

**Foxhall Centre
Annual Report to 31st March 2023**



Foxhall Centre

Charitable Incorporated Organisation

Annual Report & Financial Statements Year ended 31st March 2023

Registered Charity No 1171154

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

Foxhall Centre
Annual Report to 31st March 2023

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For the year ended 31 March 2023

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Foxhall Centre

Charitable Incorporated Organisation No. 1171154

Trustees

Ian Meigh
William Henry
Victoria Hosking
Jana Burton
Geoffrey Meech

Chair
(Resigned)

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

Catherine Baker

Deputy Centre Manager

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Report from the Chair

The Foxhall Centre Lavender Trust, based in the County Town of Ipswich, provides care and support for older people, many of whom have dementia and/or other long term health conditions. Its members are drawn from Ipswich and the surrounding Suffolk communities. The Centre aims to provide a warm, welcoming environment where its members can benefit from companionship with others of a similar age; have fun; take part in a range of activities; and enjoy the entertainment. It is all happening with the provision of a two course lunch (optional) and other refreshments during the day.

The Centre is entering its eighth year under its current management with a strong set of accounts and balance sheet. It has succeeded in managing the difficulties arising from the Covid 19 pandemic. However Covid 19 infections unfortunately can still affect the health of staff and members and therefore the operations from time to time.

The Centre has a team of dedicated staff and leaders. The Centre's Manager, Yvonne Kane, and Deputy Manager, Catherine Baker, have led the team throughout the last 7 years and before when it was part of AGE UK. The Trustees are committed to continue to support all the team with the appropriate training being offered and the 10 percent increase in salaries (October 2022) to reflect their hard work and dedication.

The Centre is open 3 days a week. It offers taster days for those considering the possibility of joining the Centre's activities. The Centre looks to open on a fourth day once demand allows for this return to the pre-Covid 19 level of service.

The Centre is always looking at new ways to enhance its provision of services. A recent SWOT analysis has suggested that there is an opportunity to explore the possibility of having an apprenticeship scheme or offering work experience to students in college. It is hoped that this will attract younger people which will add to the longevity of the service.

We remain committed to delivering a safe service for the benefit of the older population of Ipswich and the surrounding area and look forward to the challenges ahead.

Ian Meigh.
30/01/2024

Chairman.

Foxhall Centre

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Trustees' Annual Report **For the year ended 31 March 2023**

The Trustees, submit their annual report and the independently examined financial statements for the year ended 31 March 2022.

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.

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Trustees Annual Report (continued)
For the year ended 31 March 2023

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

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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 2023

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 excess on unrestricted funds for the year ended 31 March 2023 of £4,877 (2022 -deficit (£10,290)). There is a surplus on all unrestricted funds of £172,962 (2022 – £172,846) at 31 March 2023.

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 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of the Foxhall Centre for the year ended 31 March 2023.

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 2024

Foxhall Centre Lavender Trust
Year ended 31 March 2023

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
Charitable activity income	3	149,786	-	149,786	105,261
Fundraising and donations	3	2,525	4,761	7,286	2,961
Investment Income		267	-	267	240
TOTAL INCOMING RESOURCES		152,579	4,761	157,340	124,752
RESOURCES EXPENDED					
<i>Charitable Expenditure</i>					
Staff costs	4	122,150	-	122,150	111,223
Accommodation and office costs	4	13,110	-	13,110	9,435
Operational costs	4	14,047	-	14,047	10,287
Other costs	4	3,156	-	3,156	3,971
<i>Charitable Expenditure</i>		152,463	-	152,463	134,917
<i>Fundraising Costs</i>					
		-	-	-	125
TOTAL RESOURCES EXPENDED		152,463	-	152,463	135,042
SURPLUS /(DEFICIT)		116	4,761	4,877	(10,290)
Reserves B/F		172,846	2,582	175,428	185,718
Balance carried forward		172,962	7,343	180,305	175,428

Foxhall Centre Lavender Trust
Balance Sheet as at 31 March 2023

	<i>Note</i>	<i>31 March 2023</i>	<i>31 March 2022</i>
FIXED ASSETS			
Furniture and Equipment	2	1,145	3,055
<i>Tangible Fixed Assets</i>		<u>1,145</u>	<u>3,055</u>
Current Assets			
<i>Debtors</i>			
Debtors		11,354	7,518
Accrued income		-	-
Payments in advance		1,608	1,455
<i>Total Debtors</i>		<u>12,962</u>	<u>8,973</u>
<i>Bank and Cash</i>			
Current Account		119,266	112,182
Deposit Account		50,000	50,000
Petty Cash Core		65	280
Petty Cash kitchen		5	120
Undeposited Funds		2,568	2,449
<i>Cash at bank and in hand</i>		<u>171,903</u>	<u>165,031</u>
Net Current Assets		184,866	174,005
Current Liabilities			
Creditors		338	-
Tax, National Insurance and Pensions		5,368	1,632
<i>Current liabilities</i>		<u>5,706</u>	<u>1,632</u>
Net Current Assets		<u>179,159</u>	<u>172,373</u>
		<u>180,305</u>	<u>175,428</u>
FUNDS			
Unrestricted Funds		172,962	172,846
Restricted Funds		7,343	2,582
		<u>180,305</u>	<u>175,428</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 2023

Notes to the Financial Statements
Year ended 31 March 2023

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				
<i>At 1 April 2022</i>	896	7,049	4,229	12,174
Additions	-		120	120
Disposals	-	-	-	-
<i>At 31 March 2023</i>	896	7,049	4,349	12,294
Depreciation				
<i>At 1 April 2022</i>	(896)	(4,590)	(3,633)	(9,119)
Charge for the year	-	(1,410)	(620)	(2,030)
Disposals			-	-
<i>At 31 March 2023</i>	(896)	(6,000)	(4,253)	(11,149)
Net book value				
At 31 March 2023	-	1,050	96	1,145
At 31 March 2022	-	2,459	596	3,055

Foxhall Centre Lavender Trust
Year ended 31 March 2023

Note 3 Analysis of incoming resources

	Unrestricted £	Restricted £	2022/23 £	2021/22 £
Grant Income				
Government Grants	-	-	-	16,291
Trust Grants	-	-	-	-
Other Grants	-	-	-	-
Grant Income	-	-	-	16,291
Charitable Activity Income				
Private Attendance Fees	90,233	-	90,233	66,974
ACS Attendance Fees	43,195	-	43,195	25,792
Taster Day Fees	510	-	510	630
Meals Fees	15,797	-	15,797	11,880
Breakfast / Refreshment Fees	-	-	-	-
Bathing / Hairdressing Fees	52	-	52	(15)
Total Charitable Activity Income	149,786	-	149,786	105,261
Donations				
Fundraising General	2,525	-	2,525	2,034
Fundraising Client	-	4,761	4,761	926
Total Donations	2,525	4,761	7,286	2,961

Note 4 Analysis of resources expended

Analysis	Unrestricted £	Restricted £	2022/23 £	2021/22 £
Staff Costs			-	-
Salaries	114,023	-	114,023	104,935
Pension costs	6,336	-	6,336	3,617
Recruitment	643	-	643	1,369
Staff training	1,148	-	1,148	1,302
Total	122,150	-	122,150	111,223
No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000				
Accommodation and Office Costs				
Property expenses	4,200	-	4,200	4,156
Telephone	494	-	494	539
Printing and publicity	18	-	18	190
Stationery	221	-	221	286
Postage	364	-	364	276
Equipment maintenance	1,076	-	1,076	150
It Costs	1,221	-	1,221	236
Insurance	1,455	-	1,455	1,506
Other office	3,471	-	3,471	1,303
Finance and payroll costs	588	-	588	793
Total	13,110	-	13,110	9,435
Operational				
Activity Costs	3,039	-	3,039	464
Kitchen Costs	7,940	-	7,940	6,824
Cleaning / Protective Clothing	3,068	-	3,068	2,999
Total	14,047	-	14,047	10,287
Other Costs				
Marketing Costs	378	-	378	1,018
Miscellaneous Centre Costs	748	-	748	697
Restricted Funding Expenditure	-	-	-	125
Depreciation	2,030	-	2,030	2,256
Total	1,126	-	3,156	4,096

Foxhall Centre Lavender Trust
Year ended 31 March 2023

Note 4 cont.

Fundraising costs
Fundraising Costs

-	-	-	125
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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

	2022/23	2021/22
	£	£
Independent examiner's or auditors' fees	480	200
Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor	-	-

Note 6 Staff Costs

	2022/23	2021/22
	£	£
6.1 Gross wages, salaries and benefits in kind	114,023	104,935
Employer's National Insurance costs	-	-
Pension costs	6,336	3,617
Recruitment Costs	643	1,369
Staff Training	1,148	1,302
Total staff costs	122,150	111,223

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	2,582	4,761	-	7,343
Total Funds	2,582	4,761	0	7,343

Note 8 Purposes of Restricted funds

Client Fundraising

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