hours
- During holiday periods, support was available 7 days a week in our children's service
- We offered community-based services across 9 local community centres
- We delivered 9,192 individual support hours
- Group support was available for customers aged from 5-65 years
- We delivered 57,669 group based support hours
- We worked in partnership with 6 local authorities
- We accepted 46 new referrals during 2021-2022
- We delivered 230 children's holiday activity days

#### **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.

#### **Donations**

Donations were reduced by 73% in the last financial year with total funds of £1,163 donated by four individual donors.

- £1,000 was received from Taylor Wimpy as part of a new build program in Nuneaton and Bedworth.
- £500 community grant was received from Tesco with the other two donors being members of the local community

Donations remain vital for us to be able to provide added value to our services through additional resources, activity equipment, and experiences, both across our building based support and community-based sessions

# TAKE A BREAK WARWICKSHIRE LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### Financial review 2021-2022

The Board of Directors has examined Charity's requirements for reserves in light of the main risks to the organisation, needing reserves 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 of unrestricted expenditure. We continue to work towards meeting this level of reserve funding.

To end this financial year with a £77,150 surplus is a considerable achievement for the organisation; a significant turning point following five consecutive years of financial deficit and accomplished during a year of recovery from the impact of the Covid-19 pandemic.

Our focus this year has been on rebuilding services and opportunities for children and adults across Warwickshire, Coventry, and Solihull. Having started the year with a significantly reduced number of customers following shielding, self-isolation, and disengagement from services during the Covid-19 restrictions of the previous year; we supported many customers back into our services. Customer numbers increased by 51% by the end of the financial year but fell short of pre-Covid-19 levels through our inability to progress new referrals due to staffing capacity.

Although our service model returned to pre Covid-19 structure and activity programs during the year, the management of Covid-19 continued with regular testing, wearing of PPE, and social distancing measures. The increased uncertainty of staff and customer absences still affects service delivery and financial forecasting.

Total income fell by £129,365 from the previous financial year with reductions in Warwickshire County Council infection control grants and HMRC Job retention funding accounting for £76,969. Income from charitable activities fell by 7% compared to the previous year, which is reflective of the reduction in 4,234 service hours delivered and no pay-to-plan funding. We received £34,777 from Coventry City Council for a historic business rates refund dating back to 2017/2018, also reducing current year and future Business rates liability.

A reduction in expenditure of £218,875 compensated for overall reduced income to give the year-end surplus position. The voluntary redundancy process completed last financial year was essential for the survival of the organisation and provided an opportunity to restructure and ensure the organisation remains fit for purpose, it accounts for the majority of the reduction in charitable expenses. The investment in an electronic care planning and monitoring system at the end of this year was essential to the continued management of the organisation with a significantly reduced management team, the system benefits now reach across the whole Take-A-Break staffing team, to customers and their families.

We enter the new financial year 2022/2023 in a strong position with increased customer numbers engaged in a full-service program of activities, internal processes managed through a central electronic system, and positive financial forecasts. We are excited to be focusing on the growth and development of the organisation and being able to give new opportunities and experiences to our existing customers and new referrals.

### Service Figures and Statistics

Customers numbers and hours from 2021 to 2022 were as follows:

Date	Annual Hours	No. of customers
31/03/2021	44,328.00	146
31/03/2022	75,114.00	220

### 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.

# **TAKE A BREAK WARWICKSHIRE LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2022**

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### **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.

#### **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 Manager, Site Leaders and Support staff.

#### **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 2022

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### 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 71 support staff, and 6 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: 12 December 2022

# **TAKE A BREAK WARWICKSHIRE LIMITED**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2022***

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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

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#### Opinion

We have audited the financial statements of Take A Break Warwickshire Limited (the 'charitable company') for the year ended 31 March 2022 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 2022 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.

#### 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.



# TAKE A BREAK WARWICKSHIRE LIMITED

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF TAKE A BREAK WARWICKSHIRE LIMITED

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#### **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.

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 income, 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

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 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

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#### Use of our report

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's 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 company and the company's members 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 Business Solutions Limited

12 December 2022.

Chartered Certified Accountants  
Statutory Auditor

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

Jerroms Business Solutions Limited is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under 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 2022

		Unrestricted funds 2022 £	Unrestricted funds 2021 £
	Notes		
<b><u>Income and endowments from:</u></b>			
Donations and legacies	3	39,899	121,204
Charitable activities	4	1,099,647	1,182,484
Other income	5	34,777	-
<b>Total income</b>		<b>1,174,323</b>	<b>1,303,688</b>
<b><u>Expenditure on:</u></b>			
Other Charitable Expenses	7	336,788	558,814
Charitable activities	6	760,385	757,234
<b>Total expenditure</b>		<b>1,097,173</b>	<b>1,316,048</b>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>77,150</b>	<b>(12,360)</b>
Fund balances at 1 April 2021		414,402	426,762
<b>Fund balances at 31 March 2022</b>		<b>491,552</b>	<b>414,402</b>

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 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	11		14,550		18,188
<b>Current assets</b>					
Debtors	12	228,755		140,357	
Cash at bank and in hand		309,791		319,753	
		538,546		460,110	
<b>Creditors: amounts falling due within one year</b>	13	(61,544)		(63,896)	
Net current assets			477,002		396,214
<b>Total assets less current liabilities</b>			491,552		414,402
<b>Income funds</b>					
Unrestricted funds			491,552		414,402
			491,552		414,402

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 2022, 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.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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 12 December 2022



Teresa Sargent  
Trustee

Company registration number 04075624

# TAKE A BREAK WARWICKSHIRE LIMITED

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Cash flows from operating activities</b>					
Cash (absorbed by)/generated from operations	17		(9,962)		159,894
<b>Net cash used in investing activities</b>			-		-
<b>Net cash used in financing activities</b>			-		-
<b>Net (decrease)/increase in cash and cash equivalents</b>			(9,962)		159,894
Cash and cash equivalents at beginning of year			319,753		159,859
<b>Cash and cash equivalents at end of year</b>			309,791		319,753

# **TAKE A BREAK WARWICKSHIRE LIMITED**

## **STATEMENT OF CASH FLOWS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **1 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.

### **2 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.

#### **2.1 Accounting convention**

The financial statements have been prepared in accordance with the charitable company's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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. The principal accounting policies adopted are set out below.

#### **2.2 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.

#### **2.3 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.

#### **2.4 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.

# TAKE A BREAK WARWICKSHIRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

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### 2 Accounting policies

(Continued)

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.

#### 2.5 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.

#### 2.6 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 the statement of financial activities.

#### 2.7 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).

#### 2.8 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 2022

### 2 Accounting policies

(Continued)

#### 2.9 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.

#### 2.10 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.

#### 2.11 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.

#### 2.12 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 2022

#### 3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Donations and gifts	1,613	5,949
Grants receivable	38,286	115,255
	<u>39,899</u>	<u>121,204</u>
<b>Grants receivable for core activities</b>		
Government grants - Job Retention Scheme	1,194	38,833
Council grants - infection control & Covid support	37,092	76,422
	<u>38,286</u>	<u>115,255</u>

#### 4 Charitable activities

	Charitable Income	Charitable Income
	2022	2021
	£	£
Charitable trading	<u>1,099,647</u>	<u>1,182,484</u>

#### 5 Other income

	Unrestricted funds	Total
	2022	2021
	£	£
Rates reduction for earlier years	<u>34,777</u>	<u>-</u>

# TAKE A BREAK WARWICKSHIRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 6 Charitable activities

	Charitable Expenditure 2022 £	Charitable Expenditure 2021 £
Staff costs	499,399	555,754
Equipment	9,812	22,793
Room hire	134,629	100,596
Travel	26,981	6,950
	<u>670,821</u>	<u>686,093</u>
Share of support costs (see note 8)	36,797	36,802
Share of governance costs (see note 8)	52,767	34,339
	<u>760,385</u>	<u>757,234</u>

### 7 Other Charitable Expenses

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Salary costs	250,743	442,361
Rent and utilities	43,987	53,727
Insurance	6,156	6,076
Staff travel expenses	10,479	10,137
Bad debts	1,264	15,741
Telephone	6,856	10,214
Other expenses	13,665	16,012
Depreciation and impairment	3,638	4,546
	<u>336,788</u>	<u>558,814</u>

# TAKE A BREAK WARWICKSHIRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 8 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Staff costs	36,797	-	36,797	36,802	-	36,802
Audit fees	-	3,720	3,720	-	3,720	3,720
Legal and professional	-	46,360	46,360	-	28,003	28,003
DBS checks	-	1,745	1,745	-	958	958
Care quality commission	-	-	-	-	239	239
Subscriptions	-	882	882	-	1,359	1,359
Bank charges	-	60	60	-	60	60
	<u>36,797</u>	<u>52,767</u>	<u>89,564</u>	<u>36,802</u>	<u>34,339</u>	<u>71,141</u>
Analysed between						
Charitable activities	<u>36,797</u>	<u>52,767</u>	<u>89,564</u>	<u>36,802</u>	<u>34,339</u>	<u>71,141</u>

### 9 Trustees

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

### 10 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Office	7	15
Sessional	77	99
	<u>84</u>	<u>114</u>

#### Employment costs

	2022 £	2021 £
Wages and salaries	729,064	954,393
Social security costs	41,761	57,791
Other pension costs	16,114	22,733
	<u>786,939</u>	<u>1,034,917</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 2022

### 11 Tangible fixed assets

	Fixtures and fittings £
<b>Cost</b>	
At 1 April 2021	46,580
At 31 March 2022	46,580
<b>Depreciation and impairment</b>	
At 1 April 2021	28,392
Depreciation charged in the year	3,638
At 31 March 2022	32,030
<b>Carrying amount</b>	
At 31 March 2022	14,550
At 31 March 2021	18,188

### 12 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Trade debtors	138,672	82,279
Accrued income	77,881	44,024
Prepayments	12,202	14,054
	228,755	140,357

### 13 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	4,156	14,056
Accruals and deferred income	57,388	49,840
	61,544	63,896

### 14 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 2022

#### 15 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:

	2022 £	2021 £
Within one year	25,497	37,639
Between two and five years	6,696	17,906
	<u>32,193</u>	<u>55,545</u>

#### 16 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

#### 17 Cash generated from operations

	2022 £	2021 £
Surplus/(deficit) for the year	77,150	(12,360)
Adjustments for:		
Depreciation and impairment of tangible fixed assets	3,638	4,546
Movements in working capital:		
(Increase)/decrease in debtors	(88,398)	175,530
(Decrease) in creditors	(2,352)	(7,822)
Cash (absorbed by)/generated from operations	<u>(9,962)</u>	<u>159,894</u>

#### 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 November 2022. This approval has been confirmed in the letter of representation dated 12 December 2022.

