

OUR PLACE
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

OUR PLACE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Miss L M Ward
Miss M Rumble
F Wroe
S Wroe
J Butterworth

Secretary

Miss M Rumble

Charity number

1124280

Principal address

C/O VAC
Suite 3 VAC Resource Centre
8b Hall Street
Halifax
HX1 5AY

Independent examiner

Broadbents Accountants and Business Advisors
21 Clare Road
Halifax
West Yorkshire
HX1 2HX

Bankers

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

OUR PLACE

CONTENTS

	Page
Trustees Report report	1 - 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 - 9

OUR PLACE

TRUSTEES REPORT REPORT

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees during the financial year and up to and including the date the report was approved were:

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The charity is governed by a constitution adopted on 19 March 2008.

The Trustees who served during the year were:

Miss L M Ward
Miss M Rumble
F Wroe
S Wroe
J Butterworth

[Details of related parties (see SORP 2005 s44 (f)).]

The Trustees has assessed the major risks to which the is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The objects are to provide day care to the elderly and disabled people at the weekend.

We run day care on Saturdays and Sundays, from Higgins Close, Halifax. We provide transport to and from the centre each day with the help of our volunteer drivers and escorts. We also use the services of the Community Transport Calderdale.

OUR PLACE

TRUSTEES REPORT REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

We arrange outings, entertainment, guest speakers, games and exercises, as well as regular raffle and bingo. We also celebrate special occasions with parties, gifts and treats, such as Christmas and Easter for those with nowhere else to go at such times. The guests also enjoy a home cooked two course lunch and plenty of refreshments taking into account individual requirements and preferences.

Referrals can be made personally, or by GP's, Nurses, Social Workers, Project staff, families or Friends. The Co-ordinator will do a home visit to ensure the guest is happy with the service and that we can provide the necessary care and support for the individual.

We aim to provide day care for the elderly and disabled people of Calderdale at the weekends, taking into account individual needs and preferences. We aim to provide fully trained volunteers to assist and entertain the guests and help us to provide our service as well as we can and to enhance the quality of life wherever possible.

Suggestions and comments

We welcome any feedback from guests, referees and families, whether good or bad. This enables us to continue providing an excellent level of service, and to address any issues that arise. It allows us to provide the entertainment, activities etc that our guests would prefer.

We regularly speak with the guests to find out what they would like us to do, what issues they have and what we can do to make their weekends better for them.

All complaints will be treated seriously and confidentially, and will be investigated appropriately. The outcomes will be recorded and monitored as needed and the management committee will be informed throughout the procedure.

Available to all

Our Place is an equal opportunities organisation for the people of Calderdale. Membership to, or being a guest of Our Place is open to all who need the service regardless of ethnic or cultural backgrounds, gender, sexual orientation or disability. Assessments will be carried out to ensure that our service can provide the necessary level of care.

All our volunteers have CRB checks to ensure the safety of them and our guests and undergo regular training for first aid, manual handling, safe from harm, food hygiene and vulnerable adults to ensure they can handle any situation swiftly and competently. Our volunteer drivers also have the CRB checks and undergo professional driving trainings.

OUR PLACE

TRUSTEES REPORT REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Financial review

There were no free cash reserves at the year end.

The trustees have not adopted a formal reserves policy.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

On behalf of the board of Trustees

SANDRA WROE

Trustee → Chair

S. Wroe

Dated: 17 January 2022

OUR PLACE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OUR PLACE

I report on the accounts of the for the year ended 31 March 2021, which are set out on pages 5 to 9.

Respective responsibilities of Trustees and examiner

The Trustees, who are also the directors of Our Place for the purposes of company law, are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993, the 1993 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 43 of the 1993 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- (iii) to state whether particular matters have come to my attention.

It is my responsibility to:

Basis of independent examiner's report

to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Broadbents Accountants and Business Advisors

MAAT FFA
21 Clare Road
Halifax
West Yorkshire
HX1 2HX

Dated: 17 January 2022

OUR PLACE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	2020 £
<u>Incoming resources from generated funds</u>			
Donations and legacies	2	373	264
Incoming resources from charitable activities	3	40,825	44,890
Total incoming resources		41,198	45,154
<u>Resources expended</u>			
<u>Costs of generating funds</u>	4		
Costs of generating donations and legacies		-	240
Net incoming resources available		41,198	44,914
<u>Charitable activities</u>			
Gross Salaries and Social Security Costs		26,877	26,773
Governance costs		12,274	19,257
Total resources expended		39,151	46,270
Net income/(expenditure) for the year/ Net movement in funds		2,047	(1,116)
Fund balances at 1 April 2020		(2,839)	(1,723)
Fund balances at 31 March 2021		(792)	(2,839)

OUR PLACE

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Current assets					
Debtors	9	1,040		880	
Cash at bank and in hand		5,323		1,145	
		<u>6,363</u>		<u>2,025</u>	
Creditors: amounts falling due within one year	10	(7,082)		(4,791)	
Total assets less current liabilities			(719)		(2,766)
Creditors: amounts falling due after more than one year	11		(73)		(73)
Net assets			<u>(792)</u>		<u>(2,839)</u>
Income funds					
Unrestricted funds			(792)		(2,839)
			<u>(792)</u>		<u>(2,839)</u>

The accounts were approved by the Trustees on 24/01/2022.

SANDRA WROE (CHAIR)

S. Wroe.

OUR PLACE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 2011.

2 Donations and legacies

	2021 £	2020 £
Grants receivable for core activities	373	264
Grants receivable for core activities		
Unrestricted funds:		
Donations	373	264
	373	264

3 Incoming resources from charitable activities

	2021 £	2020 £
Day Care Support	40,100	42,895
Fund Raising	725	1,995
	40,825	44,890

OUR PLACE

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

4 Total resources expended

	2021	2020
	£	£
Costs of generating funds		
Costs of generating donations and legacies	-	240
Charitable activities		
<u>Gross Salaries and Social Security Costs</u>		
Support costs	26,877	26,773
Governance costs	12,274	19,257
	<u>39,151</u>	<u>46,270</u>

5 Support costs

	2021	2020
	£	£
Staff costs	26,877	26,773
	<u>26,877</u>	<u>26,773</u>

6 Governance costs

	2021	2020
	£	£
Other governance costs comprise:		
Sunday food	870	3,396
Other costs	11,404	15,253
	<u>12,274</u>	<u>19,257</u>

7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, and none of them were reimbursed any travelling expenses.

OUR PLACE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Support Staff	-	4

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

9 Debtors

	2021 £	2020 £
Trade debtors	1,040	880

10 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	4,419	2,791
Other creditors	2,303	1,640
Accruals	360	360
	7,082	4,791

11 Creditors: amounts falling due after more than one year

	2021 £	2020 £
Other creditors	73	73