

Charity registration number 1086774 (England and Wales)

Company registration number 04075624

TAKE A BREAK WARWICKSHIRE LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

TAKE A BREAK WARWICKSHIRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|---|---|
| Trustees | Vanessa Gaskin Lesley Hines Laura Swanborough Teresa Sargent Robert Evans |
| Secretary | Samantha Tysoe |
| Charity number (England and Wales) | 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

CONTENTS

| | Page |
|---|-------------|
| Chairman's statement | 1 |
| Trustees' report | 2 - 8 |
| Statement of trustees' responsibilities | 9 |
| Independent auditor's report | 10 - 12 |
| Statement of financial activities | 13 |
| Balance sheet | 14 |
| Statement of cash flows | 15 |
| Notes to the financial statements | 16 - 24 |

TAKE A BREAK WARWICKSHIRE LIMITED

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2024

I am delighted to once again have the opportunity to present my report as chair of Take-a-Break Warwickshire. It gives me the opportunity to reflect on the continuing progress and developments we have made in 2023/24 and to highlight some of the key achievements the organisation has once again delivered.

After a few difficult years for Take-a-Break, 2023/24 has been a year for growth and development - delivering more and better services as outlined later in the report and an improved financial position. Congratulations to everyone who helped deliver this fantastic achievement. The real key to delivering the high-quality services that our customers want need, and value is to ensure that we listen to, learn from, and involve our customers in the design and delivery of services. I believe that, as an organisation, we have taken significant strides in involving our customers in the design and delivery of our services. We have changed the way we involve and consult our customers, and as a result, our services are better and more reflect the needs and wants of our clients. Genuine co-production is a way of doing it, but we are committed to involving and engaging all our customers in running and delivering our services. There is more to do, yes, but we have made huge strides this year on this particular journey. Of particular note is the work that has continued pace with our Adult Customer Representative group. They have continued to attend our board meetings, freely giving their views and suggestions and helping us to improve and shape the service we offer at TABLO. We couldn't have moved the service forward without their involvement, and I thank them for their support. Our next step on this journey towards real co-production will be to support a member of this group becoming a full trustee on the Board.

2023/24 has been a year of growth, and coupled with good financial governance, the organisation has built on its strong financial position, with a surplus of £ 130,965 in the year. This underpins the ability of the organisation to deliver significant growth in services and to broaden its offer, including the introduction of a day trip programme and the expansion of our short overnight breaks offer. Here at Take-a-Break, we realise that the success of our story is based on two things:

Firstly the real involvement of our customers and secondly the strength of our staff. Without the outstanding, high-quality staff we are fortunate to have, we most definitely would not be able to deliver the amazing services we do. Our commitment to our staff remains constant, and recognising the importance of retaining and recruiting our high-quality staff, we are committed to ensuring that we have the ability to keep paying staff above minimum wage levels and offering pay awards that mean we remain competitive in the local employment market. Building on the success of last year's first staff Reward and Recognition evening, a second event -bigger and better was held at the Griff and Coton Club in Nuneaton, which once again proved to be a huge success. Again, this is an opportunity to recognise and celebrate the outstanding achievements of our staff, who work tirelessly to ensure the customers at Take-a-Break receive the best possible service. Once again, it was truly humbling to meet so many staff, to hear of their successes and to hear in their own words and indeed in the words of our customers just what outstanding work they are doing. Once again, I would like to take this opportunity to thank each and every one of you for the outstanding work you are doing. Thank You!

I would also like to take this opportunity to thank the Trustees for all their hard work and support. It is vital for strong governance to have a committed board of trustees who will challenge where necessary but be supportive and help drive the organisation's strategy. Thank you.

I know that coupled with the support of the Board and the Adult Customer Representative Group, the organisation's governance is in safe hands. I look forward to another successful year in 2024/2025 when I know we will offer more and better services, invest in our staff, and continue to deliver the high-quality services that Take-A-Break is renowned for.



Teresa Sargent
Chair of Trustees

Date: 9 December 2024

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

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.

Achievements and performance

Significant activities and achievements against objectives

The year in Review

A Year of Vision, Strategy and Growth

This past year at Take-a-Break has been defined by growth and transformation. We focused on refining our vision and aligning our strategy with the evolving needs of our community. This year, we invested time and resources into listening and responding to feedback, understanding our customers' journeys, and planning improvements that matter.

Reflecting on this year, it is clear that our focus on vision and strategy has laid the foundation for a stronger, more connected future. We look forward to building on our achievements and supporting our community.

Throughout the year, we have actively listened to our customers to gain a deeper understanding of their experiences, challenges, and the critical issues they encounter while accessing our services.

By regularly engaging with customers, families, and staff through representative groups and service-wide quality audits, we have gathered invaluable insights into the real experiences of our customers. This has enabled us to create a significant and meaningful impact.

This annual review is a reflection of what our support and services have meant to individuals, families, our staff team, and our broader community in 2023-2024.

Samantha Tysoe - Director

Measuring our achievements and performance

During 2023-24, 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.

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Service Figures and Statistics

31/03/2024 80,020 (customers 237)

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

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

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

How we make a difference

About Us

We are a grassroots charity that has been in operation for over twenty-eight years, our purpose is to support children and adults with disabilities, from birth to sixty-five, including customers with complex support and health needs. All of our services are tailored to each individual's requirements, ensuring they are co-produced and provide opportunities for individual growth.

What We Do

We provide support through our local community-based services, which are based in local community centres, as well as our overnight short break programme. Our typical activity programs include specialist sensory groups, targeted activity groups, as well as arts and physical activities that encourage participation and engagement.

We also offer adult services, such as TABLO, the Take-a-Break Life Opportunities programme, which offers specific site-based activities, a community hub, and individual support, as well as volunteering and work placement opportunities.

Beyond Support

In addition to offering direct support, we provide a range of additional free activities that our customers and their families can access together through our charitable activities and donations.

Our Partners

We collaborate with local authorities, healthcare providers, local schools, colleges, and universities to deliver our services and recruit, train, and develop our staff team.

How We're Funded

Local Authorities or Direct Payments directly fund many of our services, while our additional activity programme relies on charitable donations.

Customer success stories

Making connections

The development of our Overnight Short Break Program has allowed us to successfully deliver three overnight stays for our Children's Service. We also organised our first-midweek break for Adult Service customers, who accessed an action packed week at Butlins in Minehead.

This opportunity has brought together customers from Warwickshire and Solihull who would not have otherwise had the chance to meet.

Shaping the future

The program has expanded individual friendship groups, developed shared experiences, and increased support for one another. As a result, two of our young people are planning their services jointly and have shared that they have benefited from knowing they are not alone. This program has enriched their social lives, developed stronger bonds that extend beyond the breaks themselves.

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Adult Service Highlights

In April 2023, we proudly launched our TABLO Adult Hub Service, providing our customers with expanded options and increased flexibility to plan and choose their support. Options included the Day Service, our new Community-Based Hub Service, increased Individual Support service (available at home or in the community), the Overnight Short Break Program, and a range of Additional Activity Programs.

The TABLO Hub Adult Service has marked a significant step in providing our customers with meaningful choices and greater independence, allowing them to shape their support in ways that improve their quality of life.

Throughout the year, this personalised approach was welcomed by our customers, as evidenced by the following choices when building their own support plans.

- 22% chose the overnight short break service
- 33% chose to access the activity day trips
- 47% chose to access individual support
- 92% chose to access our group activities

Children's service highlights

We provided one hundred and forty children with access to regular weekly sessions in our Saturday and Sunday groups, as well as specialist holiday activities available seven days a week. In addition, we offered overnight short breaks and a variety of additional trips and activities.

Throughout the year, this personalised approach was welcomed by our customers, as evidenced by the following choices when building their personalised service plan.

- 13% chose the overnight short break service
- 24% chose to access the activity day trips
- 12% chose to access individual support
- 97% chose to access our group activities

During each school holiday period, our support was available seven days a week in our Children's Service.

We offered community support based across seven community centers, working in three local authority area.

A varied range of targeted and specialist group support was available for customers to access aged from 5-19 years.

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Our future Developments

Strategic Priority 1

- Plan sustainable 10% growth, identify new business opportunities, and develop collaborative partnership working:
- Increase and maximise our site-based delivery opportunities in each service area, with expanding holiday, weekend provision to all ages in line with OFSTED, CQC guidelines
- Continue to respond to referrals and build on our existing capacity to respond to the local marketplace
- Continue to strengthen and build our adult services in South Warwickshire & Solihull, promoting services within local colleges and schools
- Launch Adult service TABLO Hub from Hatters space from 1st April 24, increasing our community engagement and provide increased places
- Increase the number of overnight short break options to include more specialist and target activities to reflect our customer base
- Increase our Adult Independent living services in line with CQC registration
- Develop TAB and HAF project funded places across all children's service areas, x 3 per year at Easter, Summer and Christmas

Strategic Priority 2

To ensure we continue to prioritise the development of our Workforce and shape our future, ensuring our staff has the right skills, values and diversity, and experience to meet the evolving needs of our customers:

- Issue new staff contracts April 2024, offering increase fixed contracts to support a more structured workforce that can meet the needs of our customers and growing services
- Maintain above national minimal wage rates, and inflationary pay increases to support with staff retention rates
- Support our RP leaders and offer fixed RP roles from April 2024, providing carer progression and continuous development opportunities
- Build on staff reward and recognition events, and look at local and national accreditation programmes, Sunday Times best places to work for 2024
- Increase staffing by 10% , using volunteer/placement/apprenticeship opportunities
- Set staff classroom training dates for 2024/2025 and review the eLearning program to provide a block annual training programme, that provides staff with flexibility

Offer administration volunteer placement opportunities disability confident employer status

Strategic Priority 3

To ensure we remain fit for purpose and develop our Risk Management, focusing on activity planning to improve outcomes for our customers and their families and deliver the highest quality services:

- Hettle Andrews Organisational risk review and 12-month implementation plan
- Complete on-site and community-based review of risk management
- Improve our customer's health & well-being, by reviewing the range of support offered and management of key risk areas including positive behaviours, medication, and health risks
- Promote improvements in customers' health & well-being, develop independence and reduce health inequalities by increasing the range of physical activities within programme

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Strategic Priority 4

To successfully market the service to existing and new customers and within the wider market:

- Launch of new TAB website
- Increase social media engagement at local club levels
- Provide documents in an easy read format
- Attend local networking events, CQC registered managers forums

Strategic Priority 5

Board of Trustees:

- 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.

Financial review

Financial highlights

We maintained a stable financial position with us continuing to build upon the successes of the previous financial year, achieving a year-end surplus of £130,965.

We successfully responded to increased demand for our services and exceeded our 10% growth target for hours delivered. We increased term time and holiday groups, expanded our overnight short breaks offer and introduced an exciting day trip programme, which contributed to an overall 19.4% increase in income.

Total expenditure rose by 25.8%, primarily due to an additional 9,026 hours of service requiring more staffing and resources, and a commitment to pay our staff above minimum wage. Inflationary impacts across expenditures contributed to the increase, with us seeing a significant rise in energy bills.

With unrestricted funds meeting reserve policy, substantial reinvestments in activity resources and equipment were achievable across the organisation, together with strategic expenditure on compliance review, enhancing our provision and strengthening the organisation.

Moving forward we aim to continue this momentum, focus on sustainable growth and preserve our resilient financial position.

Our donations

Donations were increased by 104% in the last financial year with total funds of £3,884.

- £1,665 was received from Headlam, a company based in Coleshill
- £1,110 was raised by a staff charity fun run in Tamworth
- £500 was received from a local dance group based in Nuneaton
- £300 received from Excel Motors based in Coventry

The remaining donations were received from our local communities and have been used to fund our additional activity programme. All donations remain vital for us to be able to provide benefit 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 2024

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.

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

(Retired 11 December 2023)

Lesley Hines

Laura Swanborough

Teresa Sargent

Robert Evans

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.

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Organisational structure

Workforce

Structure and governance

We understand that our approach to governance, which has clear and measurable objectives, has been critical to another successful year. Throughout the year, we have worked hard to embed robust governance practices into our day-to-day operations, connecting strategic decision-making and working to meet all standards and regulations.

The Board of Trustees has played a key role in fulfilling the charitable objectives and is dedicated to maintaining high governance standards and consistently improving them. As an organisation, we appreciate their time, commitment, and the valuable expertise they contribute to our Board.

Workforce Profile

The day-to-day operations of our services are overseen by the senior management team, Director, finance director, service manager, risk manager and finance manager, with guidance and support from a Board of Trustees (5 members).

As of March 2024, we employed 82 staff. A team of Area Leads and Responsible Persons, including, manages the direct service delivery:

- Adult Services (TABLO): 2 full-time posts and 6 part-time posts
- Children's Services (building-based support): 5 full-time posts and 16 part-time posts
- Our sessional staffing team comprises of 7 staff on fixed hour contracts and 65 on variable hour contracts.

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.

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

9 December 2024

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2024

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 2024 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 2024 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 requires us to report to you if, in our opinion:

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

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

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

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.

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

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.


Mr Richard Alan Horton FCCA (Senior Statutory Auditor)

For and on behalf of Sumer Auditco Limited, Statutory Auditor

Chartered Certified Accountants

The Beehive

Beehive Ring Road

London Gatwick Airport

Gatwick

RH6 0PA

United Kingdom

Date: 

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 2024

| | Notes | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|---|-------|------------------------------------|------------------------------------|
| Income from: | | | |
| Donations and legacies | 2 | 6,884 | 2,600 |
| Charitable activities | 3 | 1,491,413 | 1,252,164 |
| Total income | | <u>1,498,297</u> | <u>1,254,764</u> |
| Expenditure on: | | | |
| Raising funds | 6 | 329,633 | 326,777 |
| Charitable activities | 4 | 1,037,699 | 760,565 |
| Total expenditure | | <u>1,367,332</u> | <u>1,087,342</u> |
| Net income and movement in funds | | 130,965 | 167,422 |
| Reconciliation of funds: | | | |
| Fund balances at 1 April 2023 | | 658,974 | 491,552 |
| Fund balances at 31 March 2024 | | <u>789,939</u> | <u>658,974</u> |

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 2024

| | Notes | 2024 £ | £ | 2023 £ | £ |
|---|-------|-----------|---------|-----------|---------|
| Fixed assets | | | | | |
| Tangible assets | 11 | | 19,444 | | 11,640 |
| Current assets | | | | | |
| Debtors | 12 | 139,421 | | 115,282 | |
| Cash at bank and in hand | | 749,257 | | 616,046 | |
| | | 888,678 | | 731,328 | |
| Creditors: amounts falling due within one year | 13 | (118,183) | | (83,994) | |
| Net current assets | | | 770,495 | | 647,334 |
| Total assets less current liabilities | | | 789,939 | | 658,974 |
| The funds of the charitable company | | | | | |
| Unrestricted funds | 15 | | 789,939 | | 658,974 |
| | | | 789,939 | | 658,974 |

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 2024.

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 9 December 2024



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 2024

| | Notes | 2024 £ | £ | 2023 £ | £ |
|---|-------|-----------|----------|-----------|---------|
| Cash flows from operating activities | | | | | |
| Cash generated from operations | 18 | | 144,859 | | 306,255 |
| Investing activities | | | | | |
| Purchase of tangible fixed assets | | (11,648) | | - | |
| Net cash used in investing activities | | | (11,648) | | - |
| Net cash generated from financing activities | | | - | | - |
| Net increase in cash and cash equivalents | | | 133,211 | | 306,255 |
| Cash and cash equivalents at beginning of year | | | 616,046 | | 309,791 |
| Cash and cash equivalents at end of year | | | 749,257 | | 616,046 |

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

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 2024

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 |
|-----------------------|----------------------|

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 2024

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 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 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 2024

2 Income from donations and legacies

| | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|---------------------|------------------------------------|------------------------------------|
| Donations and gifts | 3,884 | 1,901 |
| Grants | 3,000 | 699 |
| | <u>6,884</u> | <u>2,600</u> |
| Grants | | |
| Other | 3,000 | 699 |
| | <u>3,000</u> | <u>699</u> |

3 Income from charitable activities

| | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|---------------------|------------------------------------|------------------------------------|
| Unrestricted | | |
| Sale of goods | <u>1,491,413</u> | <u>1,252,164</u> |

4 Expenditure on charitable activities

| | Unrestricted 2024 £ | Unrestricted 2023 £ |
|---|---------------------------|---------------------------|
| Direct costs | | |
| Staff costs | 696,993 | 499,218 |
| Equipment | 44,793 | 14,969 |
| Room hire | 163,437 | 133,954 |
| Travel | 47,461 | 34,207 |
| | <u>952,684</u> | <u>682,348</u> |
| Share of support and governance costs (see note 5) | | |
| Support | 42,154 | 40,343 |
| Governance | 42,861 | 37,874 |
| | <u>1,037,699</u> | <u>760,565</u> |
| Analysis by fund | | |
| Unrestricted funds | <u>1,037,699</u> | <u>760,565</u> |

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

5 Support costs allocated to activities

| | 2024 £ | 2023 £ |
|--------------------------|---------------|---------------|
| Staff costs | 42,154 | 40,343 |
| Governance costs | 42,861 | 37,874 |
| | <u>85,015</u> | <u>78,217</u> |
| Analysed between: | | |
| Unrestricted | <u>85,015</u> | <u>78,217</u> |

6 Other Charitable Expenses

| | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|-----------------------------|------------------------------------|------------------------------------|
| Salary costs | 224,765 | 242,264 |
| Rent and utilities | 50,819 | 44,884 |
| Insurance | 8,872 | 6,860 |
| Staff travel expenses | 4,849 | 7,885 |
| Bad debts | 233 | (4,134) |
| Telephone | 8,442 | 7,117 |
| Other expenses | 27,809 | 18,991 |
| Depreciation and impairment | 3,844 | 2,910 |
| | <u>329,633</u> | <u>326,777</u> |

7 Net movement in funds

| | 2024 £ | 2023 £ |
|--|--------------|--------------|
| The net movement in funds is stated after charging/(crediting): | | |
| Fees payable for the audit of the charity's financial statements | 7,698 | 6,660 |
| Depreciation of owned tangible fixed assets | <u>3,844</u> | <u>2,910</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 2024

10 Employees

The average monthly number of employees during the year was:

| | 2024 Number | 2023 Number |
|-----------|----------------|----------------|
| Office | 5 | 6 |
| Sessional | 70 | 69 |
| Total | 75 | 75 |

Employment costs

| | 2024 £ | 2023 £ |
|-----------------------|-----------|-----------|
| Wages and salaries | 892,958 | 719,290 |
| Social security costs | 52,216 | 46,382 |
| Other pension costs | 18,738 | 16,153 |
| | 963,912 | 781,825 |

The number of employees whose annual remuneration was more than £60,000 is as follows:

| | 2024 Number | 2023 Number |
|--------------------|----------------|----------------|
| £60,001 to £70,000 | 1 | 1 |

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

| | 2024 £ | 2023 £ |
|------------------------|-----------|-----------|
| Aggregate compensation | 71,959 | - |

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

11 Tangible fixed assets

| | Fixtures and fittings £ |
|------------------------------------|----------------------------|
| Cost | |
| At 1 April 2023 | 46,580 |
| Additions | 11,648 |
| | <u>58,228</u> |
| At 31 March 2024 | <u>58,228</u> |
| Depreciation and impairment | |
| At 1 April 2023 | 34,940 |
| Depreciation charged in the year | 3,844 |
| | <u>38,784</u> |
| At 31 March 2024 | <u>38,784</u> |
| Carrying amount | |
| At 31 March 2024 | <u>19,444</u> |
| At 31 March 2023 | <u>11,640</u> |

12 Debtors

| | 2024 £ | 2023 £ |
|---|----------------|----------------|
| Amounts falling due within one year: | | |
| Trade debtors | 13,405 | 17,643 |
| Accrued income | 110,770 | 84,109 |
| Prepayments | 15,246 | 13,530 |
| | <u>139,421</u> | <u>115,282</u> |

13 Creditors: amounts falling due within one year

| | 2024 £ | 2023 £ |
|------------------------------------|----------------|---------------|
| Other taxation and social security | 15,416 | - |
| Trade creditors | 12,303 | 18,957 |
| Other creditors | - | 3,000 |
| Accruals and deferred income | 90,464 | 62,037 |
| | <u>118,183</u> | <u>83,994</u> |

14 Retirement benefit schemes

| | 2024 £ | 2023 £ |
|---|---------------|---------------|
| Defined contribution schemes | | |
| Charge to profit or loss in respect of defined contribution schemes | <u>18,738</u> | <u>16,153</u> |

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

14 Retirement benefit schemes

(Continued)

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 2023 £ | Incoming resources £ | Resources expended £ | At 31 March 2024 £ |
|----------------|-------------------------|----------------------------|----------------------------|--------------------------|
| General funds | 658,974 | 1,498,297 | (1,367,332) | 789,939 |
| Previous year: | At 1 April 2022 £ | Incoming resources £ | Resources expended £ | At 31 March 2023 £ |
| General funds | 491,552 | 1,254,764 | (1,087,342) | 658,974 |

TAKE A BREAK WARWICKSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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:

| | 2024 £ | 2023 £ |
|----------------------------|---------------|----------------|
| Within one year | 36,159 | 38,104 |
| Between two and five years | 54,234 | 125,192 |
| | <u>90,393</u> | <u>163,296</u> |

17 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

| | 2024 £ | 2023 £ |
|------------------------|-----------|-----------|
| Aggregate compensation | 71,959 | - |

18 Cash generated from operations

| | 2024 £ | 2023 £ |
|--|----------------|----------------|
| Surplus for the year | 130,965 | 167,422 |
| Adjustments for: | | |
| Depreciation and impairment of tangible fixed assets | 3,844 | 2,910 |
| Movements in working capital: | | |
| (Increase)/decrease in debtors | (24,139) | 113,473 |
| Increase in creditors | 34,189 | 22,450 |
| Cash generated from operations | <u>144,859</u> | <u>306,255</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.

