

**Foxhall Centre
Annual Report to 31st March 2022**



Foxhall Centre

Charitable Incorporated Organisation

**Annual Report & Financial Statements
Year ended 31st March 2022**

Registered Charity No 1171154

**110 Parliament Road
Ipswich
Suffolk IP4 5EP**

Foxhall Centre
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For the year ended 31 March 2022

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Foxhall Centre

Charitable Incorporated Organisation No. 1171154

Trustees

Ian Meigh
Peter Dodd CTA
William Henry
Victoria Hosking
Jana Burton
Geoffrey Meech

Chair
Treasurer (retired 31 March 2021)

Appointed 07 December 2021
Appointed 07 December 2021

Registered Office Address

110 Parliament Road
Ipswich
Suffolk
IP4 5EP

Bankers

Virgin Money

Independent Examiner

Rachel Marsh FMAAT
Marsh Accountancy
67 Gardeners Road
Debenham
Suffolk IP14 6RX

Management Team

Yvonne Kane

Centre Manager

Operations Manager

Catherine Baker

Deputy Centre Manager

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Report from the Chair

The Foxhall Centre Lavender Trust provides care and support for older people, many of whom are living with dementia and/or other long term health conditions. It provides far more than just care and support services however as it provides an opportunity for members to meet with others of a similar age in a happy welcoming environment where they can take the opportunity to enjoy conversations with old and new friends, have fun, and take part in activities and enjoy the entertainment.

The management team and staff have worked hard to make a success of the new circumstances that the Centre finds itself in following on from the disruption to the services from the effects of the Covid 19 crisis. The attendance figures for members attending the Centre has gradually increased over the last year, which is very positive. The Centre is operating on 3 days of the week, with hopes that in the not too distant future, it can return to opening on 4 days a week.

Of course I must mention the retirement of Peter Dodd, Treasurer and Trustee, and Debbie Dodd, Administrative Manager, on 31st March 2022. Peter and Debbie were instrumental in helping save the Foxhall Centre from closure in 2017. Peter set up the Charitable Incorporated Organisation that is the Foxhall Centre Lavender Trust. Debbie and Peter undertook to take responsibility for all operational compliance and financial matters. They steered the organisation over the 5 years to achieve the financially secure position that the organisation is in today.

I must also mention the reluctant retirement, through ill health, of William Henry, Trustee, who took over the role of Treasurer from Peter Dodd. William supported the organisation for 5 years.

We enter the new financial year with a strong balance sheet. Our continued success depends on maintaining our ability to attract new members and promote our services within the community. I would like to thank all of the staff for their support, commitment and dedication to providing the services of the Foxhall Centre to its members. It is this constant and exceptional work which makes the Foxhall Centre the success it is.

Ian Meigh. *Chairman.*
30.01.2023

Foxhall Centre

Annual Report to 31st March 2022

Trustees' Annual Report **For the year ended 31 March 2022**

The Trustees, submit their annual report and the independently examined financial statements for the year ended 31 March 2021.

Structure, Governance and Management.

Governing instrument

The Charity is governed as a Charitable Incorporated Organisation (CIO). The constitution was agreed and registered with the Charity Commission on 17th January 2017. The Charity is governed by its Board of Trustees.

Trustees and Operational Structure

The Trustees of the Centre during the year were as shown on the previous page. The Trustees are responsible for the strategic direction, governance and policies of the CIO. The day to day operation of the Centre is delegated to the Management Team consisting of the Centre Manager, Operations Manager, and the Deputy Centre Manager.

Governance and Internal Control

Company and Charity law require the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Trustees have:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- prepared the financial statements on the going concern basis.

The Trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity for publication is reliable; and
- the charity complies with relevant laws and regulations.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. They include:

- a strategic plan and an annual budget approved by the Trustees;
- regular consideration by the Trustees of financial results, variance from budgets, and non-financial performance;
- delegation of authority and segregation of duties;
- identification and management of risks.

The Trustees are pleased to report that the charity's internal financial controls, in particular, conform with guidelines issued by the Charity Commission.

Foxhall Centre

Annual Report to 31st March 2022

Trustees Annual Report (continued)

For the year ended 31 March 2022

Objectives and Activities

The objects of the CIO are:-

- To relieve elderly people and those with a disability resident in Ipswich and surrounding areas who are in need, by the provision of a day centre for such persons, and items, services or facilities calculated to relieve the needs of such persons.
- To promote and assist the general good of all elderly people by assisting the work of statutory authorities and voluntary organisations engaged in providing facilities for physical and mental recreation, developing physical improvement, furthering health, relieving poverty, distress or sickness.
- To relieve financial hardship, sickness and poor health amongst elderly people

The Foxhall Centre is a local independent charity which provides a range of activities and services from the Foxhall Centre Lavender Trust venue, for people over the age of fifty, with the aim of improving quality of life and offering practical support, advice and information.

Foxhall Centre

Annual Report to 31st March 2022

Reserves Policy

At their meeting on 9 May 2017, the Trustees reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission and resolved that:

- a) That the General Reserve should be established and built up to a level which would finance a reasonable period in which to run down the organisation's operations in the event of a major loss of funding.
- b) That the level of General Reserve should be reviewed in line with this policy on an annual basis.

Approved by the Board of Trustees

Reviewed 17 April 2018

Supporting Statement

A target figure of £15,000 based on a three month winding-down period, was initially set in the 2017/18 budget. At the end of 2017/18, through prudent financial planning and a highly successful year, we were able to reach and exceed the recommended level of general reserves.

Having reviewed this figure, this level was thought insufficient to ensure sufficient time and facilities would be available to ensure all customers are able to secure alternative care arrangements, and to enable smooth transition, in the event of the Centre's closure.

At their meeting on 17th April 2018 the Trustees agreed that a target figure of £60,000 based on a six month winding-down period should be set and maintained.

Statement of Public Benefit

The objectives, and review of achievements and performance sections of this report clearly set out the activities which the Charity undertakes for the public benefit.

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Commission in determining the activities undertaken by the Charity.

Foxhall Centre

Annual Report to 31st March 2022

Review of the transactions and financial position of the charity

The format of the financial statements and accounts is in accordance with the recommendations of the Statement of Recommended Practice for Charity Accounts. Income and expenditure is analysed between restricted and non-restricted funds in the Statement of Financial Activities on page 12 and the balance sheet is included on page 13.

Results for the period

The Income and Expenditure Account shows net deficit on unrestricted funds for the year ended 31 March 2022 of (£11,091) (2021 -deficit (£837)). There is a surplus on all unrestricted funds of £172,846 (2021 – £183,937) at 31 March 2022.

The project funds have also been closely monitored. At the end of the period, one fund is showing a financial surplus on Revenue Funds due to the fact that expenditure on the underlying activities will be made in future periods.

Financial position at balance sheet date

The Board considers that the charity's financial position at the balance sheet date is satisfactory.

Degree of financial dependency

As mentioned above, the charity is dependent on the voluntary efforts of its members and volunteers. However, there is no significant degree of dependence on any single member or small group of members in respect of voluntary effort or financial contributions.

Political contributions

The charity made no political contributions during the year.

Independent Examiner

In accordance with the Charities Act 2011, the financial statements have been independently examined by Rachel Marsh FMAAT of Marsh Accountancy.

By Order of the Board

Signed

Date

Foxhall Centre

Annual Report to 31st March 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of the Foxhall Centre for the year ended 31 March 2022.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the year under section 114 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the financial statements under section 145 of the Charities Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 for you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit 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:

- Which gives reasonable cause to believe that in any material respect the requirements
 - o To keep accounting records in accordance with Section 130 of the Charities Act and
 - o To prepare accounts which accord with the accounting records and
 - o To comply with the accounting requirements of the Charities Act

have not been met, or

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



Rachel Marsh FMAAT AATQB
Marsh Accountancy
67 Gardeners Road
Debenham
Suffolk IP14 6RX

Date: 29 January 2022

Foxhall Centre Lavender Trust
Year ended 31 March 2022

Statement of Financial Activities

	<i>Note</i>	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>	<i>2021/22</i>
		£	£	£	£
INCOMING RESOURCES					
Grant income	3	16,291	-	16,291	102,457
Charitable activity income	3	105,261	-	105,261	23,358
Fundraising and donations	3	2,034	926	2,961	4,598
Investment Income		240		240	514
TOTAL INCOMING RESOURCES		123,826	926	124,752	130,927
RESOURCES EXPENDED					
<i>Charitable Expenditure</i>					
Staff costs	4	111,223	-	111,223	119,381
Accommodation and office costs	4	9,435		9,435	6,196
Operational costs	4	10,287	-	10,287	2,633
Other costs	4	3,971	-	3,971	3,387
<i>Charitable Expenditure</i>		134,917	-	134,917	131,597
<i>Fundraising Costs</i>		-	125	125	5
TOTAL RESOURCES EXPENDED		134,917	125	135,042	131,602
SURPLUS /(DEFICIT)		(11,091)	801	(10,290)	(674)
Reserves B/F		183,937	1,781	185,718	186,392
Balance carried forward		172,846	2,582	175,428	185,718

Foxhall Centre Lavender Trust

Balance Sheet as at 31 March 2021

	<i>Note</i>	<i>31 March 2022</i>	<i>31 March 2021</i>
FIXED ASSETS			
Furniture and Equipment	2	3,055	5,311
<i>Tangible Fixed Assets</i>		<u>3,055</u>	<u>5,311</u>
Current Assets			
<i>Debtors</i>			
Debtors		7,518	713
Accrued income		-	-
Payments in advance		1,455	1,506
<i>Total Debtors</i>		<u>8,973</u>	<u>2,219</u>
<i>Bank and Cash</i>			
Current Account		112,182	130,192
Deposit Account		50,000	50,000
Petty Cash Core		280	300
Petty Cash kitchen		120	120
Undeposited Funds		2,449	5
<i>Cash at bank and in hand</i>		<u>165,031</u>	<u>180,617</u>
Net Current Assets		174,005	182,836
Current Liabilities			
Creditors		-	418
Tax and National Insurance		1,632	2,012
<i>Current liabilities</i>		<u>1,632</u>	<u>2,430</u>
Net Current Assets		<u>172,373</u>	<u>180,406</u>
		<u>175,428</u>	<u>185,717</u>
FUNDS			
Unrestricted Funds		172,846	183,937
Restricted Funds		2,582	1,780
		<u>175,428</u>	<u>185,717</u>

At the end of the period, restricted funds show a surplus balance due to the fact that income has been received in advance of expenditure on the projects' activities which will be made in future periods.

These financial statements were approved by the Board of Trustees on _____

Signed: _____

Name: _____

Foxhall Centre Lavender Trust
Year ended 31 March 2022

Notes to the Financial Statements
Year ended 31 March 2022

Note 1 Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014

- a) Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Volunteer time is not included in the financial statements.
- b) Grants are recognised in full in the statement of financial activities in the year in which they are receivable. Resources expended are recognised in the period in which they are incurred.
- c) Depreciation is provided at rates calculated to write down the cost or initial valuation of other assets on a straight line basis over their expected useful life to their estimated residual value.

The depreciation rates in use are as follows:

Furniture - 5 years

Computers and equipment- 1 year

Office Equipment - 1 year

Other Equipment - 5 years

Assets with a purchase price of less than £50 are written off in the year of purchase.

- d) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund together with a fair allocation of support costs.
- e) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the Trust.

Note 2 Fixed Assets

	Computers	Furniture	Other Equipment	Total
	£	£	£	£
Cost				
At 1 April 2022	896	7,049	4,229	12,174
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2022	896	7,049	4,229	12,174
Depreciation				
At 1 April 2021	(896)	(3,180)	(2,787)	(6,863)
Charge for the year	-	(1,410)	(846)	(2,256)
Disposals	-	-	-	-
At 31 March 2022	(896)	(4,590)	(3,633)	(9,119)
Net book value				
At 31 March 2022	-	2,459	596	3,055
At 31 March 2021	-	5,279	2,288	7,567

Foxhall Centre Lavender Trust
Year ended 31 March 2022

Note 3 Analysis of incoming resources

	Unrestricted £	Restricted £	2021/22 £	2020/21 £
Grant Income				
Government Grants	16,291	-	16,291	102,457
Trust Grants	-	-	-	-
Other Grants	-	-	-	-
Grant Income	16,291	-	16,291	1,954
Charitable Activity Income				
Private Attendance Fees	66,974	-	66,974	13,792
ACS Attendance Fees	25,792	-	25,792	6,721
Taster Day Fees	630	-	630	210
Meals Fees	11,880	-	11,880	2,613
Breakfast / Refreshment Fees	-	-	-	-
Bathing / Hairdressing Fees	(15)	-	(15)	22
Total Charitable Activity Income	105,261	-	105,261	169,318
Donations				
Fundraising General	2,034	-	2,034	4,435
Fundraising Client	-	926	926	163
Total Donations	2,034	926	2,961	19,175

Note 4 Analysis of resources expended

Analysis	Unrestricted £	Restricted £	2021/22 £	2020/21 £
Staff Costs			-	-
Salaries	104,935	-	104,935	115,261
Pension costs	3,617	-	3,617	3,580
Recruitment	1,369	-	1,369	-
Staff training	1,302	-	1,302	540
Total	111,223	-	111,223	114,662
No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000				
Accommodation and Office Costs				
Property expenses	4,156	-	4,156	2,621
Telephone	539	-	539	628
Printing and publicity	190	-	190	-
Stationery	286	-	286	85
Postage	276	-	276	108
Equipment maintenance	150	-	150	-
It Costs	236	-	236	112
Insurance	1,506	-	1,506	1,569
Other office	1,303	-	1,303	359
Finance and payroll costs	793	-	793	715
Total	9,435	-	9,435	9,929
Operational			-	-
Activity Costs	464	-	464	124
Kitchen Costs	6,824	-	6,824	1,305
Cleaning / Protective Clothing	2,999	-	2,999	1,203
Total	10,287	-	10,287	14,322
Other Costs			-	-
Marketing Costs	1,018	-	1,018	-
Miscellaneous Centre Costs	697	-	697	235
Restricted Funding Expenditure	-	125	125	-
Depreciation	2,256	-	2,256	3,152
Total	1,715	125	4,096	3,636

Foxhall Centre Lavender Trust
Year ended 31 March 2022

Note 4 cont.

Fundraising costs
Fundraising Costs

-	125	125	5
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Note 5

5.1 Trustee Expenses

No trustees were paid expenses during the year

5.2 Fees for examination or audit of the accounts

	2021/22	2020/21
	£	£
Independent examiner's or auditors' fees	200	200
Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor	-	-

Note 6 Staff Costs

	2021/22	2020/21
	£	£
6.1 Gross wages, salaries and benefits in kind	104,935	115,261
Employer's National Insurance costs	-	-
Pension costs	3,617	3,580
Recruitment Costs	1,369	-
Staff Training	1,302	540
Total staff costs	111,223	114,662

6.2 The average number of employees employed in the year was 11

Note 7 Movement in Restricted Funds

	At the start of the Year	Incoming Resources	Resources Expended	Balance at Year end
	£	£	£	£
Client Fundraising	1,781	926	125	2,582
Total Funds	1,781	926	125	2,582

Note 8 Purposes of Restricted funds

Client Fundraising

Funds raised by clients to be used to fund activities and events directly benefiting the clients