

Alcester Day Care

AGM June 2024

**Chairman's report**

**1<sup>st</sup> April 2023 - 31<sup>st</sup> March 2024**

Carers and those with dementia are at the forefront of our care. I have to report an increase in demand for our services. Why? It could be more people are aware of dementia and seek us out; it may be the reputation which we have built up; or, it could be an increase in diagnosis. In fact, it is most likely that all these factors play a part in the increase in demand.

At Christmas we had around 20 people on our waiting list and we were operating 2 days a week, we had 4 care workers and a cook.

At the end of our financial year, we have 7 care workers and 2 cooks. We also operate 3 days a week, bringing Wednesday as an additional care day.

The strain of the increase in services has caused its toll on the trustees with increased financial administration, volunteer administration, coverage of services and general management. It has been a hard year.

At the last AGM, trustee Margery Pickering, our operational manager, stated she would step down at the end of this year, it has been a pleasure working with her, and she has done so much for us. I am also sad to say that Linda Cooper, our treasurer is coming off the committee too. Linda has put so much effort into the financial running of day care but I don't think she still likes EXCEL. Both have said they will continue as volunteers and I would like to thank both for giving so much of their time, their skill and their compassion to this group. Margaret Kerr has picked up additional responsibilities, as have I, until we can get more people involved to manage the group or even put a manager in place.

Margaret is still our volunteer co-ordinator as well as all the additional responsibilities she has taken on to help day care.

If it were not for these 3 ladies, day care would have stopped, make no mistake of that, so I would like to thank them with a small token of day care's appreciation.

June Mc Farlane has agreed to continue as our minute secretary and has attended trustee meetings, besides volunteering on a regular basis. Thank you June.

Once again, our accounts are verified by an independent examiner in Dean Accountancy Services Ltd. We have adhered to company and charity requirements and my thanks go to Jenna and colleagues at Dean Accountancy for all the accountancy work they do for us. This year with 9 payslips to generate each month their workload has increased too and generously we are still not being charged for any of their work.

We aim for high standards of care for our clients. And, the comments I receive from those with dementia attending day care, from their carers, from their families and from the community around us, Alcester Day Care is still respected as being one of, if not, the leading dementia day care centre in Warwickshire. This is not just down to the trustees. This is down to every person who comes through that door to help. The care workers, the volunteers, the cooks, the volunteer drivers – ALL take their roles seriously.

So, lets start with the care workers. We have brought on board a few new faces **Christine** (with her love of music, singing and dancing) she strengthens our weak area (ie not one of the trustees or care workers could sing other than on one note). Christine brings out the best of our group be it birdie dancing, country music, old favourite songs.... You name it and Chris can play, sing and dance to it! With her nursing skills Chris is a great addition to our group.

We have also brought in **Tracey**, whose energy is infectious, she loves people, and this is reflected in her attitude to our clients. Nothing is too much trouble, and she is hard working and dedicated to our clients.

The final new face in the care workers is **Liz**. Her skill at reminiscing and poetry and reading to our clients again brings more options to our group.

What a team of different skill sets we have now.

Then familiar faces.... Lesley, Martyn, Lynn and Mike. All of these people provide care, stability, compassion, fun, laughter and at the same time delivering excellent care services which our clients require. They too have different qualities **Lesley's** is leadership and nursing care, **Martyn** with his humour, love of animals and arts and crafts and nursing care too, **Lynn** with her quiet way, chatting to clients, love of dogs and kindness and finally **Mike** with his crafts, his laughter and his caring ways who can forget dancing around his maypole, the boat races and the horse races.

Really what a team we have around us.

I thank them all for not just supporting the clients but supporting me through all the trials of new things, additional days, changing ideas!

**Paula**, our cook works 2 days a week and has recently taken on the role of chief shopper. This saves me from buying all the food each Sunday for around 48 people. I cannot say how much this has helped me. Paula also provides holiday cover for the new Wednesday opening.

We are lucky to have acquired the services of **Debbie** who is our cook for Wednesdays and provides back up for holiday cover for Paula. Both Debbie and Paula provide good meals and allows the kitchen to run smoothly. Our thanks go to them too.

Now, what can I say about our volunteers that I have not said before....? We have a dedicated team of volunteers who put into day care a great deal of love, care and commitment without any monetary rewards. I cannot thank them enough.

This year we have had a few challenging clients, and I have seen our volunteers step up to the mark to support the workers and the trustees. This is beyond what they signed up to do. But step up they did. Amazing!

This is not just about acknowledgements from clients, carers and families. You can see a real difference in what you do, how you support and what you have achieved. You are truly special people.

The Baptist Church, as ever, has been very supportive and my thanks go to Alison and everyone at the Church who make our life so much easier by their support. They allowed us to have a singing group which ran for several months in the church. Free of charge to the public, we were trying to bring in more people who needed our support but, for some other reason, would not come to day care". Wednesday day care joined in the singing but the support from the public was not there and so we let it finish at Easter. Residents of Jackson place and McCarthy and Stone funded the singer leading the group. Our thanks go to them.

Our local community continues to support us. We have food donations from the community fridge. Financial donations from the public and from clubs.

We continue to talk about dementia and promote awareness.

Clients can make us laugh or cry with them; they have stories to tell us; songs to sing to us; smiles to give us.

This year, we have had a challenging year from some clients' behaviour. We have had to ask people to leave when we feel we cannot cope any further with them. This is a tough call, not done lightly and discussed by all involved. We really do not make this decision lightly. Some clients are coming to us too late along their journey with dementia.

Our carers continue to do so much for their loved ones – all in a day's work. Once again, I say that they should be recognised for all they do.

At the last AGM I said that we had been turned down for a place at the Greig Hall site. We have a centre team working towards getting a centre of some ground owned by John Lewis. An offer had initially been accepted but after a change in JL top management we now find

they are wanting an increase in the offer. The trustees together with Alan Rogers, Lorraine and Cliff Armstrong are still working hard on this project. My thanks to this project team.

This year has been about chasing a new site for a dementia centre, opening a third day due to demand, increasing care workers and volunteers, improving paperwork / procedures.

Going forward, for year ending 2025 we intend to continue to

- Adhere to company and charity requirements
- Build upon last years administration work
- Take on / encourage volunteers
- Keep standards of care high
- Take on new clients when vacancies occur
- To organise training as required
- To progress the dementia centre so we can provide better facilities, better parking, less pre- and post- day care work moving furniture / equipment etc.

And so, once again I close, hoping that I have thanked everyone, explained our achievements this year and our aims for the future.

I look forward to working with everyone during the next 12 months.

Thank you.

Carole Zambonini  
Chairman  
Alcester Day Care

Company No: 09515886 (England and Wales)

Report and Financial Statements  
For the year ending 31st March 2024

Alcester Day Care Limited

Alcester Day Care Limited

Directors Report

The directors present their report and the financial statements for the year ending 31st March 2024

Legal and Administrative Information

Name

Alcester Day Care Limited

Status

The Organisation is a charitable company limited by guarantee, incorporated on 28th March 2016.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Directors

M. Kerr

L. Cooper

M. Pickering

M.C. Zambonini

Registered Office

3 Seggs Lane

Alcester

B49 5HJ

Company Registration Number

09515886

Report:

The company, now in its seventh year, continues to provide support for people with dementia and their carers.

Incoming resources	Unrestricted	Restricted	Total
	£	£	£
Incoming resources from generated funds:			
Voluntary income	-	-	1,100
Donations	5,263	-	9,962
Client Fees	45,763	-	29,033
Activities for generating funds:			
Fund Raising Events	-	-	-
Interest	1,684	-	11
Total incoming resources	52,710	-	20,140
Resources Expended			
Cost of generating funds:			
Fundraising costs	(45,447)	(45,447)	(34,252)
Governance costs	-	-	-
Total resources expended	(45,447)	-	(14,591)
Net incoming resources for the period and carried forward	7,263	-	5,549

Statements of Financial Activities  
(including Income and Expenditure Account)  
for the year ending 31st March 2024

Alcester Day Care Limited



Alcester Day Care Limited

Balance Sheet

as at 31st March 2024

	Notes	2024	2023
Fixed Assets		£	£
Tangible fixed assets	4	973	1,236
Current Assets		973	1,236
Cash at bank and in hand		87,569	79,125
Prepayments	5	-	-
Current Liabilities		(1,638)	(720)
Accruals	6	(1,638)	(720)
Net assets		86,904	79,641
Income funds			
Unrestricted general fund		59,081	51,818
Poverty Fund		2,983	2,983
Restricted fund		24,840	24,840
Total funds	-	86,904	79,641

For the year ending 31st March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board for issue on

20/6/24  
M.C. Goulden

1 Accounting Policies

1.1 Basis of preparation of financial statements  
The financial statements are prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the Companies Act 2006, and follow the recommendations in "Accounting and Reporting by Charities: Statement of Recommended Practice" issued in March 2005.

1.2 Incoming Resources  
Voluntary income received by way of donations, is included in full in the statement of financial activities in the year in which it is receivable. The value of services provided by volunteers is not included.

1.3 Restricted Funds  
Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criteria is charged to the fund, together with a fair allocation of management and support costs.

1.4 Unrestricted Funds  
Unrestricted funds are donation and other incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.

1.5 Resources Expended  
Resources have been recognised on the accruals basis so that the resources expended are shown in the period for which they relate.

2 Emoluments of Employees  
None of the directors have been remunerated for their services however nine employees were employed in the year to assist in the day to day service provided.

3 Taxation  
The charitable company should be exempt from corporation tax on its charitable activities.

4 Tangible Fixed Assets

Cost	Balance Brought Forward	Additions	At 31st March 2024	Accumulated depreciation	Balance Brought Forward	Charge for year	At 31st March 2024	At 31st March 2023	Net book value	At 31st March 2024	At 31st March 2023	Prepayments	Rent	Accruals	Accountancy	PAYE
Fixtures & Fittings	4,796	-	4,796	3,560	263	3,823	973	1,236	At 31st March 2024	973	1,236	At 31st March 2024	-	-	720	1,638
Total	4,796	-	4,796	3,560	263	3,823	973	1,236	At 31st March 2024	973	1,236	At 31st March 2024	-	-	720	1,638

Alcester Day Care Limited

Examiners Report to the Board of Directors on the Unaudited Financial Statements  
Year Ending 31st March 2024

#### Respective responsibilities of directors and examiner

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

#### Basis of independent examiners statement

My examination was carried out in accordance with 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 the directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a 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 connection with my examination, no matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



J Pflug

Date 15.11.24

Dean Accountancy Services Ltd  
15 High Street, Lydney, Glos GL15 5DP  
Tel: 01594 843867  
www.deanaccountancysservices.co.uk

Alcester Day Care Limited

Detailed Income and Expenditure  
for the year ending 31st March 2024

	2024	2023
Income		
Donations	5,263	9,962
Fees	45,763	29,033
Grant	-	1,100
Other Income	1,684	11
Expenditure		
Salaries	30,067	21,458
Pension	-	-
Rent	7,128	5,220
Repairs & Maintenance	197	283
Food & Consumables	3,089	2,680
Gifts	350	96
Carer Social	1,100	826
Meeting Costs	-	147
Telephone	-	-
Post & Stationary	280	227
Cleaning & Hygiene	657	231
Subscription	-	-
Insurance	1,034	922
Training	639	174
Accountancy	-	-
Filing Fee	13	13
Professional fees	224	1,281
Activity Costs	406	385
Depreciation	263	309
Surplus for the Year	(45,447)	(34,252)
	7,263	5,854

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2 Emoluments of Employees  
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3 Taxation  
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Fixtures & Fittings

[illegible]

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