

# FAVELL DAY SERVICES

England & Wales · Charity number 1162011

## Details

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**Other names** FAVELL HOUSE DAY SERVICES

**Status** Registered

**Legal form** CIO

**Registered** 2015-06-04

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 2a Stanfield Road  
Northampton  
NN5 6EZ

**Phone** 01604585226

**Email** [trustee@favellds.org.uk](mailto:trustee@favellds.org.uk)

**Website** [www.fdsnorthants.org.uk](http://www.fdsnorthants.org.uk)

## Activities

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**Objects:** TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION FOR PERSONS OVER THE AGE OF 18 WHO HAVE NEED THEREOF BY REASON OF A PHYSICAL DISABILITY WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE.

**Activities:** The charity provides day care facilities for recreation and other leisure activities for persons over the age of 18 who have need of these because of their physical disability. The objectives of the care service seek to provide both an enjoyable care environment for its members and provide a break for carers and family members

## Classification

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- **How:** Provides Services
- **What:** Disability
- **Who:** People With Disabilities

## Geography

- Northamptonshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-05-31	£104,233	£103,497	-	-
2024-05-31	£102,563	£98,141	-	-
2023-05-31	£86,293	£100,483	-	-
2022-05-31	£84,079	£102,523	-	-
2021-05-31	£63,697	£66,638	-	-

## Trustees

Name	Role	Appointed
Christine Rivett		2021-12-10
Debra Jane Ling		2025-02-05
GILES HAYDEN WEST		2015-11-01
Jean Howell		2016-11-01
Jenny Wright		2019-05-29
Michaela Twigg		2019-05-29
Nicholas Flynn		2023-12-04
Nicholas Phillip Tack		2023-09-01
William Keith BROOKS		2015-11-01

**FAVELL DAY SERVICES**

England & Wales - Charity number 1162011

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# Accounts

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# Favell Day Services

ANNUAL REPORT & ACCOUNTS FOR YEAR  
ENDING 31 MAY 2025

## Annual Report and Accounts for the period ending 31 May 2025

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## **Foreword by the Trustees of Favell Day Services**

Welcome to our tenth formal Annual Report which I trust is both helpful and informative.

We would specifically like to thank both our employees and volunteers who have worked in such a committed way to continue the work of the Charity during the past year, so that it was able to continue providing day care support for our members.

The year has seen us continue offering three sessions per week. Through the year we have needed to adapt our programme and level of support in response to many of our members condition deteriorating.

Finally, I extend thanks to my fellow trustees for their active contribution to the management of the Charity during the year.

Chair

## **Who We Are and what we aim to do**

Favell Day Services was registered as a Charitable Incorporated Organisation under registration number 1162011 on the 4th June 2015, having operated from January 2014 with oversight from Northamptonshire Health Charity whilst the formal charity registration process was undertaken.

The Charity objective is to provide or assist in the provision of facilities for recreation or other leisure time occupation for persons over the age of 18, who have need thereof by reason of a physical disability, with the object of improving their life experience and living conditions.

It's current area of operation is Northampton, but its longer term ambition remains to extend its service provision to other parts of Northamptonshire.

Members of the Charity are asked to pay for the service they receive while the charity seeks to augment this income with grants, donations, legacies and community fund raising activities.

The care service specifically seeks to provide an enjoyable care environment for its members while also providing a break for carers and family members.

We would like you to support us in our crucial work, so please read on, and let us tell you more about ourselves, what we do, what we have achieved and how we go about spending the money given to us.

In setting its objectives and making its plans for the year, the trustees gave consideration to the Charity Commission's general guidance on public benefit and in particular to the public benefit of providing support for the relief of ill-health.

## **Introducing our Trustees**

### **Jenny Brooks**

Prior to retirement I worked as a school nurse and health visitor in the NHS. I have 3 adult children and 3 grandchildren. Previously I have been a trustee with Home Start Northampton, including being Chair for 7 years. Volunteering with FDS began as a co-opted trustee, in September 2024; also helping at lunchtimes on Wednesdays. On Mondays I volunteer as a helper at a local Boys Brigade group.

### **Nick Flynn**

I joined FDS in July 2022 and have cerebral palsy and use a wheelchair. I have been undertaking voluntary and charity work for most of my life. I am currently involved with the "Rockin Roadrunner" charity which provides Disco Nights with live entertainment in a safe environment at a local Night club for disabled people They also provide a community music and performance festival in a local park once a year. I also volunteer at the local Mencap group and help run the community centre where I live in Abington Northampton.

My interests include computing and technology along with environmental challenges and recycling. I hope to bring my knowledge about disability and community work to support the work of the trustee body.

### **.Jean Howell**

I am the mother of 3 grownup children. I worked as PA/Secretary before having my children. More recently I have studied with OU and gained a BA Hons in Humanities. I am a volunteer with FDS on Wednesdays and was nominated as a Trustee in this capacity. I have considerable voluntary work experience including at Cynthia Spencer Hospice and being County Secretary for Girl Guides.

### **Debra Ling**

After retiring from work I wanted to fill my days and meet people. I became a volunteer in June 2024 and I love my time helping with the group who are all such wonderful people. I was delighted to be asked by the trustee body if I would become an additional trustee and contribute to the overall management of the charity.

### **Tina Rivett**

I started as a volunteer in September 2021 when my granddaughter started school. I became a trustee in December 2021 following the Charity AGM having been nominated to represent the other volunteers and also the members.

### **Nick Tack**

I joined FDS in November 2022 having originally been diagnosed with ataxia 14 years ago. My illness affected my work which was in construction for 25 years. I felt offering to become a trustee would give me a sense of worth and mean I could contribute to the oversight of the charity and represent the other members.

I have 2 children and I enjoy cinema, listening to all types of music and quizzes.

### **Michaela Twigg**

I joined FDS as a service user in 2018 and have enjoyed myself immensely. As a nominated service user representative, I seek to represent their views and as a relative newbie to the trust seek to offer a different perspective. I am an older person and wheelchair user, my hobbies include knitting, cooking and card making.

### **Giles West**

I believe that services should be designed by those who use them. As Business Development Manager for NHFT, the founder members of the Charity asked me to provide support with the initial service planning and their journey to creating a member led organisation. I was privileged to subsequently be asked to continue as a trustee.

### **Jenny Wright**

I worked as a teacher prior to my illness and particularly enjoyed working with dyslexic children towards the end. I was diagnosed over twenty years ago with Cerebellar Ataxia. This causes balance problems and my particular strain is genetic. I attended Favell House for a few years until the closure and have been a member of FDS since its formation. As a service user I am in a good position to observe problems and needs as they arise and seek to bring this understanding to trustee discussions.

## Operational review

During the year we have continued three-day provision and have been able to offer places to new members within the constraints of the available space at each venue.

One of the notable trends in new member referrals is that their physical health often requires significantly higher levels of care support from our staff. We do however believe that we have successfully continued to meet our objectives which was endorsed by the results of our annual member survey.

In April we relocated our Friday session back to the Phab centre in Headlands which offers facilities which are more inclusive than our previous venue.

The support received from our volunteers has also been essential both with our activity programme and providing increased levels of social interaction for our members. An additional thank you to those who undertook our fundraising sky dive.

Grant support received during the year significantly helped towards funding our running costs thanks to the services of our fundraising consultant.

**The overall financial performance for the year is summarised below: -.**

	12 months to 31st May 2025		12 months to 31st May 2024
	£000's		£000's
<b>Income</b>			
Charitable activities	88		77
Donations	2		1
Fundraising	4		1
Legacies	0		0
Grants from charities	10		23
<b>Total income</b>	<b>104</b>		<b>102</b>
<b>Expenditure</b>			
Care staff costs	60		62
Venue hire	13		15
Other direct costs	15		9
Fundraising	5		3
Charity Overheads	10		9
<b>Total Expenditure</b>	<b>103</b>		<b>98</b>
<b>Net incoming/ (outgoing) resources</b>	<b>1</b>		<b>4</b>

## A review of the year in pictures



July 2024- Trip to the park for some fun and exercise



September 2024- Chocolate tasting day



August 2024- Day out to the Worlds End Restaurant for dinner.



October 2024- Halloween inspired Caramel apples and donuts



November 2024- Remembrance lanterns



December 2024- marshmallow snowmen, mince pies, floral arrangements, and our annual Christmas party.





January 2025- roulette wheel with chocolate prizes



February 2025- Celebrated valentines day , we made cards and heart decorations for loved ones



March 2025- Celebrated Pancake Day, St Patrick's Day and had Simon the magician in to entertain.



April 2025- Celebrated moving venues, had a Party for Kate being at Favell for 10 years.



Without the valued contribution of our volunteers we would be unable to provide the variety or range of activities so we sought to record our appreciation during volunteers week at the beginning of June 2025 with gifts of appreciation.



## **Member support**

A key to the effective financing of the service is the support individual members receive through the funding they receive in their individual care budgets. To this end the care team seek to give effective support to our members with regard to the ongoing conversations with the funding agencies to ensure the appropriate financial support is received.

## **Charity plans for 2025/26**

The plans for the coming year are focused on both consolidating our current service provision following our return to using the Phab centre and looking at options to further increase our available capacity.

We continue to be open to receive new member referrals subject to capacity and level of care needs.

## Trustee Annual Report on Finance and Governance

### Basis of preparation and legal framework

The Trustees of Favell Day Services present the Annual Report together with the Financial Statements for the year ended 31 May 2025.

The Charity's annual report and accounts for the year ended 31 May 2025 have been prepared in accordance with the Charities Act 2011 and the Charities: Statement of Recommended Practice 2015 as applicable to the Financial Reporting Standard FRS102.

Full Name of Charity: Favell Day Services

Registration Charity Number: 1162011

The principal office is at: 2a Stanfield Road  
Duston  
Northampton  
NN5 6EZ

The advisors and administrators used by the Charity during 2024/25 were:

Bankers National Westminster Bank plc  
Unit 164-166 Midsummer Arcade,  
Central Milton Keynes  
MK9 3BA

Independent Examiner Joanna Halcrow ACMA  
29, Jenner Crescent  
Kingsthorpe  
Northampton  
NN2 8NB

Mr Keith Brooks acted as the principal officer overseeing the day to day financial management and accounting for the Charity.

Day to day financial management was vested with Ms Sue Horner.

## **Structure, Governance and Management**

The Charity's unrestricted fund was established using the model declaration of trust and all funds held on trust as at the date of registration were all part of this unrestricted fund. Subsequent donations and gifts received by the Charity are attributable to the original fund or have been recorded against designated funds which identify planned usage.

Newly appointed Trustees are provided with information about the Charity, including the Charity constitution, Trustees' annual report and accounts, access to the Charity's policies and procedures, and information about trusteeship and are provided with any specific training that their role may require.

Acting for the Trustees, the Operations group, is responsible for the day to day management of the Charity. The Committee is required to:

- Monitor the current operational arrangements for sessions held to ensure service, safeguarding and safety standards are fully complied with.
- Review all accident and incident reports and endorse remedial action as appropriate.
- Consider proposals for service developments and changes in activities undertaken.
- Ensure maintenance of member records to meet duty of care requirements.

## **Public Benefit Test**

In accordance with the 2011 Charities Act the Trustees have ensured that due regard has been taken to ensure that all expenditure incurred has met the Public Benefit test taking due regard to the fact that it is a member organisation.

## **Fundraising activities**

The charity utilised a consultant to support the submission of grant applications to both support both running costs and purchase of further equipment as required. The cost of fundraising for the grants obtained was 34% for in year results.

## **Risk Management**

The major risks to which the Charity is exposed have been identified and considered.

They have been reviewed and systems established, including a formal risk register, which has been subject to review and includes reference to mitigating actions.

The most significant risks relate to care of service users and detailed care plans are maintained to mitigate against this, along with specific risk assessments for all high risk activities.

Income and Expenditure is being monitored in total and is compared with the approved plan on a quarterly basis, to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

## **Reserves Policy**

The charity seeks to maintain a cash reserve equivalent to at least four months operating expenditure.

## **Having read all about us, please consider supporting the work of the Charity**

If you would like to volunteer to be a helper, please contact Kate Yuill on 07519 846972

If you wish to make a donation, please talk to us. Our future plans will all require specific startup funding before we can progress our planned growth in service provision.

You can also keep in touch with us on Facebook.

If you would like to make a donation or support any of our activities, please email us at [trustees@fdsnorthants.org.uk](mailto:trustees@fdsnorthants.org.uk)

## **Statement of Trustee responsibilities in respect of the Trustee annual report and the financial statements**

Under charity law, the Trustees are responsible for preparing the annual report and the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of expenditure over income for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustee:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustees are required to act in accordance with the trust deed of the Charity, within the framework of trust law. The Trustee is responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustee to ensure that, where any statements of accounts are prepared by the Trustee under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. The Trustee has general responsibility for taking such steps as are reasonably open to the Trustee to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

**Signed on behalf of the trustee:**

**Name: Keith Brooks**

**Treasurer**

**Favell Day Services Statement of Financial Activities  
For the year ending 31 May 2025**

	12 months to 31st May 2025			12 months to 31st May 2024
	General Fund	Designated Fund	Total	
	£	£	£	£
<b>INCOME:</b>				
Charitable Activities	88,597	0	88,597	77,354
Donations	1,609	0	1,609	1,502
Legacies	0	0	0	0
Fund raising	4,047	0	4,047	471
Grants received	7,980	2,000	9,980	23,236
<b>Total incoming resources</b>	<b>102,233</b>	<b>2,000</b>	<b>104,233</b>	<b>102,563</b>
<b>EXPENDITURE ON:</b>				
Fundraising	4,680	0	4,680	3,393
Charitable Activities				
Care staff costs	60,309	0	60,309	62,118
Venue hire	13,093	0	13,093	14,580
Other direct costs	9,778	5,142	14,920	9,024
Charity Overheads	6,136	4,359	10,495	9,026
<b>Total resources expended</b>	<b>93,996</b>	<b>9,501</b>	<b>103,497</b>	<b>98,141</b>
Transfers between funds	0	0	0	0
<b>Net movement in funds</b>	<b>8,237</b>	<b>(7,501)</b>	<b>736</b>	<b>4,422</b>
<b>Reconciliation of Funds</b>				
Total funds brought forward	11,956	15,878	27,834	23,412
Total funds carried forward	20,193	8,377	28,570	27,834

**Favell Day Services Balance sheet  
As at 31 May 2025**

**Charity No 1162011**

	31-May-25		31-May-24
	£		£
<b>Fixed assets:</b>			
Equipment	2,829		944
Investments	0		0
<b>Total fixed assets</b>	<b>2,829</b>		<b>944</b>
<b>Current assets:</b>			
Debtors	8,893		12,045
Cash on Deposit	0		0
Cash at bank and in hand	16,848		18,045
<b>Total current assets</b>	<b>25,741</b>		<b>30,090</b>
<b>Liabilities</b>			
Creditors: Amounts falling due	0		3,200
<b>Net current assets</b>	<b>25,741</b>		<b>26,890</b>
<b>Net assets of the charity</b>	<b>28,570</b>		<b>27,834</b>
<b>Funds of the Charity</b>			
Unrestricted Funds	20,193		11,956
Designated Funds	8,377		15,878
Endowment Funds	0		0
<b>Total funds</b>	<b>28,570</b>		<b>27,834</b>

Signed *Keith Brooks*

Charity Treasurer

## **Notes on the accounts**

### **1. Accounting Policies**

#### **(a) Basis of preparation**

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at market value. The financial statements have been prepared 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) (effective 1 January 2015) and the Charities Act 2011.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

#### **(b) Funds structure**

The charity currently has no Restricted funds which are to be used in accordance with specific restrictions imposed by the donor.

Unrestricted funds include designated funds, where the donor has made known their non-binding wishes or where the trustees, at their discretion, have created a fund for a specific purpose.

#### **(c) Incoming resources**

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

#### **(d) Incoming resources from legacies**

Legacies are accounted for as incoming resources either upon receipt or where the receipt of funds in relation to the legacy is probable; this will be once confirmation has been received from the representatives of the estate(s) that probate has been granted, and that the executors have established that there is sufficient assets in the estate to pay the legacy and once all conditions attached to the legacy have been fulfilled.

#### **(e) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the Statement of Financial Activities. Expenditure is recognised when the following criteria are met:

- There is a present legal or constructive obligation resulting from a past event
- It is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement
- The amount of the obligation can be measured or estimated reliably.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Contractual arrangements are recognised as goods or services supplied.

**(f) Charitable activities**

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs comprise direct costs and the overhead and support costs as shown in note 5.

**(g) Fixed asset and depreciation**

Fixed assets are included at cost where that is greater than £500. Depreciation is provided so as to write off the cost of fixed assets on a straight-line basis over their expected useful economic lives, currently all items are considered to have a 3 year life.

**(h) Financial Investments and realised gains and losses**

Not applicable.

**(i) Pensions**

The charity currently utilises NEST as its pensions provider.

**(j) Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable trust for UK income tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Part 10 Income Tax Act 2007 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**2. Related party transactions**

The member trustees are either users or carers who benefit from the service provided by the charity. They receive no incremental benefit from the role of being a trustee.

The Co-opted Trustees have received no honoraria, emoluments or expenses in the year and the Trustee has not purchased trustee indemnity insurance.

**3. Charitable income**

Members are charged on a per session basis, the charging structure is structured reflecting level of support required and is designed to recover direct running costs with a small contribution towards the Charity's general overheads.

Where a member is unable to attend due to illness then a minimum of half the usage charge is still required to be paid to cover non avoidable costs.

#### 4. Analysis of voluntary income and Grants

	2024/25	2023/24
	£	£
Donations	1,502	1,325
Collecting tins	0	102
Fund raising activities	4,047	471
Gift aid claims	107	75
<b>Total</b>	<b>5,656</b>	<b>1,973</b>

Details of 2024/25 grants received

	£	£
<b>Local authority grants</b>		
WNCC Household support fund	480	
<b>Charitable organisations</b>		
Coyle Foundation	6000	
Northants community aid	1500	
 Designated		
The Sudborough trust	2000	For purchase of new equipment
R	9,980	

Comparative figures for 2023/24

<b>Local company grants</b>	£	
DFA law	100	
 <b>Charitable organisations</b>		
Maud Elkington Trust	2,000	
Albert Hunt Trust	4,500	
The Sudborough Trust	5,000	
Beatrice Laing Trust	2,500	
Benham Charitable Trust	2,000	
Geoff & Fiona Squire	2,500	
Douglas Compton James	2,000	
Christopher Reeves CT	2,000	
 Barchester Foundation	636	For member trips and activities
	<u>23,236</u>	

## 5. Analysis of support costs and overheads

Total support and overhead costs of the charity excluding fundraising was £10,495 (£9,026 2023/24).

	12 months to 31st May 2025			12 months to 31st May 2024
	General Fund £	Designated Fund £	Total £	£
Service development staff cost	0	4,359	4,359	5078
Telephone	138	0	138	138
Postage	45	0	45	12
Advertising	0	0	0	39
Legal & professional fees	4,573	0	4,573	2,469
DBS Checks	0	0	0	0
Insurance	1,380	0	1,380	1,290
Audit Fees	0	0	0	0
<b>Total</b>	<b>6,136</b>	<b>4,359</b>	<b>10,495</b>	<b>9,026</b>

The costs allocated to the General Fund have been treated as directly supporting service provision.

## 6. Transfers between funds

There were no specific transfers in year.

## 7. Analysis of staff costs

	<b>2024/25</b>	<b>2023/24</b>
	<b>£</b>	<b>£</b>
Salaries and wages	64,118	66,613
Employers pension costs	549	584
Employers National Insurance	0	0
<b>Total cost</b>	<b>64,667</b>	<b>67,197</b>

The charity employed 6 (2023/24: 6) part time staff.

No employees had emoluments in excess of £60k.

## 8. Examiner's remuneration

The examiner has undertaken the examination on a voluntary basis without remuneration.

## 9. Fixed Assets

	<b>Land</b>	<b>Buildings</b>	<b>Fixtures, fittings and equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward (gross cost)	0	0	15,314	15,314
Additions			4,243	4,243
Revaluations (+/-)				
Disposals (-)				
Balance carried forward (gross cost)	0	0	19,557	19,557

Balance brought forward (accumulated depreciation)			14,370	14,370
Depreciation charge for year (-)			2,358	2,358
Revaluations (+/-)				
Disposals (-)				
Balance carried forward (accumulated depreciation)			16,728	16,728
Brought forward (net book value)	0	0	0	0
Carried forward (net book value)	0	0	2,829	2,829

## 10. Fixed asset investments

The charity currently has no specific investments.

## 11. Analysis of current assets

### Debtors under 1 year

	<b>As at 31 May-25 £</b>	<b>As at 31 May-24 £</b>
Service user charges	8,421	11,534
Prepayments	472	436
Other Debtors	0	0
	<u>8,893</u>	<u>11,970</u>

### Analysis of cash at bank

	<b>As at 31 May-25 £</b>	<b>As at 31 May-24 £</b>
Bank balance held in NatWest current account	16,486	17,538
Balance on Equals purchase card	188	256
Cash	174	251
	<u>16,848</u>	<u>18,045</u>

## 12. Analysis of current liabilities and long term creditors

	<b>As at 31 May-25 £</b>	<b>As at 31 May-24 £</b>
Trade Creditors	0	1,200
Other Creditors	0	2,000
	<u>0</u>	<u>3,200</u>

There are no long term creditors.

### 13 Analysis of movements on each fund.

	B/F 01/06/2024	Incoming Resources	Outgoing Resources	Transfers	31/05/2025
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	11,956	102,233	93,996	0	20,193
<b>Designated funds</b>					
Business development	15,436	0	7,059	0	8,377
	-				-
Equipment Fund	442	2,000	2,442	0	0
<b>Total Funds</b>	<b>27,834</b>	<b>104,233</b>	<b>103,497</b>	<b>0</b>	<b>28,570</b>

#### Previous year comparatives

	B/F 01/06/2023	Incoming Resources	Outgoing Resources	Transfers	31/05/2024
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	746	99,427	88,217	0	11,956
<b>Designated funds</b>					
Business development	20,515	2,500	7,579	0	15,436
Members events	287	636	923	0	0
	-				-
Staff benefits	209	0	209	0	0
Equipment Fund	1,656	0	1,214	0	442
<b>Total Funds</b>	<b>23,413</b>	<b>102,563</b>	<b>98,142</b>	<b>0</b>	<b>27,834</b>

## INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF FAVELL HOUSE DAY SERVICES

This report is on the accounts of the charity for the period ended 31st May 2025 which are set out on pages 16 - 24 of this report.

Respective responsibilities of the trustees and the examiner

The trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is 'limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect the requirements:
  - That proper accounting records are kept in accordance with section 130 of the 2011 Act;
  - and
  - accounts are prepared which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date 1 October 2025

Name Joanna Halcrow

**FAVELL DAY SERVICES**

England & Wales - Charity number 1162011

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# Accounts

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# Favell Day Services

ANNUAL REPORT & ACCOUNTS FOR YEAR  
ENDING 31 MAY 2024

## Annual Report and Accounts for the period ending 31 May 2024

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## **Foreword by the Trustees of Favell Day Services**

Welcome to our ninth formal Annual Report which I trust is both helpful and informative.

We would specifically like to thank both our employees and volunteers who have worked in such a committed way to continue the work of the Charity during the past year, so that it was able to continue providing day care support for our members.

The year has seen us continue offering three sessions per week. Through the year we have needed to adapt our programme and level of support in response to many of our members condition deteriorating.

Finally, I extend thanks to my fellow trustees for their active contribution to the management of the Charity during the year.

**Keith Brooks**

Charity Treasurer

## **Who We Are and what we aim to do**

Favell Day Services was registered as a Charitable Incorporated Organisation under registration number 1162011 on the 4th June 2015, having operated from January 2014 with oversight from Northamptonshire Health Charity whilst the formal charity registration process was undertaken.

The Charity objective is to provide or assist in the provision of facilities for recreation or other leisure time occupation for persons over the age of 18, who have need thereof by reason of a physical disability, with the object of improving their life experience and living conditions.

It's current area of operation is Northampton, but its longer term ambition remains to extend its service provision to other parts of Northamptonshire.

Members of the Charity are asked to pay for the service they receive while the charity seeks to augment this income with grants, donations, legacies and community fund raising activities.

The care service specifically seeks to provide an enjoyable care environment for its members while also providing a break for carers and family members.

We would like you to support us in our crucial work, so please read on, and let us tell you more about ourselves, what we do, what we have achieved and how we go about spending the money given to us.

In setting its objectives and making its plans for the year, the trustees gave consideration to the Charity Commission's general guidance on public benefit and in particular to the public benefit of providing support for the relief of ill-health.

## **Introducing our Trustees**

### **Keith Brooks**

My initial involvement with FDS was during the period when the local NHS charity acted as fund custodian, and I offered advice in progressing charity registration. I was asked to continue as a trustee and have continued my involvement seeing the value of the service provided to its service user members. I bring a variety of experience gained from both the NHS and faith charity sectors.

### **Nick Flynn**

I joined FDS in July 2022 and have cerebral palsy and use a wheelchair. I have been undertaking voluntary and charity work for most of my life. I am currently involved with the “Rockin Roadrunner” charity which provides Disco Nights with live entertainment in a safe environment at a local Night club for disabled people They also provide a community music and performance festival in a local park once a year. I also volunteer at the local Mencap group and help run the community centre where I live in Abington Northampton.

My interests include computing and technology along with environmental challenges and recycling. I hope to bring my knowledge about disability and community work to support the work of the trustee body.

### **.Jean Howell**

I am the mother of 3 grownup children. I worked as PA/Secretary before having my children. More recently I have studied with OU and gained a BA Hons in Humanities. I am a volunteer with FDS on Wednesdays and was nominated as a Trustee in this capacity. I have considerable voluntary work experience including at Cynthia Spencer Hospice and being County Secretary for Girl Guides.

### **Tina Rivett**

I started as a volunteer in September 2021 when my granddaughter started school. I became a trustee in December 2021 following the Charity AGM having been nominated to represent the other volunteers and also the members.

### **Nick Tack**

I joined FDS in November 2022 having originally been diagnosed with ataxia 14 years ago. My illness affected my work which was in construction for 25 years. I felt offering to become a trustee would give me a sense of worth and mean I could contribute to the oversight of the charity and represent the other members.

I have 2 children and I enjoy cinema, listening to all types of music and quizzes.

### **Michaela Twigg**

I joined FDS as a service user in 2018 and have enjoyed myself immensely. As a nominated service user representative, I seek to represent their views and as a relative newbie to the trust seek to offer a different perspective. I am an older person and wheelchair user, my hobbies include knitting, cooking and card making.

### **Giles West**

I believe that services should be designed by those who use them. As Business Development Manager for NHFT, the founder members of the Charity asked me to provide support with the initial service planning and their journey to creating a member led organisation. I was privileged to subsequently be asked to continue as a trustee.

### **Jenny Wright**

I worked as a teacher prior to my illness and particularly enjoyed working with dyslexic children towards the end. I was diagnosed over twenty years ago with Cerebellar Ataxia. This causes balance problems and my particular strain is genetic. I attended Favell House for a few years until the closure and have been a member of FDS since its formation. As a service user I am in a good position to observe problems and needs as they arise and seek to bring this understanding to trustee discussions.

## Operational review

During the year we have continued three-day provision and have been able to offer places to new members within the constraints of the available space at each venue.

One of the notable trends in new member referrals is that their physical health often requires significantly higher levels of care support from our staff.

We do however believe that we have successfully continued to meet our objectives which was endorsed by the results of our annual member survey.

The support received from our volunteers has also been essential both with our activity programme and providing increased levels of social interaction for our members.

Grant support received during the year significantly helped towards funding our running costs thanks to the services of our fundraising consultant.

**The overall financial performance for the year is summarised below: -.**

	12 months to 31st May 2024		12 months to 31st May 2023
	£000's		£000's
<b>Income</b>			
Charitable activities	77		73
Donations	1		4
Fundraising	1		1
Legacies	0		0
Grants from charities	23		8
<b>Total income</b>	<b>102</b>		<b>86</b>
<b>Expenditure</b>			
Care staff costs	62		65
Venue hire	15		14
Other direct costs	9		10
Fundraising	3		2
Charity Overheads	9		9
<b>Total Expenditure</b>	<b>98</b>		<b>100</b>
<b>Net incoming/ (outgoing) resources</b>	<b>4</b>		<b>(14)</b>

## A review of the year in pictures



*June 2023- A visit from the United African Association, showing us the sounds of the Djembe drum.*



*July 2023- A visit from Lucia's Tiny Farm.*



*August 2023- Painting flower pots and potting our pansies.*



*August 2023- A trip out to Poppyfield's Pub*



*October 2023- Wind chime making.*



*October 2023- A visit from Icarus Falconry*



*November 2023- Remembrance Day poppy painting.*



*December 2023- Christmassy flower arranging courtesy of volunteer Sue!*



*December 2023- a visit from Father Christmas, an Elf and a Reindeer!*



*February 2024- Valentine's Decor*



*March 2024- A visit from member NT's new puppies!*



*March 2024- Red Nose Day cake decorating!*



March 2024- St Patrick's Day Celebrations



March 2024- Easter Raffle and Poke game



April 2024- Jam Tart Making!



May 2024- Making Bread and Butter Pudding

Without the valued contribution of our volunteers we would be unable to provide the variety or range of activities so we sought to record our appreciation during volunteers week at the beginning of June 2024 with gifts of appreciation.



## **Member support**

A key to the effective financing of the service is the support individual members receive through the funding they receive in their individual care budgets. To this end the care team seek to give effective support to our members with regard to the ongoing conversations with the funding agencies to ensure the appropriate financial support is received.

## **Charity plans for 2024/25**

The plans for the coming year are focused on both consolidating our current service provision whilst looking for potential alternate or additional venues to offer increased capacity.

We continue to be open to receive new member referrals subject to capacity and level of care needs.

## Trustee Annual Report on Finance and Governance

### Basis of preparation and legal framework

The Trustees of Favell Day Services present the Annual Report together with the Financial Statements for the year ended 31 May 2024.

The Charity's annual report and accounts for the year ended 31 May 2024 have been prepared in accordance with the Charities Act 2011 and the Charities: Statement of Recommended Practice 2015 as applicable to the Financial Reporting Standard FRS102.

Full Name of Charity: Favell Day Services

Registration Charity Number: 1162011

The principal office is at: 2a Stanfield Road  
Duston  
Northampton  
NN5 6EZ

The advisors and administrators used by the Charity during 2023/24 were:

Bankers National Westminster Bank plc  
Unit 164-166 Midsummer Arcade,  
Central Milton Keynes  
MK9 3BA

Independent Examiner Joanna Halcrow ACMA  
29, Jenner Crescent  
Kingsthorpe  
Northampton  
NN2 8NB

Mr Keith Brooks acted as the principal officer overseeing the day to day financial management and accounting for the Charity.

Day to day financial management was vested with Ms Sue Horner.

## **Structure, Governance and Management**

The Charity's unrestricted fund was established using the model declaration of trust and all funds held on trust as at the date of registration were all part of this unrestricted fund. Subsequent donations and gifts received by the Charity are attributable to the original fund or have been recorded against designated funds which identify planned usage.

Newly appointed Trustees are provided with information about the Charity, including the Charity constitution, Trustees' annual report and accounts, access to the Charity's policies and procedures, and information about trusteeship and are provided with any specific training that their role may require.

Acting for the Trustees, the Operations group, is responsible for the day to day management of the Charity. The Committee is required to:

- Monitor the current operational arrangements for sessions held to ensure service, safeguarding and safety standards are fully complied with.
- Review all accident and incident reports and endorse remedial action as appropriate.
- Consider proposals for service developments and changes in activities undertaken.
- Ensure maintenance of member records to meet duty of care requirements.

## **Public Benefit Test**

In accordance with the 2011 Charities Act the Trustees have ensured that due regard has been taken to ensure that all expenditure incurred has met the Public Benefit test taking due regard to the fact that it is a member organisation.

## **Fundraising activities**

The charity utilised a consultant to support the submission of grant applications to both support both running costs and purchase of further equipment as required. The cost of fundraising for the grants obtained was 14% for in year results.

## **Risk Management**

The major risks to which the Charity is exposed have been identified and considered.

They have been reviewed and systems established, including a formal risk register, which has been subject to review and includes reference to mitigating actions.

The most significant risks relate to care of service users and detailed care plans are maintained to mitigate against this, along with specific risk assessments for all high risk activities.

Income and Expenditure is being monitored in total and is compared with the approved plan on a quarterly basis, to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

## **Reserves Policy**

The charity seeks to maintain a cash reserve equivalent to at least four months operating expenditure.

## **Having read all about us, please consider supporting the work of the Charity**

If you would like to volunteer to be a helper, please contact Kate Yuill on 07519 846972

If you wish to make a donation, please talk to us. Our future plans will all require specific startup funding before we can progress our planned growth in service provision.

You can also keep in touch with us on Facebook.

If you would like to make a donation or support any of our activities, please email us at [trustees@fdsnorthants.org.uk](mailto:trustees@fdsnorthants.org.uk)

## **Statement of Trustee responsibilities in respect of the Trustee annual report and the financial statements**

Under charity law, the Trustees are responsible for preparing the annual report and the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of expenditure over income for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustee:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustees are required to act in accordance with the trust deed of the Charity, within the framework of trust law. The Trustee is responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustee to ensure that, where any statements of accounts are prepared by the Trustee under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. The Trustee has general responsibility for taking such steps as are reasonably open to the Trustee to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

**Signed on behalf of the trustee:**

**Name: Keith Brooks**

**Treasurer**

**Favell Day Services Statement of Financial Activities  
For the year ending 31 May 2024**

	12 months to 31st May 2024			12 months to 31st May 2023
	General Fund	Designated Fund	Total	
	£	£	£	£
<b>INCOME:</b>				
Charitable Activities	77,354	0	77,354	73,437
Donations	1,502	0	1,502	4,299
Legacies	0	0	0	0
Fund raising	471	0	471	557
Grants received	20,100	3,136	23,236	8,000
<b>Total incoming resources</b>	<b>99,427</b>	<b>3,136</b>	<b>102,563</b>	<b>86,293</b>
<b>EXPENDITURE ON:</b>				
Fundraising	3,393	0	3,393	2,066
Charitable Activities				
Care staff costs	62,118	0	62,118	65,529
Venue hire	12,080	2,500	14,580	14,083
Other direct costs	6,678	2,346	9,024	9,603
Charity Overheads	3,947	5,078	9,026	9,202
<b>Total resources expended</b>	<b>88,217</b>	<b>9,924</b>	<b>98,141</b>	<b>100,483</b>
Transfers between funds	0	0	0	0
<b>Net movement in funds</b>	<b>11,210</b>	<b>(6,788)</b>	<b>4,422</b>	<b>(14,190)</b>
<b>Reconciliation of Funds</b>				
Total funds brought forward	746	22,667	23,412	37,602
Total funds carried forward	11,956	15,878	27,834	23,412

**Favell Day Services Balance sheet  
As at 31 May 2024**

**Charity No 1162011**

	31-May-24		31-May-23
	£		£
<b>Fixed assets:</b>			
Equipment	944		1,886
Investments	0		0
<b>Total fixed assets</b>	<b>944</b>		<b>1,886</b>
<b>Current assets:</b>			
Debtors	12,045		9,686
Cash on Deposit	0		0
Cash at bank and in hand	18,045		13,040
<b>Total current assets</b>	<b>30,090</b>		<b>22,726</b>
<b>Liabilities</b>			
Creditors: Amounts falling due	3,200		1,200
<b>Net current assets</b>	<b>26,890</b>		<b>21,526</b>
<b>Net assets of the charity</b>	<b>27,834</b>		<b>23,412</b>
<b>Funds of the Charity</b>			
Unrestricted Funds	11,956		745
Designated Funds	15,878		22,667
Endowment Funds	0		0
<b>Total funds</b>	<b>27,834</b>		<b>23,412</b>

Signed *Keith Brooks*

Trustee

## **Notes on the accounts**

### **1. Accounting Policies**

#### **(a) Basis of preparation**

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at market value. The financial statements have been prepared 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) (effective 1 January 2015) and the Charities Act 2011.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

#### **(b) Funds structure**

The charity currently has no Restricted funds which are to be used in accordance with specific restrictions imposed by the donor.

Unrestricted funds include designated funds, where the donor has made known their non-binding wishes or where the trustees, at their discretion, have created a fund for a specific purpose.

#### **(c) Incoming resources**

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

#### **(d) Incoming resources from legacies**

Legacies are accounted for as incoming resources either upon receipt or where the receipt of funds in relation to the legacy is probable; this will be once confirmation has been received from the representatives of the estate(s) that probate has been granted, and that the executors have established that there is sufficient assets in the estate to pay the legacy and once all conditions attached to the legacy have been fulfilled.

#### **(e) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the Statement of Financial Activities. Expenditure is recognised when the following criteria are met:

- There is a present legal or constructive obligation resulting from a past event
- It is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement
- The amount of the obligation can be measured or estimated reliably.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Contractual arrangements are recognised as goods or services supplied.

**(f) Charitable activities**

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs comprise direct costs and the overhead and support costs as shown in note 5.

**(g) Fixed asset and depreciation**

Fixed assets are included at cost where that is greater than £500. Depreciation is provided so as to write off the cost of fixed assets on a straight-line basis over their expected useful economic lives, currently all items are considered to have a 3 year life.

**(h) Financial Investments and realised gains and losses**

Not applicable.

**(i) Pensions**

The charity currently utilises NEST as its pensions provider.

**(j) Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable trust for UK income tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Part 10 Income Tax Act 2007 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**2. Related party transactions**

The member trustees are either users or carers who benefit from the service provided by the charity. They receive no incremental benefit from the role of being a trustee.

The Co-opted Trustees have received no honoraria, emoluments or expenses in the year and the Trustee has not purchased trustee indemnity insurance.

**3. Charitable income**

Members are charged on a per session basis, the charging structure is structured reflecting level of support required and is designed to recover direct running costs with a small contribution towards the Charity's general overheads.

Where a member is unable to attend due to illness then a minimum of half the usage charge is still required to be paid to cover non avoidable costs.

#### 4. Analysis of voluntary income and Grants

	2023/24	2022/23
	£	£
Donations	1,325	4,185
Collecting tins	102	21
Fund raising activities	471	557
Gift aid claims	75	93
<b>Total</b>	<b>1,973</b>	<b>4,856</b>

Details of 2023/24 grants received

<b>Local company grants</b>	£	
DFA law	100	
<b>Charitable organisations</b>		
Maud Elkington Trust	2,000	
Albert Hunt Trust	4,500	
The Sudborough Trust	5,000	
Beatrice Laing Trust	2,500	
Benham Charitable Trust	2,000	
Geoff & Fiona Squire	2,500	
Douglas Compton James	2,000	
Christopher Reeves CT	2,000	
Barchester Foundation	636	For member trips and activities
	<u>23,236</u>	

Comparative figures for 2022/23

	£
<b>Charitable organisations</b>	
Maud Elkington Trust	1,500
Beatrice Laing Trust	2,500
Albert Hunt Trust	2,000
The Sudborough Trust	2,000
	<u>8,000</u>

## 5. Analysis of support costs and overheads

Total support and overhead costs of the charity excluding fundraising was £9,026 (£9,202 2022/23).

	12 months to 31st May 2024			12 months to 31st May 2023
	General Fund	Designated Fund	Total	
	£	£	£	£
Service development staff cost	0	5,078	5,078	4,990
Telephone	138	0	138	72
Postage	12	0	12	8
Advertising	39	0	39	0
Legal & professional fees	2,469	0	2,469	2,924
DBS Checks	0	0	0	0
Insurance	1,290	0	1,290	1,208
Audit Fees	0	0	0	0
<b>Total</b>	<b>3,948</b>	<b>5,078</b>	<b>9,026</b>	<b>9,202</b>

The costs allocated to the General Fund have been treated as directly supporting service provision.

## 6. Transfers between funds

There were no specific transfers in year.

## 7. Analysis of staff costs

	2023/24	2022/23
	£	£
Salaries and wages	66,613	69,645
Employers pension costs	584	874
Employers National Insurance	0	0
<b>Total cost</b>	<b>67,197</b>	<b>70,519</b>

The charity employed 6 (2022/23: 6) part time staff.

No employees had emoluments in excess of £60k.

## 8. Examiner's remuneration

The examiner has undertaken the examination on a voluntary basis without remuneration.

## 9. Fixed Assets

	Land £	Buildings £	Fixtures, fittings and equipment £	Total £
Balance brought forward (gross cost)	0	0	15,314	15,314
Additions				
Revaluations (+/-)				
Disposals (-)				
Balance carried forward (gross cost)	0	0	15,314	15,314

Balance brought forward (accumulated depreciation)			13,427	13,427
Depreciation charge for year (-)			943	943
Revaluations (+/-)				
Disposals (-)				
Balance carried forward (accumulated depreciation)			14,370	14,370
Brought forward (net book value)	0	0	0	0
Carried forward (net book value)	0	0	944	944

## 10. Fixed asset investments

The charity currently has no specific investments.

## 11. Analysis of current assets

### Debtors under 1 year

	<b>As at 31 May-24 £</b>	<b>As at 31 May-23 £</b>
Service user charges	11,534	9,269
Prepayments	436	417
Other Debtors	0	0
	<u>11,970</u>	<u>9,686</u>

### Analysis of cash at bank

	<b>As at 31 May-24 £</b>	<b>As at 31 May-23 £</b>
Bank balance held in NatWest current account	17,538	12,710
Balance on Equals purchase card	256	188
Cash	251	142
	<u>18,045</u>	<u>13,040</u>

## 12. Analysis of current liabilities and long term creditors

	<b>As at 31 May-24 £</b>	<b>As at 31 May-23 £</b>
Trade Creditors	1,200	1,200
Other Creditors	2,000	0
	<u>3,200</u>	<u>1,200</u>

There are no long term creditors.

### 13 Analysis of movements on each fund.

	B/F 01/06/2023	Incoming Resources	Outgoing Resources	Transfers	31/05/2024
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	745	99,427	88,218		11,955
<b>Designated funds</b>					
Business development	20,515	2,500	7,578		15,437
Members events	287	636	923		0
Winter warmth support	0				0
Staff benefits	209		209		0
Equipment Fund	1,656		1,214		442
<b>Total Funds</b>	<b>23,412</b>	<b>102,563</b>	<b>98,142</b>	<b>0</b>	<b>27,834</b>

### Previous year comparatives

	B/F 01/06/2022	Incoming Resources	Outgoing Resources	Transfers	31/05/2023
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	2,511	83,293	87,890	2,831	745
<b>Designated funds</b>					
Business development	25,505	2,500	7,490		20,515
Members events	1,812		1,525		287
Winter warmth support	480		480		0
Staff benefits		500	291		209
Equipment Fund	7,294		2,807	(2,831)	1,656
<b>Total Funds</b>	<b>37,602</b>	<b>86,293</b>	<b>100,483</b>	<b>0</b>	<b>23,412</b>

## INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF FAVELL HOUSE DAY SERVICES

This report is on the accounts of the charity for the period ended 31st May 2024 which are set out on pages 17 - 25 of this report.

Respective responsibilities of the trustees and the examiner

The trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is 'limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect the requirements:
  - That proper accounting records are kept in accordance with section 130 of the 2011 Act;
  - and
  - accounts are prepared which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date 1 October 2024

Name Joanna Halcrow

**FAVELL DAY SERVICES**

England & Wales - Charity number 1162011

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# Accounts

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# Favell Day Services

ANNUAL REPORT & ACCOUNTS FOR YEAR  
ENDING 31 MAY 2023

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## Annual Report and Accounts for the period ending 31 May 2023

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## **Foreword by the Trustees of Favell Day Services**

Welcome to our eighth formal Annual Report which I trust is both helpful and informative.

We would specifically like to thank both our employees and volunteers who have worked in such a committed way to continue the work of the Charity during the past year, so that it was able to continue providing day care support for our members.

The year has seen us continue to adapt our working arrangements to reflect the gradual relaxation of social distancing best practice guidance. The year has seen us continue offering three sessions per week, whilst needing to adapt to many of our members condition deteriorating such that the level of care required has increased.

Finally, I extend thanks to my fellow trustees for their active contribution to the management of the Charity during the year.

**Keith Brooks**

Charity Treasurer

## **Who We Are and what we aim to do**

Favell Day Services was registered as a Charitable Incorporated Organisation under registration number 1162011 on the 4th June 2015, having operated from January 2014 with oversight from Northamptonshire Health Charity whilst the formal charity registration process was undertaken.

The Charity objective is to provide or assist in the provision of facilities for recreation or other leisure time occupation for persons over the age of 18, who have need thereof by reason of a physical disability, with the object of improving their life experience and living conditions.

It's current area of operation is Northampton, but its longer term ambition remains to extend its service provision to other parts of Northamptonshire.

Members of the Charity are asked to pay for the service they receive while the charity seeks to augment this income with grants, donations, legacies and community fund raising activities.

The care service specifically seeks to provide an enjoyable care environment for its members while also providing a break for carers and family members.

We would like you to support us in our crucial work, so please read on, and let us tell you more about ourselves, what we do, what we have achieved and how we go about spending the money given to us.

In setting its objectives and making its plans for the year, the trustees gave consideration to the Charity Commission's general guidance on public benefit and in particular to the public benefit of providing support for the relief of ill-health.

## **Introducing our Trustees**

### **Keith Brooks**

My initial involvement with FDS was during the period when the local NHS charity acted as fund custodian, and I offered advice in progressing charity registration. I was asked to continue as a trustee and have continued my involvement seeing the value of the service provided to its service user members. I bring a variety of experience gained from both the NHS and faith charity sectors.

### **Jean Howell**

I am the mother of 3 grownup children. I worked as PA/Secretary before having my children. More recently I have studied with OU and gained a BA Hons in Humanities. I am a volunteer with FDS on Wednesdays and was nominated as a Trustee in this capacity. I have considerable voluntary work experience including at Cynthia Spencer Hospice and being County Secretary for Girl Guides.

### **Tina Rivett**

I started as a volunteer in September 2021 when my granddaughter started school. I became a trustee in December 2021 following the Charity AGM having been nominated to represent the other volunteers and also the members.

### **Graham Sowerby**

I have worked within financial services for the last 25 years. My wife is an employee of Favell day services and I was invited to become a co-opted trustee in 2023 to broaden the trustee skills base.

### **Nick Tack**

I joined FDS in November 2022 having originally been diagnosed with ataxia 14 years ago. My illness affected my work which was in construction for 25 years. I felt offering to become a trustee would give me a sense of worth and mean I could contribute to the oversight of the charity and represent the other members.

I have 2 children and I enjoy cinema, listening to all types of music and quizzes.

### **Michaela Twigg**

I joined FDS as a service user in 2018 and have enjoyed myself immensely. As a nominated service user representative, I seek to represent their views and as a relative newbie to the trust seek to offer a different perspective. I am an older person and wheelchair user, my hobbies include knitting, cooking and card making.

**Giles West**

I believe that services should be designed by those who use them. As Business Development Manager for NHFT, the founder members of the Charity asked me to provide support with the initial service planning and their journey to creating a member led organisation. I was privileged to subsequently be asked to continue as a trustee.

**Jenny Wright**

I worked as a teacher prior to my illness and particularly enjoyed working with dyslexic children towards the end. I was diagnosed over twenty years ago with Cerebellar Ataxia. This causes balance problems and my particular strain is genetic. I attended Favell House for a few years until the closure and have been a member of FDS since its formation. As a service user I am in a good position to observe problems and needs as they arise and seek to bring this understanding to trustee discussions.

## **Operational review**

During the year we have continued three-day provision, taking advantage of the further reductions in social distancing requirements to gradually increase numbers at each session.

One of the notable sad effects of the pandemic on our membership has been the deterioration in the physical health of many of our members, meaning a need to increase staffing levels to respond to increased levels of care required and sadly towards the end of the year three of our long-term members died.

Grant support received during the year significantly helped towards funding our running costs thanks to the services of our fundraising consultant.

The overall financial performance for the year is summarised below: -.

	12 months to 31st May 2023		12 months to 31st May 2022
	£000's		£000's
<b>Income</b>			
Charitable activities	73		48
Donations	4		1
Fundraising	1		1
Legacies	0		5
Staff furlough funding	0		0
Grants from charities	8		29
<b>Total income</b>	86		84
<b>Expenditure</b>			
Care staff costs	65		59
Venue hire	14		14
Other direct costs	10		14
Fundraising	2		4
Charity Overheads	9		11
<b>Total Expenditure</b>	100		102
<b>Net incoming/ (outgoing) resources</b>	<b>(14)</b>		<b>(18)</b>

## **Member support**

A key to the effective financing of the service is the support individual members receive through the funding they receive in their individual care budgets. To this end the care team seek to give effective support to our members with regard to the ongoing conversations with the funding agencies to ensure the appropriate financial support is received.

## **Charity plans for 2023/24**

The plans for the current year are focused on consolidating our current service provision and seeking new members whilst also responding to the increased care needs of our current members.

## Trustee Annual Report on Finance and Governance

### Basis of preparation and legal framework

The Trustees of Favell Day Services present the Annual Report together with the Financial Statements for the year ended 31 May 2023.

The Charity's annual report and accounts for the year ended 31 May 2023 have been prepared in accordance with the Charities Act 2011 and the Charities: Statement of Recommended Practice 2015 as applicable to the Financial Reporting Standard FRS102.

Full Name of Charity: Favell Day Services

Registration Charity Number: 1162011

The principal office is at: 2a Stanfield Road  
Duston  
Northampton  
NN5 6EZ

The advisors and administrators used by the Charity during 2022/23 were:

Bankers National Westminster Bank plc  
Unit 164-166 Midsummer Arcade,  
Central Milton Keynes  
MK9 3BA

Independent Examiner Joanna Halcrow ACMA  
29, Jenner Crescent  
Kingsthorpe  
Northampton  
NN2 8NB

Mr Keith Brooks acted as the principal officer overseeing the day to day financial management and accounting for the Charity.

Day to day financial management was vested with Ms Sue Horner.

## **Structure, Governance and Management**

The Charity's unrestricted fund was established using the model declaration of trust and all funds held on trust as at the date of registration were all part of this unrestricted fund. Subsequent donations and gifts received by the Charity are attributable to the original fund or have been recorded against designated funds which identify planned usage.

Newly appointed Trustees are provided with information about the Charity, including the Charity constitution, Trustees' annual report and accounts, access to the Charity's policies and procedures, and information about trusteeship and are provided with any specific training that their role may require.

Acting for the Trustees, the Operations group, is responsible for the day to day management of the Charity. The Committee is required to:

- Monitor the current operational arrangements for sessions held to ensure service, safeguarding and safety standards are fully complied with
- Review all accident and incident reports and endorse remedial action as appropriate.
- Consider proposals for service developments and changes in activities undertaken.
- Ensure maintenance of member records to meet duty of care requirements.

## **Public Benefit Test**

In accordance with the 2011 Charities Act the Trustees have ensured that due regard has been taken to ensure that all expenditure incurred has met the Public Benefit test taking due regard to the fact that it is a member organisation.

## **Fundraising activities**

The charity utilised a consultant to support the submission of grant applications to both support both running costs and purchase of further equipment as required. The cost of fundraising for the grants obtained was 25% for in year results.

## **Risk Management**

The major risks to which the Charity is exposed have been identified and considered.

They have been reviewed and systems established, including a formal risk register, which has been subject to review and includes reference to mitigating actions.

The most significant risks relate to care of service users and detailed care plans are maintained to mitigate against this, along with specific risk assessments for all high risk activities.

Income and Expenditure is being monitored in total and is compared with the approved plan on a quarterly basis, to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

## **Reserves Policy**

The charity seeks to maintain a cash reserve equivalent to at least four months operating expenditure.

## **Having read all about us, please consider supporting the work of the Charity**

If you would like to volunteer to be a helper, please contact Kate Yuill on 07519 846972

If you wish to make a donation, please talk to us. Our future plans will all require specific startup funding before we can progress our planned growth in service provision.

You can also keep in touch with us on Facebook.

If you would like to make a donation or support any of our activities, please email us at [trustees@fdsnorthants.org.uk](mailto:trustees@fdsnorthants.org.uk)

## **Statement of Trustee responsibilities in respect of the Trustee annual report and the financial statements**

Under charity law, the Trustees are responsible for preparing the annual report and the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of expenditure over income for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustee:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustees are required to act in accordance with the trust deed of the Charity, within the framework of trust law. The Trustee is responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustee to ensure that, where any statements of accounts are prepared by the Trustee under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. The Trustee has general responsibility for taking such steps as are reasonably open to the Trustee to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

**Signed on behalf of the trustee:**

**Name: Keith Brooks**

**Treasurer**

**Favell Day Services Statement of Financial Activities  
For the year ending 31 May 2023**

	12 months to 31st May 2023			12 months to 31st May 2022
	General Fund	Designated Fund	Total	
	£	£	£	£
<b>INCOME:</b>				
Charitable Activities	73,437	0	73,437	47,758
Donations	3,799	500	4,299	1,161
Legacies	0	0	0	5,000
Fund raising	557	0	557	659
Grants received	5,500	2,500	8,000	29,500
Staff furlough funding	0	0	0	0
<b>Total incoming resources</b>	<b>83,293</b>	<b>3,000</b>	<b>86,293</b>	<b>84,078</b>
<b>EXPENDITURE ON:</b>				
Fundraising	2,066	0	2,066	3,678
Charitable Activities				
Care staff costs	65,529	0	65,529	59,238
Venue hire	11,583	2,500	14,083	14,433
Other direct costs	4,499	5,104	9,603	14,332
Charity Overheads	4,212	4,990	9,202	10,843
<b>Total resources expended</b>	<b>87,889</b>	<b>12,594</b>	<b>100,483</b>	<b>102,523</b>
Transfers between funds	2,831	(2,831)	0	0
<b>Net movement in funds</b>	<b>(1,765)</b>	<b>(12,425)</b>	<b>(14,190)</b>	<b>(18,445)</b>
<b>Reconciliation of Funds</b>				
Total funds brought forward	2,510	35,092	37,602	56,047
Total funds carried forward	745	22,667	23,412	37,602

**Favell Day Services Balance sheet  
As at 31 May 2023**

**Charity No 1162011**

	31-May-23		31-May-22
	£		£
<b>Fixed assets:</b>			
Equipment	1,887		0
Investments	0		0
Total fixed assets	1,887		0
<b>Current assets:</b>			
Debtors	9,686		4,697
Cash on Deposit	0		0
Cash at bank and in hand	13,040		34,225
Total current assets	22,725		38,922
<b>Liabilities</b>			
Creditors: Amounts falling due	1,200		1,320
Net current assets	21,525		37,602
Net assets of the charity	23,412		37,602
<b>Funds of the Charity</b>			
Unrestricted Funds	745		2,511
Designated Funds	22,667		35,092
Endowment Funds	0		0
Total funds	23,412		37,602

Signed *Keith Brooks*

Trustee

## **Notes on the accounts**

### **1. Accounting Policies**

#### **(a) Basis of preparation**

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at market value. The financial statements have been prepared 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) (effective 1 January 2015) and the Charities Act 2011.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

#### **(b) Funds structure**

The charity currently has no Restricted funds which are to be used in accordance with specific restrictions imposed by the donor.

Unrestricted funds include designated funds, where the donor has made known their non-binding wishes or where the trustees, at their discretion, have created a fund for a specific purpose.

#### **(c) Incoming resources**

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

#### **(d) Incoming resources from legacies**

Legacies are accounted for as incoming resources either upon receipt or where the receipt of funds in relation to the legacy is probable; this will be once confirmation has been received from the representatives of the estate(s) that probate has been granted, and that the executors have established that there is sufficient assets in the estate to pay the legacy and once all conditions attached to the legacy have been fulfilled.

#### **(e) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the Statement of Financial Activities. Expenditure is recognised when the following criteria are met:

- There is a present legal or constructive obligation resulting from a past event
- It is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement
- The amount of the obligation can be measured or estimated reliably.

Irrecoverable VAT is charged against the category of resources expended for which it was Contractual arrangements are recognised as goods or services supplied.

**(f) Charitable activities**

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs comprise direct costs and the overhead and support costs as shown in note 5.

**(g) Fixed asset and depreciation**

Fixed assets are included at cost where that is greater than £500. Depreciation is provided so as to write off the cost of fixed assets on a straight-line basis over their expected useful economic lives, currently all items are considered to have a 3 year life.

**(h) Financial Investments and realised gains and losses**

Not applicable.

**(i) Pensions**

The charity currently utilises NEST as its pensions provider.

**(j) Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable trust for UK income tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Part 10 Income Tax Act 2007 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**2. Related party transactions**

The member trustees are either users or carers who benefit from the service provided by the charity. They receive no incremental benefit from the role of being a trustee.

The Co-opted Trustees have received no honoraria, emoluments or expenses in the year and the Trustee has not purchased trustee indemnity insurance.

**3. Charitable income**

Members are charged on a per session basis, the charging structure is structured reflecting level of support required and is designed to recover direct running costs with a small contribution towards the charities general overheads.

Where a member is unable to attend due to illness then a minimum of half the usage charge is still required to be paid to cover none avoidable costs.

#### 4. Analysis of voluntary income and Grants

	2022/23	2021/22
	£	£
Donations	4,185	998
Collecting tins	21	75
Fund raising activities	557	660
Gift aid claims	93	88
<b>Total</b>	<b>4,856</b>	<b>1,821</b>

Details of 2022/23 grants received

	£
<b>Charitable organisations</b>	
Maud Elkington Trust	1,500
Beatrice Laing Trust	2,500
Albert Hunt Trust	2,000
The Sudborough Trust	2,000
	<u>8,000</u>

Comparative figures for 2021/22

	£	
<b>Local authority grants</b>		
Global Goals fund	3,000	Blackthorn start up support
Winter warmth grant	2,200	Designated for member support
<b>Charitable organisations</b>		
Maud Elkington Trust	1,500	
Alan Davidson Foundation	4,000	Purchase of equipment
Broadway Cottages Trust	300	
Beatrice Laing Trust	2,500	
Frederick & Phyllis Cann Trust	2,000	Purchase of hoist
Northants & Huntingdonshire Masons	5,000	
Benham Charitable Settlement	2,000	
Leather Sellers Company	2,000	
The Archer Trust	2,000	
Francis Winham Foundation	2,000	For member trips and activities
Hartley's Hillards Trust	1,000	
	<u>29,500</u>	

## 5. Analysis of support costs and overheads

Total support and overhead costs of the charity excluding fundraising was £9,202 (£10,843 2021/22).

	12 months to 31st May 2023			12 months to 31st May 2022
	General Fund	Designated Fund	Total	
	£	£	£	£
Service development staff cost	0	4,990	4,990	5944
Telephone	72	0	72	148
Postage	8	0	8	24
Advertising	0	0	0	35
Legal & professional fees	2,924	0	2,924	3,652
DBS Checks	0	0	0	0
Insurance	1,208	0	1,208	1,040
Audit Fees	0	0	0	0
<b>Total</b>	<b>4,212</b>	<b>4,990</b>	<b>9,202</b>	<b>10,843</b>

The costs allocated to the General Fund have been treated as directly supporting service provision

## 6. Transfers between funds

There was a transfer from the Equipment Fund to the General fund related to equipment depreciation during the year.

## 7. Analysis of staff costs

	<b>2022/23</b>	<b>2021/22</b>
	<b>£</b>	<b>£</b>
Salaries and wages	69,645	64,577
Employers pension costs	874	604
Employers National Insurance	0	
<b>Total cost</b>	<b><u>70,519</u></b>	<b><u>65,181</u></b>

The charity employed 6 (2021/22: 6) part time staff

No employees had emoluments in excess of £60k.

## 8. Examiner's remuneration

The examiner has undertaken the examination on a voluntary basis without remuneration.

## 9. Fixed Assets

	Land £	Buildings £	Fixtures, fittings and equipment £	Total £
Balance brought forward (gross cost)	0	0	12,484	12,484
Additions			2,830	2,830
Revaluations (+/-)				
Disposals (-)				
Balance carried forward (gross cost)	0	0	15,314	15,314

Balance brought forward (accumulated depreciation)			12,484	12,484
Depreciation charge for year (-)			943	943
Revaluations (+/-)				
Disposals (-)				
Balance carried forward (accumulated depreciation)			13,427	13,427
Brought forward (net book value)	0	0	0	0
Carried forward (net book value)	0	0	1,887	1,887

## 10. Fixed asset investments

The charity currently has no specific investments.

## 11. Analysis of current assets

### Debtors under 1 year

	<b>As at 31 May-23 £</b>	<b>As at 31 May-22 £</b>
Service user charges	9,269	4,323
Prepayments	417	374
Other Debtors	<u>9,686</u>	<u>4,697</u>

### Analysis of cash at bank

	<b>As at 31 May-23 £</b>	<b>As at 31 May-22 £</b>
Bank balance held in NatWest current account	12,710	33,857
Balance on Equals purchase card	188	92
Cash	<u>142</u>	<u>276</u>
	<u>13,040</u>	<u>34,225</u>

## 12. Analysis of current liabilities and long term creditors

	<b>As at 31 May-23 £</b>	<b>As at 31 May-22 £</b>
Trade Creditors	1,200	500
Other Creditors	<u>0</u>	<u>820</u>
	<u>1,200</u>	<u>1320</u>

There are no long term creditors.

### 13 Analysis of movements on each fund.

	B/F 01/06/2022	Incoming Resources	Outgoing Resources	Transfers	31/05/2023
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	2,510	83,293	87,889	2,831	744
<b>Designated funds</b>					
Business development	25,506	2,500	7,490		20,516
Members events	1,812		1,525		287
Winter warmth support	480		480		-
Staff benefits		500	291		209
Equipment Fund	7,294		2,807	(2,831)	1,656
<b>Total Funds</b>	<b>37,602</b>	<b>86,293</b>	<b>100,482</b>	<b>-</b>	<b>23,412</b>

#### Previous year comparatives

	B/F 01/06/2021	Incoming Resources	Outgoing Resources	Transfers	31/05/2022
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	15,028	73,879	86,397		2,510
<b>Designated funds</b>					
Business development	32,450		6,943		25,506
Summer trips	-	2,000	188		1,812
Winter warmth support	-	2,200	1,720		480
Equipment Fund	8,569	6,000	7,275		7,294
<b>Total Funds</b>	<b>56,047</b>	<b>84,079</b>	<b>102,523</b>	<b>-</b>	<b>37,602</b>

## INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF FAVELL HOUSE DAY SERVICES

This report is on the accounts of the charity for the period ended 31st May 2023 which are set out on pages 13 - 21 of this report.

Respective responsibilities of the trustees and the examiner

The trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is 'limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect the requirements:
  - That proper accounting records are kept in accordance with section 130 of the 2011 Act;
  - and
  - accounts are prepared which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date 11 December 2023

Name Joanna Halcrow

**FAVELL DAY SERVICES**

England & Wales - Charity number 1162011

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# Accounts

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# Favell Day Services

ANNUAL REPORT & ACCOUNTS FOR YEAR  
ENDING 31 MAY 2022

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## Annual Report and Accounts for the period ending 31 May 2022

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## **Foreword by the Trustees of Favell Day Services**

Welcome to our seventh formal Annual Report which I trust is both helpful and informative.

We would specifically like to thank both our employees and volunteers who have worked in such a committed way to continue the work of the Charity during the past year, so that it was able to return to providing day care support for our members following the significant constraints that the Covid 19 pandemic had caused in the previous year.

The year has seen us continue to adapt our working arrangements to reflect continued social distancing best practice guidance. As the year progressed we have been able to return to offering three sessions per week including making use of facilities at the Blackthorn community facilities.

Finally, I extend thanks to my fellow trustees for their active contribution to the management of the Charity during the year.

**Keith Brooks**

Charity Treasurer

## **Who We Are and what we aim to do**

Favell Day Services was registered as a Charitable Incorporated Organisation under registration number 1162011 on the 4th June 2015, having operated from January 2014 with oversight from Northamptonshire Health Charity whilst the formal charity registration process was progressed.

The Charity objective is to provide or assist in the provision of facilities for recreation or other leisure time occupation for persons over the age of 18, who have need thereof by reason of a physical disability, with the object of improving their life experience and living conditions.

It's current area of operation is Northampton, but its longer term ambition remains to extend its service provision to other parts of Northamptonshire.

Members of the Charity are asked to pay for the service they receive while the charity seeks to augment this income with grants, donations, legacies and community fund raising activities.

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In setting its objectives and making its plans for the year, the trustees gave consideration to the Charity Commission's general guidance on public benefit and in particular to the public benefit of providing support for the relief of ill-health.

## **Introducing our Trustees**

### **Keith Brooks**

My initial involvement with FDS was during the period when the local NHS charity acted as fund custodian, and I offered advice in progressing charity registration. I was asked to continue as a trustee and have continued my involvement seeing the value of the service provided to its service user members. I bring a variety of experience gained from both the NHS and faith charity sectors.

### **Jean Howell**

I am the mother of 3 grownup children. I worked as PA/Secretary before having my children. More recently I have studied with OU and gained a BA Hons in Humanities. I am a volunteer with FDS on Wednesdays and was nominated as a Trustee in this capacity. I have considerable voluntary work experience including at Cynthia Spencer Hospice and being County Secretary for Girl Guides.

### **Maureen Jennings**

I was a service user of Favell House from 2007 and became a founder member of Favell Day Services. I have three grown up children and four grandchildren, one boy and three girls. I became a trustee to seek to represent the views of our service members.

### **Liz Johnstone**

I was actively involved with encouraging the formation of the charity and continue as a service user. I have been a governor for NHFT along with being an active member of a number of local groups seeking to support those with particular neurological conditions.

### **Tina Rivett**

I started as a volunteer in September 2021 when my granddaughter started school. I became a trustee in December 2021 following the Charity AGM having been nominated to represent the other volunteers and also the members.

### **Michaela Twigg**

I joined FDS as a service user in 2018 and have enjoyed myself immensely. As a nominated service user representative, I seek to represent their views and as a relative newbie to the trust seek to offer a different perspective. I am an older person and wheelchair user, my hobbies include knitting, cooking and card making.

### **Giles West**

As Business Development Manager for NHFT, the founder members of the Charity asked me to provide support with the initial service planning and asked me to continue as a trustee.

## **Jenny Wright**

I worked as a teacher prior to my illness and particularly enjoyed working with dyslexic children towards the end. I was diagnosed over twenty years ago with Cerebellar Ataxia. This causes balance problems and my particular strain is genetic. I attended Favell House for a few years until the closure and have been a member of FDS since its formation. As a service user I am in a good position to observe problems and needs as they arise and seek to bring this understanding to trustee discussions.

## Operational review

We recommenced provision of day care sessions at St Lukes in April 2021 with revised working arrangements, taking full account of social distancing and best practice guidance. As of the start of June 2021 we had moved to three day opening, but with reduced numbers in each session to comply with continued social distancing requirements.

During the year we have been able to gradually increase numbers in each session as social distancing guidance has been relaxed.

One of the sad effects of the pandemic on our membership has been the deterioration in the physical health of many of our members, meaning a need to increase staffing levels to respond to increased levels of care required.

As of August 2021, we moved our Friday sessions to the Blackthorn Local Centre so providing an alternative site in the eastern part of Northampton as previously.

The level of grant support received during the year significantly helped towards funding our running costs thanks to the services of our fundraising consultant.

The overall financial performance for the year is summarised below: -.

	12 months to 31st May 2022		12 months to 31st May 2021
	£000's		£000's
<b>Income</b>			
Charitable activities	48		42
Donations	1		2
Fundraising	1		0
Legacies	5		0
Staff furlough funding	0		11
Grants from charities	29		9
<b>Total income</b>	<b>84</b>		<b>64</b>
<b>Expenditure</b>			
Care staff costs	59		41
Venue hire	14		2
Other direct costs	14		15
Fundraising	4		0
Charity Overheads	11		9
<b>Total Expenditure</b>	<b>102</b>		<b>67</b>
<b>Net incoming/ (outgoing) resources</b>	<b>(18)</b>		<b>(3)</b>

## **Member support**

A key to the effective financing of the service is the support individual members receive through the funding they receive in their individual care budgets. To this end the care team seek to give effective support to our members with regard to the ongoing conversations with the funding agencies to ensure the appropriate financial support is received.

## **Charity plans for 2022/23**

The plans for the current year are focused on consolidating our current service provision, particularly seeking to further respond to the increased care needs of our members.

## Trustee Annual Report on Finance and Governance

### Basis of preparation and legal framework

The Trustees of Favell Day Services present the Annual Report together with the Financial Statements for the year ended 31 May 2022.

The Charity's annual report and accounts for the year ended 31 May 2022 have been prepared in accordance with the Charities Act 2011 and the Charities: Statement of Recommended Practice 2015 as applicable to the Financial Reporting Standard FRS102.

Full Name of Charity: Favell Day Services

Registration Charity Number: 1162011

The principal office is at: 2a Stanfield Road  
Duston  
Northampton  
NN5 6EZ

The advisors and administrators used by the Charity during 2020/21 were:

Bankers National Westminster Bank plc  
Towcester Branch  
173 Watling Street West  
Towcester  
Northants  
NN12 6FZ

Independent Examiner Joanna Halcrow ACMA  
29, Jenner Crescent  
Kingsthorpe  
Northampton  
NN2 8NB

Mr Keith Brooks acted as the principal officer overseeing the day to day financial management and accounting for the Charity.

Day to day financial management was vested with Ms Sue Horner.

## **Structure, Governance and Management**

The Charity's unrestricted fund was established using the model declaration of trust and all funds held on trust as at the date of registration were all part of this unrestricted fund. Subsequent donations and gifts received by the Charity are attributable to the original fund or have been recorded against designated funds which identify planned usage.

Newly appointed Trustees are provided with information about the Charity, including the Charity constitution, Trustees' annual report and accounts, access to the Charity's policies and procedures, and information about trusteeship and are provided with any specific training that their role may require.

Acting for the Trustees, the Operations group, is responsible for the day to day management of the Charity. The Committee is required to:

- Monitor the current operational arrangements for sessions held to ensure service, safeguarding and safety standards are fully complied with
- Consider and approve requests from potential new service users as to their suitability to attend the day services provided.
- Ensure maintenance of member records to meet basic duty of care requirements.

## **Public Benefit Test**

In accordance with the 2011 Charities Act the Trustees have ensured that due regard has been taken to ensure that all expenditure incurred has met the Public Benefit test taking due regard to the fact that it is a member organisation.

## **Fundraising activities**

The charity utilised a consultant to support the submission of grant applications to both support both running costs and purchase of further equipment as required. The cost of fundraising for the grants obtained was 12% for initial year results.

## **Risk Management**

The major risks to which the Charity is exposed have been identified and considered.

They have been reviewed and systems established, including a formal risk register, which has been subject to review and includes reference to mitigating actions.

The most significant risks relate to care of service users and detailed care plans are maintained to mitigate against this, along with specific risk assessments for all high risk activities.

Income and Expenditure is being monitored in total and is compared with the approved plan on a quarterly basis, to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

## **Reserves Policy**

The charity seeks to maintain a cash reserve equivalent to at least four months operating expenditure.

## **Having read all about us, please consider supporting the work of the Charity**

If you would like to volunteer to be a helper, please contact Kate Yuill on 07519 846972

If you wish to make a donation, please talk to us. Our future plans will all require specific startup funding before we can progress our planned growth in service provision.

You can also keep in touch with us on Facebook.

If you would like to make a donation or support any of our activities, please email us at [trustee@favellids.org.uk](mailto:trustee@favellids.org.uk)

## **Statement of Trustee responsibilities in respect of the Trustee annual report and the financial statements**

Under charity law, the Trustees are responsible for preparing the annual report and the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of expenditure over income for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustee:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustees are required to act in accordance with the trust deed of the Charity, within the framework of trust law. The Trustee is responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustee to ensure that, where any statements of accounts are prepared by the Trustee under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. The Trustee has general responsibility for taking such steps as are reasonably open to the Trustee to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

**Signed on behalf of the trustee:**

**Name: Keith Brooks**

**Treasurer**

**Favell Day Services Statement of Financial Activities  
For the year ending 31 May 2022**

	12 months to 31st May 2022			12 months to 31st May 2021
	General Fund	Designated Fund	Total	
	£	£	£	£
<b>INCOME:</b>				
Charitable Activities	47,758	0	47,758	41,322
Donations	1,161	0	1,161	1,999
Legacies	5,000	0	5,000	0
Fund raising	660	0	660	84
Grants received	19,300	10,200	29,500	9,300
Staff furlough funding	0	0	0	10,991
<b>Total incoming resources</b>	<b>73,879</b>	<b>10,200</b>	<b>84,079</b>	<b>63,696</b>
<b>EXPENDITURE ON:</b>				
Fundraising	2,678	1,000	3,678	78
Charitable Activities				
Care staff costs	59,238	0	59,238	40,315
Venue hire	14,433	0	14,433	2,266
Other direct costs	5,149	9,183	14,332	14,901
Charity Overheads	4,899	5,944	10,843	9,077
<b>Total resources expended</b>	<b>86,397</b>	<b>16,126</b>	<b>102,523</b>	<b>66,637</b>
Transfers between funds			0	0
<b>Net movement in funds</b>	<b>(12,518)</b>	<b>(5,926)</b>	<b>(18,445)</b>	<b>(2,941)</b>
<b>Reconciliation of Funds</b>				
Total funds brought forward	15029.00	41018.00	56,047	58,988
Total funds carried forward	2510.65	35091.74	37,602	56,047

**Favell Day Services Balance sheet  
As at 31 May 2022**

**Charity No 1162011**

	31-May-22		31-May-21
	£		£
<b>Fixed assets:</b>			
Equipment	0		2,326
Investments	0		0
<b>Total fixed assets</b>	<b>0</b>		<b>2,326</b>
<b>Current assets:</b>			
Debtors	4,697		7,065
Cash on Deposit	0		0
Cash at bank and in hand	34,225		46,656
<b>Total current assets</b>	<b>38,922</b>		<b>53,721</b>
<b>Liabilities</b>			
Creditors: Amounts falling due	1,320		0
<b>Net current assets</b>	<b>37,602</b>		<b>53,721</b>
<b>Net assets of the charity</b>	<b>37,602</b>		<b>56,047</b>
<b>Funds of the Charity</b>			
Unrestricted Funds	2,511		15,029
Designated Funds	35,091		41,018
Endowment Funds	0		0
<b>Total funds</b>	<b>37,602</b>		<b>56,047</b>

Signed *Keith Brooks*

Trustee

## **Notes on the accounts**

### **1. Accounting Policies**

#### **(a) Basis of preparation**

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at market value. The financial statements have been prepared 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) (effective 1 January 2015) and the Charities Act 2011.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

#### **(b) Funds structure**

The charity currently has no Restricted funds which are to be used in accordance with specific restrictions imposed by the donor.

Unrestricted funds include designated funds, where the donor has made known their non-binding wishes or where the trustees, at their discretion, have created a fund for a specific purpose.

#### **(c) Incoming resources**

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

#### **(d) Incoming resources from legacies**

Legacies are accounted for as incoming resources either upon receipt or where the receipt of funds in relation to the legacy is probable; this will be once confirmation has been received from the representatives of the estate(s) that probate has been granted, and that the executors have established that there is sufficient assets in the estate to pay the legacy and once all conditions attached to the legacy have been fulfilled.

#### **(e) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the Statement of Financial Activities. Expenditure is recognised when the following criteria are met:

- There is a present legal or constructive obligation resulting from a past event
- It is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement
- The amount of the obligation can be measured or estimated reliably.

Irrecoverable VAT is charged against the category of resources expended for which it was Contractual arrangements are recognised as goods or services supplied.

**(f) Charitable activities**

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs comprise direct costs and the overhead and support costs as shown in note 5.

**(g) Fixed asset and depreciation**

Fixed assets are included at cost where that is greater than £500. Depreciation is provided so as to write off the cost of fixed assets on a straight-line basis over their expected useful economic lives, currently all items are considered to have a 3 year life.

**(h) Financial Investments and realised gains and losses**

Not applicable.

**(i) Pensions**

The charity currently utilises NEST as its pensions provider.

**(j) Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable trust for UK income tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Part 10 Income Tax Act 2007 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**2. Related party transactions**

The member trustees are either users or carers who benefit from the service provided by the charity. They receive no incremental benefit from the role of being a trustee.

The Co-opted Trustees have received no honoraria, emoluments or expenses in the year and the Trustee has not purchased trustee indemnity insurance.

**3. Charitable income**

Members are charged on a per session basis, the charging structure was originally set to recover direct running costs with a small contribution to overheads.

Where a member is unable to attend due to illness then half the usage charge is still required to be paid.

#### 4. Analysis of voluntary income and Grants

	2021/22	2020/21
	£	£
Donations	998	1,836
Collecting tins	75	46
Fund raising activities	660	84
Gift aid claims	88	117
<b>Total</b>	<b>1,821</b>	<b>2,083</b>

#### Details of 2021/22 grants received

<b>Local authority grants</b>	£	
Global Goals fund	3,000	Blackthorn start up support
Winter warmth grant	2,200	Designated for member support
<b>Charitable organisations</b>		
Maud Elkington Trust	1,500	
Alan Davidson Foundation	4,000	Purchase of equipment
Broadway Cottages Trust	300	
Beatrice Laing Trust	2,500	
Frederick & Phyllis Cann Trust	2,000	Purchase of hoist
Northants & Huntingdonshire Masons	5,000	
Benham Charitable Settlement	2,000	
Leather Sellers Company	2,000	
The Archer Trust	2,000	
Francis Winham Foundation	2,000	For member trips and activities
Hartley's Hillards Trust	1,000	
	<u>29,500</u>	

#### Comparative figures for 2020/21

	£
Northampton Borough Council	300
Covid support grants	9,000
	<u>9,300</u>

## 5. Analysis of support costs and overheads

Total support and overhead costs of the charity excluding fundraising was £10,843 (£9,077 2020/21).

	12 months to 31st May 2022			12 months to 31st May 2021
	General Fund	Designated Fund	Total	
	£	£	£	£
Service development staff cost		5,944	5,944	5348
Telephone	148		148	96
Postage	24		24	25
Advertising	35	0	35	51
Legal & professional fees	3,652		3,652	2,706
DBS Checks	0		0	0
Insurance	1,040		1,040	851
Audit Fees	0		0	0
<b>Total</b>	<b>4,899</b>	<b>5,944</b>	<b>10,843</b>	<b>9,077</b>

The costs allocated to the General Fund have been treated as directly supporting service provision

## 6. Transfers between funds

There were no transfers between funds during the year.

## 7. Analysis of staff costs

	<b>2020/21</b>	<b>2020/21</b>
	<b>£</b>	<b>£</b>
Salaries and wages	64,577	50,353
Employers pension costs	604	481
Employers National Insurance	0	(111)
<b>Total cost</b>	<b>65,181</b>	<b>50,723</b>

The charity employed 6 (2020/21: 6) part time staff

No employees had emoluments in excess of £60k.

## 8. Examiner's remuneration

The examiner has undertaken the examination on a voluntary basis without remuneration.

## 9. Fixed Assets

	Land £	Buildings £	Fixtures, fittings and equipment £	Total £
Balance brought forward (gross cost)	0	0	12,484	12,484
Additions			0	0
Revaluations (+/-)				
Disposals (-)				
Balance carried forward (gross cost)	0	0	12,484	12,484

Balance brought forward (accumulated depreciation)			10,158	10,158
Depreciation charge for year (-)			2,326	2,326
Revaluations (+/-)				
Disposals (-)				
Balance carried forward (accumulated depreciation)			12,484	12,484
Brought forward (net book value)	0	0	2,326	2,326
Carried forward (net book value)	0	0	0	0

## 10. Fixed asset investments

The charity currently has no specific investments.

## 11. Analysis of current assets

### Debtors under 1 year

	<b>As at 31 May-22 £</b>	<b>As at 31 May-21 £</b>
Service user charges	4,323	6,624
Prepayments	374	324
Other Debtors	-	117
	<u>4,697</u>	<u>7,065</u>

### Analysis of cash at bank

	<b>As at 31 May-22 £</b>	<b>As at 31 May-21 £</b>
Bank balance held in NatWest current account	33,857	46,228
Balance on Equals purchase card	92	252
Cash	276	175
	<u>34,225</u>	<u>46,655</u>

## 12. Analysis of current liabilities and long term creditors

	<b>As at 31 May-22 £</b>	<b>As at 31 May-21 £</b>
Trade Creditors	500	0
Other Creditors	820	0
	<u>1,320</u>	<u>0</u>

There are no long term creditors.

### 13 Analysis of movements on each fund.

	B/F 01/06/2021	Incoming Resources	Outgoing Resources	Transfers	31/05/2022
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	15,029	73,879	86,397		2,511
<b>Designated funds</b>					
Business development	32,449		6,944		25,505
Summer trips	-	2,000	188		1,812
Winter warmth support	-	2,200	1,720		480
Equipment Fund	8,569	6,000	7,275		7,294
<b>Total Funds</b>	<b>56,047</b>	<b>84,079</b>	<b>102,524</b>	<b>-</b>	<b>37,602</b>

## INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF FAVELL HOUSE DAY SERVICES

This report is on the accounts of the charity for the period ended 31st May 2022 which are set out on pages 13 - 21 of this report.

Respective responsibilities of the trustees and the examiner

The trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is 'limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect the requirements:
  - That proper accounting records are kept in accordance with section 130 of the 2011 Act;
  - and
  - accounts are prepared which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date 20 March 2023

Name Joanna Halcrow

**FAVELL DAY SERVICES**

England & Wales - Charity number 1162011

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# Accounts

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# Favell Day Services

ANNUAL REPORT & ACCOUNTS FOR YEAR  
ENDING 31 MAY 2021

[HOME](#)

## Annual Report and Accounts for the period ending 31 May 2021

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## **Foreword by the Trustees of Favell Day Services**

Welcome to our sixth formal Annual Report which I trust is both helpful and informative.

We would specifically like to thank both our employees and volunteers who have worked in such a committed way to continue the work of the Charity during the past year, so that it was able to continue to support our members during the significant constraints arising from the Covid 19 pandemic.

Sadly, for the majority of the year, our service contact was minimalised in line with social distancing and lock down guidance. During this period, those of the staff not on furlough focused on the provision of appropriate home support to each member.

From April 2021 we recommenced day care sessions at St Lukes with revised working arrangements, taking full account of social distancing and best practice guidance. The commitment of our staff team to achieve this reopening cannot be underestimated and it was good to witness our members pleasure at being able to resume meeting.

Finally, I extend thanks to my fellow trustees for their active contribution to the management of the Charity during the year.

**Keith Brooks**

Charity Treasurer

## **Who We Are and what we aim to do**

Favell Day Services was registered as a Charitable Incorporated Organisation under registration number 1162011 on the 4th June 2015, having operated from January 2014 with oversight from Northamptonshire Health Charity whilst the formal charity registration process was progressed.

The Charity objective is to provide or assist in the provision of facilities for recreation or other leisure time occupation for persons over the age of 18, who have need thereof by reason of a physical disability, with the object of improving their life experience and living conditions.

It's current area of operation is Northampton, but its longer term ambition remains to extend its service provision to other parts of Northamptonshire.

Members of the Charity are asked to pay for the service they receive while the charity seeks to augment this income with grants, donations, legacies and community fund raising activities.

The care service specifically seeks to provide an enjoyable care environment for its members while also providing a break for carers and family members.

We would like you to support us in our crucial work, so please read on, and let us tell you more about ourselves, what we do, what we have achieved and how we go about spending the money given to us.

In setting its objectives and making its plans for the year, the trustees gave consideration to the Charity Commission's general guidance on public benefit and in particular to the public benefit of providing support for the relief of ill-health.

## **Introducing our Trustees**

### **Keith Brooks**

My initial involvement with FDS was during the period when the local NHS charity acted as fund custodian, and I offered advice in progressing charity registration. I was asked to continue as a trustee and have continued my involvement seeing the value of the service provided to its service user members. I bring a variety of experience gained from both the NHS and faith charity sectors.

### **Jean Howell**

I am the mother of 3 grownup children. I worked as PA/Secretary before having my children. More recently I have studied with OU and gained a BA Hons in Humanities. I am a volunteer with FDS on Wednesdays and was nominated as a Trustee in this capacity. I have considerable voluntary work experience including at Cynthia Spencer Hospice and being County Secretary for Girl Guides.

### **Maureen Jennings**

I was a service user of Favell House from 2007 and became a founder member of Favell Day Services. I have three grown up children and four grandchildren, one boy and three girls. I became a trustee to seek to represent the views of our service members.

### **Liz Johnstone**

I was actively involved with encouraging the formation of the charity and continue as a service user. I have been a governor for NHFT along with being an active member of a number of local groups seeking to support those with particular neurological conditions.

### **Michaela Twigg**

I joined FDS as a service user in 2018 and have enjoyed myself immensely. As a nominated service user representative, I seek to represent their views and as a relative newbie to the trust seek to offer a different perspective. I am an older person and wheelchair user, my hobbies include knitting, cooking and card making.

### **Giles West**

As Business Development Manager for NHFT, the founder members of the Charity asked me to provide support with the initial service planning and asked me to continue as a trustee.

### **Jenny Wright**

I worked as a teacher prior to my illness and particularly enjoyed working with dyslexic children towards the end. I was diagnosed over twenty years ago with Cerebellar Ataxia. This causes balance problems and my particular strain is genetic. I attended Favell House for a few years until the closure and have been a member of FDS since its formation. As a service user I am in a good position to observe problems and needs as they arise and seek to bring this understanding to trustee discussions.

## Operational review

Until the end of March 2021, the Covid19 pandemic meant member service contact was minimalised in line with social distancing and lock down guidance. During this period, a number of staff were furloughed in accordance with the government scheme, whilst the remaining team members focused on the provision of appropriate home support to each member via visits and telephone contact.

Examples of the support provided:

- Regular telephone support
- Collected and delivered prescriptions
- Bought and delivered shopping
- Provided a sitting service to allow Carers respite
- Bought and delivered activities to relieve boredom and improve mental health to member's homes
- Bought and delivered winter clothing/ blankets/ heated gilets, etc
- Helped with cover for carer sickness/ absences
- Cooked and delivered meals including Christmas dinners
- Bought and delivered Christmas and birthday gifts

From April 2021, we recommenced day care sessions at St Lukes with revised working arrangements, taking full account of social distancing and best practice guidance. The commitment of our staff team to achieve this reopening cannot be underestimated.

The enthusiasm of our service users to return has been encouraging, and we have moved back to three day service provision focusing on usage of the St Lukes Community Centre.

We were advised that the PHAB centre, located in the Headlands district, would not be reopened until later in 2021, such that options for an alternative site in the eastern part of Northampton became a priority moving forward into the new operating year.

The combination of the Government Furlough Scheme, the ability to not pay venue rental costs and continued member contributions, have meant that the Charity remained both a going concern during the shut down and was able to action a safe restart of services as restrictions were eased.

To assist with providing financial support for moving forward the trustees have also engaged the services of a grants fundraising specialist on a consultancy basis.

The overall financial performance for the year is summarised below: -.

	12 months to 31st May 2021  £000's		12 months to 31st May 2020  £000's
<b>Income</b>			
Charitable activities	42		51
Donations	2		4
Fundraising	0		2
Staff furlough funding	11		0
Grants from charities	9		3
<b>Total income</b>	<b>64</b>		<b>60</b>
<b>Expenditure</b>			
Care staff costs	41		40
Venue hire	2		7
Other direct costs	15		12
Fundraising	0		1
Charity Overheads	9		9
<b>Total Expenditure</b>	<b>67</b>		<b>69</b>
<b>Net incoming/ (outgoing) resources</b>	<b>(3)</b>		<b>(9)</b>

## **Member support**

A key to the effective financing of the service is the support individual members receive through the funding they receive in their individual care budgets. To this end the care team seek to give effective support to our members with regard to the ongoing conversations with the funding agencies to ensure the appropriate financial support is received.

## **Charity plans for 2021/22**

The plans for the current year are focused on further expanding our service provision with planned opening at the Blackthorn community hub from September 2021.

The Charity is also fully aware of the proposals to promote social prescribing and remains committed to supporting and responding to this initiative within the Northampton area.

### Service reopening in pictures

The following is a selection of the images we have published on our Facebook page provides a visual record of our return to face to face sessions.

#### First meeting after lock down



#### Activities restarted



While baking was back on the agenda by the end of the month



Along with outdoor activities



## Obituary to our Life President Mick Sharman

With sadness we have to report that Mick died in January 2021, he was one of the founder members of Favell Day Services, being one of the founder trustees and appointed as the initial Chair Person. He very much took the lead in the evolution of the service offered to members by the Charity following its initial formation.

He was also a very appreciative user of the service and will be remembered for his active involvement with all activities until his condition deteriorated.

In recognition of his significant contribution to the work of the Charity, he was appointed life president in 2019 and he remained keen to see the Charity consolidate its position as an effective provider of quality participative social interaction for those with specific needs. He will be sadly missed.



## Trustee Annual Report on Finance and Governance

### Basis of preparation and legal framework

The Trustees of Favell Day Services present the Annual Report together with the Financial Statements for the year ended 31 May 2021.

The Charity's annual report and accounts for the year ended 31 May 2021 have been prepared in accordance with the Charities Act 2011 and the Charities: Statement of Recommended Practice 2015 as applicable to the Financial Reporting Standard FRS102.

Full Name of Charity: Favell Day Services

Registration Charity Number: 1162011

The principal office is at: 2a Stanfield Road  
Duston  
Northampton  
NN5 6EZ

The advisors and administrators used by the Charity during 2020/21 were:

Bankers National Westminster Bank plc  
Towcester Branch  
173 Watling Street West  
Towcester  
Northants  
NN12 6FZ

Independent Examiner Joanna Halcrow ACMA  
29, Jenner Crescent  
Kingsthorpe  
Northampton  
NN2 8NB

Mr Keith Brooks acted as the principal officer overseeing the day to day financial management and accounting for the Charity.

Mrs Sandra Adcock acted as Secretary to the Trustee body.

Day to day financial management was vested with Ms Sue Horner.

## **Structure, Governance and Management**

The Charity's unrestricted fund was established using the model declaration of trust and all funds held on trust as at the date of registration were all part of this unrestricted fund. Subsequent donations and gifts received by the Charity are attributable to the original fund or have been recorded against designated funds which identify planned usage.

Newly appointed Trustees are provided with information about the Charity, including the Charity constitution, Trustees' annual report and accounts, access to the Charity's policies and procedures, and information about trusteeship and are provided with any specific training that their role may require.

Acting for the Trustees, the Operations group, is responsible for the day to day management of the Charity. The Committee is required to:

- Monitor the current operational arrangements for sessions held to ensure service, safeguarding and safety standards are fully complied with
- Consider and approve requests from potential new service users as to their suitability to attend the day services provided.
- Ensure maintenance of member records to meet basic duty of care requirements.

## **Public Benefit Test**

In accordance with the 2011 Charities Act the Trustees have ensured that due regard has been taken to ensure that all expenditure incurred has met the Public Benefit test taking due regard to the fact that it is a member organisation.

## **Risk Management**

The major risks to which the Charity is exposed have been identified and considered.

They have been reviewed and systems established, including a formal risk register, which has been subject to review and includes reference to mitigating actions.

The most significant risks relate to care of service users and detailed care plans are maintained to mitigate against this, along with specific risk assessments for all high risk activities.

Income and Expenditure is being monitored in total and is compared with the approved plan on a quarterly basis, to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

## **Reserves Policy**

The charity seeks to maintain a cash reserve equivalent to at least four months operating expenditure.

## **Having read all about us, please consider supporting the work of the Charity**

If you would like to volunteer to be a helper please contact Kate Yuill on 07519 846972

If you wish to make a donation, please talk to us. Our future plans will all require specific startup funding before we can progress our planned growth in service provision.

You can also keep in touch with us on Facebook.

If you would like to make a donation or support any of our activities, please email us at [trustee@favellids.org.uk](mailto:trustee@favellids.org.uk)

## **Statement of Trustee responsibilities in respect of the Trustee annual report and the financial statements**

Under charity law, the Trustees are responsible for preparing the annual report and the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of expenditure over income for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustee:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustees are required to act in accordance with the trust deed of the Charity, within the framework of trust law. The Trustee is responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustee to ensure that, where any statements of accounts are prepared by the Trustee under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. The Trustee has general responsibility for taking such steps as are reasonably open to the Trustee to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

**Signed on behalf of the trustee:**

**Name: Keith Brooks**

**Treasurer**

**Favell Day Services Statement of Financial Activities  
For the year ending 31 May 2021**

	12 months to 31st May 2021			12 months to 31st May 2020
	General Fund	Designated Fund	Total	
	£	£	£	£
<b>INCOME:</b>				
Charitable Activities	41,323	0	41,323	51,255
Donations	999	1,000	1,999	3,417
Fund raising	84	0	84	1,839
Grants received	0	9,300	9,300	3,300
Staff furlough funding	10,991	0	10,991	0
<b>Total incoming resources</b>	<b>53,397</b>	<b>10,300</b>	<b>63,697</b>	<b>59,811</b>
<b>EXPENDITURE ON:</b>				
Fundraising	78	0	78	571
Charitable Activities				
Care staff costs	40,315	0	40,315	39,644
Venue hire	2,266	0	2,266	7,115
Other direct costs	4,979	9,923	14,902	12,459
Charity Overheads	3,729	5,348	9,077	9,347
<b>Total resources expended</b>	<b>51,367</b>	<b>15,271</b>	<b>66,638</b>	<b>69,135</b>
Transfers between funds			0	0
<b>Net movement in funds</b>	<b>2,030</b>	<b>(4,971)</b>	<b>(2,941)</b>	<b>(9,324)</b>
<b>Reconciliation of Funds</b>				
Total funds brought forward	12,999	45,989	58,988	68,312
Total funds carried forward	15,029	41,018	56,047	58,988

**Favell Day Services Balance sheet  
As at 31 May 2021**

**Charity No 1162011**

	31-May-21		31-May-20
	£		£
<b>Fixed assets:</b>			
Equipment	2,326		5,714
Investments	0		0
<b>Total fixed assets</b>	<b>2,326</b>		<b>5,714</b>
<b>Current assets:</b>			
Debtors	7,065		5,831
Cash on Deposit	0		0
Cash at bank and in hand	46,656		48,310
<b>Total current assets</b>	<b>53,721</b>		<b>54,141</b>
<b>Liabilities</b>			
Creditors: Amounts falling due within one year	0		867
<b>Net current assets</b>	<b>53,721</b>		<b>53,274</b>
<b>Net assets of the charity</b>	<b>56,047</b>		<b>58,988</b>
<b>Funds of the Charity</b>			
Unrestricted Funds	15,029		12,999
Designated Funds	41,018		45,989
Endowment Funds	0		0
<b>Total funds</b>	<b>56,047</b>		<b>58,988</b>

Signed

Trustee

## **Notes on the accounts**

### **1. Accounting Policies**

#### **(a) Basis of preparation**

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at market value. The financial statements have been prepared 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) (effective 1 January 2015) and the Charities Act 2011.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

#### **(b) Funds structure**

The charity currently has no Restricted funds which are to be used in accordance with specific restrictions imposed by the donor.

Unrestricted funds include designated funds, where the donor has made known their non-binding wishes or where the trustees, at their discretion, have created a fund for a specific purpose.

#### **(c) Incoming resources**

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

#### **(d) Incoming resources from legacies**

Legacies are accounted for as incoming resources either upon receipt or where the receipt of funds in relation to the legacy is probable; this will be once confirmation has been received from the representatives of the estate(s) that probate has been granted, and that the executors have established that there is sufficient assets in the estate to pay the legacy and once all conditions attached to the legacy have been fulfilled.

#### **(e) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the Statement of Financial Activities. Expenditure is recognised when the following criteria are met:

- There is a present legal or constructive obligation resulting from a past event
- It is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement
- The amount of the obligation can be measured or estimated reliably.

Irrecoverable VAT is charged against the category of resources expended for which it was Contractual arrangements are recognised as goods or services supplied.

**(f) Charitable activities**

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs comprise direct costs and the overhead and support costs as shown in note 5.

**(g) Fixed asset and depreciation**

Fixed assets are included at cost where that is greater than £500. Depreciation is provided so as to write off the cost of fixed assets on a straight-line basis over their expected useful economic lives, currently all items are considered to have a 3 year life.

**(h) Financial Investments and realised gains and losses**

Not applicable.

**(i) Pensions**

The charity currently utilises NEST as its pensions provider.

**(j) Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable trust for UK income tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Part 10 Income Tax Act 2007 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

## 2. Related party transactions

The member trustees are either users or carers who benefit from the service provided by the charity. They receive no incremental benefit from the role of being a trustee.

The Co-opted Trustees have received no honoraria, emoluments or expenses in the year and the Trustee has not purchased trustee indemnity insurance.

## 3. Charitable income

Members are charged on a per session basis, the charging structure was originally set to recover direct running costs with a small contribution to overheads.

Where a member is unable to attend due to illness then half the usage charge is still required to be paid.

## 4. Analysis of voluntary income and Grants

	2020/21	2019/20
	£	£
Donations	1,836	3,062
Collecting tins	46	67
Fund raising activities	84	1,839
Gift aid claims	117	288
<b>Total</b>	<b>2,083</b>	<b>5,256</b>

### Details of 2020/21 grants received

	2020/21	2019/20
	£	£
Northampton Borough Council	300	300
Covid support grants	9,000	0
Anonymous other grants received	0	1,000
	<b>9,300</b>	<b>1,300</b>

## 5. Analysis of support costs and overheads

Total support and overhead costs of the charity excluding fundraising was £9,077 (£9,347 2019/20).

	12 months to 31st May 2021			12 months to 31st May 2020
	General Fund £	Designated Fund £	Total £	£
Service development staff cost		5,348	5,348	5052
Telephone	96		96	152
Postage	25		25	88
Advertising	51	0	51	0
Legal & professional fees	2,706		2,706	3,256
DBS Checks	0		0	0
Insurance	851		851	798
Audit Fees	0		0	0
<b>Total</b>	<b>3,729</b>	<b>5,348</b>	<b>9,077</b>	<b>9,347</b>

The costs allocated to the General Fund have been treated as directly supporting service provision

## 6. Transfers between funds

There were no transfers between funds during the year.

## 7. Analysis of staff costs

	<b>2020/21</b>	<b>2019/20</b>
	<b>£</b>	<b>£</b>
Salaries and wages	50,353	44,228
Employers pension costs	481	357
Employers National Insurance	(111)	111
<b>Total cost</b>	<b><u>50,723</u></b>	<b><u>44,696</u></b>

The charity employed 6 ( 2019/20: 6 ) part time staff

No employees had emoluments in excess of £60k.

## 8. Examiner's remuneration

The examiner has undertaken the examination on a voluntary basis without remuneration.

## 9. Fixed Assets

	Land £	Buildings £	Fixtures, fittings and equipment £	Total £
Balance brought forward (gross cost)	0	0	12,484	12,484
Additions			0	0
Revaluations (+/-)				
Disposals (-)				
Balance carried forward (gross cost)	0	0	12,484	12,484

Balance brought forward (accumulated depreciation)			6,770	6,770
Depreciation charge for year (-)			3,388	3,388
Revaluations (+/-)				
Disposals (-)				
Balance carried forward (accumulated depreciation)			10,158	10,158
Brought forward (net book value)	0	0	5,714	5,714
Carried forward (net book value)	0	0	2,326	2,326

## 10. Fixed asset investments

The charity currently has no specific investments.

## 11. Analysis of current assets

### Debtors under 1 year

	<b>As at 31 May-21 £</b>	<b>As at 31 May-20 £</b>
Service user charges	6,624	5,561
Prepayments	324	270
Other Debtors	117	0
	<u>7,065</u>	<u>4,630</u>

### Analysis of cash at bank

	<b>As at 31 May-21 £</b>	<b>As at 31 May-20 £</b>
Bank balance held in NatWest current account	46,228	48,010
Balance on Equals purchase card	252	109
Cash	175	191
	<u>46,655</u>	<u>48,310</u>

## 12. Analysis of current liabilities and long term creditors

	<b>As at 31 May-21 £</b>	<b>As at 31 May-20 £</b>
Trade Creditors	0	717
Other Creditors	0	150
	<u>0</u>	<u>867</u>

There are no long term creditors.

### 13 Analysis of movements on each fund.

	B/F 01/06/2020	Incoming Resources	Outgoing Resources	Transfers	31/05/2021
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	12,999	53,397	51,367		15,029
<b>Designated funds</b>					
Business development	36,797	1,000	5,348		32,449
Covid member support		9,300	9,300		0.00
Equipment Fund	9,192	-	623		8,569
<b>Total Funds</b>	<b>58,988</b>	<b>63,697</b>	<b>66,638</b>	<b>-</b>	<b>56,047</b>

## INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF FAVELL HOUSE DAY SERVICES

This report is on the accounts of the charity for the period ended 31st May 2021 which are set out on pages 15 - 23 of this report.

Respective responsibilities of the trustees and the examiner

The trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is 'limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect the requirements:
  - proper accounting records are kept in accordance with section 130 of the 2011 Act; and
  - accounts are prepared which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date 20 March 2022

Name Joanna Halcrow