

Charity registration number 1156595

THE HUMMINGBIRD CENTRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2023

THE HUMMINGBIRD CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr Paul Harris
Mrs Mechelle Harris
Mrs Lynn Pratt
Mr Alan Wastie
Mr Conrad Hoy (Appointed 10 January 2023)
Mr Laurence Whiteley MBE (Appointed 14 March 2023)

Charity number

1156595

Principal address

Grange Courtyard
Station Road
Launton
Bicester
Oxon
OX26 5DX

Independent examiner

Whitley Stimpson Limited
Claremont House
1 Market Square
Bicester
Oxon
OX26 6AA

THE HUMMINGBIRD CENTRE

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THE HUMMINGBIRD CENTRE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 JANUARY 2023

The trustees present their annual report and financial statements for the year ended 31 January 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts 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 2015)"

Objectives and activities

As stated in our constitution, our objectives are "To relieve the mental and physical sickness of persons diagnosed with a form of cancer by the provision of support services for such persons and their families"

Finding out you have cancer is frightening, overwhelming and life changing. Nobody should feel alone. The increasing population in Bicester and the surrounding villages means a local centre supporting those affected by cancer is more important than ever.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding which activities the charity should undertake and in planning our activities for the year, we have kept in mind the Charity Commission's guidance on public benefit.

Now in its ninth year, The Hummingbird Centre has continued to offer support, complementary therapy, counselling services, and friendship to people affected by cancer in the Bicester and surrounding areas. The initial range of activities provided when we opened in 2014 continue to be well-received and welcomed by our guests. Providing these core activities has remained our focus, but we have also looked to add new ones in response to guest feedback and with the availability additional services.

Fundamentally, The Hummingbird Centre's focus is unchanged: to create a place to meet, get information, be pampered and have fun; a place in which to relax, escape daily life pressures, and have the opportunity to talk to others – providing practical and emotional support.

We have an inclusive equality and diversity policy – welcoming all people, regardless of background, race, faith, gender or personal circumstances.

Throughout the previous year, the Bicester community and wider areas, have continued providing valuable support, encouragement, and inspiration. We feel very much part of the local community. Support has come via many ways: financial donations and fundraising, encouraging those affected by cancer to visit us, providing equipment and services to enable an increasing range of activities and interests to be catered for. We would like to thank everyone who has supported us.

Our team of volunteers make a huge contribution. We are very grateful to them for the many hours spent listening and supporting our guests, for their enthusiasm and passion in promoting the centre, and their support with the various fund-raising activities. Without this valuable contribution of time, energy, and expertise – we would not have been able to achieve so much.

We believe The Hummingbird Centre is well established in the local community, Oxfordshire and in the adjacent counties of Buckinghamshire and Berkshire. We continue to raise awareness of the available help for those affected by cancer and, most importantly, have provided a valuable support service to an increasing number of guests during the year.

THE HUMMINGBIRD CENTRE

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2023

Achievements and performance

As in previous years' reports, it is very evident there is a strong demand from the local community and further afield for the support services we were providing. We have seen a continual increase in the number of guests attending and contacting The Hummingbird Centre.

We continue to offer our services to a wide range of guests. This can only be achieved through the support of our volunteers.

To meet guests demand, we have continued to expand our team of counsellors, all of whom bring an array of counselling skills to The Hummingbird Centre. We continue to take on trainee counsellor placements which enables the individuals to grow in confidence and gain the skills of the role.

The majority of our counselling meetings are now face to face. Being able to offer these appointments at The Hummingbird Centre not only benefits our guests, as they can use more of the support we provide, it also enables the counsellor volunteers to integrate with the wider volunteer team.

We continue to support children and adults with our Equilore Horse Therapy, a service that has continued to provide valuable support for our guests. We will continue to offer this service and seek to develop our range of children's services going forward.

The Holistic Building offers an array of Holistic Treatments, we have reviewed & refreshed the services offered. Additionally, we have introduced programmes for Health and Wellbeing which are supportive of the mind, body and soul, for example Yoga, Meditation, Relaxation.

By re-introduction of activities back into the main building, we have found that guests tend to stay after their appointments, they feel comfortable and become more interactive with each other rather than having to make a choice of which building they went into.

The Hummingbird Centre have now been able to convert the Barn building into a more multipurpose building which will enable The Hummingbird Centre to also hire out to generate an income line (agreed with the Landlord).

The Board of Trustees are extremely grateful to all of our volunteers for their time, dedication, energy and commitment they provide for, and to, our guests.

To ensure the longevity and growth of The Hummingbird Centre we have needed to embrace change to ensure that we continue to grow and provide the much-needed services we have a strong reputation for. By introducing a CEO role, The Hummingbird Centre has been able to implement a more strategic direction for the organisation, this has enabled us to recruit and re-build a Hummingbird Team of committed volunteers, who have the right skills for the role and can support our future plans.

With the restructure, we have been able to identify and develop other income streams, consistent with the charity's mission and objectives. During the year we have been able to secure a number of grants & funding, including support from The National Lottery for over 5 years, as well as a grant from The Post Code Lottery.

During the year we have refreshed our Social-Media, re-looked at our marketing material, streamlined the appointment process as well as commencing preparatory work on an online booking system for counselling appointments.

The trustee board meets regularly. There is a good balance of skills and experience, a feature that is considered important to ensure we drive The Hummingbird Centre forward and to enable the key stakeholders of the charity to be represented at trustee level.

We are always humbled by the many positive endorsements from those that have continued to be supported by The Hummingbird Centre during a very challenging time in their lives. It is clear that the support that is provided has been valued by our guests and it is always encouraging to receive the positive feedback.

THE HUMMINGBIRD CENTRE

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2023

Financial review

Our source of funds has come from private and corporate donations, fundraising activities, and grants. The majority of the income is applied to the running costs and promotion of the centre, maintaining the premises, overheads and equipment.

It is encouraging to report increased income compared to previous year. A large proportion of our expenditure is related to premises costs, we have commitments in respect of the three premises. We continued to review our expenditure critically to ensure costs are appropriate and priority was given to expenditure that enabled our services to our guests to be developed.

Our historic policy to maintain unrestricted reserves at a level equivalent to twelve months expenditure has enabled us to adapt to the changing operational environment experienced in the recent years, and continue to offer our support and services to the communities we serve.

Our main expenditure remains our premises on items such as rent, insurances, utilities, and general maintenance. In the last financial year we have committed expenditure to consultancy fees as we have now appointed a CEO to The Hummingbird Centre. These fees were covered from grants received in the period.

We have provided a range of guest events, as previously reported, including counselling, holistic treatments, wellbeing events and equine therapy. These costs are covered by The Hummingbird Centre.

Income is from a variety of sources, including, corporate, private and online donations, grants, gift aid and a range of fund-raising events. With the exception of corporate donations, all sources of income were higher than in our previous year, most notably grant income.

Our income was £174,238 which is £103,369 higher than our previous year. It exceeded our expenditure by £42,297. The expenditure in the period was £131,941, an increase of £61,164 compared with the previous year. This has resulted in an increase in our reserves to £153,051.

£49,989 of these reserves are restricted funds. £103,062 are unrestricted funds. These funds are held in order to meet future expenditure.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at an appropriate level, historically this has been equivalent to twelve months expenditure. Whilst we remain cognisant of the need to hold reserves for unforeseen future events, we are comfortable adjusting our reserve policy to hold unrestricted funds equivalent to nine months expenditure.

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 while consideration is given to ways in which additional funds may be raised.

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

THE HUMMINGBIRD CENTRE

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2023

Plans for the future

The Hummingbird Centre going forward needs to adapt and change our services to meet the changing demands of those who attend.

We are now seeing a much younger age demographic. Our duty of care to those who attend our premises will never change. What we have had to do is consider the way in which we offer our services. The idea of dropping in for a coffee and a chat is not now always the case, we have realised from talking to our guests and observing the change in ages, more come for the actual workshops, appointments for Counselling and Complementary Therapies, whilst they may stay for refreshments.

In 2023, we will be providing more support for children affected by cancer, with a dedicated children's day each week and a new volunteer team for this day, with the skills and experience to support these important guests.

We will continue developing further the Wellbeing Classes which support the Mental Health and Wellbeing of those of their cancer journey.

The Hummingbird Centre will be looking to further develop links with other service providers by holding workshops creating an opportunity for further collaboration with the NHS, Oncology and Haematology Departments to enable them to feel comfortable when sign posting. We are looking to create The Hummingbird Centre to become the Cancer Centre of Excellence.

We are excited to be launching a Lymphedema clinic, with the financial support of the Buckinghamshire, Oxfordshire & Berkshire West Integrated Care Board, The Hummingbird Centre will be investing in resources & equipment to support guests with Lymphedema.

It is important to maintain the profile of The Hummingbird Centre within the local community and further afield. This is a continual process and we will actively seek to raise awareness, attend presentations and events when the opportunities arise, and seek to bring those who need supporting together not just within Bicester but Oxfordshire, Berkshire, and Buckinghamshire. It is really important for those who need our support regardless of where they live if they can get to us.

We are also well aware that our needs will out-grow the current premises. It remains an ambition of the trustees for The Hummingbird Centre to own its own premises and we will continue to seek any appropriate opportunities to support that goal. This will enable us to offer an even wider range of services which in turn will generate income for the continued prosperity of The Hummingbird Centre.

We wish to further develop the already good links with the medical professionals in Bicester, Oxfordshire, Buckinghamshire and Berkshire, we need to continue to give them confidence to recommend people affected by cancer to The Hummingbird Centre.

Structure, governance and management

The charity was established as a Charitable Incorporated Organisation (CIO) on 22 January 2014.

The trustees who served during the year were:

Mr Paul Harris

Mrs Mechelle Harris

Mrs Lynn Pratt

Mr Alan Wastie

Dr Robin Fox

(Resigned 13 June 2023)

Mr Steven Neasham

(Resigned 6 May 2023)

Ms Renee Booth

(Resigned 1 April 2022)

Mr Conrad Hoy

(Appointed 10 January 2023)

Mr Laurence Whiteley MBE

(Appointed 14 March 2023)

THE HUMMINGBIRD CENTRE

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2023

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



.....
Mrs Lynn Pratt

Trustee

Dated: 11/7/2023

THE HUMMINGBIRD CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE HUMMINGBIRD CENTRE

I report to the trustees on my examination of the financial statements of The Hummingbird Centre (the charity) for the year ended 31 January 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 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.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Whitley Stimpson Limited

Claremont House
1 Market Square
Bicester
Oxon
OX26 6AA

Dated:

24.7.23

THE HUMMINGBIRD CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JANUARY 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
<u>Income from:</u>							
Donations and fundraising	2	66,089	-	66,089	40,827	-	40,827
Grants received	3	37,427	70,218	107,645	10,033	20,000	30,033
Other trading activities	4	475	-	475	-	-	-
Investments	5	29	-	29	9	-	9
Total income		104,020	70,218	174,238	50,869	20,000	70,869
<u>Expenditure on:</u>							
Charitable activities	6	85,790	42,720	128,510	55,674	8,710	64,384
Other	9	260	3,171	3,431	6,393	-	6,393
Total expenditure		86,050	45,891	131,941	62,067	8,710	70,777
Net incoming resources before transfers		17,970	24,327	42,297	(11,198)	11,290	92
Gross transfers between funds		(117)	117	-	-	-	-
Net income for the year/ Net movement in funds		17,853	24,444	42,297	(11,198)	11,290	92
Fund balances at 1 February 2022		85,209	25,545	110,754	96,407	14,255	110,662
Fund balances at 31 January 2023		103,062	49,989	153,051	85,209	25,545	110,754

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

All income and expenditure derive from continuing activities.

THE HUMMINGBIRD CENTRE

STATEMENT OF FINANCIAL POSITION AS AT 31 JANUARY 2023

	Notes	2023 £	£	2022 £	£
Current assets					
Cash at bank and in hand		153,051		110,754	
Net current assets			153,051		110,754
Income funds					
Restricted funds	10		49,989		25,545
Unrestricted funds			103,062		85,209
			153,051		110,754

The financial statements were approved by the Trustees on

11TH July 2023



Mr Paul Harris
Trustee



Mrs Lynn Pratt
Trustee

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2023

1 Accounting policies

Company information

The Hummingbird Centre is a Charitable Incorporated Organisation (CIO).

1.1 Accounting convention

The accounts have been prepared in accordance 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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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 £.

1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

1.3 Incoming resources

Income is included in the financial statements as it is received.

1.4 Resources expended

Expenses are included in the financial statements as they are paid.

Expenses include VAT where applicable as the charity cannot reclaim it.

1.5 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

2 Donations and fundraising

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Donations and gifts	53,570	38,175
Fundraising	12,519	2,652
	<u> </u>	<u> </u>

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2023

2 Donations and fundraising

(Continued)

Donations and gifts

Private donations	6,463	5,952
Gift aid	4,474	2,714
Corporate donations	12,129	13,044
Online donations	28,010	14,320
Collection boxes	1,994	2,036
Fundraising	12,519	109
Legacies	500	-
	<u>66,089</u>	<u>38,175</u>

3 Grants received

	2023 £	2022 £
Grants received	<u>107,645</u>	<u>30,033</u>
Analysis by fund		
Unrestricted funds	37,427	10,033
Restricted funds	<u>70,218</u>	<u>20,000</u>
	<u>107,645</u>	<u>30,033</u>

4 Other trading activities

	Unrestricted funds	Total
	2023 £	2022 £
Shop income	<u>475</u>	<u>-</u>

5 Investments

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Interest receivable	<u>29</u>	<u>9</u>

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2023

6 Charitable activities

	Unrestricted	Restricted	Total Unrestricted	Restricted	Total
	2023	2023	2023	2022	2022
	£	£	£	£	£
Rent	36,324	-	36,324	30,481	30,481
Utilities	6,899	-	6,899	3,345	3,345
Insurance	1,869	-	1,869	1,795	1,795
Advertising, marketing and printing	665	-	665	1,321	1,321
Repairs and maintenance	3,759	420	4,179	1,004	1,004
Postage and office supplies	1,288	-	1,288	1,531	1,531
Telephone	1,533	-	1,533	1,599	1,599
Licences	703	-	703	336	336
Training and development	16,224	-	16,224	10,372	11,082
Consumables	2,765	597	3,362	1,507	1,507
Fundraising event costs	2,617	-	2,617	-	-
Volunteer expenses	4,615	233	4,848	1,167	1,167
Guest events	3,601	8,760	12,361	-	8,000
Professional and consultancy fees	708	29,470	30,178	720	720
Other charitable expenditure	2,220	3,240	5,460	496	496
	<u>85,790</u>	<u>42,720</u>	<u>128,510</u>	<u>55,674</u>	<u>64,384</u>
	<u>85,790</u>	<u>42,720</u>	<u>128,510</u>	<u>55,674</u>	<u>64,384</u>
Analysis by fund					
Unrestricted funds	85,790	-	85,790	55,674	55,674
Restricted funds	-	42,720	42,720	-	8,710
	<u>85,790</u>	<u>42,720</u>	<u>128,510</u>	<u>55,674</u>	<u>64,384</u>

Charitable activities includes £720 (2022: £720) of professional fees paid to the accountants for independent examination fees.

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2022: £nil). Traveling expenses of £2,119 were reimbursed to one trustee (2022: £821)

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2023

8 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Total	-	-
	<u> </u>	<u> </u>

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

9 Other

	Unrestricted funds	Restricted funds	Total Unrestricted funds	
	2023	2023	£ 2023	2022
Equipment purchases	260	3,171	3,431	6,393
	<u>260</u>	<u>3,171</u>	<u>3,431</u>	<u>6,393</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2023

10 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:

	Balance at 1 February 2021 £	Movement in funds			Balance at 1 February 2022 £	Movement in funds			Transfers	Balance at 31 January 2023 £
		Incoming resources £	Resources expended £			Incoming resources £	Resources expended £			
Equine therapy	14,255	-	(8,100)		6,155	-	(6,135)		-	20
Administration 1	-	20,000	(610)		19,390	-	(19,390)		-	-
Garden plants	-	-	-		-	500	(597)		97	-
Administration 2	-	-	-		-	20,000	(13,553)		-	6,447
Sound therapy	-	-	-		-	2,000	(1,985)		-	15
Equipment 1	-	-	-		-	5,000	(3,093)		-	1,907
Equipment 2	-	-	-		-	1,118	(1,138)		20	-
Lymphedema	-	-	-		-	41,600	-		-	41,600
	14,255	20,000	(8,710)		25,545	70,218	(45,891)		117	49,989

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2023

10 Restricted funds (Continued)

Grant - Equine therapy

Money for the provision of Equine therapy for children and adults within Oxfordshire, Berkshire and Buckinghamshire.

Grant - Administration 1

Money to assist with the administration expenses of The Hummingbird Centre.

Grant - Garden Plants

Money to assist with the purchase of additional plants and trees for the memory garden.

Grant - Administration 2

Money to assist with the ongoing development of administration systems to ensure the efficiency of The Hummingbird Centre.

Grant - Sound therapy

Money to assist with the provision of sound therapy for guests.

Grant - Equipment 1

Money to assist with the purchase of furniture.

Grant - Equipment 2

Money to assist with the purchase of garden furniture.

Grant - Lymphedema

Money to assist with the development and efficiency of a lymphedema clinic.

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2023

11 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 January 2023 are represented by:						
Current assets/(liabilities)	103,062	49,989	153,051	85,209	25,545	110,754
	<u>103,062</u>	<u>49,989</u>	<u>153,051</u>	<u>85,209</u>	<u>25,545</u>	<u>110,754</u>

12 Related party transactions

During the year there were no related party transactions (2022 - £nil).

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2023 £	2022 £
Aggregate compensation	<u>29,470</u>	<u>-</u>