

# Favell Day Services

ANNUAL REPORT & ACCOUNTS FOR YEAR  
ENDING 31 MAY 2021

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**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@favelllds.org.uk](mailto:trustee@favelllds.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
Total fixed assets	2,326		5,714
<b>Current assets:</b>			
Debtors	7,065		5,831
Cash on Deposit	0		0
Cash at bank and in hand	46,656		48,310
Total current assets	53,721		54,141
<b>Liabilities</b>			
Creditors: Amounts falling due within one year	0		867
Net current assets	53,721		53,274
Net assets of the charity	56,047		58,988
<b>Funds of the Charity</b>			
Unrestricted Funds	15,029		12,999
Designated Funds	41,018		45,989
Endowment Funds	0		0
Total funds	56,047		58,988

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

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

	<b>Land £</b>	<b>Buildings £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Total £</b>
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

	As at 31 May-21 £	As at 31 May-20 £
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

	As at 31 May-21 £	As at 31 May-20 £
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

	As at 31 May-21 £	As at 31 May-20 £
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