

Charity registration number 1151711 (England and Wales)

**SPECTRUM DAYS**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 APRIL 2024**

# SPECTRUM DAYS

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Derek Radcliffe Diane Hughes Helen Kimberley	(Appointed 2 December 2024)
<b>Charity number</b>	1151711	
<b>Principal address</b>	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 Rose - Service Lead Maria Watts - Quality Assurance Manager Josh Swinson-Davis - Training Manager Harry Rose - Finance Manager/IT Administrator	
<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 2024

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The Trustees present their annual report and financial statements for the year ended 30 April 2024.

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.

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 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.

#### **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. Our reach is across Worcestershire for all services and includes a specialist transport system and hot mid-day meals.



# SPECTRUM DAYS

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 30 APRIL 2024**

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### Service Delivery

#### **Membership**

During this year, the high level of interest in the service has continued and we had a relatively large intake of members during the summer 2023. In preparation, the management team reviewed staffing and resources to ensure sufficient 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**

The transport system and associated staff are vital to service delivery. We pick our members up from all over Worcestershire to benefit from the wide range of activities we deliver in our building and the community. Without transport these activities would not be accessible. As our membership grows and the spread across the county continues, ensuring we have sufficient vehicles and staff in place, is a continual process.

#### **Compliance**

In July 2023 we welcomed a Quality Assurance Manager to the senior team, who focusses on compliance across the services. This recruitment released the CEO from auditing and reporting.

#### **The Board of Trustees**

The board has maintained a membership of 3 trustees and are actively recruiting new members.

# **SPECTRUM DAYS**

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

**FOR THE YEAR ENDED 30 APRIL 2024**

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### **Staff Recruitment and Retention**

We have been more successful with recruitment this year and we are very grateful to our staff team, who have played an active part by promoting the charity in the local community and encouraging their contacts to make job applications.

We use many resources in preparing and developing our staff to work with our very special membership, so a good level of retention is of vital importance. This supports the delivery of a high-quality experience for our members. Staff retention has also improved, and we have a fantastic team who are central to service delivery.

### **BNI**

We successfully applied for the chapter charity seat at Rainbow (Worcester) Business Networking International (BNI). This gives us all the advantages of being part of a networking group on a charitable basis. The benefits have been numerous through the support of a number of business people with a wide range of skills. We also have access to a wider community through other chapters in the region.

### Fundraising

#### **Government**

We were successful with an application to the government to support the charity with the cost-of-living crisis. This was in response at a national level to the difficulties within the charitable sector caused by the cost-of-living crisis and the rise in the living wage. Neither of these costs are being matched with payments from social care or the NHS.

#### **Resonance**

We have a long-standing relationship with Resonance who have provided us with loans to fund the purchase of minibuses over a number of years. Resonance is a social impact property fund manager, launched in 2002 with the mission of connecting capital to social enterprise.

We were successful with an application to Resonance in connection with the cost-of-living crisis. We provide our members with some protection from the impact of the current financial climate through our service delivery. While members are using our facility, the financial burden carried by the families through the cost of running the home is reduced.

This grant covered important improvements to the building which increases the numbers using the service, spreading the financial benefit to a greater number of people.

#### **Worcester Ukelele Group**

We have enjoyed many charitable performances from Worcester Ukelele Group, but it was an unexpected bonus when they made us their charity of the year. This not only carries financial benefits but promotes the charity throughout Worcester. There are regular highly enjoyable, performances made by the group to a variety of communities.

#### **Night Sky Foundation**

We received funding from the Night Sky Foundation to purchase mobile phones for each of our members, giving access to online activities and supporting the use of management software which improves our compliance.

#### **10-year Birthday**

After discussion with the staff team, work began on a birthday celebration. The consensus was that our membership should be at the core, with an emphasis on having fun. With such a creative team it was easy to come up with a range of activities. We also invited other groups to take part in our party which took place in October 2023. It was well attended and the feedback was great.

# SPECTRUM DAYS

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 30 APRIL 2024**

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### **Oliver McGowan Training**

Through Spectrum Days our training manager has been commissioned by the NHS to deliver Oliver McGowan training. This is a great achievement and may lead to other training opportunities which could provide an additional income stream. It also makes a valuable contribution to the social care workforce and enhances the reputation of the charity with our colleagues working in the sector.

### **Development Meetings**

Development has been curtailed this year in response to the cost-of-living crisis. The focus has changed from developing the charity activities to sourcing alternative funding opportunities. Meetings have carried on, but the emphasis has been on sustaining our activities.

With a vulnerable population with limited ability to communicate safeguarding is always an important agenda item. This always has priority above any other issue and it takes a lot of the team's time to respond effectively.

### **Summary**

Thanks to the support of the Trustees, the management team, our staff and funders the charity has thrived. despite the challenges we have maintained a positive lively stimulating environment for our members. Interest for the service has continued during the year and we have planned for increased membership with a thorough transitions process, training, resources and adaptations in the activity rooms.





# SPECTRUM DAYS

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 30 APRIL 2024

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#### Achievements and performance

##### Financial review

During the year to 30 April 2024, the charity received donations, gifts and client income amounting to £1,347,613 (2023: £1,040,079), out of which £1,256,283 (2023: £1,033,709) was spent in pursuit of the Charity's objects. Therefore, generating a surplus of £91,330 (2023: surplus of £6,370). As at 30 April 2024, £29,286 (2023: £4,081) was held as restricted funds and £170,618 (2023: £104,493) 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.

##### Planned activities for 2024-25

The support from the board of trustees brings different experiences and perspectives, which has led to the review of many aspects of service delivery. This will affect planning for the future, the business plan and fundraising activities. We look forward to the coming year and implementing exciting opportunities with the collective support of the board and the management team. Due to this pending work, there are few service plans to report on.

It is likely we will carry some of the plans from 2022-23, including a plan to 'Make the Most' of our building, so that we can continue to serve our increasing membership. Due to increased membership, we are running out of space and our staff facilities need improving.

While service plans are being developed, there are alternative fundraising opportunities to be considered other than the traditional methods we currently employ:

- Expanding training provision and investigating government initiatives such as 'Work Well' to provide additional sustainable income.
- Promote the use of Easyfundraising to our stakeholders. This is the UK's biggest charity shopping site, which partners with over 7,000 brands who donate a percentage of expenditure to a cause of choice. This doesn't cost any extra to our supporters, because the cost is covered by the brand.
- Through connections within Business Networking International, promoting the charity as a potential beneficiary of donations, so that participants benefit from tax relief.

##### Summary

Next year will be about:

- Developing plans
- Reviewing building based/community activities to give our members the best possible experience
- Staff retention
- Developing software and management solutions
- Working on auditing methods and quality control

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 in specialist activities

# SPECTRUM DAYS

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 30 APRIL 2024

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#### **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.

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

(Resigned 20 June 2023)

Mark Taylor

(Resigned 19 December 2024)

Helen Kimberley

(Appointed 2 December 2024)

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 2024**

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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).

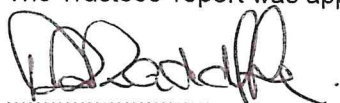
The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

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**

Date: 27/2/25



# 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 2024 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 2024 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the 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 requires us to report to you if, in our opinion:

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



# **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

27/02/2025

#### **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 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Notes							
<b>Income and endowments from:</b>							
Donations and legacies	3	39,270	41,440	80,710	20,963	1,862	22,825
Charitable activities	4	1,253,913	-	1,253,913	1,017,196	-	1,017,196
Investments	5	351	-	351	58	-	58
Other income	6	12,639	-	12,639	-	-	-
<b>Total income</b>		<b>1,306,173</b>	<b>41,440</b>	<b>1,347,613</b>	<b>1,038,217</b>	<b>1,862</b>	<b>1,040,079</b>
<b>Expenditure on:</b>							
Charitable activities	7	1,240,048	16,235	1,256,283	1,030,008	3,701	1,033,709
<b>Total expenditure</b>		<b>1,240,048</b>	<b>16,235</b>	<b>1,256,283</b>	<b>1,030,008</b>	<b>3,701</b>	<b>1,033,709</b>
<b>Net income and movement in funds</b>		<b>66,125</b>	<b>25,205</b>	<b>91,330</b>	<b>8,209</b>	<b>(1,839)</b>	<b>6,370</b>
<b>Reconciliation of funds:</b>							
Fund balances at 1 May 2023		104,493	4,081	108,574	96,284	5,920	102,204
<b>Fund balances at 30 April 2024</b>		<b>170,618</b>	<b>29,286</b>	<b>199,904</b>	<b>104,493</b>	<b>4,081</b>	<b>108,574</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

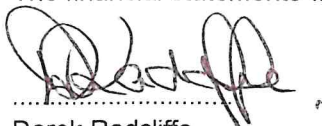
# SPECTRUM DAYS

## BALANCE SHEET

AS AT 30 APRIL 2024

	Notes	2024 £	£	2023 £	£
<b>Fixed assets</b>					
Tangible assets	14		158,287		180,848
<b>Current assets</b>					
Debtors	15	165,411		134,590	
Cash at bank and in hand		150,133		78,683	
		<u>315,544</u>		<u>213,273</u>	
<b>Creditors: amounts falling due within one year</b>	17	<u>(98,277)</u>		<u>(67,912)</u>	
<b>Net current assets</b>			<u>217,267</u>		<u>145,361</u>
<b>Total assets less current liabilities</b>			<u>375,554</u>		<u>326,209</u>
<b>Creditors: amounts falling due after more than one year</b>	18		<u>(175,650)</u>		<u>(217,635)</u>
<b>Net assets</b>			<u><u>199,904</u></u>		<u><u>108,574</u></u>
<b>The funds of the charity</b>					
Restricted income funds	19	29,286		4,081	
Unrestricted funds	20	170,618		104,493	
		<u>199,904</u>		<u>108,574</u>	

The financial statements were approved by the Trustees on 27/2/25

  
 .....  
 Derek Radcliffe  
 Chair

# SPECTRUM DAYS

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 APRIL 2024

	Notes	2024 £	£	2023 £	£
<b>Cash flows from operating activities</b>					
Cash generated from/(absorbed by) operations	24		94,658		(173,302)
<b>Investing activities</b>					
Purchase of tangible fixed assets		(1,547)		(97,803)	
Investment income received		351		58	
<b>Net cash used in investing activities</b>			(1,196)		(97,745)
<b>Financing activities</b>					
Proceeds from borrowings		-		100,000	
Net movement in borrowings		(22,012)		142,322	
<b>Net cash (used in)/generated from financing activities</b>			(22,012)		242,322
<b>Net increase/(decrease) in cash and cash equivalents</b>			71,450		(28,725)
Cash and cash equivalents at beginning of year			78,683		107,408
<b>Cash and cash equivalents at end of year</b>			150,133		78,683



# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 APRIL 2024

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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 or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the 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 2024**

### 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 2024

#### 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.

#### 3 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	5,255	364	5,619	10,739	1,862	12,601
Grants	34,015	41,076	75,091	6,500	-	6,500
Donated goods and services	-	-	-	3,724	-	3,724
	<u>39,270</u>	<u>41,440</u>	<u>80,710</u>	<u>20,963</u>	<u>1,862</u>	<u>22,825</u>

# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2024

### 4 Charitable activities

	2024 £	2023 £
Client income	1,253,913	1,017,196

### 5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	351	58

### 6 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Other income	12,639	-

# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2024

### 7 Charitable activities

	2024 £	2023 £
Staff costs	947,011	758,990
Depreciation and impairment	24,108	12,078
Operating costs	180,278	165,561
Property costs	58,250	59,782
Loan interest	10,039	10,380
Development costs	21,142	12,098
	<u>1,240,828</u>	<u>1,018,889</u>
Share of support costs (see note 8)	10,235	9,786
Share of governance costs (see note 8)	5,220	5,034
	<u>1,256,283</u>	<u>1,033,709</u>
<b>Analysis by fund</b>		
Unrestricted funds	1,240,048	1,030,008
Restricted funds	16,235	3,701
	<u>1,256,283</u>	<u>1,033,709</u>

### 8 Support costs allocated to activities

	2024 £	2023 £
Accountancy fees	4,785	4,347
Resonance loan fees	5,450	5,439
Governance costs	5,220	5,034
	<u>15,455</u>	<u>14,820</u>
<b>Analysed between:</b>		
Charitable activities	<u>15,455</u>	<u>14,820</u>

	2024 £	2023 £
<b>Governance costs comprise:</b>		
Audit fees	5,160	4,800
Meeting costs	60	234
	<u>5,220</u>	<u>5,034</u>

# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2024

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<b>9</b>	<b>Net movement in funds</b>	<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
	Net movement in funds is stated after charging/(crediting)		
	Depreciation of owned tangible fixed assets	24,108	12,078
	Operating lease charges	8,009	8,009
	Audit fees/ Independent examination fees	5,160	4,800
		<u>          </u>	<u>          </u>

### 10 Trustees

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

### 11 Employees

The average monthly number of employees during the year was:

	<b>2024</b>	<b>2023</b>
	<b>Number</b>	<b>Number</b>
	49	41
	<u>          </u>	<u>          </u>

### Employment costs

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages and salaries	848,789	492,012
Social security costs	54,925	32,775
Other pension costs	19,687	11,291
Other staff costs	23,610	24,179
	<u>          </u>	<u>          </u>
	947,011	758,990
	<u>          </u>	<u>          </u>

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

### 12 Key management personnel

Key management personnel of the charity comprised of 5 employees (2023:2). Total key management remuneration was £185,498 (2023: £89,433).

### 13 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.

# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2024

### 14 Tangible fixed assets

	Computers	Motor vehicles	Motor vehicle clamps	Total
	£	£	£	£
<b>Cost</b>				
At 1 May 2023	6,355	220,554	4,523	231,432
Additions	1,547	-	-	1,547
Disposals	-	(31,998)	-	(31,998)
At 30 April 2024	7,902	188,556	4,523	200,981
<b>Depreciation and impairment</b>				
At 1 May 2023	883	49,607	94	50,584
Depreciation charged in the year	2,505	20,472	1,131	24,108
Eliminated in respect of disposals	-	(31,998)	-	(31,998)
At 30 April 2024	3,388	38,081	1,225	42,694
<b>Carrying amount</b>				
At 30 April 2024	4,514	150,475	3,298	158,287
At 30 April 2023	5,472	170,947	4,429	180,848

### 15 Debtors

	2024	2023
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	122,552	117,480
Other debtors	20,001	132
Prepayments and accrued income	22,858	16,978
	165,411	134,590

### 16 Loans and overdrafts

	2024	2023
	£	£
Other loans	32,104	200,001
Loans from related parties	188,206	42,321
	220,310	242,322
Payable within one year	44,660	24,687
Payable after one year	175,650	217,635

## SPECTRUM DAYS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 30 APRIL 2024**

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**17 Creditors: amounts falling due within one year**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Borrowings	44,660	24,687
Trade creditors	212	-
Other creditors	22,510	18,869
Accruals and deferred income	30,895	24,356
	<u>98,277</u>	<u>67,912</u>

**18 Creditors: amounts falling due after more than one year**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Borrowings	<u>175,650</u>	<u>217,635</u>



# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 30 APRIL 2024

#### 19 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	Balance at 1 May 2022 £	Movement in funds		Balance at 1 May 2023 £	Movement in funds		Balance at 30 April 2024 £
		Incoming resources £	Resources expended £		Incoming resources £	Resources expended £	
Business Development	1,649	-	(1,649)	-	-	-	-
Kitchen	249	-	(153)	96	-	-	96
Resonance Grant - Cabin	3,409	-	-	3,409	-	-	3,409
Raffle	613	-	(613)	-	-	-	-
BNI Rainbows - Christmas Presents	-	-	-	-	364	(364)	-
Giltrap	-	690	(160)	530	-	(40)	490
Sponsored Hair Cut	-	672	(626)	46	-	(46)	-
Waitrose - Food	-	500	(500)	-	-	-	-
NightSky Foundation	-	-	-	-	5,120	(4,625)	495
Resonance Grant - Cost of Living Project	-	-	-	-	35,956	(11,160)	24,796
	<u>5,920</u>	<u>1,862</u>	<u>(3,701)</u>	<u>4,081</u>	<u>41,440</u>	<u>(16,235)</u>	<u>29,286</u>



## SPECTRUM DAYS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2024

19	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>Resonance - 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.	
	<b>Christmas Presents</b> Money raised by the 'BNI Rainbow' branch to enable our members to have a bespoke christmas present each.	
	<b>NightSky Foundation</b> This was a grant provided by the NightSky Foundation to cover the costs of purchasing phones for all of our members to enable us to develop and intergate our care management system.	
	<b>Resonance Grant</b> Costs associated with moving a paper based system online, the employment of a data manager for 3 months to oversee this and carrying out a legionnaire survey and remedial works.	

# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 30 APRIL 2024

#### 20 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 May 2023	Incoming resources	Resources expended	At 30 April 2024
	£	£	£	£
General funds	104,493	1,306,173	(1,240,048)	170,618
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Previous year:</b>	<b>At 1 May 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 30 April 2023</b>
	£	£	£	£
General funds	96,284	1,038,217	(1,030,008)	104,493
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

#### 21 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2024	2024	2024
	£	£	£
<b>At 30 April 2024:</b>			
Tangible assets	158,287	-	158,287
Current assets/(liabilities)	187,981	29,286	217,267
Long term liabilities	(175,650)	-	(175,650)
	<u>          </u>	<u>          </u>	<u>          </u>
	170,618	29,286	199,904
	<u>          </u>	<u>          </u>	<u>          </u>
	Unrestricted funds	Restricted funds	Total
	2023	2023	2023
	£	£	£
<b>At 30 April 2023:</b>			
Tangible assets	180,848	-	180,848
Current assets/(liabilities)	141,280	4,081	145,361
Long term liabilities	(217,635)	-	(217,635)
	<u>          </u>	<u>          </u>	<u>          </u>
	104,493	4,081	108,574
	<u>          </u>	<u>          </u>	<u>          </u>

# SPECTRUM DAYS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 30 APRIL 2024

#### 22 Operating lease commitments

	2024 £	2023 £
Within one year	20,864	20,864
Between two and five years	80,864	81,728
In over five years	278,333	303,389
	<u>380,061</u>	<u>405,981</u>

#### 23 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 2024 is £26,242 (2023: £37,253). Interest has been paid totalling £4,994 (2023: £3,061) 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 2024, £4,317 (2023: £5,065) principal was outstanding.

#### 24 Cash generated from/(absorbed by) operations

	2024 £	2023 £
Surplus for the year	91,330	6,370
<b>Adjustments for:</b>		
Investment income recognised in statement of financial activities	(351)	(58)
Depreciation and impairment of tangible fixed assets	24,108	12,078
<b>Movements in working capital:</b>		
(Increase) in debtors	(30,821)	(20,512)
Increase/(decrease) in creditors	10,392	(171,180)
<b>Cash generated from/(absorbed by) operations</b>	<u>94,658</u>	<u>(173,302)</u>

#### 25 Analysis of changes in net (debt)/funds

	At 1 May 2023 £	Cash flows £	At 30 April 2024 £
Cash at bank and in hand	78,683	71,450	150,133
Loans falling due within one year	(24,687)	(19,973)	(44,660)
Loans falling due after more than one year	(217,635)	41,985	(175,650)
	<u>(163,639)</u>	<u>93,462</u>	<u>(70,177)</u>