

**Foxhall Centre
Annual Report to 31st March 2024**



Foxhall Centre

Charitable Incorporated Organisation

**Annual Report & Financial Statements
Year ended 31st March 2024**

Registered Charity No 1171154

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

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For the year ended 31 March 2024

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Foxhall Centre

Charitable Incorporated Organisation No. 1171154

Trustees

Ian Meigh

Chair

Victoria Hosking

Jana Burton

Geoffrey Meech

Gordon Low

Appointed August 2023

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 continues to provide a successful and well-resourced provision for the day care for older people in the County Town of Ipswich and the surrounding communities at its premises in Parliament Road, Ipswich, Suffolk.

The Foxhall Centre has been providing care for older people for many years, many of whom have dementia and/or other conditions. Centre Staff look to provide far more than just care. They provide a place where there is a warm welcome with hot meals, entertainment, companionship, fun and enjoyment with many activities to engage and stimulate its many members. It is a place where old friends meet and new friends made.

The Centre is supported by a good and dedicated care team who have worked in the care sector for many years. They have a wealth of training including NVQ 2, NVQ3, NVQ4 and ILM5. They have continued with relevant training courses during the year.

The Centre continues to operate three days a week. The numbers of users of the service remain stable throughout the year. The attendance rate has been very good this year with at least 60 customers attending each week. Covid 19 infections are still having an impact. There was a brief closure of the Centre due to Covid 19 infections of the majority of staff.

The Centre has managed increases in costs which have impacted on the financial situation. There was a small deficit of £9419 at the end of the year, with the reserves carried forward of £170,886. There is a strong current account balance, with a substantial reserve of £50,000 kept back for emergencies. The focus has been on stronger marketing of the centre to maintain and increase the use of the centre.

The Trust and the Managers and staff welcome new volunteers and fund raisers to help with maintaining the operation of the Centre. The Trustees welcomed a new Trustee to join the Board, Mr. Gordon Low.

We remain committed to delivering safe services for the benefit of the older population of Ipswich and look forward to many more years of success of the Foxhall Centre Lavender Trust.

Ian Meigh.
27/01/2025

Chairman.

Foxhall Centre

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Trustees' Annual Report **For the year ended 31 March 2024**

The Trustees, submit their annual report and the independently examined financial statements for the year ended 31 March 2024.

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 2024

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.

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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 2024

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 2024 of £9,419 deficit (2023 - £4,877 excess). There is a surplus on all unrestricted funds of £160,802 (2023 – £172,962) at 31 March 2024.

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 2024

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of the Foxhall Centre for the year ended 31 March 2024.

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: 24 January 2025

Foxhall Centre Lavender Trust
Year ended 31 March 2024

Statement of Financial Activities

	<i>Note</i>	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>	<i>2022/23</i>
		<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
INCOMING RESOURCES					
Charitable activity income	3	157,728	-	157,728	149,786
Fundraising and donations	3	1,332	2,741	4,073	7,286
Investment Income		688	-	688	267
TOTAL INCOMING RESOURCES		159,748	2,741	162,489	157,340
RESOURCES EXPENDED					
<i>Charitable Expenditure</i>					
Staff costs	4	135,394	-	135,394	122,150
Accommodation and office costs	4	18,453	-	18,453	13,110
Operational costs	4	13,871	-	13,871	14,047
Other costs	4	4,165	-	4,165	3,156
<i>Charitable Expenditure</i>		171,883	-	171,883	152,463
<i>Fundraising Costs</i>					
		25	-	25	-
TOTAL RESOURCES EXPENDED		171,908	-	171,908	152,463
SURPLUS /(DEFICIT)		(12,160)	2,741	(9,419)	4,877
Reserves B/F		172,962	7,343	180,305	175,428
Balance carried forward		160,802	10,084	170,886	180,305

Foxhall Centre Lavender Trust

Balance Sheet as at 31 March 2024

	<i>Note</i>	<i>31 March 2024</i>	<i>31 March 2023</i>
FIXED ASSETS			
Furniture and Equipment	2	72	1,145
<i>Tangible Fixed Assets</i>		<u>72</u>	<u>1,145</u>
Current Assets			
<i>Debtors</i>			
Debtors		15,330	11,354
Accrued income		-	-
Payments in advance		1,202	1,608
<i>Total Debtors</i>		<u>16,532</u>	<u>12,962</u>
<i>Bank and Cash</i>			
Current Account		107,075	119,266
Deposit Account		50,000	50,000
Petty Cash Core		(99)	65
Petty Cash kitchen		(142)	5
Undeposited Funds		2,237	2,568
<i>Cash at bank and in hand</i>		<u>159,071</u>	<u>171,903</u>
Net Current Assets		175,603	184,866
Current Liabilities			
Creditors		3,162	338
Tax, National Insurance and Pensions		1,626	5,368
<i>Current liabilities</i>		<u>4,789</u>	<u>5,706</u>
Net Current Assets		<u>170,815</u>	<u>179,159</u>
		<u>170,886</u>	<u>180,305</u>
FUNDS			
Unrestricted Funds		160,802	172,962
Restricted Funds		10,084	7,343
		<u>170,886</u>	<u>180,305</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 2024

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				
At 1 April 2023	896	7,049	4,349	12,294
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2024	896	7,049	4,349	12,294
Depreciation				
At 1 April 2023	(896)	(6,000)	(4,253)	(9,119)
Charge for the year	-	(1,049)	(24)	(3,104)
Disposals	-	-	-	-
At 31 March 2024	(896)	(7,049)	(4,277)	(12,222)
Net book value				
At 31 March 2024	-	-	72	72
At 31 March 2023	-	1,049	96	3,055

Foxhall Centre Lavender Trust
Year ended 31 March 2024

Note 3 Analysis of incoming resources

	Unrestricted £	Restricted £	2023/24 £	2022/23 £
Charitable Activity Income				
Private Attendance Fees	-	-	94,041	90,233
ACS Attendance Fees	3,002	-	45,246	43,195
Taster Day Fees	91,039	-	515	510
Meals Fees	45,246	-	17,914	15,797
Bathing / Hairdressing Fees	515	-	13	-
Total Charitable Activity Income	139,802	-	157,728	149,735
Donations				
Fundraising General	1,332	-	1,332	2,525
Fundraising Client	-	2,741	2,741	4,761
Total Donations	1,332	2,741	4,073	7,286

Note 4 Analysis of resources expended

Analysis	Unrestricted £	Restricted £	2023/24 £	2022/23 £
Staff Costs			-	-
Salaries	128,273	-	128,273	114,023
Pension costs	4,342	-	4,342	6,336
Recruitment	582	-	582	643
Staff training	2,196	-	2,196	1,148
Total	135,394	-	135,394	122,150

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

Accommodation and Office Costs

Property expenses	10,053	-	10,053	4,200
Telephone	1,093	-	1,093	494
Printing and publicity	221	-	221	18
Stationery	199	-	199	221
Postage	235	-	235	364
Equipment maintenance	583	-	583	1,076
IT Costs	412	-	412	1,221
Insurance	1,608	-	1,608	1,455
Other office	3,037	-	3,037	3,471
Direct debit collection fees	383	-	383	-
Finance and payroll costs	628	-	628	588
Total	18,453	-	18,453	13,110

Operational

Activity Costs	3,389	-	3,389	3,039
Kitchen Costs	8,196	-	8,196	7,940
Cleaning / Protective Clothing	2,286	-	2,286	3,068
Total	13,871	-	13,871	14,047

Other Costs

Marketing Costs	473	-	473	378
Miscellaneous Centre Costs	2,619	-	2,619	748
Restricted Funding Expenditure	-	-	-	-
Depreciation	1,073	-	1,073	2,030
Total	3,092	-	4,165	3,156

Foxhall Centre Lavender Trust
Year ended 31 March 2024

Note 4 cont.

Fundraising costs			
Fundraising Costs	<u>25</u>	-	<u>25</u>
			-

Note 5

5.1 Trustee Expenses

No trustees were paid expenses during the year

5.2 Fees for examination or audit of the accounts

	2023/24	2022/23
	£	£
Independent examiner's or auditors' fees	480	480
Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor	-	-

Note 6 Staff Costs

	2023/24	2022/23
	£	£
6.1 Gross wages, salaries and benefits in kind	128,273	114,023
Employer's National Insurance costs	-	-
Pension costs	4,342	6,336
Recruitment Costs	582	643
Staff Training	2,196	1,148
Total staff costs	<u>135,394</u>	<u>122,150</u>

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	7,343	2,741	-	10,084
Total Funds	7,343	2,741	0	10,084

Note 8 Purposes of Restricted funds

Client Fundraising

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