



BLUEBELLS DAY CENTRE
REGISTERED CHARITY NO. 1181582

TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JANUARY 2021

BLUEBELLS DAY CENTRE

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FOR THE PERIOD ENDED 31 JANUARY 2021**

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BLUEBELLS DAY CENTRE

**TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JANUARY 2021**

ADMINISTRATIVE INFORMATION

CHARITY REGISTERED NUMBER: 1181582

PRINCIPAL OFFICE: Christ Church Centre
46 Reading Road
Henley-on-Thames
Oxon RG9 1AG

BANKERS: CAF Bank

INDEPENDENT EXAMINER: Jane Smewing

WEBSITE: www.BluebellsDayCentre.org.uk

BLUEBELLS DAY CENTRE

TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2021

TRUSTEES REPORT

The Trustees present their report together with the Financial Statements of the Charity for the period ended 31 January 2021. The Trustees' report and financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the trust deed, the Charities Act 2011 and Statement of Recommended Practice, "Charities SORP (FRS 102) Accounting and Reporting by Charities preparing their accounts in accordance with FRS 102" effective 1 January 2019.

Structure, Governance and Management

Bluebells Day Centre is Charitable Incorporated Organisation and was registered on 15 January 2019.

The Charity Trustees during the year were:

Glen Lambert (chair)
Hannah Leamy (treasurer)
Rob Lazzaro
Glyn Millington
David Skinner
Kim Wedderburn

The Trustees for the time being have the right to appoint future Trustees.

Decisions are taken by the Trustees at formal meetings and in consultation with each other on an informal basis.

The professional advisors to the Charity and other reference and administrative information is given on page 1.

Objectives and Activities

The objects of the charity is to provide social engagement, activities, games and outings for dementia sufferers and respite for their carers.

Public Benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities and setting the activities and policies for the year.

Achievement and Performance

Bluebells continued to run twice weekly sessions from 10.00 to 3.30 offering mental stimulation, physical activity and social interaction to those with dementia and related disabilities throughout February and early March by which time the COVID-19 pandemic was becoming a serious concern. After the Bluebells session on Monday March 16th, the wife of one of our guests began to feel ill. This was not a confirmed case but with the full lockdown imminent and for the safety of our staff and guests, on Tuesday March 17th the Bluebells Trustees took the decision to temporarily close Bluebells and furlough our staff meaning there was no session on the Thursday.

Due to the particular vulnerabilities of our guests, the Bluebells Trustees were very cautious and waited until other support groups based at the Christ Church Centre had been operating, without issue, for several weeks before deciding to reopen the Bluebells Day Centre on Thursday October 22nd. We took several precautions to increase the safety of our staff and guests including; masks worn at all times when interacting with guests or when inside the Bluebells Day Centre, Reduced the maximum number of guests from 12 to 8 to allow 2 metre spacing, opened windows for better ventilation, purchased a contactless thermometer to take guests temperatures on arrival, doubled the number of cleans and hired an additional member of staff on a temporary basis to help with the additional workload and allowed our staff more frequent breaks.

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We detailed the changes we'd had to make and asked the families and carers to acknowledge and accept the adjustments. All were happy to do so. The Henley Handybus did not resume its services so our guests were delivered and collected by their families or carers.

We had planned to close Bluebells as normal for the Christmas period with our last session of 2020 on Thursday December 17th. The country then returned to full lockdown shortly thereafter and Bluebells did not open again during this reporting period.

No difficulties have been encountered in the organisation and administration of the Charity. The Trustees met on-line during the year as a precaution against coronavirus.

Financial Review

The charity received £11,839 in donations in the year. Fees from guests amounted to £5,480. We retained all permanent staff during the coronavirus closure so the total wages for the year were £25,879 which were offset to some extent by receipt from the government through the Coronavirus job retention scheme for periods when Bluebells was closed. Other costs are detailed in the notes to the accounts. Administration costs were minimal as most admin work was carried out by the trustees. We are also indebted to the Christ Church Centre who agreed to waive the minimum lunch charge and discount the room rent during the pandemic and to our Independent Examiner who agreed to examine the accounts on a voluntary basis. The net loss for the year was £5,073. Fortunately we carry reserves to tide the charity over difficult periods. Funds carried forward to the next year are £25,193.

Reserves

Sufficient reserves are held to ensure the payment of staff for six months for 6 months. For 2021-22 this is calculated to remain at £15,000.

Risk Assessment

The Trustees have reviewed the risks faced by the charity and have implemented systems to mitigate these risks. In particular, the Trustees consider the major risk to the charity is the safety and wellbeing of its guests. To mitigate this risk the Trustees have employed staff trained and experienced in assisting those with dementia and mobility problems. Staff attended a course on safe handling and mobility. The Trustees also receive a weekly report on the sessions from the co-ordinator.

Plans for Future Periods

The Trustees intention was to extend Bluebells to three sessions per week during 2020. However COVID meant the safety of guests and staff became the priority and Bluebells was closed from mid March 2020 and the staff placed on Furlough.

Statement of Trustees Responsibilities

Charity Law 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 Trust and its incoming resources and application of resources for the year then ended. In preparing those financial statements, the Trustees are required to:-

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP (FRS 102);
- Make judgements and estimates that are reasonable and prudent;
- Value assets and liabilities in accordance with the Statement of Recommended Practice Accounting & Reporting by Charities and to state whether or not the accounts have been prepared in accordance with any applicable accounting standards and statements of recommended practice and to give particulars of any material departure from those standards and practices and the reasons for such departure;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

BLUEBELLS DAY CENTRE

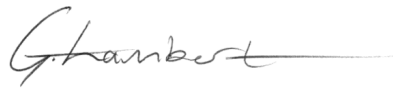
TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2021

The Trustees are responsible for keeping proper accounting records which are sufficient to show and explain the Charity's transactions and to disclose with reasonable accuracy at any time the financial position of the Trust, and enable them to ensure that the financial statements comply with relevant legislation. They are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware;

- there is no relevant audit information of which the charitable company's Independent Examiner is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the Independent Examiner is aware of that information.

Approved by the Trustees on 22 September 2021 and signed of their behalf by

A handwritten signature in dark ink, appearing to read 'G. Lambert', followed by a horizontal dotted line.

Glen Lambert

BLUEBELLS DAY CENTRE

INDEPENDENT EXAMINERS REPORT ON THE ACCOUNTS - REGISTERED CHARITY NO. 1181582 FOR THE PERIOD ENDED 31 JANUARY 2021

I report to the Trustees on my examination of the accounts of the above charity for the period ended 31 January 2021 which are set out on pages 6 to 10.

Responsibilities and basis of report

As the charity's trustees 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 the Trust's accounts 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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. proper accounting records were not kept in accordance with Section 130 of the Act;
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the 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 have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: *Jane Smewing* Jane Smewing, Independent Examiner

Name and address: 51 St Marks Road
Henley on Thames
Oxon RG9 1LP

Dated: 30th January 2022

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FOR THE PERIOD ENDED 31 JANUARY 2021

STATEMENT OF FINANCIAL ACTIVITIES and PROFIT and LOSS ACCOUNT

	NOTE	General Funds £	Restricted Funds £	TOTAL 2021 £
<u>Income from:</u>				
Donations received	2	11,839	-	11,839
Other income - CJRS		9,212	-	9,212
Fundraising		-	-	-
Guest fees		5,480	-	5,480
Total income		26,531	-	26,531
<u>Expenditure on:</u>				
Charitable activities	3	31,362	-	31,362
Governance	4	242	-	242
Total expenditure		31,604	-	31,604
Net income/(expenditure)		(5,073)	-	(5,073)
Net income/(expenditure) and net movement in funds		(5,073)	-	(5,073)
Reconciliation of funds				
Funds brought forward 31 January 2020		30,266	-	30,266
Funds carried forward at 31 January 2021	11	25,193	-	25,193

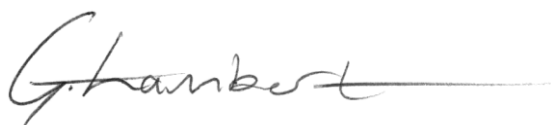
The notes on pages 8 to 9 form part of these financial statements

BLUEBELLS DAY CENTRE

TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2021

BALANCE SHEET	NOTE	2021		2020	
		£	£	£	£
Fixed Assets					
Tangible Fixed Assets	5		1,796		2,395
Current Assets					
Debtors and Prepayments	6	3,006		153	
Petty Cash		100		308	
Cash at Bank		24,862		30,640	
		<u>27,968</u>		<u>31,102</u>	
Liabilities					
Creditors: Amounts falling due within one year	7	<u>4,571</u>		<u>3,231</u>	
Net Current assets			23,397		27,871
NET ASSETS			<u><u>25,193</u></u>		<u><u>30,266</u></u>
REPRESENTED BY:					
The Funds of the Charity					
Unrestricted Funds	8				
General Fund			7,193		12,266
Designated Fund - Reserves		15,000		15,000	
Designated Fund - Bursaries	8	<u>3,000</u>	18,000	<u>3,000</u>	18,000
TOTAL CHARITY FUNDS			<u><u>25,193</u></u>		<u><u>30,266</u></u>

Approved by the Trustees on 22 september 2021 and signed on their behalf by



.....
Glen Lambert

The notes on pages 8 to 11 form part of these financial statements

TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JANUARY 2021

NOTES TO THE FINANCIAL STATEMENTS

1 ACCOUNTING POLICIES

Introduction

Bluebells Day Centre is a registered charity (No 1181582). Its objects are as stated in the Trustees report.

General

The financial statements have been prepared in accordance with the Charities Act 2011, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Statement of Recommended Practice "Accounting and Reporting Charities preparing their accounts in accordance with FRS 102" issued on 16 July 2014.

They have been prepared on a going concern basis under historical cost convention with the exception of Fixed Asset Investments which have been stated at market value.

The Charity constitutes a public benefit entity as defined by FRS 102.

Recognition of Income

All income is included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Guest Fees

Guest Fees are included in the accounts once a guest has attended a session.

Expenditure

Expenses are accounted for on an accrued basis.

Governance costs are those costs associated with meeting the constitutional and statutory requirements of the charitable company and include company secretarial costs, accountancy fees, independent examination fees and costs associated with Trustee meetings.

Funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.

Fixed Assets

Fixed assets are included in the financial statements at cost less depreciation. Depreciation is calculated on a straight line basis.

Liabilities

Accruals are recognised when there is a present obligation at the reporting date as a result of a past event. Accruals are measured at the best estimate of their settlement amount. Fees paid in advance by guests are shown as accrued income.

	2021	2020
	£	£
2 DONATIONS RECEIVED		
Corporate Donations		
Henley Lions Club	-	1,500
Henley Town Council (Transfer of old Bluebells grant)	-	5,150
Barker Carel	-	1,000
Lord Phillimore's Charitable Settlement	-	3,000
Henley Town Council	8,200	8,200
New Capital Reserve	-	1,603
Other	600	851
Oxfordshire Masons	500	-
Oxfordshire County Council	-	14,758
Rotary Club	200	-
	<hr/>	<hr/>
	9,500	36,062
Donations from individuals	2,339	210
	<hr/>	<hr/>
	£ 11,839	£ 36,272

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NOTES TO THE FINANCIAL STATEMENTS

	2021	2020
	£	£
3 CHARITABLE ACTIVITIES		
Cost of Providing day care		
Staff wages	25,879	12,312
Room hire and meals	3,755	4,588
General expenses	508	776
Insurance	550	457
Bank fees	71	51
DBS Checks	-	102
Depreciaion of Furniture	599	599
	<u>31,362</u>	<u>18,884</u>

	2021	2020
	£	£
4 GOVERNANCE COSTS		
Accountancy fees for payroll (accrued)	242	220
	<u>242</u>	<u>220</u>

There were no fees charged for the Independent Examination.

5 FIXED ASSETS	£
COST	
As at 1.2.2020	2,994
Assets bought in year (chairs)	-
As at 31.1.2021	<u>2,994</u>
DEPRECIATION	
As at 1.2.2020	599
Charge for year at 20%	599
As at 31.1.2021	<u>1,198</u>
Net Book Value at 31.1.2021	<u>1,796</u>
Net Book Value at 31.1.2020	<u>2,395</u>

	2021	2020
	£	£
6 DEBTORS AND PREPAYMENTS		
HMRC re CJRS	1,793	-
Donation received but not banked	1,000	-
Prepayments - insurance	213	153
	<u>3,006</u>	<u>153</u>

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TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2021

NOTES TO THE FINANCIAL STATEMENTS

7 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2021	2020
ACCRUED EXPENSES	£	£
Accrued accountancy fees	-	220
Wages and NEST pension contributions	1,962	22
PAYE	183	991
Room hire and lunches	1,998	1,399
Other	8	-
Refunds due	420	600
	<u>4,571</u>	<u>3,231</u>

8 FUNDS	Unrestricted General Fund 2021 £	Unrestricted General Fund 2020 £
Fixed Assets	1,796	2,395
Debtors and Prepayments	3,006	153
Petty cash	100	308
Cash at bank	24,862	30,640
Current Liabilities - creditors	(4,571)	(3,231)
	<u>25,193</u>	<u>30,266</u>

All the above funds are unrestricted. The trustees have designated some funds for sepecial purposes:

Reserve Funds	15,000	15,000
Bursary fund, to pay session fees for those on low income	3,000	3,000

8 TRUSTEES' REMUNERATION

The Trustees received no payment during the year, nor were they reimbursed for any expenses during the year.