

Alcester Day Care

AGM June 2025

**Chairman's report**

**1<sup>st</sup> April 2024 - 31<sup>st</sup> March 2025**

Last year I reported that we had an increase in demand for our services and opened a third day. Just recently we have had a drop in new people requesting places and some of our long-term clients either passing away or going into care. Therefore, we have several vacancies. So, if you hear of anyone needing help, please let them know.

Once again, we have had a hard year. Margaret Kerr and I are the only trustees for day care, but the good news is our committee has increased with Jo Goodhand, Sue Harris, Sue Thomas, Ella Cappell and Jackie Hart joining us. I need to thank all these ladies who have removed several jobs from my every growing worklist which was becoming overwhelming.

**Jo** is organizing all the menus, the shopping, the delivery and our store cupboard rotation. It is a lot of work, and I am so grateful that she has taken this on.

**Sue Harris** has taken on the role of checking our website and, websites using our information, making sure they are up to date.

**Sue Thomas's** role is that of awareness, distributing information to doctors surgeries, libraries, and any places where people may sit and see our leaflets.

**Ella** has taken on helping me with writing all the policies and procedures, some for legal requirements and some to improve our standards. Ella's knowledge on these subjects is outstanding.

**Jackie** has taken on the role of health and safety which covers anything from checking where the first aid box is, that its contents are correct; to any issues such as mold on walls; and to check fire procedure regulations.

**June Mc Farlane** has continued as our minute secretary and has attended all our trustee meetings. She also ensures our AGM paperwork is in place. It's a lot of work, so my thanks go to her too.

All these ladies help day care, and me, so much, besides volunteering on a regular basis.

But there is one more lady who needs no introduction, **Margaret Kerr**. She is just amazing! Not only does she handle all the volunteer information, inductions, rota, volunteer meetings, volunteer outings. She covers one very important other thing and that's me! When I am overloaded, she steps in, when I need an additional person for whatever she steps in, when I need a sounding board she steps in. I cannot tell you, how much work she does for day care. Thank you so much.

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 up to 9 pay slips to generate each month, plus end of year accounts, their workload, from us, has increased and generously we are still not being charged for any of their work.

Our main workers are **Lesley, Martyn, Chris, Tracey, and Liz**. With **Lynn** and **Mike** as bank staff. These workers are so knowledgeable, so kind, so caring, and compassionate. They have an extensive variety of skills which they bring with them into day care. Whether its dancing, singing, reminiscing, craft work, or playing games we have such fun, laughter and, as one of our clients said, "feel normal" in their care.

**Paula and Debbie** our cooks work so hard to produce good food for our clients. They accommodate our clients tastes and needs, some may require smaller portions, some who don't like cream or custard, clients who are vegetarian or clients who need their food pureed. Our thanks go to them too. They play an important part in our team!

This is a GREAT team of people!

I thank them all, not just supporting the clients, but supporting me.

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. Because we have added additional days we have put a great deal of stress on the volunteers, and they have where possible covered the sessions. We know we need more volunteers, and I know Margaret Kerr works hard towards achieving this.

This year, we seem to have had a spate of clients passing away or going into long term care. People who have become not just our clients but one of our friends. This news is always hard to swallow, but we must think about the extended time they will have had at home, the joy we have brought them and the joy they brought to us.

What a difference you have made in people's lives.

The Baptist Church, as ever, have been very supportive and, once again, my thanks go to Alison and everyone at the church. This year, they have put up the additional whiteboards so we can display our work. They have brought the church "choir" to sing with us. They always fix any issues we have. Thank you!

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

This year I had a phone call telling me I had won the lottery; in fact, I had letters and several phone calls all which I assumed were fake. I don't do the lottery! Then at day care I was contacted by phone and before I had chance to hang up, the person explained I hadn't won the lottery, my charity had won. I was still unsure about it, then 3 people turned up, watched us work and presented us with a cheque. I still didn't believe what was happening until the money hit the bank! Some lucky winners at Oversley House had shared the Postcode Lottery and, as the nearest charity, we were allocated £15,000. Thanks to those people who do Postcode Lottery.

We encourage people to talk about dementia and promote awareness. We have had leaflets printed and a banner made. I have not done any awareness talks over the last 12 months but this year we are the Alcester Mayor's charity, and I am hoping that this will promote us into the public eye as well as raise funds. The deputy mayor also announced that she, when she becomes mayor, will have us as her charity. So we will be the Mayors charity for 2 years running.

Our clients are fantastic. They tell it as it is. But some are coming to us too late along their journey with dementia. This makes it difficult for us and, more importantly, difficult for them too.

Our carers continue to do "above and beyond" for their loved ones. They often refuse outside help, benefits and try and look after their partners until sometimes they are ready to drop. I would encourage them to accept any help available, apply for benefits and spend it on the needs of either themselves or their loved ones. I, like others, am in awe of you do.

At the last AGM I said that we have a centre team working towards getting a centre on some ground owned by John Lewis. An offer had initially been accepted but after a change in JL top management we had to increase the offer. Then we found they were going to charge VAT. So we have backed out of that sale of land. Alan Rogers from our centre team investigated a different site at the Greig which has support from SDC and we haven't seen the offer in writing yet, but we may well be offered a site on the Greig at the back of the sports hall. My thanks go Alan Rogers, Lorraine and Cliff Armstrong and Margaret Kerr now on their 4<sup>th</sup> year of trying to get us a dementia centre. I know how frustrating this has been for them and they have remained determined to complete this project. A feasibility study is available if anyone wants to look at it or discuss it after the meeting.

So, In conclusion, this year, besides operating the day care, we have been working on various sites for a dementia centre, and continued with training and improving paperwork / procedures.

Going forward, for year ending 2026 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

Alcester Day Care Limited

Report and Financial Statements  
For the year ending 31st March 2025

Company No: 09515886 (England and Wales)

Alcester Day Care Limited

Directors Report

The directors present their report and the financial statements for the year ending 31st March 2025

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  
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.

Alcester Day Care Limited

Statements of Financial Activities  
(including Income and Expenditure Account)  
for the year ending 31st March 2025

	Unrestricted £	Restricted £	Total 2025 £	Total 2024 £
Incoming resources				
Incoming resources from generated funds:				
Voluntary income			-	-
Donations	8,046		8,046	5,263
Client Fees	61,591		61,591	45,763
Postcode Lottery		15,000	15,000	-
Activities for generating funds:				
Fund Raising Events			-	-
Interest	1,902		1,902	1,684
Total incoming resources	<u>71,539</u>	<u>15,000</u>	<u>86,539</u>	<u>20,140</u>
Resources Expended				
Cost of generating funds:				
Fundraising costs	-		-	-
Governance costs	(63,153)	(4,425)	(67,578)	(45,447)
Total resources expended	<u>(63,153)</u>	<u>(4,425)</u>	<u>(67,578)</u>	<u>(14,591)</u>
Net incoming resources for the period and carried forward	<u>8,386</u>	<u>10,575</u>	<u>18,961</u>	<u>5,549</u>



Alcester Day Care Limited

Balance Sheet  
as at 31st March 2025

	Notes	2025 £	2024 £
Fixed Assets			
Tangible fixed assets	4	3,565	973
		<u>3,565</u>	<u>973</u>
Current Assets			
Cash at bank and in hand		103,020	87,569
Prepayments	5	-	-
Current Liabilities			
Accruals	6	(720)	(1,638)
Net assets		<u>105,865</u>	<u>86,904</u>
Income funds			
Unrestricted general fund		67,467	59,081
Poverty Fund		2,983	2,983
Restricted fund		35,415	24,840
Total funds		<u>105,865</u>	<u>86,904</u>

For the year ending 31st March 2025 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 .....

.....

Alcester Day Care Limited

Notes to financial statements  
for the year ending 31st March 2025

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.

Alcester Day Care Limited

Notes to financial statements  
for the year ending 31st March 2025

4 Tangible Fixed Assets

	Fixtures & Fittings	Total
Cost		
Balance Brought Forward	4,796	4,796
Additions	2,836	2,836
At 31st March 2025	<u>7,632</u>	<u>7,632</u>
Accumulated depreciation		
Balance Brought Forward	3,823	3,823
Charge for year	244	244
At 31st March 2025	<u>4,067</u>	<u>4,067</u>
Net book value		
At 31st March 2025	<u>3,565</u>	<u>3,565</u>
At 31st March 2024	<u>973</u>	<u>973</u>

5 Prepayments

	2025 £	2024 £
Rent	-	-
	<u>-</u>	<u>-</u>

6 Accruals

	2025 £	2024 £
Accountancy	720	720
PAYE	-	918
	<u>720</u>	<u>1,638</u>

Alcester Day Care Limited

Examiners Report to the Board of Directors on the Unaudited Financial Statements  
Year Ending 31st March 2025

**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 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 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 05.06.25

Dean Accountancy Services Ltd  
15 High Street, Lydney, Glos GL15 5DP  
Tel: 01594 843867  
[www.deanaccountancyservices.co.uk](http://www.deanaccountancyservices.co.uk)

Alcester Day Care Limited

Detailed Income and Expenditure  
for the year ending 31st March 2025

	2025		2024	
	£	£	£	£
Income				
Donations	8,046		5,263	
Fees	61,591		45,763	
Post Code Lottery	15,000		-	
Other Income	<u>1,902</u>		<u>1,684</u>	
		86,539		52,710
Expenditure				
Salaries	46,784		30,067	
Pension	-		-	
Rent	10,805		7,128	
Repairs & Maintenance	339		197	
Food & Consumables	4,270		3,089	
Gifts	278		350	
Carer Social	-		1,100	
Meeting Costs	-		-	
Telephone	10		-	
Post & Stationary	662		280	
Printing	337		-	
Cleaning & Hygiene	121		657	
Subscription	96		-	
Insurance	2,551		1,034	
Training	905		639	
Sundry	87		-	
Filing Fee	34		13	
Professional fees	55		224	
Activity Costs	-		406	
Depreciation	<u>244</u>		<u>263</u>	
		(67,578)		(45,447)
Furlough		-		-
Surplus for the Year		<u>18,961</u>		<u>7,263</u>

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Charge for year	244	244
At 31st March 2025	<u>4,067</u>	<u>4,067</u>
Net book value		
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At 31st March 2024	<u>973</u>	<u>973</u>

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	2025 £	2024 £
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Post & Stationary	662		280	
Printing	337		-	
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Activity Costs	-		406	
Depreciation	<u>244</u>		<u>263</u>	
		(67,578)		(45,447)
Furlough		-		-
Surplus for the Year		<u>18,961</u>		<u>7,263</u>