

TRUSTEES REPORT **2023**

MEETING THE NEEDS OF THE
LOCAL COMMUNITY

Registered Charity Number 1091034
Company Limited by Guarantee (England) No 4306235

MISSION STATEMENT

OUR AIMS AND OBJECTIVES

TO PROVIDE A DAY CARE CENTRE MEETING THE
NEEDS OF THE LOCAL COMMUNITY, BY PROVIDING
OUR MEMBERS WHO ARE DISADVANTAGED
THROUGH EMOTIONAL, PHYSICAL OR LEARNING
DISABILITIES WITH A SAFE AND HAPPY
ENVIRONMENT THAT RESPECTS THE INDIVIDUALS'
RIGHTS, NEEDS AND DIGNITY.

WELLDON ACTIVITY GROUP

REGISTERED CHARITY NUMBER 1091034

A COMPANY LIMITED BY GUARANTEE, REGISTRATION NUMBER 4306235

FOUNDED OCTOBER 2001

LIFE PRESIDENT : MR. BRIAN WHITEHEAD

GOVERNING DOCUMENT: MEMORANDUM AND ARTICLES OF
ASSOCIATION

The following have acted as Trustees during the year 2023

Councillor Sue Anderson
Mr. John Purnell
Mr. Brian Whitehead
Mrs. Sue Jefferies
Mr John Robinson
Mrs Sara Robinson
Mrs. Ann Sharples
Mr Arif Punjani

Chairperson
Vice-Chair
Company Secretary
Minute Secretary
Treasurer (January – August)
Personnel Officer
Trustee
Treasurer (from September)

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Registered Office

Trinity Church. Hindes Road
Harrow, HA1 1RX

Telephone

07312 080926

Bankers

NatWest Bank Plc, 315 Station Road
Harrow, HA1 2AD

Solicitor

None appointed.

CHAIRMAN'S REPORT FOR 2023

Welldon Activity Group was open throughout 2023 and our clients enjoyed a wide variety of activities and socialising throughout the year

As numbers of clients increased an additional member of staff was recruited to make sure we were able to meet our commitments to provide interesting activities and ensure the safety of our clients.

We are very grateful to our staff, volunteers and trustees for their hard work and commitment. The Board of Trustees have continued to meet on Zoom at regular intervals throughout the year and we held a successful in-person AGM at Trinity Church.

Sue Anderson

Chair of Trustees

TRUSTEES ANNUAL REPORT

We are slowly recovering from the impact of Covid-19 with Care Homes increasing the attendance of clients. We continue to implement strict hygiene actions to ensure Covid-19 does not reappear.

Three presentations were made this year resulting in donations received.

We have taken on another member of staff as Care Homes are planning to increase the number of clients to our Centre.

Reserve Policy

Our Balance Sheet shows a satisfactory reserve situation as we slowly recover from the Covid-19 impact

MAJOR RISKS AND EXPOSURES

Meeting the needs of Clients with diverse learning disabilities requires the Charity to be sensitive to each individual's needs. We regularly review our health and safety controls with particular emphasis on the safety of our Clients in mind, this includes any action required to safeguard both our Clients and staff at the Centre.

Individual Client assessments are conducted annually at the Centre and reports sent to the appropriate Care Home.

Fire drills are conducted every eight weeks. We record the time each fire drill is completed and any problem relating to the mobility of clients is logged for appropriate action.

Risk Assessments are conducted annually in the following areas:-

- Fire Drills
- Disposable Protective Clothing
- Wheelchair Access
- First Aid Policy
- Accident Report Recording
- Health and Safety
- Control of Substances Hazardous to Health
- Recording of Infections and Other Medical Risks

The Trustees do not believe any major exposures are apparent demanding immediate attention.

ORGANISATION

Trustee Meetings are held every other month and in the current environment via Zoom.

Full-time Staff

Mrs. Lorna Fields	-	Manager
Miss Jade Weidle	-	Deputy Manager
Mrs. Koukab Kondazi	-	Care Assistant
Mrs Fatemeh Peyvastehgar	-	Care Assistant – Commenced October

Key Volunteers

Mrs Lorraine Finnerty

Singing and Movement	Thursday	1 ½ Hours
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Mrs Sara Robinson

Music and Exercise	Friday	1 Hour
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WELLDON ACTIVITY GROUP

ACTIVITIES PROGRAMME

MONDAYS

Keep Fit Exercise
Story Telling
Computer.
Numeracy
General Knowledge
Relaxation

TUESDAYS

Keep Fit Exercise
Arts & Crafts
Bingo
T.V
General Knowledge

THURSDAYS

Keep Fit Exercise
Singing and Movement
Arts and Crafts
Snooker

FRIDAYS

Keep Fit Exercise
Computer
Board Games
Snooker
Music & Exercise

VARIABLE DAYS

Gardening
Painting
Jigsaws
Outings
B.B.Q
Nail Care
Cookery

VOLUNTEERS

Fatemeh – Arts and Crafts
Lorraine – Singing & Movement
Sara – Music & Exercise

WELLDON ACTIVITY GROUP

YEAR ENDED 31ST DECEMBER 2023

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England & Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and its financial position at the end of the year. In preparing accounts giving a true and fair view, the trustees should follow best practice and:

Select suitable accounting policies and then apply them consistently

Make judgements and estimates that are reasonable and prudent

Follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts.

Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with applicable Law. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner's **Report on the Accounts**

Report to the trustees of Welldon Activity Group

Registered charity number 1091034

On accounts for the period ended 31.12.2023

Basis of independent examiner's report My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below

Independent examiner's statement In connection with my examination, no matter has come to my attention,

(1) which gives me reasonable cause to believe that in, any material respect, the requirements

- to keep accounting records in accordance with section 130 of the Charities Act:
- * to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

have not been met: or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name	Mr Alan Thackrey
Relevant professional qualification	CA
Address	18 Cuckoo Hill Road Pinner HA5 1AY

WELLDON ACTIVITY GROUP

NOTE TO THE ACCOUNTS **YEAR ENDED 31ST DECEMBER 2023**

ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the Charity's accounts.

a. Basis of Accounting

The accounts have been prepared under the historical cost convention. The provisions of Accounting by Charities – Statement of recommended Practice have been adopted in these accounts.

b. Income & Expenditure

Income and expenditure have been recognised on the accruals basis. All grants, donations and voluntary income, unless received for specific or designated purposes, are included in the Income & Expenditure account in the year they are earned..

c. Non-cash donations

A substantial contribution to the activities of the Welldon Activity Group is supplied in the form of voluntary services and donated facilities. The financial benefit of these non-cash donations have not been recognised in these accounts, as by their nature it would be impractical to quantify in monetary terms.

d. Resources Expended

Direct charitable expenditure comprises all expenditure directly relating to the charitable objects. Occupancy costs relate to our agreement with the Trinity Church to maintain day to day cleaning and general maintenance of the premises and grounds. Salary costs based upon staff time incurred. Indirect costs relate to the central costs of running the Charity. Fund Raising & Publicity costs relate to costs associated with fund raising events.

e. Premises

The Activity Group occupied rent free the former Methodist Church building in Welldon Crescent until 1st May 2009. Since 1st May 2009 the charity moved to the new facilities at the Trinity Church and now incurs a rental charge.

f. Fixed Assets

Fixed assets have been capitalised and are included at cost. Provision for depreciation has been made on the following basis:

New Equipment and Furniture	over 4 years
Second-Hand Equipment and Furniture	over 2 years

g. Insurances

The Charity has the following cover: Employer's Liability -£10,000,000 (ten million)
Public Liability - £5,000,000 (five million)
Trustee Indemnity - £250,000 (two hundred and fifty thousand)

GIFT AID

Gift Aid is a very effective method of making a donation to the Charity. The form is easy to complete and does not require Inland Revenue involvement. Anyone paying income tax can complete the form which we would be delighted to supply. By completing the Gift Aid form the Charity will obtain from the Inland Revenue a further 25p for each pound donated.

BUSINESS CONTACTS

The Group would like to develop new business contacts which are so important in increasing the confidence and self-respect of our clients.

We would appreciate anyone who has contacts or knows of any shops, offices, firms etc from whom we could:

- a) Help in the Packaging of Goods
- b) Enveloping of letters, brochures, mailshots etc.
- c) Light assembly work.

Our rates are very competitive and we guarantee completion on time.

WELLDON ACTIVITY GROUP
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2023

		Unrestricted General Funds	Restricted Funds	Total 2023	Total 2022
Income	Notes	£	£	£	£
Day Care Fees	A	66773	0	66773	59572
Local Church Grants	B	0	0	0	2000
Donations	C	4949	0	4949	5551
Other Income	D	2985	0	2985	1776
Total		74707	0	74707	68899
Expenditures					
Direct Charitable Costs	E	53575	0	53575	50451
Occupancy	F	20016	0	20016	21296
Indirect costs	G	2225	0	2225	2411
Total		75816	0	75816	74158
Net Income		-1109	0	-1109	-5259
Transfer between Funds		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund balances		-1109	0	-1109	-5259

	2023 £	2022 £
A. Day Care Fees		
Client Fees	<u>66773</u>	<u>59572</u>
	66773	59572
B. Local Church Grants		
Pinner Parish Church	<u>0</u>	<u>2000</u>
	0	2000
C. Donations		
Friends of WAG	2858	3676
Northwick Park Rotary	0	200
Harrow Lawn Tennis Club	0	110
Harrow School Golf Club Ladies Section	600	215
Harrow School Thursday Golf Section	0	1150
Harrow School Enterprise Ltd	<u>0</u>	200
Keith Toms Legacy	1000	0
Jubilate Choir	<u>491</u>	<u>0</u>
	4949	5551
D. Other Income		
Bank Deposit Interest	2103	736
Tax Repayments	<u>882</u>	<u>1040</u>
	2985	1776

	2023 £	2022 £
E. Direct Charitable Costs		
Salaries	52922	49859
Employer NIC	0	25
Client Costs	227	259
Craft Materials	47	28
Pension Contributions	379	280
	53575	50451
F. Occupancy Costs		
Repairs and Maintenance	0	38
Cleaning Materials	16	8
Rent	<u>20000</u>	<u>21250</u>
	20016	21296
G. Indirect Costs		
Payroll & Bank Charges	546	792
Postage & Stationery	70	146
Telephone	57	52
Insurances	503	654
Christmas	124	215
Miscellaneous	34	29
Audit Fee	250	250
Affiliation Fees	13	13
Travel Expenses	41	10
PPE	0	10
Staff Training	151	240
Trips and Outings	<u>436</u>	<u>0</u>
	2225	2411

£

WELLDON ACTIVITY GROUP
BALANCE SHEET
31st December 2023

	2023	2022
	£	£
ASSETS		
Equipment & Furniture	0	0
Debtors		
Sundry Debtors	16650	6933
Cash at Bank & In Hand	<u>86515</u>	<u>97560</u>
	103165	104493
LIABILITIES		
Creditors & Accruals	<u>2151</u>	<u>2370</u>
	2151	2370
NET ASSETS	101014	102123
RESERVE FUNDS		
Unrestricted Funds	86674	87783
Restricted Funds	<u>14340</u>	<u>14340</u>
	101014	102123

For the year ending 31st december 2023 the Company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

The accounts were approved 24th May 2024
And signed on their behalf by:-

S. Anderson
Director.....

B. Whitehead
Director/Company Secretary.....