

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 2023

TAKE A BREAK WARWICKSHIRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Vanessa Gaskin Richard Harris Lesley Hines Laura Swanborough Teresa Sargent Robert Evans	(Appointed 17 August 2022)
Secretary	Samantha Tysoe	
Charity number	1086774	
Company number	04075624	
Registered office	Phoenix House 343 Bedworth Road Longford Coventry CV6 6BN	
Auditor	Sumer Auditco Limited The Beehive Beehive Ring Road London Gatwick Airport Gatwick United Kingdom RH6 0PA	

TAKE A BREAK WARWICKSHIRE LIMITED

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TAKE A BREAK WARWICKSHIRE LIMITED

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2023

I am delighted to once again have the opportunity to present my report as Chair of Take-a-Break giving me the chance to reflect on the significant progress we have made in 2022/23 and to highlight some of the key achievements the organisation has delivered in 2022/23.

As always this has been a challenging year for the Organisation particularly given the very real issues the cost of living crisis following hard on the heels of the Pandemic has posed for Customers our Funders and ourselves. But building on the skills we developed during the pandemic and the robust processes and procedures we implemented during that difficult time the Organisation has gone from strength to strength. As can be seen later in the report services delivered increased by over 6%. We delivered high quality services to over 243 very happy customers whilst at the same time keeping a tight rein on our costs and expenditure. This meant that for the second year running we were able to deliver a small surplus and increase our reserves at the same time as delivering more and better services! This is thanks to the hard work, commitment and dedication of the entire staff team at TAB and I would like to take this opportunity on behalf of the Board and our customers to say Thank you and well done!

For me the undoubted highlight of the Year was the occasion of our first Staff reward and Recognition Celebration which took place in October 22. TAB would be nothing without the staff who work in the Organisation. I believe that we have some truly outstanding, talented and dedicated staff delivering a fabulous range of services which have a direct truly beneficial impact on the lives of our Customers and those of their families and carers. I believe that as an organisation we are exceptionally lucky to have so many dedicated staff doing extraordinary things to make people's lives better, so our first awards ceremony was an opportunity to recognise and celebrate the outstanding achievements of our staff. The evening was a tremendous success with over 40 staff attending and being recognised for their long Service and for their outstanding achievements. It was truly humbling to meet so many Staff, to hear of their successes and to witness their enthusiasm, commitment and to hear in their own words about the outstanding work they were doing. I take this opportunity again to thank each and every one of you.

Another particular highlight for me was the development of the overnight short breaks at Whitemoor lakes. Developed in response to the demands of Customers and funders a tremendous amount of planning went into the events to ensure it was a memorable experience for our Customers-which it most evidently was. We will continue to build on this success in the coming year by offering more experiences like this. The final highlight for me was the work we commenced with our Adult Customer Representative Group. This Group supported by one of our trustees Bob Evans has been attending TAB Board meetings and sharing with us their feedback and experience. Helping us to make better decisions on behalf of our customers. Moving forward it is really important for us as a Board to not only work on behalf of our Customers but to Work with them in developing our Services and our Organisation. We need to ensure that in the future our Customers are fully involved in a meaningful way in our Board meetings helping us to shape future services.

The work with the Adult Customer Group is just the start of a process which will see people with lived experience being an integral part of the Board. Because of our stable financial position, we will in the coming year be able to invest in our services and our Staff. We will look to deliver more services and reach more customers and build on our work with our Customer Representative Group and We will continue to deliver the high quality services we have become known for.

Finally, I must just say a big thank you to our former Chair Dick Harris. Dick after 27 Years as a Trustee/chair and the main person responsible for starting TAB has decided to step down as a Trustee with effect from the AGM in DEC 23. Dick a very big thank you for your years of service-we couldn't have done it without you!



.....
Teresa Sargent
Chairman

Date: 11/12/23

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

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.

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

Significant activities and achievements against objectives

The year in Review

As we look back at our performance over the last year, it was a period of uncertainty organisationally, and we were acutely aware that alongside the ongoing challenges of caring for someone with a disability, many of our families and staff were dealing with the cost of living crisis. With rising costs, our vulnerable families and staff relied on us and needed our support more than ever. However, the one thing that has remained constant is the resilience and determination of our staff team and the strength of our management team. This allowed us to continue to provide the high-quality care and support that children and adults with complex disabilities need. The achievements in this report are theirs, and I thank them for their dedication, drive, and continued hard work. I thank our chair and Board of Trustees for their continued support. Samantha Tysoe - Director

Measuring our achievements and performance

During 2022-23, we reached 136 children, 107 adults, and 243 parents and carers. We remain committed to achieving better outcomes and positive futures for our children and adults. We have continued to explore gaps in service provision and develop new service models. Our work is life-changing for many of our customers and their families, and we are a vital lifeline for families, helping to keep families together and preventing them from entering the formal care system.

Service Figures and Statistics

Date Annual Hours No. of customers

31/03/2023 70,994 (customers 243)

31/03/2022 66,861 (customers 255)

31/03/2021 44,328 (customers 146)

Spring Highlight

Our Solihull MAC TABS group completed a fundraising activity at Coleshill Carnival, to support with raising funds to access specialist equipment and towards planning their own off site activities.

Summer Highlight

Across all our services we celebrated the Queen's Platinum Jubilee. Our Adult Service held an afternoon tea party and our children took part in parties, making their own jubilee decorations and food.

Autumn Highlight

We held our first staff reward and recognition evening. This event was an opportunity for staff and customers to nominate colleagues for an award and to share real examples of when staff went above and beyond and to highlight good practice.

Winter Highlight

We delivered our first Overnight Short break at Whitemoor Lakes, Staffordshire. We took six children from Warwickshire and Solihull, to take part in an action packed Christmas themed weekend. All had an amazing time, and our parents and carers had a well-earned break.

TAKE A BREAK WARWICKSHIRE LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2023

Future Developments

Our 2023/24 strategy results from co-production and quality assurance activities completed at the end of summer 2022 delivery. Developing our shared understanding of the experience of our customers and their families allows us to focus on modelling services to meet our current customer's needs and the broader local market needs. We will focus our resources on specific priorities where we can maximise our impact as a local grass root provider. We have chosen five focus areas to meet our key objectives and improve our customers' lives and health, well-being, parents and carers, and staff.

1. Plan sustainable growth, identify key new business opportunities, and develop opportunities for collaborative partnership working:

Increase and maximise our site-based delivery opportunities in each service area. Improve new referral growth by 10% and increase our capacity to respond to the local marketplace. Introduce Overnight Short Break service into Adult plan 2023/24. Map transitional packages and develop adult services within South Warwickshire and Solihull. Reshape of Adult service to meet retendering April 2023. Increase charitable activities with targeted area activities and organisational events access to family-funded opportunities in 2023/2024.

2. Prioritise the development of our Workforce, ensuring our staff has the right skills, values and diversity, and experience to meet the evolving needs of our customers:

Maintain pay above national minimum wage rates. Issue new staff contracts by April 2024. Support our RP leaders and offer fixed RP roles from April 2023, providing carer progression and continuous development opportunities. Improve staff retention rates and build on staff reward and recognition events. Increase staffing by 10% and offer increased volunteer/placement/apprenticeship opportunities. Set staff classroom training dates for 2023/2024 and update our eLearning program.

3. Develop our Risk Management, focusing on activity planning to improve outcomes for our customers and their families and deliver the highest quality services:

Complete on-site and community-based risk management review and external audit with Hettle Andrews-health & safety /risk consultants. Promote improvements in customers' health and well-being, develop independence, and reduce health inequalities by reviewing the range of support offered and managing key risk areas, including positive behaviours, medication, and health risks.

4. The continuation of our organisational wide digital transformation:

Continue embracing electronic care planning tools, using CarePlanner, Zoom, and eLearning Give our staff direct access to the CarePlanner platform to provide greater control over their support. Develop a new TAB website with interactive calendar and booking services.

5. Develop TAB Board

Recruit new trustees and specifically target customers and carers with lived experiences to take the lead role as a customer and carer representative to make a meaningful contribution and build stronger links and relationships with our customers and their carers. 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.

TAKE A BREAK WARWICKSHIRE LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2023

Our Children's Service

We encourage children and young people to be ambitious about what they want to do and work together to achieve their personalised outcomes. Our approach is about being inclusive, flexible, and, above all, fun. Children and young people have the opportunity to relax, enjoy on-site activities and trips out, access overnight short breaks, and learn new life skills while they are with us. Alongside this, children and young people connect with their local community and participate in new opportunities and experiences, making lasting friendships.

Overnight Short Breaks Whitemoor Lakes

The staff team worked hard to ensure the weekend was memorable for all customers who attended, and the team worked hard to adapt the planned activities to meet individual customers' person-centered support needs. We have seen many unexpected outcomes, including increased confidence and independence, the establishment of new friendships that have continued beyond the weekend, and positive developments in the relationships, understanding, and trust between some of the customers and staff. Since attending the weekend, we have seen a reduction in behaviours that can be challenging. Service Manager - Debbie Allsop.

Adult Service Highlights

- Staff Refresher Training 23 May 2022
Our staff team joined together from all areas to share practice and to complete updated training in preparation for service delivery 22/23
- TABLO Customer Awards Evening 5 February 2023
Celebration of our customer's individual achievements, highlighting their aims, aspirations, and progress within their service
- Customer Rep Group 15 March 2023
Customer Rep Group We launched our Adult Customer Representative Group, which has been attending TAB Board meetings and sharing feedback and experiences.

Financial review

2022/2023 has been another successful year with the organisation continuing to build on last year's recovery and growth, and maintaining a strong financial year end position. Net income for the year increased 117% compared to 2021/2022 and increases the unrestricted reserve fund balance to £658,974 at 31st March 2023. Total income of £1,254,764 was an increase of 6.85% compared to £1,174,323 in 2021/2022 and total expenditure of £1,087,342 was a decrease of 0.90% compared to £1,097,173 in the previous year. Customer numbers decreased by 5% from 255 to 243, however charitable trading income increased by 13.87% attributed to an increase of 4,133 service hours delivered and increases in the hourly rate charged. With insignificant overall changes to expenditure, the increased net income takes our reserve balance within reach of the 6 months running costs policy.

We enter 2023/2024 in a stable financial position and we look to review how we can reinvest in our ongoing activities and maintain a 10% growth target for service hours delivered in response to the ever-increasing demand for our services.

Going concern

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.

Reserves policy

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.

TAKE A BREAK WARWICKSHIRE LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2023

Major risks

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.

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.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Vanessa Gaskin

Richard Harris

Lesley Hines

Laura Swanborough

Teresa Sargent

Robert Evans

(Appointed 17 August 2022)

Recruitment and appointment of trustees

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

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.

Workforce highlights

We have continued investing in our colleagues and want to be the employer of choice locally. We have introduced some new initiatives, including our first staff reward and recognition evening and a staff thank you Christmas £50.00 gift voucher. We were awarded our level 1 Disability Confident employer status in February 2023 and are working towards achieving level 2. At the end of the year, March 2023, we had 67 support staff and 5 fixed contract office-based staff. We awarded inflationary increases from 3% to 9.66% across our workforce to maintain above-national minimal pay rates.

Induction and training of trustees

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.

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Auditor

In accordance with the company's articles, a resolution proposing that Sumer Auditco Limited be reappointed as auditor of the company will be put at a General Meeting.

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



Teresa Sargent
Trustee

11 December 2023

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2023

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 2023 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 2023 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 the provisions available for small entities, in the circumstances set out in note 19 to the financial statements, 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
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

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.
- 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.
- 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.

TAKE A BREAK WARWICKSHIRE LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF TAKE A BREAK WARWICKSHIRE LIMITED

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.



Mr Richard Alan Horton FCCA (Senior Statutory Auditor)
for and on behalf of Sumer Auditco Limited

Chartered Certified Accountants
Statutory Auditor



The Beehive
Beehive Ring Road
London Gatwick Airport
Gatwick
United Kingdom
RH6 0PA

Sumer Auditco 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 2023

	Notes	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Income and endowments from:			
Donations and legacies	2	2,600	39,899
Charitable activities	3	1,252,164	1,099,647
Other income	4	-	34,777
Total income		1,254,764	1,174,323
Expenditure on:			
Raising funds	7	326,777	336,788
Charitable activities	5	760,565	760,385
Total expenditure		1,087,342	1,097,173
Net income and movement in funds		167,422	77,150
Reconciliation of funds:			
Fund balances at 1 April 2022		491,552	414,402
Fund balances at 31 March 2023		658,974	491,552

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

TAKE A BREAK WARWICKSHIRE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	11		11,640		14,550
Current assets					
Debtors	12	115,282		228,755	
Cash at bank and in hand		616,046		309,791	
		731,328		538,546	
Creditors: amounts falling due within one year	13	83,994		61,544	
Net current assets			647,334		477,002
Total assets less current liabilities			658,974		491,552
The funds of the charitable company					
Unrestricted funds			658,974		491,552
			658,974		491,552

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 2023, 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 11 December 2023



Teresa Sargent
Trustee

Company registration number 04075624 (England and Wales)

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	18		306,255		(9,962)
Net cash used in investing activities			-		-
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			306,255		(9,962)
Cash and cash equivalents at beginning of year			309,791		319,753
Cash and cash equivalents at end of year			616,046		309,791

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

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, 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.

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 or grantors 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 2023

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 the statement of financial activities.

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.

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.

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

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.

2 Income from donations and legacies

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Donations and gifts	1,901	1,613
Grants receivable	699	38,286
	<u>2,600</u>	<u>39,899</u>

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

2 Income from donations and legacies

(Continued)

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Grants receivable for core activities		
Government grants - Job Retention Scheme	-	1,194
Council grants - infection control & Covid support	-	37,092
Other	699	-
	<u>699</u>	<u>38,286</u>

3 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Unrestricted		
Charitable trading	<u>1,252,164</u>	<u>1,099,647</u>

4 Other income

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Rates reduction for earlier years	<u>-</u>	<u>34,777</u>

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

5 Expenditure on charitable activities

	Unrestricted 2023 £	Unrestricted 2022 £
Direct costs		
Staff costs	499,218	499,399
Equipment	14,969	9,812
Room hire	133,954	134,629
Travel	34,207	26,981
	<u>682,348</u>	<u>670,821</u>
Share of support and governance costs (see note 6)		
Support	40,343	36,797
Governance	37,874	52,767
	<u>760,565</u>	<u>760,385</u>
Analysis by fund		
Unrestricted funds	<u>760,565</u>	<u>760,385</u>

6 Support costs allocated to activities

	2023 £	2022 £
Staff costs	40,343	36,797
Governance costs	37,874	52,767
	<u>78,217</u>	<u>89,564</u>
Analysed between:		
Unrestricted	<u>78,217</u>	<u>89,564</u>

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

7 Other Charitable Expenses

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Salary costs	242,264	250,743
Rent and utilities	44,884	43,987
Insurance	6,860	6,156
Staff travel expenses	7,885	10,479
Bad debts	(4,134)	1,264
Telephone	7,117	6,856
Other expenses	18,991	13,665
Depreciation and impairment	2,910	3,638
	<u>326,777</u>	<u>336,788</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 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Office	6	7
Sessional	69	77
	<u>75</u>	<u>84</u>

Employment costs

	2023 £	2022 £
Wages and salaries	719,290	729,064
Social security costs	46,382	41,761
Other pension costs	16,153	16,114
	<u>781,825</u>	<u>786,939</u>

The number of employees whose annual remuneration was £60,000 or more were:

	2023 Number	2022 Number
£60,001 to £70,000	1	-

11 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2022	46,580
At 31 March 2023	<u>46,580</u>
Depreciation and impairment	
At 1 April 2022	32,030
Depreciation charged in the year	2,910
At 31 March 2023	<u>34,940</u>
Carrying amount	
At 31 March 2023	<u>11,640</u>
At 31 March 2022	<u>14,550</u>

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

12 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	17,643	138,672
Accrued income	84,109	77,881
Prepayments	13,530	12,202
	<u>115,282</u>	<u>228,755</u>

13 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	18,957	4,156
Other creditors	3,000	-
Accruals and deferred income	62,037	57,388
	<u>83,994</u>	<u>61,544</u>

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.

15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
General funds	491,552	1,254,764	(1,087,342)	658,974
	<u>491,552</u>	<u>1,254,764</u>	<u>(1,087,342)</u>	<u>658,974</u>
Previous year:	At 1 April 2021 £	Incoming resources £	Resources expended £	At 31 March 2022 £
General funds	414,402	1,174,323	(1,097,173)	491,552
	<u>414,402</u>	<u>1,174,323</u>	<u>(1,097,173)</u>	<u>491,552</u>

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

16 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:

	2023 £	2022 £
Within one year	38,104	25,497
Between two and five years	125,192	6,696
	<u>163,296</u>	<u>32,193</u>

17 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

18 Cash generated from operations

	2023 £	2022 £
Surplus for the year	167,422	77,150
Adjustments for:		
Depreciation and impairment of tangible fixed assets	2,910	3,638
Movements in working capital:		
Decrease/(increase) in debtors	113,473	(88,398)
Increase/(decrease) in creditors	22,450	(2,352)
Cash generated from/(absorbed by) operations	<u>306,255</u>	<u>(9,962)</u>

19 Non-audit services provided by auditor

In common with many businesses of our size and nature we use our auditor to assist with the preparation of the financial statements.