

**Registered charity number: 1178937**

**Company registration number: CE014430**

**WOKINGHAM AND DISTRICT ASSOCIATION  
FOR THE ELDERLY (WADE)**

**(A CHARITABLE INCORPORATED ORGANISATION)**

**TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**30 JUNE 2023**

# **WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

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**For the year ended 30 June 2023**

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## **WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

### **Legal and Administrative Details For the year ended 30 June 2023**

The Charity (original registered number 258311) was registered under the Charities Act 1960 on 8 October 1969 and was subsequently re-registered as a Charitable Incorporated Organisation as from 26 June 2018.

The primary purpose of the Charity is to promote the welfare of the elderly in the Wokingham Borough Council area, currently by providing day-care and meals in a safe, comfortable and friendly environment.

<b>REGISTERED CHARITY NUMBER:</b>	1178937
<b>ADDRESS:</b>	WADE Day Centre 40 Reading Road Wokingham Berkshire RG41 1EH
<b>PATRONS:</b>	Mrs Lucy Zeal, High Steward of Wokingham
<b>TRUSTEES:</b>	The Executive Committee members
<b>CHAIRMAN:</b>	Mr Philip Mirfin
<b>VICE CHAIRMAN:</b>	Mrs Sandy Sweet  Mrs Jacqueline Wilson (resigned 23 November 2022 as vice chair and 19 April 2023 as trustee)
<b>HONORARY TREASURER:</b>	Mr David Lee FCA
<b>COMMITTEE MEMBERS:</b>	Mr Chris Barnes Mrs Carole Barnes Mrs Margaret Campbell-White Mr Leigh Slocombe Mrs Louise Wingfield
<b>CENTRE MANAGER:</b>	Mrs Debra Pahalka
<b>SHOP MANAGER:</b>	Mrs Wendy Hutchinson

**WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

**Legal and Administrative Details (cont.)**

**For the year ended 30 June 2023**

**INDEPENDENT EXAMINERS:**

Graeme Hobbs  
Hobbs Granger Roitt LLP  
Chartered Certified Accountants  
8G Millars Brook  
Molly Millars Lane  
Wokingham  
RG41 2AD

**BANKERS:**

Lloyds TSB Bank plc  
10 High Street  
Bracknell  
Berkshire  
RG121BT

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
Wes Malling  
Kent  
ME19 4JQ

## **WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

### **Trustees' Report for the year ended 30 June 2023**

The trustees present their report and the financial statements for the year ended 30 June 2023. The trustees have adopted the provisions of Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) (effective 1 January 2019) in preparing the annual report and financial statements of the charity.

At the end of June 2018 WADE (Registered Charity Number 258311) changed its status to that of a Charitable Incorporated Organisation (CIO) - Reference 1178937. As a result all assets and liabilities were transferred to the new organisation at the start of that accounting period.

The financial statements have been prepared in accordance with accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 on 2 February 2016).

#### **GOVERNING DOCUMENT**

The governing document of the charity is its constitution. The constitution was reviewed and amended in line with the change of status to that of a Charitable Incorporated Organisation (CIO) and registered with the Charity Commission on 27th June 2018.

#### **ORGANISATION**

The constitution states that the charity shall be managed by a committee comprising the officers and other members elected at an annual general meeting. The officers and members of the committee are the trustees of the charity. The officers shall be a chairman, vice chairman and a treasurer, with a maximum number of 15 trustees. A list of the trustees who served during the year is set out on page 1. Mrs Jacqueline Wilson resigned as vice chairman on 23 November 2022 and Mrs Sandy Sweet was appointed in her place. Mrs Wilson resigned as a trustee on 19 April 2023. All the remaining are retiring, and with the exception of Mr Leigh Slocombe, offer themselves for re-election at the AGM on 15 November 2023. Two new trustees, Mrs Karen Richardson and Mrs Sallyanne Steatham will be proposed and seconded at the AGM. The offices of Chair, Vice Chair and Honorary Treasurer are elected by the trustees.

The management committee is called the Executive Committee, which meets regularly on a quarterly basis, or more frequently as required. Sub committees also meet as required and report to the Executive Committee. The charity employs a day centre manager who is responsible for the day to day running of the centre with supporting caring, catering and driving staff. The charity also runs a fund-raising shop with a shop manager and supporting sales staff. The managers report to, but are not members of, the Executive Committee.

Prospective trustees are invited to attend trustee meetings as observers and consideration is given to their suitability and the skills required of a trustee. The names of suggested new trustees are put forward at the annual general meeting and voted thereon.

#### **OBJECTIVES AND ACTIVITIES OF THE CHARITY**

##### **Aims and issues confronted**

The constitution of the charity states its objects are "to promote the welfare of the elderly in any manner which by law is deemed to be charitable and within the Wokingham Borough Council area".

The trustees consider that these objects are being fulfilled by providing elderly members of the charity with day care at the charity's day centre, with a nourishing lunch and other refreshments provided for a small payment. Activities and entertainments are provided for those wishing to participate, generally free of charge. Subsidised daily transport is available to collect and return members to their homes if required.



## **WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

### **Trustees' Report for the year ended 30 June 2023, continued**

The charity aims to reduce isolation and loneliness and to provide a safe and supportive environment for those who might be considered vulnerable.

#### **The significance of volunteers to operations and delivery**

Volunteers are a vital component of the charity's success in providing much needed services and they are much appreciated and valued. The volunteers get heavily involved in fund raising events and site maintenance.

#### **PUBLIC BENEFIT**

Benefits to the public arising from carrying out the charity's aims are explained in the above paragraphs. The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

In following the charity's aims and objectives, the trustees have regard to the Charity Commission's published guidance in complying with their duty in Section 17(5) of the Charities Act 2011 on Public Benefit.

The provision of a safe and engaging environment for elderly vulnerable residents including those with mild dementia provides an identifiable public benefit which is directly in line with the charity's aims. Furthermore, the facility is available to all elderly folk living in the area who wish to use it. The charity works also with Wokingham Borough Council in supporting the elderly with needs in the borough.

#### **REVIEW OF ACTIVITIES AND IMPACT OF THE CORONAVIRUS PANDEMIC**

The current year has seen a significant improvement in the ongoing position of the charity. In the previous period, the centre suffered from disruption caused by the Covid-19 Pandemic while this year it has remained open without disruption. The charity is continuing to deal with ongoing challenges and is doing its best to maintain much needed support to members and the community. WADE membership was 113 on 30 June 2022 (2021: 141). In the period the centre has welcomed new and old friends and has provided 6440 (2021: 5030) midday meals, an average of 28 meals per day based on the number of days that the centre was open.

Regular fundraising each year consists of charity collections, the winter and summer fayre, wine tastings and quiz nights. Donations are received from local businesses and past and current members. The charity also maintains a very successful authorised lottery.

Increasing the number of members remains a continuing task. New members are always being sought through advertising, newspaper articles and word of mouth.

During the year, the trustees have continued to improve the administrative procedures of the charity. Fund raising activities continue where possible, including the charity's lottery.

#### **RECORDING OF THANKS**

The Trustees would like to record their considerable thanks to the managers, all the staff and volunteers of the centre and the shop for their contributions to the running of WADE and the great benefit that WADE provided for the welfare of the elderly of the Wokingham Borough area throughout the period.

## WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)

### Trustees' Report for the year ended 30 June 2023, continued

#### FUTURE ACTIVITIES

It is intended that activities at the day centre will continue throughout the coming year, and the trustees and staff are always looking to provide additional activities and projects for the benefit of members.

The charity is planning to build a new toilet block in the next financial period and further reference to this is made on page 6.

#### FINANCIAL REVIEW

The detailed income and expenditure activities of the charity are included within the financial statements.

The charity's total gross income for the 12 months ended 30 June 2023 was 541,552 (2022: £432,265) Gross income came from a number of sources which are summarised below.

Income by sources are summarised below with comparatives in brackets:

- The charity's shop in Rose Street Wokingham which raises money from the sale of donated goods £116,553 (2022: £109,671).
- Wokingham Borough Council Community Care Services, funding for care places on a spot contract and for travel expenses £125,369 (2022: £70,479).
- Income from members for meals, care, refreshments, membership and minibus £218,268 (2022: £174,810).
- Donations £48,005 (2022: £30,698) & fund raising £33,357 (2022: £20,253 ), interest £Nil (2022: £89).
- Income from Government Support Grants due to Pandemic £Nil (2022: £4,101).
- Insurance claims resulting from storm damage £Nil (2022: £22,164).

The charity's total gross expenditure during the 12 months ended 30 June 2023 was £507,493 (2022: £445,486).

Areas of expenditure are summarised below and expressed as a rounded percentage of the total:

	£	% age
Day centre staff (caring, catering & driving)	195,091	38%
Shop expenses (staff, rent, rates etc)	96,071	19%
Food	20,861	4%
Utilities (rates, gas, electricity, water, telephone)	39,449	8%
Repairs & maintenance	76,943	15%
Minibus	8,654	2%
Other operating costs	11,487	2%
Fund- raising costs	14,610	3%
Governance and support costs	43,632	9%
Depreciation costs	695	0%
	507,493	100%

#### RISK MANAGEMENT AND UNCERTAINTIES

##### Risk management

The trustees have assessed the major strategies, business and operational risks which they believe the charity faces. The external risks and exposure are kept under constant review, together with the internal aspects of health and safety.

Risk registers have been established and are reviewed to ensure appropriate mitigation and compliance.

The major risks and uncertainties to the charity are considered below:



## **WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

### **Trustees' Report for the year ended 30 June 2023, continued**

#### **Caring for those who use the centre**

The trustees ensure that staff members are properly trained in how to manage and safeguard users of the centre, how to accept and report complaints and concerns and how to escalate these for action where necessary.

#### **Damage to property, e.g. Fire , lifts, heating, water**

The trustees seek professional advice on the risks associated with running the day centre.. They instal safety and monitoring equipment and ensure maintenance on a sensible and ongoing basis. A fire compliance report has been commissioned and recommendations noted, with an action plan created.

#### **Buildings maintenance**

As the property used for a day centre is also a Grade 2 listed building, this will always necessitate maintenance works which may at times be more expensive than for other entities.

This year has seen some major works carried out to improve facilities and to maintain the beautiful Grade 2 Star premises and gardens. Current works include renovating the two lounges, improving access from the dining room to the cottage facilities and carrying out urgent works to the fabric of the building, which is now some 400 years old. It is the trustees' intention to ensure that the beautiful building and grounds are well maintained for the future. In addition, the trustees have obtained planning permission for new toilet facilities at the centre, which they hope to build in the near future.

A structural survey was commissioned and findings noted with a variety of repairs and renovations conducted and further works planned.

#### **Insurance**

Comprehensive insurance cover has been taken out to cover risks related to the infrastructure, staff and users of the day centre. Cover includes accidents and negligence (including medical negligence) also.

#### **Information protection**

The trustees have taken advice on the protection and management of information about those who use the centre and also concerning staff and volunteers working for the charity.

#### **FINANCIAL OBLIGATIONS**

There are sufficient funds for the charity to meet its obligations.

#### **RESERVES POLICY**

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately **six months' unrestricted expenditure**. This provides sufficient funds to cover management and administration and support costs, also to cover any unexpected major repairs necessary to the building or replacement of expensive kitchen equipment. Unrestricted funds were largely maintained at this level throughout the year. Funds are held in multiple secure accounts. Reserves remain satisfactory .

The reserves will be impacted by the plan to build a new toilet block. This is estimated to cost in the region of £150,000. That will also include the renting of temporary toilet facilities for the duration of the building work.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts to comply with charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities. Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).



**WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

**Trustees' Report for the year ended 30 June 2023, continued**

**TRUSTEES' RESPONSIBILITY STATEMENT**

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charity's Act 2011, Charity (Accounts and Reports) Regulations 2008, requires 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 incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper books and records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 15/11/23 and signed on their behalf by:

Mr Philip Mirfin  
Trustee and Chair

Dated:

15/11/23

## **WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

### **Independent Examiner's Report to the Trustees of WADE (Charity Reg No: 1178937/Company Reg No: CE014430)**

I report to the charity trustees on my examination of the accounts of the Wokingham and District Association for the Elderly, a Charitable Incorporated Organisation (CIO,) for the year ended 30 June 2023

#### **Responsibilities and basis of the report**

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of your charity's accounts as carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention which give me reasonable cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters in connection with my examination to which attention should be drawn to enable a proper understanding of the accounts to be reached.

.....  
Signed

Graeme Hobbs FCCA

Hobbs Granger Roitt LLP  
Chartered Certified Accountants  
8G Millars Brook  
Molly Millars Lane  
Wokingham  
RG41 2AD

Dated: .....

15 November 2023

**WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**  
**(Charity Reg No: 1178937/Company Reg No: CE014430)**  
**Statement of Financial Activities (SOFA)**  
**Income and expenditure account**  
**For the year ended 30 June 2023**

		<b>2023</b>	<b>2022</b>
		<b>Unrestricted</b>	<b>Unrestricted</b>
		<b>funds</b>	<b>funds</b>
		<b>£</b>	<b>£</b>
<b>Income:</b>	<b>Note</b>		
Donations and legacies	4	48,005	30,698
Charitable activities	5	343,637	271,554
Other trading activities:	6	149,910	129,924
Investments	7	-	89
<b>Total income and endowments</b>		<u>541,552</u>	<u>432,265</u>
<b>Expenditure:</b>			
<b>Raising Funds</b>			
Shop expenses	8	96,071	81,818
Fund-raising activities		14,610	-
<b>Charitable activities</b>	9	353,180	331,770
<b>Support Costs</b>	10	43,632	31,898
<b>Total expenditure</b>		<u>507,493</u>	<u>445,486</u>
<b>NET INCOME / (EXPENDITURE)</b>		34,059	(13,221)
 Fund balances brought forward at 30 June 2022		 379,273	 392,494
Fund balances carried forward at 30 June 2023		<u>413,332</u>	<u>379,273</u>

The notes on pages 13-23 form part of these financial statements.



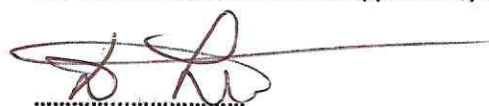
**WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

(Charity Reg No: 1178937/Company Reg No: CE014430)

Balance Sheet as at 30 June 2023

			2023		2022
FIXED ASSETS	Note	£	£	£	£
Tangible assets	12		3,531		4,226
<b>CURRENT ASSETS</b>					
VAT debtor		938		2,696	
Trade Debtors		29,392		28,177	
Prepayments and accrued income		9,461		7,500	
Insurance claim pending		-		18,842	
Cash at bank		393,161		324,328	
		<u>432,952</u>		<u>381,543</u>	
<b>CREDITORS</b>					
Amounts falling due within one year:					
Trade creditors		(9,461)		(393)	
PAYE and NI		(5,477)		-	
Pension creditors		(3,413)		(3,103)	
Accrued expenses		(4,800)		(3,000)	
		<u>(23,151)</u>		<u>(6,496)</u>	
<b>NET CURRENT ASSETS</b>			<u>409,801</u>		<u>375,047</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>413,332</u>		<u>379,273</u>
<b>FUNDS:</b>					
<b>UNRESTRICTED GENERAL FUNDS:</b>					
Balance brought forward		379,273		392,494	
Net expenditure for the year		<u>34,059</u>		<u>(13,221)</u>	
			<u>413,332</u>		<u>379,273</u>
<b>TOTAL FUNDS</b>			<u>413,332</u>		<u>379,273</u>

The financial statements were approved by the Trustees on ..... and signed on their behalf by:


David Lee FCA  
Honorary Treasurer

Dated:

15/11/23


Mr Philip Mirfin  
Trustee and Chair

Dated:

15/11/23

The notes on pages 13-23 form part of these financial statements.

**WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**  
**(Charity Reg No: 1178937/Company Reg No: CE014430)**

**Cash Flow Statement**  
**For the year ended 30 June 2023**

	Note	2023 £	2022 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	68,833	(42,765)
Net cash used in operating activities		<u>68,833</u>	<u>(42,765)</u>
<b>Cash flows from investing activities</b>			
Interest received	1	-	89
Net cash provided by investing activities		<u>-</u>	<u>89</u>
<b>Cash flows from financing activities</b>			
Net cash provided by financing activities		-	-
		<u>-</u>	<u>-</u>
<b>Change in cash and cash equivalents in the reporting period</b>	2	68,833	(42,676)
<b>Cash and cash equivalents at the beginning of the reporting period</b>	2	324,328	367,004
<b>Cash and cash equivalents at the end of the reporting period</b>	2	<u>393,161</u>	<u>324,328</u>

The notes on pages 13-23 form part of these financial statements.

**WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**  
**(Charity Reg No: 1178937/Company Reg No: CE014430)**

**Notes to the Cash Flow Statement**  
**For the year ended 30 June 2023**

**1**

**RECONCILIATION OF NET EXPENDITURE /INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2023 £	2022 £
Net income/ (expenditure) for the reporting period (as per the Statement of Financial Activities)	34,059	(13,221)
Adjustments for:		
Depreciation charges	695	9,826
Interest received		(89)
Decrease/ (increase) in debtors	17,424	(40,458)
Increase in creditors	16,655	1,177
Net cash used in operations	<u>68,833</u>	<u>(42,765)</u>

**2**

**ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.7.22 £	Cash flow £	At 30.6.23 £
Net cash			
Cash at bank	324,328	68,833	393,161
Total	<u>324,328</u>	<u>68,833</u>	<u>393,161</u>

	At 1.7.21 £	Cash flow £	At 30.6.22 £
Net cash			
Cash at bank	367,004	(42,676)	324,328
Total	<u>367,004</u>	<u>(42,676)</u>	<u>324,328</u>

The notes on pages 13-23 form part of these financial statements.



## **WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2023**

#### **1 ACCOUNTING POLICIES**

##### **Charity information**

The principal activities of the charity are to promote the welfare of the elderly in any manner which by law is deemed to be charitable and within the "Wokingham Borough Council area". This is fulfilled by providing the elderly members of the charity with day care at the charity's day centre, with activities, entertainments, transport and refreshments. The Charitable Incorporated Organisation (Charity registered number 1178937 and Company number CE014430) is incorporated and domiciled in England. The address of the registered office is WADE Day Centre, 40 Reading Road, Wokingham, RG41 1EH.

##### **Basis of preparation of financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1 January 2019', 'Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Charities Act 2011 and UK Generally Accepted Practice.

WADE meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Having considered future planned activities and resources available to the charity, the trustees are satisfied that the financial statements should continue to be prepared on the going concern basis.

##### **Tangible fixed assets and depreciation**

Fixed assets are included at cost or valuation.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	fully depreciated
Improvements to property	10% straight line
Fixtures and equipment	25% straight line
Motor vehicles	25% straight line

The freehold property of Littlecourt (40 Reading Road) owned by the charity had been held in the name of the Official Custodian of Charities since 1981/82. This was transferred fully into the name of the new Charity in June 2018.

The historic cost of the property was £10,000. This was treated as relating wholly to freehold buildings by the former charity and was fully depreciated prior to 30 June 2018.

The Trustees have elected to continue to depreciate assets initially purchased by the former WADE based on their historic cost to the old charity and over the remaining estimated useful lives.

# **WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

## **NOTES TO THE FINANCIAL STATEMENTS**

**for the year ended 30 June 2023**

### **1 ACCOUNTING POLICIES, continued**

#### **Function reporting currency**

These financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

#### **Income**

All income is recognised once the charity has entitlement to the income and it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donated goods and services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102). The general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Unsold donated items are not included for stock valuation purposes and there are no other stocks held.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

#### **Donations and voluntary income**

Income from donations, fundraising and other voluntary income are accounted for on a receivable basis.



## **WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2023**

#### **1 ACCOUNTING POLICIES, continued**

##### **Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

##### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

##### **Cash at bank in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### **Liabilities and Provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

##### **Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are recognised at transaction value in this instance.

##### **Pensions**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

##### **Operating lease rentals**

Rentals under operating leases are charged to the profit and loss account on a straight line basis over the lease term.



# WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2023

### 1 ACCOUNTING POLICIES, continued

#### Repairs and replacements of equipment

As the charity is constantly replacing and repairing equipment in use, assets which are purchased to replace or upgrade existing equipment are not generally capitalised, but expensed in the year of acquisition. Major capital assets continue to be capitalised and depreciated.

Costs of this type include boiler replacements, fire and security detection equipment, fridges and freezers.

#### Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for a specific, but not legally binding, purpose. There were no designated funds at the balance sheet date. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. There were no restricted funds at the balance sheet date.

Investment income, gains and losses are allocated to the appropriate fund.

### 2 STAFF COSTS AND EMPLOYEE BENEFITS

The average monthly number of employees and full time equivalent (FTE) during the year was as follows:

	2023 Number	2023 FTE	2022 Number	2022 FTE
Fund raising activities (Shop)	3	2	3	2
Charitable activities	11	10	11	10
Governance	2	1	2	1
	<u>16</u>	<u>13</u>	<u>16</u>	<u>13</u>

The total staff costs and employee benefits were as follows:

	2023 £	2022 £
Wages, salaries and NIC	253,486	221,501
National insurance contributions	15,579	6,046
Defined contribution pension costs	<u>6,861</u>	<u>6,030</u>
	<u>275,926</u>	<u>233,577</u>

No employees received total employee benefits (including employer pension costs) of more than £60,000

**WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 30 June 2023**

**3 REMUNERATION OF TRUSTEES**

The trustees did not receive any remuneration or have any reimbursed expenses in the year.

**4 INCOME FROM DONATIONS AND LEGACIES**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Donations and similar income	48,005	30,698
Legacies	-	-
	<u>48,005</u>	<u>30,698</u>

**5 INCOME FROM CHARITABLE ACTIVITIES**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Income from Social Services	125,369	70,479
Income from members for meals	50,621	37,731
Income from daily care charge	120,961	103,282
Income from minibus	23,000	19,378
Income from miscellaneous services	21,550	12,328
Non services income	36	10
Members subscriptions	2,100	2,081
Insurance claims	-	22,164
Government Job Support Grants	-	4,101
	<u>343,637</u>	<u>271,554</u>

**WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 June 2023**

**6 INCOME FROM OTHER TRADING ACTIVITIES**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Shop sales	116,553	109,671
Fund raising activities	33,357	20,253
	<u>149,910</u>	<u>129,924</u>

**7 INCOME FROM INVESTMENTS**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Gross interest received	-	89
	<u>-</u>	<u>89</u>



**WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 30 June 2023**

**8 WADE SHOP INCOME AND EXPENDITURE ACCOUNT**

		<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income:</b>			
Sales		<u>116,553</u>	<u>109,671</u>
<b>Expenditure:</b>			
Salaries and NIC	53,058		42,378
Pension costs	1,128		910
Rent and service charge	31,207		30,497
Water	187		98
Repairs and maintenance	5,591		1,666
Heat and light	1,400		1,985
Telephone	742		602
Insurance	750		700
Credit card charges	2,008		2,982
Sundry expenses	<u>-</u>	<u>-</u>	<u>-</u>
		<u>96,071</u>	<u>81,818</u>
<b>Net income</b>		<u><u>20,482</u></u>	<u><u>27,853</u></u>

**WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 June 2023

**9 DIRECT CHARITABLE EXPENDITURE**

All expenditure shown except the shop expenses and management and administration costs, is directly attributable to charitable activities

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Day care salaries and subcontractors</b>		
Day centre salaries and NIC	120,840	109,227
Kitchen salaries and NIC	30,773	21,135
Drivers' salaries and NIC	35,009	33,610
Chiropodist and hairdressers	2,736	1,631
Pensions	5,733	5,120
	<u>195,091</u>	<u>170,723</u>
<b>Catering</b>		
Food and kitchen expenses	20,861	16,721
<b>Utilities</b>		
Cleaning and windows	13,422	15,592
Water rates	2,831	3,798
Rates	1,713	1,682
Light and heat	6,418	12,226
Telephone	2,729	1,895
Insurance	12,336	9,194
	<u>39,449</u>	<u>44,387</u>
<b>Maintenance</b>		
Gardeners (contracted)	6,994	6,239
Building and garden repairs and maintenance	26,234	47,030
Equipment repairs and renewals	43,715	14,569
	<u>76,943</u>	<u>67,838</u>
<b>Other operating costs</b>		
Health & safety, training, uniforms & DBS	649	1,037
Printing postage and stationery	2,985	1,441
Sundry	7,853	13,938
	<u>11,487</u>	<u>16,416</u>
carried forward	<u>343,831</u>	<u>316,085</u>

**WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 June 2023

<b>9</b>	<b>DIRECT CHARITABLE EXPENDITURE (CONT)</b>		
		<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	Brought forward	343,831	316,085
	<b>Minibus expenses</b>		
	Minibus expenses	8,654	5,859
	<b>Bad debts</b>	-	-
	<b>Depreciation of tangible assets</b>		
	Depreciation on minibus	-	5,950
	Depreciation of improvements to property	695	695
	Depreciation on fixtures, fittings and equipment	-	3,181
		<u>695</u>	<u>9,826</u>
		<u><u>353,180</u></u>	<u><u>331,770</u></u>
<b>10</b>	<b>SUPPORT COSTS</b>		
		<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	<b>Support Costs/Governance</b>		
	Administration salaries, pension and NIC	29,385	21,197
	Independent examination fees	2,500	2,000
	Independent examiners' fees - accountancy	3,241	936
	Legal and professional fees	6,213	5,885
	Bank charges	2,293	1,880
		<u>43,632</u>	<u>31,898</u>
<b>11</b>	<b>INDEPENDENT EXAMINERS' REMUNERATION</b>		
		<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	Independent examination fees	2,500	2,000
	Independent examiners' fees - accountancy	3,241	936

**WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 30 June 2023**

**12 TANGIBLE FIXED ASSETS USED FOR DIRECT CHARITABLE PURPOSES**

	Freehold Property (see page 11)	Improvements to property	Fixtures and equipment	Motor vehicles	Totals
<b>COST:</b>	£	£	£	£	£
At 1 July 2022		6,955	16,087	55,574	78,616
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
At 30 June 2023	-	6,955	16,087	55,574	78,616
<b>DEPRECIATION:</b>					
At 1 July 2022		2,929	15,987	55,474	74,390
Charge for year	-	695	-	-	695
Disposals	-	-	-	-	-
At 30 June 2023	-	3,624	15,987	55,474	75,085
<b>NET BOOK VALUE:</b>					
At 30 June 2023	-	3,331	100	100	3,531
At 30 June 2022	-	4,026	100	100	4,226

**13 OPERATING LEASE COMMITMENTS**

At 30 June 2023 the charity had future minimum lease payments under a non-cancellable operating lease for its' shop as set out below. The current lease expires in 2027.

	<b>2023</b>	<b>2022</b>
	£	£
On leases in respect of land and buildings, expiring:		
Not later than one year	30,000	30,000
Later than one year and not later than 5 years	95,000	120,000
Later than 5 years	-	5,000
	<u>125,000</u>	<u>155,000</u>
Lease costs for the period (including service charges)	31,207	30,497

**14 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	3,531	-	3,531
Current assets	432,952	-	432,952
Current liabilities	(23,151)	-	(23,151)
At 30 June 2023	<u>413,332</u>	<u>-</u>	<u>413,332</u>



**WOKINGHAM AND DISTRICT ASSOCIATION FOR THE ELDERLY (WADE)**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 30 June 2023**

**15 PENSIONS**

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £6,861 (2022: £6,030). At the balance sheet date contributions of £3,413 (2022: £3,103) were outstanding and payable to the scheme.

**16 FINANCIAL COMMITMENTS**

At the balance sheet date, the charity had no financial commitments to report.

**17 RELATED PARTY TRANSACTIONS**

During the year ended 30 June 2023 the charity had no related party transactions.