

Charity registration number 1105054

Company registration number 05019104 (England and Wales)

**KENILWORTH COMMUNITY CARE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# KENILWORTH COMMUNITY CARE

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees/Directors

J Eastaugh  
D A Lansdowne  
S Luff  
F Bunker (Appointed 7 September 2021)  
A Dalton (Appointed 7 September 2021)

### Secretary

J Eastaugh

### Charity number

1105054

### Company number

05019104

### Registered office

65 Waverley Road  
Kenilworth  
Warwickshire  
UK  
CV8 1JL

### Accountants

Flemons & Co Limited  
70 Priory Road  
Kenilworth  
Warwickshire  
CV8 1LQ

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# KENILWORTH COMMUNITY CARE

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# **KENILWORTH COMMUNITY CARE**

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

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The Trustees present their report and accounts for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Companies Act 2006 and the Statement of Recommended Practice "Accounting and Reporting by Charities applicable in the UK and the Republic of Ireland (FRS 102)".

### **Objectives and activities**

The vision of Kenilworth Community Care is that older people from Kenilworth and its immediate vicinity, particularly the frail and those experiencing a sense of loneliness and isolation, live a fulfilling life.

The mission is to provide the opportunity of social contact, support and a range of enjoyable activities, in a safe environment. We aim to be the most effective and efficient provider of day care for older people in Kenilworth and its vicinity, and be known as such by all stakeholders.

### **Achievements and performance**

#### **a) Providing day care at Waverley**

In addition to the manager, there are 5 care assistants, a catering manager, a part-time office administrator and cleaner. With help from up to 20 volunteers Waverley offers 80 day care places per week Tuesday through to Friday.

At the end of the year we have two places sponsored and paid for under the terms of a contract with Warwickshire County Council (WCC), the remainder being private clients.

Our in-house catering manager offers home cooked lunches for our day clients and the luncheon club allows relatives and visitors to join us for a meal.

Seated exercise classes are proving popular with the members.

#### **b) Providing transport for local community based organisations**

KCC owns a minibus whose prime purpose is to provide transport to and from 65 Waverley Road for those living in the CV8 area. When not required by KCC the minibus is used on a regular basis by other charitable/service organisations from which modest incomes are being generated.

#### **c) Offering the local community a base for community organisations**

Voluntary bodies and societies use rooms at 65 Waverley Road for a modest charge. Included in these are the studios for Kenilworth Talking News.

#### **d) Website & providing information and advice**

Our website is kept very relevant, providing links to other organisations which help the development and advertising of our services. We also have a Facebook page and other social media. Our bi-monthly newsletter allows us to circulate news of our activities within the local community, publicly thank individuals and organisations and keep our name in people's eyes. This has been very positively received.

# **KENILWORTH COMMUNITY CARE**

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

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### **e) Community links**

Members of the management committee and the Day Centre staff from time to time represent KCC on discussion groups at a number of local organisations.

### **f) Other Services**

Waverley offers hairdressing services, and acts as a provider of replacement batteries for NHS hearing aids.

### **g) Management Committee**

The management committee (Trustees and co-opted members) meets at intervals of between one and two months throughout the year. It receives regular reports from the Chairman, Treasurer and Manager. Trustees have assumed responsibilities for the co-ordination of key activities such as overseeing the care provision, human resources, communication, marketing & sales, fundraising & PR, quality and health & safety issues. These topics are then reported on at trustee meetings. The Trustees have returned to face to face meetings with the Manager.

### **h) Covid 19**

Due to the pandemic the Day Centre followed government guidelines and was closed to customers until 14th April 2021. We have been open since then and are still testing staff and taking precautions to limit risks to staff and clients.

### **Financial review**

Copies of the Accounts for the period 1 April 2021 – 31 March 2022 are as attached.

### **Structure, governance and management**

The Trustees/Directors, 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:

J Eastaugh

D A Lansdowne

S Luff

F Bunker

(Appointed 7 September 2021)

A Dalton

(Appointed 7 September 2021)

The Trustees/Directors report was approved by the Board of Trustees/Directors.

### **D A Lansdowne**

Chairman

Dated: 5 July 2022

# **KENILWORTH COMMUNITY CARE**

## **CHARTERED ACCOUNTANTS' REPORT TO THE TRUSTEES/DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF KENILWORTH COMMUNITY CARE FOR THE YEAR ENDED 31 MARCH 2022**

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In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Kenilworth Community Care for the year ended 31 March 2022, which comprise the statement of financial activities and the related notes from the charity's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales, we are subject to its ethical and other professional requirements which are detailed at <https://www.icaew.com/regulation>

This report is made to the charity's Trustees/Directors, as a body. Our work has been undertaken solely to prepare for your approval the accounts of Kenilworth Community Care and state those matters that we have agreed to state to the charity's Trustees/Directors, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Kenilworth Community Care and the charity's Trustees/Directors as a body, for our work or for this report.

It is your duty to ensure that Kenilworth Community Care has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and surplus of Kenilworth Community Care. You consider that Kenilworth Community Care is exempt from the statutory audit requirement for the year, and is not required to obtain an independent examiner's report.}

We have not been instructed to carry out an audit or a review of the financial statements of Kenilworth Community Care. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

**Flemons & Co Limited**

5 July 2022

**Chartered Accountants**

70 Priory Road  
Kenilworth  
Warwickshire  
CV8 1LQ

# KENILWORTH COMMUNITY CARE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds	Designated funds	Total 2022	Total 2021
	Notes	£	£	£	£
<b><u>Income and endowments from:</u></b>					
Donations and legacies	2	31,308	-	31,308	57,523
Charitable activities	3	80,983	-	80,983	28,443
Investments	4	-	-	-	43
Other income	5	-	-	-	350
<b>Total income</b>		112,291	-	112,291	86,359
<b><u>Expenditure on:</u></b>					
Charitable activities	6	95,501	-	95,501	98,261
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		16,790	-	16,790	(11,902)
Fund balances at 1 April 2021		40,602	18,000	58,602	70,504
<b>Fund balances at 31 March 2022</b>		57,392	18,000	75,392	58,602

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

All income and expenditure derive from continuing activities.

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

# KENILWORTH COMMUNITY CARE

## BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	10		5,486		7,316
<b>Current assets</b>					
Debtors	11	2,620		8,546	
Cash at bank and in hand		70,460		45,392	
		<u>73,080</u>		<u>53,938</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(3,174)</u>		<u>(2,652)</u>	
Net current assets			69,906		51,286
<b>Total assets less current liabilities</b>			<u>75,392</u>		<u>58,602</u>
<b>Income funds</b>					
Staff Liabilities Reserve - designated			18,000		18,000
Unrestricted funds			57,392		40,602
			<u>75,392</u>		<u>58,602</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The Trustees/Directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements 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/Directors on 5 July 2022

D A Lansdowne  
Trustee

Company registration number 05019104



# KENILWORTH COMMUNITY CARE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

##### Charity information

Kenilworth Community Care is a private company limited by guarantee incorporated in England and Wales. The registered office is 65 Waverley Road, Kenilworth, Warwickshire, CV8 1JL, UK.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

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

##### 1.2 Going concern

At the time of approving the financial statements, the Trustees/Directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees/Directors 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/Directors in furtherance of their charitable objectives.

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

##### 1.4 Incoming resources

Income is recognised when the charity 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 charity 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 charity 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.

# KENILWORTH COMMUNITY CARE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **1 Accounting policies**

**(Continued)**

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 are allocated on the portion of the asset's use.

#### **1.5 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:

Plant and machinery	20% on a reducing balance basis
Computers	33% on a reducing balance basis
Motor vehicles	25% on a reducing balance basis

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.

The residual values of assets and their useful economic lives are reviewed at the end of each accounting period to determine whether 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).

#### **1.6 Retirement benefits**

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

# KENILWORTH COMMUNITY CARE

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

### 2 Donations and legacies

	2022	2021
	£	£
Donations and gifts	17,568	13,959
Grants	13,740	43,564
	<u>31,308</u>	<u>57,523</u>
	<u><u>31,308</u></u>	<u><u>57,523</u></u>
<b>Grants receivable for core activities</b>		
CJRS Grant	9,838	41,374
Other	3,902	2,190
	<u>13,740</u>	<u>43,564</u>
	<u><u>13,740</u></u>	<u><u>43,564</u></u>

# KENILWORTH COMMUNITY CARE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2022**

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### 3 Charitable activities

	Daycare	Minibus Income	Catering	Room Hire	Fundraising	Total 2022	Total 2021
	2022	2022	2022	2022	2022		
	£	£	£	£	£	£	£
Sales within charitable activities	70,461	440	1,309	7,575	1,198	80,983	28,443
	=====	=====	=====	=====	=====	=====	=====

# KENILWORTH COMMUNITY CARE

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

### 4 Investments

	<b>Total</b>	<b>Unrestricted funds</b>
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Interest receivable	-	43
	<u>          </u>	<u>          </u>

### 5 Other income

	<b>Total</b>	<b>Unrestricted funds</b>
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Net gain on disposal of tangible fixed assets	-	350
	<u>          </u>	<u>          </u>

### 6 Charitable activities

	<b>Direct Charitable Expenditure</b>	<b>Direct Charitable Expenditure</b>
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Staff costs	70,940	73,787
Minibus expenses	3,646	2,079
Catering costs	4,564	1,117
	<u>          </u>	<u>          </u>
	79,150	76,983
Share of governance costs (see note 7)	16,351	21,278
	<u>          </u>	<u>          </u>
	95,501	98,261
	<u>          </u>	<u>          </u>

# KENILWORTH COMMUNITY CARE

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

### 7 Support costs

	Governance costs £	2022 £	2021 £
Depreciation	1,829	1,829	7,669
Accountancy	600	600	642
Heat and Light	4,582	4,582	5,476
Postage, stationery and advertising	1,399	1,399	1,120
Telephone	1,366	1,366	1,478
Cleaning and Refuse	1,692	1,692	1,303
Repairs & Renewals	150	150	584
Bank Charges	336	336	317
Water rates	953	953	964
Insurance	933	933	1,071
Computer costs	276	276	106
Newspapers	739	739	123
Activities	653	653	352
Sundry expenses	267	267	93
Staff Training	469	469	(20)
Penalties and charges	107	107	-
	<u>16,351</u>	<u>16,351</u>	<u>21,278</u>
Analysed between Charitable activities	<u>16,351</u>	<u>16,351</u>	<u>21,278</u>

Management and Admin costs includes payments to the accountants of £600 (2021: £600) for accountancy fees.

### 8 Trustees/Directors

None of the Trustees/Directors (or any persons connected with them) received any remuneration during the year.

# KENILWORTH COMMUNITY CARE

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

### 9 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Care Staff	4	5
Administration	1	1
Management	1	1
Catering Manager	1	1
	<u>7</u>	<u>8</u>

#### Employment costs

	2022 £	2021 £
Wages and salaries	65,257	67,925
Other pension costs	5,683	5,862
	<u>70,940</u>	<u>73,787</u>

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

### 10 Tangible fixed assets

	Plant and machinery £	Computers £	Motor vehicles £	Total £
<b>Cost</b>				
At 1 April 2021	33,185	7,496	33,629	74,310
At 31 March 2022	<u>33,185</u>	<u>7,496</u>	<u>33,629</u>	<u>74,310</u>
<b>Depreciation and impairment</b>				
At 1 April 2021	33,185	7,496	26,314	66,995
Depreciation charged in the year	-	-	1,829	1,829
At 31 March 2022	<u>33,185</u>	<u>7,496</u>	<u>28,143</u>	<u>68,824</u>
<b>Carrying amount</b>				
At 31 March 2022	<u>-</u>	<u>-</u>	<u>5,486</u>	<u>5,486</u>
At 31 March 2021	<u>-</u>	<u>-</u>	<u>7,316</u>	<u>7,316</u>

# KENILWORTH COMMUNITY CARE

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

### 11 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Trade debtors	1,631	1,218
Other debtors	-	5,507
Prepayments and accrued income	989	1,821
	<u>2,620</u>	<u>8,546</u>

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

	2022 £	2021 £
Other taxation and social security	946	306
Trade creditors	1,143	496
Other creditors	335	850
Accruals and deferred income	750	1,000
	<u>3,174</u>	<u>2,652</u>

### 13 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

Staff liabilities reserve - opening balance £18,000 closing balance £18,000.

### 14 Analysis of net assets between funds

	Unrestricted 2022 £	Designated 2022 £	Total 2022 £	Unrestricted 2021 £	Designated 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	5,486	-	5,486	7,316	-	7,316
Current assets/ (liabilities)	51,906	18,000	69,906	33,286	18,000	51,286
	<u>57,392</u>	<u>18,000</u>	<u>75,392</u>	<u>40,602</u>	<u>18,000</u>	<u>58,602</u>