



Trustees' Annual Report for the period

Period start date			Period end date		
From	1st	April	2020	To	31st March 2021

Section A Reference and administration details

Charity name

Age Concern Windsor (ACW)

Other names charity is known by

Registered charity number (if any) 1177688

Charity's principal address

Spencer Denney Centre

Park Corner

Windsor

Postcode

SL4 4EB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephen Gill	Chair		
2	Richard Beckingsale	Vice Chair and Secretary		
3	Michele Bennett	Treasurer		
4	Fiona Price			
5	Laura Godsell		Appointed Aug 2020	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Rachel Harvey, Chief Officer, joined ACW in July 2017.

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Constitution of a Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	The Chair was elected in April 2018 for a 4 year term. The Treasurer was elected in April 2020 for a further 3 year term. The Vice Chair was elected for a further 2 year term in April 2020. The other Trustees are appointed for a term of two years, by a resolution passed at a properly convened meeting of the Charity Trustees, with annual re-election.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system

The executive committee of the Trustees is responsible for the day to day administration of the charity. Age UK Berkshire and the Royal Borough of Windsor & Maidenhead (RBWM) are eligible to attend properly convened meetings of the Charity Trustees.

At full complement we have four part time staff employed by the Charity and around forty volunteers who give their time freely to help run our services and support our clients. During 2020-21 we had three part-time staff, supported by volunteers. All our Trustees give their time voluntarily and have received no remuneration or other benefits except to have a refund of expenses while carrying out their duties as Trustees.

We have policies and procedures in place for the induction, and training of our Staff, Volunteers, and Trustees.

We have a Safeguarding policy in place and we complete a Disclosure and Barring Service (DBS) check for all our Trustees, Staff and Volunteers

and procedures to manage them.

where appropriate These checks are carried out in line with statutory requirements.

We also have policies in place to protect both our people and our clients while in the Centre and also outside the Centre when making home visits and for excursions. Our fire procedures and health and safety checks are reviewed by RBWM and the local fire brigade. Our kitchen is also inspected regularly by Environmental Health.

We have a Risk Register and Business Continuity Plan for the Charity to identify the potential risks financial and otherwise to the future of the Charity. These are diarised under a forward plan and reviewed regularly.

We have several links with local organisations listed below who have assisted us in the past.

Alzheimer Dementia Support
Age UK Berkshire
Bucks Mind
Fare Share
Greggs Foundation Trust
Microsoft
Rotary Club Windsor St George
Royal Borough Windsor and Maidenhead (RBWM)
Slough CVS
Signal 4 Carers
Social Prescribing
Soroptimist International Slough, Windsor and Maidenhead
Tesco
The Windsor Community Defibrillator Partnership
Thames Valley Police
Waitrose Community Matters
WAM Get Involved
Windsor & Maidenhead Primary Care Trust

Financial Support during 2020-2021

We have had continued financial support from RBWM via a contract to deliver services for RBWM for the term of two years, with provision to add a third year.

During 2020-2021 due to the COVID-19 Pandemic, in house fundraising has been limited; however we have received personal contributions and other help for which we are grateful.

We would like to give a special mention to the following organisations that have given financial help in 2020-2021 that has enabled us to continue providing our existing services to our clients and also enabled us to start new services in the local Community during this difficult year.

The National Lottery
Berkshire Community Foundation Trust (BCF)
Independent Age
Tesco Bags of Help
Screwfix Foundation
Girdlers Foundation Trust
SSP Foundation Trust

Summary of the objects of the charity set out in its governing document

The objective of the Charity is to promote the relief and well-being of elderly people in any manner which now is or hereafter may be deemed by law to be charitable in and around Dedworth, Windsor and in particular to help make their lives a more fulfilling and enjoyable experience.

- By reducing isolation and supporting independence and wellbeing in older people
- By championing the rights of older people
- By providing trusted and quality services that enrich the lives of older people
- By supporting those who care for older people

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We are a small independent Charity that provides a Day Service for the over 55's. The aim of the Charity is to provide a safe and friendly place in the local area for our clients that meets their individual needs. We have been providing this help since 1984. We help older people live enjoyable and fulfilling lives no matter what their circumstances.

We initially had a long running Lunch Club, however it became apparent that the area lacked services for those with Dementia and so the Lunch club slowly evolved and expanded into our current Day Service with the addition of appropriate learning and mobility activities, and entertainment. We have been working with older adults for over 30 years and have adapted, changed and developed our services to suit the needs of the local population.

In more recent years we have reintroduced services for the more able and independent older people in the Community and now our services include a weekly Coffee Club and a monthly Sunday Lunch Club that target those who may be isolated or in need of support.

In line with Government Guidelines we closed our group services on 20th March 2020 due to Covid-19 pandemic.

The Trustees met in March 2020 to discuss if and in what way we could continue to support our clients through this difficult time, we concluded there was a great need for support services locally. Not only for our existing clients but other elderly people in the local community who had to self-isolate.

It was a difficult decision as our income immediately fell by 80% with the closure of our group services and inability to rent out our building and it would mean starting new services that could be delivered during the pandemic. Despite the decrease in income, it was felt that we were in stable financial position to enable us to continue, if there were things that would help to support local older people. The meeting highlighted two areas that we felt we could help with: provision of a hot meal through a Meals on Wheel Service (MOW) and emotional support for those who were isolated via telephone befriending scheme (BF). We therefore decided not to furlough our staff and seek additional funding to start up and run these services.

Day Service (DS)

The Day Service is open to people who have found themselves isolated because they find it difficult to get out of their homes due to physical and/or mental health issues. The Day Service normally ran four days a week however this service closed 20th March 2020 due to Covid-19 and did not reopen until government guidelines would allow in September 2020.

Our clients are particularly vulnerable as currently they are all aged over 70, often have a variety of underlying health problems, including physical mobility issues, sensory impairment and mental health issues such as dementia, they also frequently live alone. Attending the Day Service gives the clients the opportunity to socialise and partake in a variety of different activities to help with their mental and physical wellbeing and also to give their carers some respite. As the service reopened with reduced capacity we prioritised a place for the clients and carers who were most in need.

We provide door to door transport for those that wish to attend who are unable to transport themselves to the Centre. The Day Service provides stimulating exercises for mind and body, a three- course meal, and activities that are all tailored to meet the needs of our clients and the changing Covid-19 restrictions. Whilst we normally arrange outings to local places of interest, and also hire professional entertainers at certain times of the year to provide additional fun days we were unable to do this.

The focus of the activities is on reducing the feelings of isolation, increasing participation, building a sense of achievement and purpose for each client. The activities include arts and craft, quizzes, puzzles, colouring books, reflecting current affairs. We also encourage interaction with younger people and participation of younger volunteers with visits from local schools and the national citizen's advice service to bring more of the outside world into the Centre.

The physical activity focus is on maintaining core strength and fitness to help reduce falls, improve balance, and help the clients stay fitter and healthier for longer. Everyone is encouraged to participate at their own level. The daily exercises help to ensure that our clients are able to maintain independent living in their own home.

We encourage independent living however this means that our clients are frequently on their own and have few opportunities for social engagement outside of coming to our Centre. Some have carers who are also over 70 years of age.

Tuesday Afternoon Coffee Club

We encourage anyone in the area to come to our Centre to meet and have fun. The Coffee Club is held every Tuesday 14:00-16:00 for people to drop in for tea, cakes and chat. This Group helps people make friends and helps them to talk to others in a similar situation to themselves. The volunteers are there to listen and to encourage conversation between those who attend with the overall aim of promoting friendship and support networks in the local area. This group was closed due to Government guidelines in March 2020 and reopened August 2020- December 2020 and then reopened 1st April 2021 once the level of Covid-19 cases had fallen.

Sunday Lunch Club

We run a Sunday Lunch Club on the 2nd Sunday of each month which is open to anyone aged over 55. We serve a three-course Roast Dinner. Should anyone require transport this can also be arranged. This service was open September to December 2020 and then reopened April 2021

Other Activities

Sadly we were unable to rent out the building during 2020-2021 to outside groups.

New Horizons & New Ventures due to COVID-19

We launched two new services to provide support at home on 24th April 2020

Meals on Wheels (MOW)

We started delivering a fresh cooked, hot, two course meal four days a week to local residents of Windsor. Starting initially with our own clients and then expanding to include others in the local area. We are now producing over 300 meals a month on a regular basis. The take up of this service has been increasing as word gets around the area.

Befriending (BF)

We established a telephone befriending service to keep in touch with the most vulnerable who were feeling lonely due to the isolation. We also made up and delivered 'boredom buster packs' directly to their homes. These packages are intended to keep minds active and include puzzles, crosswords and colouring books.

Grants

We are extremely grateful to the organisations who provided financial support through Grants during 2020-2021.

Without their financial assistance and help we would not have been able to establish the MOW Service nor create the Befriending Service. The money enabled our staff to remain employed throughout the pandemic and it helped with the set up and also on-going running costs of the two new services.

It has meant that we could keep in touch with our existing clients, but also we were able to reach out and help other vulnerable people in the community who were suffering from isolation and loneliness.

Volunteers & Staff

An enormous contribution has been made by our volunteers and staff throughout a very difficult year. We are extremely grateful to the volunteers who came forward to help distribute the meals and help with the telephone calls while they were furloughed without whom we couldn't have run the two new services.

The Trustees are extremely grateful for the many hours that our volunteers and staff have invested into the Centre and how they have adapted to difficult and changing conditions during the COVID-19 pandemic:- by organising activities, listening and talking to our clients; by making lunches, distributing, calling, gathering items for the 'boredom

buster' packs, re-opening and closing the Centre at short notice based on Government guidelines.

We were able to open the Centre at times when allowed to do so by the Government guidelines, with reduced capacity and maintaining social distancing when other Centres remained closed. Our volunteers and staff have continued helping our clients enjoy the activities and also enjoy the days with us. This has meant that the Carers have also been able to have support throughout this year.

The families have entrusted their loved ones into our care and it is extremely important that they have an enjoyable time with us and this could not be achieved if it wasn't for the time given by our staff and volunteers.

Not all the volunteers are client facing and so we also would like to thank those volunteers who have helping with the background work such as administrative tasks.

Fund raising

The Trustees are also very grateful for the amount of time that our staff have helped, in previous years with organising and taking part in the fund raising activities, without which the Centre would not be able to operate. However, during 2020-21 due to COVID-19 we have been limited in our fund raising activities.

Additional details of objectives and activities (Optional information)

Other Support

We have taken the opportunity while the Centre has been closed to update our kitchen. We would like to thank Screwfix Foundation for providing the funds to do this.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Most of our clients are very fragile and vulnerable and come to us with a variety of health issues including, physical mobility, sensory impairment and mental health. Attending the Day Service gives them the opportunity to socialise and to partake in a variety of different activities to help with their mental wellbeing and mobility.

We have a lot of contact with the Carers of our clients and we run events that will include them, but more importantly support them in living their lives as well as caring for their loved one.

The Day Service, weekly Coffee Club and monthly Sunday Lunch Club ceased on the 20th March 2020 when we closed for the first time due to COVID-19 guidelines.

We wanted to continue to support our clients and the wider population of older people in Windsor while they were in lockdown and while they were self-isolating at home. We also knew that Lock down restrictions would isolate them and may mean that an individuals' mental health may deteriorate. We also felt that the welfare of the partners who are also Carers in some instances, may be overlooked and they needed our support throughout this difficult year.

After the closure of our Group services we looked at alternative ways to support our clients, carers and local older people. We established two new Care in the Community projects setting up a Meals on Wheels Service (MOW) and a telephone Befriending Service (BF). We started offering it to our existing client base, and carers initially and once it was established we offered it to the wider population of Windsor and surrounding areas.

Meals On Wheels Service (MOW)

We knew our clients and many more elderly in the community would benefit from the provision of a regular hot meal as many wouldn't cook for themselves or would struggle to get shopping whilst in Lock Down.

We established a MOW Service. We needed funding to provide this service and this was our first priority. We were able to secure funding for the set up costs from BCF and Tesco. We also had significant funding from the National Lottery that enabled us to provide MOW and to subsidise some of the meals.

This service provided face to face contact on a regular basis. We were there to provide support for any help that was needed as first port of call to alleviate the health service. We were able to carry out a visual health check at the front door and monitor the clients, physical wellbeing, and their mental attitude. When we felt that further more professional help was needed we notified the relevant authorities such as Social Services or the GP if we saw that there were issues in the household as a result of Lock down restrictions.

We were the familiar face and contact with the outside world during this difficult time. This has been a great help as some of the clients get very confused with strangers.

We created a variety of nutritional menus suitable for a delivery service. Proper nutrition is beneficial for the heart, lowers the risk of heart disease, helps keep bones and teeth strong and helps blood flow to the brain helping to maintain mental agility. It is also important in maintaining a healthy weight, reducing clogged arteries, and helping control type 2 diabetes. Thus by providing this service we could provide the right food 4 days a week.

The service also helped reduce the stress on the people who were helping to look after them and potentially reduced the amount of worry about whether they were eating well and looking after themselves.

The MOW service has been very well received. We have continued to provide this service throughout the year even when the Day Service was able to open again between the first, second and third lockdowns.

Telephone Befriending Service (BF)

Our weekly Coffee Club and monthly Sunday Lunch Club attract people who are living alone, many who do not have family living close by. Most who attend say they are looking for company and a good proportion have some health conditions that mean they struggle to get out and see people.

We established this service to provide support to the community during the COVID-19 lockdowns. The BF is offered to older people and their carers regardless of age although we primarily deal with those who are over 55.

Our BF enabled clients, both existing and new, to be provided with help and support. The additional activities we supplied via the 'boredom buster' packs helped to stimulate conversation and ideas for Carers living with Dementia sufferers. Any concerns or increases in support were identified quickly by our staff and volunteers and referrals and extra support were put in place.

The idea was to support local Social Services and stop difficult situations escalating. We continued to monitor the health and wellbeing of the clients, both physical, and mental. We were able to determine if there was a change in behaviour. If we did identify a problem in the household we notified the relevant authorities.

We provided support and offered a hand of friendship and helped reduce feelings of isolation.

The feedback we have received is that our clients feel better from talking about things. They liked to keep in touch with others by hearing about friends from our Centre whom they couldn't see during the pandemic. They felt more connected for knowing what little we could pass on to them about everyone. Although some clients initially found it difficult to sign up to a regular call the Carers appreciate calls from us to enable them to talk about problems and say that it was good to talk to us.

We hope to continue this service however we will need to identify sources of funding to enable us to do so.

Day Service

This service has been interrupted throughout 2020-2021 due to the pandemic. When we were open we operated at reduced capacity due to social distancing and we only opened two / three days per week (rather than the usual four days per week). We have not been able to provide external entertainment and so our staff have been trained and have been extremely versatile in organising and carrying out the daily activities.

External Rentals of the Centre

Closed throughout 2020-2021 due to COVID-19.

Brief statement of the charity's policy on reserves

The Trustees maintain three separate reserves for the future benefit of the Charity:-

1. Repairs and Maintenance Reserve of £10,000 to cover unexpected capital expenditure on the upkeep and replacement of the internal and external fixtures and fittings in the Spencer Denney Centre (SDC).
2. Minivan Fund of £20,667 which will be added to annually from fund raising activities in order to replace our 10 year old minivan within the next 3-5 years which we estimate will cost £45,000.
3. Business Continuity Reserve of £30,000 to cover at least three months costs.

It is our intention to use these reserves for unexpected and also planned expenditure throughout the year if and when required. We also intend to build upon the reserves as and when activities allow.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In order to provide the service in the local community we rely heavily on an annual contract from RBWM and their continued support. In February 2019 we signed a Contract for Services with RBWM for two years from April 2019-March 2021. In March 2021 RBWM extended this support for a further year. The Trustees feel that this will provide some financial stability and will help with the planning of our future.

Our clients pay a daily fee which covers the meal, transport and some of the activities. Since the Centre has been predominately closed, or only opening at a reduced capacity, throughout 2020-2021 we have lost this income and hence we have had to rely on the generosity of donations and Grants.

We have received no rental income due to the Pandemic and the forced closure of the building to outsiders.

In the past the Trustees, the staff and the volunteers have all introduced ways to raise funds through garage sales, selling knitted items, quiz nights, and online giving. We plan to restart these fundraising activities during 2021-22.

The Trustees are extremely grateful to the generous donations from our supporters and Grantees this year. We are also extremely grateful to the organisations for their time and generosity in helping the Centre.

Programme for the upkeep of the facilities and building:

The SDC is owned by the Council but it is the responsibility of the Trustees to maintain the building and we have agreed on a programme to improve the facilities over the next five years through fund raising, corporate partnership, and volunteers. This programme is reviewed regularly.

We can only do this and continue running our services with the help of other organisations, through donations, or volunteer work.

We continue to monitor the building and the repair work that is needed. We continue to look for capital Grants that can assist us in maintaining the building. We have been successful in obtaining a Grant from Screwfix Foundation to upgrade the Kitchen and the work was carried out in March 2021.

The Trustees and staff are continuously reviewing the health and safety of the building, minivan and external areas for any maintenance, replacement or modernising that is required.

Future plans:**Additional services:**

With a growing number of older people living alone in our area we were looking at groups to support older men and ethnic minorities however the COVID-19 pandemic changed the focus from group activities to supporting individuals in their homes. We will continue to review this during 2021-2022.

Local trips and theatre:

We will look to restart and continue providing trips that are suitable for our clients. Trips will take place during the summer months and we hope to expand the destinations in 2022. To do this we hope to link up with groups of volunteers to give one to one support to our clients and make use of local community transport providers People2 Places.

Volunteer / Staff Training:

The Trustees wish to upskill the staff and volunteers and also the Trustees to ensure that the services we provide will meet the needs of the local community. This will be delivered through making use of the websites and training material that is provided by relevant external organisations. We will also use Age UK Berkshire to assist in providing suitable guidance on available courses.

New Minibus:

The Charity will need to replace the minivan within the next three-five years and so we have agreed to look at fund raising activities to do this. Our first step is to appoint a fund raising Trustee to aid in this venture.

MOW and Befriending:

The Trustees feel that these services have been very successful during 2020-2021 and we plan to continue to provide them in future but will have to review the sources of funding as it has only been possible to provide these services in 2020-21 with the help of generous additional Grants.

Trustees:

We have been very fortunate to have Laura Godsell join our team as our HR Trustee in August 2020 and she is welcomed by all the Trustees.

It is our intention to increase the numbers of Trustees to six in total. We are seeking a fund raising Trustee to aid in raising funds for the minibus and to reduce our reliance on Grants.

Coronavirus / COVID-19:

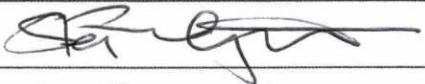
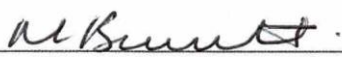
We closed the Centre on 20th March 2020 under Government Guidelines on Coronavirus. During 2020 – 2021 we established and ran two new 'Care in the Community' Projects with Grants from Tesco, Berkshire Community Foundation, Independent Age, The National Lottery and these Grants have enabled us to continue to provide services to our clients during the pandemic.

We feel that the continuity of all of our services will prevail throughout 2021-2022.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Stephen Gill	MICHELE BENNETT
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	27 th SEPTEMBER 2021	

Age Concern Windsor FINAL ACCOUNTS 31 March 2021

Receipts and Payments Account

1 April to 31 March

Receipts	Note	2021	2020
Donations & Other Receipts	3 £	33,859 £	65,528
Restricted Grants for Services	5 £	65,956 £	2,994
Restricted Capital Grants	4 £	6,775 £	750
Day Charges & Meals & Transport	£	5,760 £	49,085
Letting	£	- £	4,750
Fundraising	£	427 £	806
Meals On Wheels Income	£	7,461 £	-
Bank Interest	£	11 £	25
Total receipts		£ 120,249 £	£ 123,938
Payments			
Total Staff Costs	£	49,929 £	53,537
Premises Costs	6 £	17,613 £	14,088
Supplies - Food	£	4,761 £	5,900
Activity Costs	£	542 £	7,300
Vehicle Costs	£	1,548 £	3,522
Office Expenses	7 £	2,800 £	3,013
Insurance & Public Liability	£	764 £	763
Accountancy	£	1,718 £	2,168
Set Up & Direct Costs Meals on Wheels & Befriending	£	3,921 £	-
Micellaneous Expenses incl Training	£	52 £	1,295
Total payments		£ 83,648 £	£ 91,586
Net of receipts/(payments)		£ 36,601 £	£ 32,352
Cash fund	£	77,879 £	45,527
Cash fund at 31st March		£ 114,480 £	£ 77,879

Statement of assets and liabilities at the end of the period

31st March

	2021	2020
	£	£
Cash funds		
Bank Account Current	58,887	62,212
Bank Account Deposit	55,593	15,667
	<u>114,480</u>	<u>77,879</u>
Other Monetary Assets		
RBWM	<u>8,750</u>	
Assets retained for the Charities own use		
M.P. Vehicle written down value	<u>462</u>	<u>617</u>
Liabilities		
<u>Less</u> sundry creditors		
Cleaning	238	
Accountancy	500	
Laptops	659	
	<u>1,397</u>	<u>0</u>
Net asset value at 31st March	<u>122,296</u>	<u>78,496</u>

Approved by the trustees on

and signed on behalf of all the trustees:

 Trustee

 Trustee

27.9.21

Age Concern Windsor

Notes to the Receipts and Payments accounts

Year ended 31st March 2021

1. Basis of preparation

These accounts have been prepared as Receipts and Payments Accounts under S.133 of the Charities Act 2011.

2. Accounting policies

2.1 Fund accounting

The charity maintains various types of funds as follows @ 31 March:

	<u>2021</u>	<u>2020</u>
	£	£
Building and Maintenance Reserves	17,240	5,000
Replacement Minivan	20,667	10,667
Restricted Grants for Services	24,918	2,994
Restricted Capital Grants	1,052	750
Contingency Reserve	30,000	-
	<u>93,877</u>	<u>19,411</u>

2.2 Unrestricted funds: represent resources which are expendable at the discretion of the Trustees

Represent resources which are expendable at the discretion of the Trustees in the furtherance of the objects of the charity.

3. Donations & Other Receipts

	£	£
Royal Borough Windsor & Maidenhead	26,250	35,000
Legcay	-	25,000
Other Income	7,609	5,528
	<u>33,859</u>	<u>65,528</u>

4. Capital Restricted Grants

	£	£
RBWM	1,861	750
Screwfix	4,914	-
	<u>6,775</u>	<u>750</u>

5. Restricted Grants To Provide Services

	£	£
BCF Meals on Wheels	5,000	-
Independent Age	15,000	-
Tesco Meals on Wheels	500	-
Lottery Meals on Wheels & Befriending	39,290	-
Tesco Activities	1,166	-
Louis Bayliss Activities		1,000
Greggs Activities		1,994
BCF Day Care Reopening in April 2021	5,000	-
	<u>65,956</u>	<u>2,994</u>

6. Premises Costs

	£	£
Utilities	3,169	2,613
Security	1,143	1,556
Cleaning	2,607	4,098
Repairs & Maintenance	10,694	5,821
	<u>17,613</u>	<u>14,088</u>

	<u>2021</u>	<u>2020</u>
7. Office Expenses	£	£
Stationery & Office Supplies	672	781
Telephone & Postage	2,030	2,065
Computer Costs	98	167
	<u>2,800</u>	<u>3,013</u>

8. Notes to the Bank Accounts

RBWM is Contracted Income is payable quarterly in arrears

9. Notes on Reserves

The following was agreed at the Trustee meeting in March 2021

Building maintenance : to transfer sufficient funds to maintain this reserve at £10000 to cover unexpected building costs & repairs

Minibus replacement: to transfer a further £5000 to our minibus fund. The replacement of which is in the region of £55000

We are hoping to raise this capital by specific fund raising activities and appeals we intend to transfer £5,000 each year towards this fund annually if possible based on the financial results of the Charity

Contingency reserve: to transfer a further £5000 into this fund.

Ceiling Fund : to transfer £7250 to the new ceiling fund - we are trying to obtain a grant to pay for this venture

10. Restricted and Unrestricted Funds of the Charity

Unrestricted and designated funds of the Charity are available to spend on activities that further the purpose of the Charity.

Restricted Funds are donations and Grants which the donor has specified are to be used solely used for a specific activity or project being undertaken by Charity

Grants received during 2019- 2020 financial year from Louis Bayliss and Greggs have been retained in the Charity to use when we reopen following the Covid-19 Pandemic. We received a Grant from BCF in March 2021 relating to the 2021-2022 financial year to assist in the reopening of the Day Service in April 2021.

11. Grants

Grants and other Income is recognised in full in the Statement of Financial Activities in the year in which the Charity has the full entitlement to the income and the amount of income can usually be measured reliably and there is a probability of receipt.

The quarterly payments from RBWM were delayed and paid late due to the Covid-19 pandemic.

The Trustees agreed not to include the Contracted Income of £8750 from RBWM for the period January to March 2021 in the Financial Statement @ 31 March 2021. This payment was received in June 2021.