

Charity registration number 1151711

**SPECTRUM DAYS**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 APRIL 2023**

# SPECTRUM DAYS

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Derek Radcliffe Diane Hughes Mark Taylor	(Appointed 18 January 2023)
<b>Charity number</b>	1151711	
<b>Principal address</b>	Droitwich Youth House Old Coach Road Droitwich Worcestershire WR9 8BB	
<b>Auditor</b>	Ormerod Rutter Limited Chartered Accountants The Oakley Kidderminster Road Droitwich Worcestershire WR9 9AY	
<b>Senior management team</b>	Maggie Allen - Chief Executive Officer Amy Annis - Service Lead	
<b>Bankers</b>	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ  HSBC Bank Plc 6 Broad Street Worcester Worcestershire WR1 2EJ	

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# **SPECTRUM DAYS**

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# **SPECTRUM DAYS**

## **TRUSTEES' REPORT**

***FOR THE YEAR ENDED 30 APRIL 2023***

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The Trustees present their annual report and financial statements for the year ended 30 April 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 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)" (effective 1 January 2019).

### **Objectives and activities**

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.



# SPECTRUM DAYS

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 30 APRIL 2023

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Our charity's purposes as set out in the objects contained in the company's memorandum of association are to:

1) promote and protect the physical and mental health of sufferers of PMLD (Profound and Multiple Learning Disabilities) in Worcestershire and surrounding areas through the provision of financial assistance, support, education and practical advice

(2) to advance the education of the general public in all areas relating to PMLD profound and multiple learning disabilities to further or benefit the residents of Worcestershire and the surrounding areas, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents. in furtherance of these objects but not otherwise, the trustees shall have power to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects. to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society. For the purpose of this clause "socially excluded" means being excluded from society, or parts of society, as a result of one or more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment; poor educational or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards; crime (either as a victim of crime or as an offender rehabilitating into society)

#### Summary

Spectrum Days has been established to provide specialist support to people with PMLD and their families from birth, through life with: Short Breaks, Advisory service, Counselling, The PMLD Hub - Resources, Equipment and Additional Services. To provide people with PMLD with Purpose/Meaning/Living/Dignity.



Our building is based in Droitwich where members attend for daytime activities including accessing the community. We also provide domiciliary care providing support in the home. Our reach is across Worcestershire for all services and includes a specialist transport system and hot mid-day meals.

#### COVID

During the last year COVID restrictions have relaxed and activities have returned to near normal. The wearing of PPE was reduced and in April 2022 the decision was made to make the wearing of masks a matter of personal choice. Staff absence due to illness or isolation improved and we caught up with missed holidays. However, the management team continued to support transport and Domiciliary Care.

# SPECTRUM DAYS

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 30 APRIL 2023**

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### Service Delivery

#### Care Success

Care Success is management software which spans the whole area of service delivery, Domiciliary Care, Building Based and Transport. It is intended to simplify planning, auditing, member records and finance. As it is bespoke to the organisation the preparation of the software is requiring significant management and input. Work continues on preparing this for service delivery.

#### Membership

During the early part of 2022 we had a lot of interest in the service. This led to a relatively large intake of members during the summer. Leading up to this the management team reviewed staffing and resources to ensure sufficient resources were in place. Following the transition of these new members there was a period of adjustment within the service. Although there are always practical elements to consider in service delivery every new member that joins, enriches provision with their unique personality. Everyone enjoys getting to know them and helping them to settle in.



#### Transport Coordinator

A Transport Manager was recruited filling a major role for the organisation. We are very grateful to members of the management team who worked hard to maintain the transport while the recruitment process took place.

#### Compliance

We are registered with the Care Quality Commission for personal care during the provision of domiciliary care. In 2019 after a remote inspection from the Quality Care Commission (CQC) our rating was downgraded from 'Good' to 'Requires Improvement'. This had a big impact on the charity, in particularly on fundraising. To improve our rating, compliance became a priority. In preparation for the next inspection from CQC we arranged for a Mock Inspection. This took place in August 2022 and highlighted a number of actions, with an emphasis on gaps in auditing. From this work an Improvement Plan was developed and actions cited. We developed systems to support the gathering of information and overhauled all supportive material.

#### The Board of Trustees

It was with regret the board accepted the resignation of trustee Jane Roberts. She has been a steadfast member since the early days of development and her contribution based on her direct experience was invaluable. The board maintained the membership of 2 trustees and were focusing on recruiting new members. Stu Kilminster and Mark Taylor were appointed at the January 2022 board meeting. Stu works in I.T and brings wealth of practical experience and Mark is chartered accountant and the parent of one of our members.



# SPECTRUM DAYS

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 30 APRIL 2023*

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### **Staff Recruitment and Retention**

In the first few months following COVID we struggled to attract staff. More recently we have seen an improvement in recruitment. We are very grateful to our existing staff team, who have played an active part by promoting the charity in the local community and encouraging their contacts to make job applications.

Retaining our staff was also a challenge. Our retention has also improved and we have a fantastic team who are central to service delivery and many resources are used in development of individuals for work with our very special membership. A good level of retention is of vital importance to providing a high-quality experience for our members. A retention strategy was developed and a range of low-cost solutions were implemented. Now we are nearly through the uncertainties related to COVID this needs to be reviewed, agreed and implemented.

### **Community Event**

A lot of activities became virtual during COVID. Now the impact is not as significant community events are still delivered remotely using digital technology. There are few opportunities to engage directly with others. Virtual meetings are still preferred which don't give the same opportunity for social interaction.

### **Development Meetings**

The Service Lead had been appointed towards the end of 2020 and the Training Manager joined in the Spring of 2021. This completed the senior management team and it was the right time to resume planning for the future. Regular development meetings took place and it was the first chance in a while to review policy and procedure. It was also good to put in place systems to support great service delivery.

### **Summary**

After the turbulent COVID years this has been a year of consolidation. We have reviewed methods of recording to ensure they are compliant. Where needed we have developed new methods or bedding down existing systems. We have planned for increased membership through a thorough transitions process, training, resources and adaptations in the activity rooms.



# **SPECTRUM DAYS**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 30 APRIL 2023**

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#### **Achievements and performance**

##### **Financial review**

During the year to 30 April 2023, the charity received donations, gifts and client income amounting to £1,040,079 (2022: £824,696), out of which £1,033,709 (2022: £827,693) was spent in pursuit of the Charity's objects. Therefore, generating a profit of £6,370 (2022: deficit of £2,997). As at 30 April 2023 £4,081 (2022: £5,920) was held as restricted funds and £104,493 (2022: £96,284) was held as unrestricted funds.

##### **Reserves policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level appropriate to the charity's needs and ongoing obligations. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities on a temporary basis while consideration is given to ways in which additional funds may be raised. The charity wishes to work towards a reserve of six months worth of expenditure.

# SPECTRUM DAYS

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 30 APRIL 2023

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#### Plans for future periods

##### Planned activities for 2023-24

##### Making the Most

Due to increased membership we are running out of space and our staff facilities are inadequate. We are considering a plan to 'Make the Most' of our building, so that we can continue to serve our increasing membership. There is potential to use the extensive loft space for staff activities, including:

- A staff room
- A Bathroom
- A training room

This would free space for membership on the ground floor with an additional activity room and possibly room for a hydro pool/physiotherapy and changing facilities.

##### 10 Years Old

It was in 2013 we acquired the building and the last ten years have gone so quickly. It is hard to believe we will be 10 years old in 2023. The building has been developed from a dilapidated graffiti clad structure to a well-resourced welcoming environment. Membership has steadily grown from 3 to 28 and our turnover from £39,555 to £1,039,923.85 our staff team from 6 to 32. This was made possible with the support of the whole team, the trustees, the management and the staff. Every day they work together to produce the best outcomes for our members. A cause for celebration. Plans have started in 2023 for this event.

##### Management Software

As work continues on care Success it is anticipated it will be fully incorporated by the end of next year. We are looking forward to assessing the impact on the service and our beneficiaries.

##### Charity Monitoring and Evaluation

Work on the Charity Excellence framework (CEF) Focusing initially on Governance, will be revisited next year. This is a digital trustee and management toolkit & COVID19 funder database to:

- Maximise our impact,
- Identify any areas that require improvement, and any gaps in compliance.
- Identify and implement good practice.
- Develop policies and procedures identified in the governance review.

##### Summary

Next year will be about:

- Celebrating
- Developing plans for 'Making the Most'
- As and when possible restoring community activities.
- Staff retention
- Developing software and management solutions.
- Auditing compliance to be robust for any related activities.

These elements contribute to the ultimate outcome of ensuring our members are:

- safe, comfortable and fulfilled
- part of the community and have the opportunity to build friendships
- able to partake of specialist activities

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

Spectrum Days is a Charitable Incorporated Organisation (CIO) registered in England and Wales. The charity is governed by its constitution adopted on 1 April 2013.

## **SPECTRUM DAYS**

### **TRUSTEES' REPORT (CONTINUED)**

#### ***FOR THE YEAR ENDED 30 APRIL 2023***

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The Trustees who served during the year and up to the date of signature of the financial statements were:

Derek Radcliffe

Diane Hughes

Stuart Kilmister

Mark Taylor

(Appointed 18 January 2023 and resigned 20 June 2023)

(Appointed 18 January 2023)

There is no formal method of advertising for new trustees; any prospective trustee is recruited via word of mouth. Prospective trustees are invited to meet with other trustees and senior management to discuss the role and the charity's aims and objectives.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

#### **Roles and Responsibilities:**

##### **Management**

We retain a small team managing a large amount of compliance. Our aims are to provide:

- a happy environment where staff feel supported and valued
- training that is managed to maximise skills and experience
- a firm route through the employment experience

##### **Staff**

The staff team are central to service delivery and many resources are used in development of individuals. A good level of retention is of vital importance to providing a high-quality experience for our members. A retention strategy was developed, and a range of low-cost solutions were implemented. As a result, retention levels improved during the year.

Community events were still impacted by COVID with few opportunities to engage with others. Virtual meetings were preferred which don't give the same opportunity for meaningful interaction.

##### **Development Meetings**

Regular development meetings continued to take place.



# SPECTRUM DAYS

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 30 APRIL 2023**

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### **Statement of Trustees' responsibilities**

The Trustees 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).

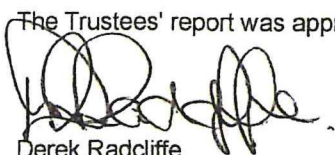
The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

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 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 charity will continue in operation.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

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



Derek Radcliffe  
**Chair**

9 January 2024

# SPECTRUM DAYS

## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF SPECTRUM DAYS

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### Opinion

We have audited the financial statements of Spectrum Days (the 'charity') for the year ended 30 April 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including 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 charity's affairs as at 30 April 2023 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### 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 charity 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 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 charity'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.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

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



# SPECTRUM DAYS

## INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF SPECTRUM DAYS

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### **Responsibilities of Trustees**

As explained more fully in the statement of Trustees' responsibilities, the Trustees 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 charity'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 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.

Based on our understanding of the charitable company, we identified the principal risks of non-compliance with laws and regulations including those that have a direct impact on the preparation of the financial statements, an inadequate rating following inspections by the Care Quality Commission and the extent to which non-compliance might have a material effect on the financial statements. Audit procedures performed included discussions with management, review of board meeting minutes, testing of journals, designing and performing audit procedures and challenging assumptions and judgements made by management in relation to accounting estimates.

There are inherent limitations in the audit procedures described above. We are less likely to become aware of instances of non-compliance with laws and regulations that are not closely related to events and transactions reflected in the financial statements. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

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.

### **Other matters**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with "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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the financial statements to provide a true and fair view in accordance with current Generally Accepted Accounting Practice.

## SPECTRUM DAYS

### INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF SPECTRUM DAYS

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#### 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.



**Colm McGrory FCA (Senior Statutory Auditor)**  
for and on behalf of

14/2/2024

**Chartered Accountants**  
**Statutory Auditor**

Ormerod Rutter is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

# SPECTRUM DAYS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 APRIL 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	20,963	1,862	22,825	56,193	54,340	110,533
Charitable activities	4	1,017,196	-	1,017,196	714,163	-	714,163
Investments	5	58	-	58	-	-	-
<b>Total income</b>		<b>1,038,217</b>	<b>1,862</b>	<b>1,040,079</b>	<b>770,356</b>	<b>54,340</b>	<b>824,696</b>
<b>Expenditure on:</b>							
Charitable activities	6	1,030,008	3,701	1,033,709	739,481	88,212	827,693
<b>Net income/(expenditure) for the year/</b>							
<b>Net movement in funds</b>		<b>8,209</b>	<b>(1,839)</b>	<b>6,370</b>	<b>30,875</b>	<b>(33,872)</b>	<b>(2,997)</b>
Fund balances at 1 May 2022		96,284	5,920	102,204	65,409	39,792	105,201
<b>Fund balances at 30 April 2023</b>		<b>104,493</b>	<b>4,081</b>	<b>108,574</b>	<b>96,284</b>	<b>5,920</b>	<b>102,204</b>

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

All income and expenditure derive from continuing activities.

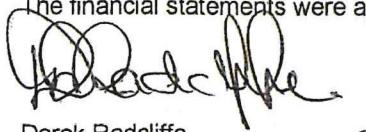
# SPECTRUM DAYS

## BALANCE SHEET

AS AT 30 APRIL 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	13		180,848		95,123
<b>Current assets</b>					
Debtors	14	134,590		114,078	
Cash at bank and in hand		78,683		107,408	
		<u>213,273</u>		<u>221,486</u>	
<b>Creditors: amounts falling due within one year</b>	16	<u>(67,912)</u>		<u>(62,943)</u>	
Net current assets			145,361		158,543
<b>Total assets less current liabilities</b>			326,209		253,666
<b>Creditors: amounts falling due after more than one year</b>	17		(217,635)		(151,462)
<b>Net assets</b>			<u>108,574</u>		<u>102,204</u>
<b>Income funds</b>					
Restricted funds	18		4,081		5,920
Unrestricted funds			104,493		96,284
			<u>108,574</u>		<u>102,204</u>

The financial statements were approved by the Trustees on 9 January 2024

  
Derek Radcliffe  
Trustee

# SPECTRUM DAYS

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 APRIL 2023

	Notes	2023 £	£	2022 £	£
<b>Cash flows from operating activities</b>					
Cash absorbed by operations	22		(173,302)		(6,687)
<b>Investing activities</b>					
Purchase of tangible fixed assets		(97,803)		(54,831)	
Investment income received		58		-	
<b>Net cash used in investing activities</b>			(97,745)		(54,831)
<b>Financing activities</b>					
Proceeds from borrowings		100,000		-	
Net movement in borrowings		142,322		-	
Payment of obligations under finance leases		-		(2,593)	
<b>Net cash generated from/(used in) financing activities</b>			242,322		(2,593)
<b>Net decrease in cash and cash equivalents</b>			(28,725)		(64,111)
Cash and cash equivalents at beginning of year			107,408		171,519
<b>Cash and cash equivalents at end of year</b>			78,683		107,408

# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2023

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### 1 Accounting policies

#### Charity information

Spectrum Days is a Charitable Incorporated Organisation (CIO), registered in England and Wales. The registered office is Droitwich Youth House, Old Coach Road, Droitwich, Worcestershire, WR9 8BB. The charity is governed by its constitution adopted on 1 April 2013.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution, the Charities Act 2011, 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 charity is a Public Benefit Entity as defined by FRS 102.

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. 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 charity 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 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 charity.

#### 1.4 Income

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.



# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2023

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

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.

"Cost of charitable activities" includes the costs of all employment, operating and property resources directly deployed to achieve the objectives of the charity. In addition, loan interest is shown separately. All costs are shown inclusive of VAT which is not recoverable.

#### 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:

Computers	33% on cost
Motor vehicles	10% - 25% on cost
Motor vehicle clamps	25% on cost

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.

It is the charity's policy to recognise capital purchases of above £1,000 within tangible fixed assets.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity 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 charity 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 charity's balance sheet when the charity 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.

#### **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.

# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 APRIL 2023

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### 1 Accounting policies

(Continued)

#### ***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 charity's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

#### **1.11 Retirement benefits**

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

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.



# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 APRIL 2023

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023 £	2023 £	2023 £	2022 £	2022 £	2022 £
Donations and gifts	10,739	1,862	12,601	56,193	54,340	110,533
Government grants receivable	6,500	-	6,500	-	-	-
Donated goods and services	3,724	-	3,724	-	-	-
	<u>20,963</u>	<u>1,862</u>	<u>22,825</u>	<u>56,193</u>	<u>54,340</u>	<u>110,533</u>

# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2023

### 4 Charitable activities

	2023 £	2022 £
Client income	1,017,196	714,163

### 5 Investments

	Unrestricted funds	Total
	2023 £	2022 £
Interest receivable	58	-

### 6 Charitable activities

	2023 £	2022 £
Staff costs	758,990	560,257
Depreciation and impairment	12,078	9,688
Operating costs	165,561	123,089
Property costs	59,782	32,347
Loan interest	10,380	7,008
Development costs	12,098	94,614
	1,018,889	827,003
Share of support costs (see note 7)	9,786	-
Share of governance costs (see note 7)	5,034	690
	1,033,709	827,693
<b>Analysis by fund</b>		
Unrestricted funds	1,030,008	739,481
Restricted funds	3,701	88,212
	1,033,709	827,693

# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 APRIL 2023

### 7 Support costs

	Support costs £	Governance costs £	2023 £	2022 £
Accountancy fees	4,347	-	4,347	-
Resonance loan fees	5,439	-	5,439	-
Audit fees (2022: Independent examination fees)	-	4,800	4,800	660
Meeting costs	-	234	234	30
	<u>9,786</u>	<u>5,034</u>	<u>14,820</u>	<u>690</u>
Analysed between Charitable activities	<u>9,786</u>	<u>5,034</u>	<u>14,820</u>	<u>690</u>

### 8 Net movement in funds

	2023 £	2022 £
Net movement in funds is stated after charging/(crediting)		
Depreciation of owned tangible fixed assets	12,078	9,688
Operating lease charges	8,009	7,850
Audit fees/ Independent examination fees	<u>4,800</u>	<u>660</u>

### 9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 10 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	<u>41</u>	<u>32</u>
<b>Employment costs</b>	<b>2023 £</b>	<b>2022 £</b>
Wages and salaries	674,535	492,012
Social security costs	44,086	32,775
Other pension costs	16,254	11,291
Other staff costs	<u>24,115</u>	<u>24,179</u>
	<u>758,990</u>	<u>560,257</u>

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

# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2023

### 11 Key management personnel

Key management personnel of the charity are deemed to be the Chief Executive Officer and Service Lead. Total key management remuneration was £89,433 (2022: £83,843).

### 12 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 13 Tangible fixed assets

	Computers	Motor vehicles	Motor vehicle clamps	Total
	£	£	£	£
<b>Cost</b>				
At 1 May 2022	-	133,629	-	133,629
Additions	6,355	86,925	4,523	97,803
	<u>6,355</u>	<u>86,925</u>	<u>4,523</u>	<u>97,803</u>
At 30 April 2023	6,355	220,554	4,523	231,432
	<u>6,355</u>	<u>220,554</u>	<u>4,523</u>	<u>231,432</u>
<b>Depreciation and impairment</b>				
At 1 May 2022	-	38,506	-	38,506
Depreciation charged in the year	883	11,101	94	12,078
	<u>883</u>	<u>11,101</u>	<u>94</u>	<u>12,078</u>
At 30 April 2023	883	49,607	94	50,584
	<u>883</u>	<u>49,607</u>	<u>94</u>	<u>50,584</u>
<b>Carrying amount</b>				
At 30 April 2023	5,472	170,947	4,429	180,848
	<u>5,472</u>	<u>170,947</u>	<u>4,429</u>	<u>180,848</u>
At 30 April 2022	-	95,123	-	95,123
	<u>-</u>	<u>95,123</u>	<u>-</u>	<u>95,123</u>

### 14 Debtors

	2023	2022
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	117,480	100,342
Other debtors	132	10,772
Prepayments and accrued income	16,978	2,964
	<u>134,590</u>	<u>114,078</u>
	<u>134,590</u>	<u>114,078</u>

## SPECTRUM DAYS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2023

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#### 15 Loans and overdrafts

	2023 £	2022 £
Other loans	200,001	-
Loans from related parties	42,321	-
	<u>242,322</u>	<u>-</u>
Payable within one year	24,687	-
Payable after one year	<u>217,635</u>	<u>-</u>

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

	2023 £	2022 £
Borrowings	24,687	-
Other taxation and social security	-	7,526
Trade creditors	-	1,909
Other creditors	18,869	41,183
Accruals and deferred income	24,356	12,325
	<u>67,912</u>	<u>62,943</u>

#### 17 Creditors: amounts falling due after more than one year

	2023 £	2022 £
Borrowings	217,635	-
External loan	-	100,000
Other creditors	-	51,462
	<u>217,635</u>	<u>151,462</u>

# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2023

### 18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		Movement in funds		Movement in funds		
	Balance at 1 May 2021 £	Incoming resources £	Resources expended £	Balance at 1 May 2022 £	Incoming resources £	Resources expended £	Balance at 30 April 2023 £
Business Development	1,184	465	-	1,649	-	(1,649)	-
Kitchen	7,282	-	(7,033)	249	-	(153)	96
Resonance	25,037	-	(25,037)	-	-	-	-
Cabin	6,289	-	(2,880)	3,409	-	-	3,409
Awards for All - cleaning	-	9,256	(9,256)	-	-	-	-
Eye Gaze software	-	2,994	(2,994)	-	-	-	-
Infection Control	-	32,045	(32,045)	-	-	-	-
Online activities grant	-	4,900	(4,900)	-	-	-	-
Printer settlement costs	-	1,449	(1,449)	-	-	-	-
Raffle 2021	-	613	-	613	-	(613)	-
Winter Payments grant	-	2,378	(2,378)	-	-	-	-
Uniforms	-	240	(240)	-	-	-	-
Gilttrap	-	-	-	-	690	(160)	530
Sponsored Hair Cut	-	-	-	-	672	(626)	46
Food	-	-	-	-	500	(500)	-
	39,792	54,340	(88,212)	5,920	1,862	(3,701)	4,081

## SPECTRUM DAYS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2023

18 Restricted funds	(Continued)
<b>Business Development</b>	Funds received to be used to create a financial business plan and projected business model, and for the purpose of recruitment and training costs.
<b>Kitchen</b>	Funds to improve/upgrade our new kitchen and it's equipment. These funds were received via a donation.
<b>Cabin</b>	Funds to purchase equipment for the members in our third activity room. This was received via a grant from Resonance.
<b>Raffle</b>	Funds raised by 2 members of staff from an external raffle. The staff have purchased TV's and other supporting equipment for the members in 2022/23 financial year.
<b>Giltrap</b>	Money raised via donations to host a fundraising event at Spectrum Days.
<b>Sponsored Hair Cut</b>	Funding received via an employee for a sponsored hair cut. Money has been used to improve Physiotherapy equipment.
<b>Food</b>	Money that was donated via local Waitrose, an employee got in touch with them. We decided that this would be used for food and Waitrose were happy with this.

# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 APRIL 2023

### 19 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 30 April 2023 are represented by:					
Tangible assets	180,848	-	180,848	95,123	95,123
Current assets/(liabilities)	141,280	4,081	145,361	152,623	158,543
Long term liabilities	(217,635)	-	(217,635)	(151,462)	(151,462)
	<u>104,493</u>	<u>4,081</u>	<u>108,574</u>	<u>5,920</u>	<u>102,204</u>

### 20 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	20,864	20,000
Between two and five years	81,728	80,000
In over five years	303,389	20,000
	<u>405,981</u>	<u>120,000</u>

### 21 Related party transactions

Maggie Allen, the Chief Executive Officer of the charity and her husband, Keith Allen, a former Trustee, have made personal loans to the charity. The value outstanding as at 30 April 2023 is £35,734 (2022: £55,739). A capital repayment of £10,000 was made during the year and interest has been paid totalling £3,061 (2022: £3,690) for the year.

A personal loan, advanced in 2014, of £10,000 was made by the now deceased Stephen Carter, a former Trustee and brother of Maggie Allen. This 15 year loan is being repaid to his estate at £91 per month and as at 30 April 2023, £5,065 (2022: £5,765) principal was outstanding.

Mark Taylor, one of the trustees of the charity, donated a minibus valued at £3,724 during the year. There were no balances due to or from him at the year end.



# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 APRIL 2023

22	Cash generated from operations	2023 £	2022 £
	Surplus/(deficit) for the year	6,370	(2,997)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(58)	-
	Depreciation and impairment of tangible fixed assets	12,078	9,688
	Movements in working capital:		
	(Increase) in debtors	(20,512)	(12,396)
	(Decrease) in creditors	(171,180)	(982)
	<b>Cash absorbed by operations</b>	<b>(173,302)</b>	<b>(6,687)</b>

23	Analysis of changes in net debt	At 1 May 2022 £	Cash flows £	Acquisitions and disposals £	At 30 April 2023 £
	Cash at bank and in hand	107,408	(28,725)	-	78,683
	Loans falling due within one year	-	75,313	(100,000)	(24,687)
	Loans falling due after more than one year	-	(217,635)	-	(217,635)
		<u>107,408</u>	<u>(171,047)</u>	<u>(100,000)</u>	<u>(163,639)</u>