

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

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

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	
		£	£	£	£
INCOME:					
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
Total incoming resources		83,293	3,000	86,293	84,078
EXPENDITURE ON:					
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
Total resources expended		87,889	12,594	100,483	102,523
Transfers between funds		2,831	(2,831)	0	0
Net movement in funds		(1,765)	(12,425)	(14,190)	(18,445)
Reconciliation of Funds					
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
	£		£
Fixed assets:			
Equipment	1,887		0
Investments	0		0
Total fixed assets	1,887		0
Current assets:			
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
Liabilities			
Creditors: Amounts falling due	1,200		1,320
Net current assets	21,525		37,602
Net assets of the charity	23,412		37,602
Funds of the Charity			
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
Total	4,856	1,821

Details of 2022/23 grants received

	£
Charitable organisations	
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

Local authority grants	£	
Global Goals fund	3,000	Blackthorn start up support
Winter warmth grant	2,200	Designated for member support
Charitable organisations		
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
Total		4,212	4,990	9,202	10,843

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

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

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

	As at 31 May-23 £	As at 31 May-22 £
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

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

12. Analysis of current liabilities and long term creditors

	As at 31 May-23 £	As at 31 May-22 £
Trade Creditors	1,200	500
Other Creditors	0	820
	<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
	£	£	£	£	£
Unrestricted Funds					
General fund	2,510	83,293	87,889	2,831	744
Designated funds					
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
Total Funds	37,602	86,293	100,482	-	23,412

Previous year comparatives

	B/F 01/06/2021	Incoming Resources	Outgoing Resources	Transfers	31/05/2022
	£	£	£	£	£
Unrestricted Funds					
General fund	15,028	73,879	86,397		2,510
Designated funds					
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
Total Funds	56,047	84,079	102,523	-	37,602

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