



BLUEBELLS DAY CENTRE
REGISTERED CHARITY NO. 1181582

TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JANUARY 2022

BLUEBELLS DAY CENTRE

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BLUEBELLS DAY CENTRE

**TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JANUARY 2022**

ADMINISTRATIVE INFORMATION

CHARITY REGISTERED NUMBER: 1181582

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

BANKERS: CAF Bank

WEBSITE: www.BluebellsDayCentre.org.uk

BLUEBELLS DAY CENTRE

TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2022

TRUSTEES REPORT

The Trustees present their report together with the Financial Statements of the Charity for the period ended 31 January 2022. 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 FCCA (treasurer)
Rob Lazzaro (Resigned May 2022)
Rev. Glyn Millington
David Skinner
Kim Wedderburn LLB Hons.

Rob Lazzaro resigned as a trustee following his move to the USA.

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 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 continues 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. Bluebells was closed at various times during the year in accordance with government guidance due to the COVID-19 pandemic.

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

The trustees wish to express their thanks to Rob Lazzaro, one of the founding Trustees of Bluebells, who resigned as a Trustees following a move to USA. Rob's particular expertise is in management and staff matters and he has kindly offered to assist the trustees in these matters on a pro bono basis.

Financial Review

The charity received £3,365 in donations in the year. Fees from guests amounted to £13,528 and we received £7,524 from the governments through the Coronavirus job retention scheme. Our largest cost is staff wages of £23,761. Our 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 indebted to the Christ Church Centre who agreed to waive the room rent during the additional lockdown in early 2021. Our costs are also less than they otherwise would be due to our Independent Examiner who agreed to examine the accounts on a voluntary basis and to our volunteers who help at Bluebells sessions on a voluntary basis.

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We commenced the year with funds of £26,261, however another year of COVID disruption saw our funds depleted and at the year end they had reduced to £13,490. We aim to hold reserves of £12,000, see below, and hope to increase funds to this level during the 2022-23 year.

Reserves

The aim is for sufficient reserves are held to ensure the payment of staff for six months. For 2021-22 this is calculated to be £12,000 (2020-21: £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.

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.

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 30 November 2022 and signed of their behalf by

.....
Glen Lambert

BLUEBELLS DAY CENTRE

TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JANUARY 2022

STATEMENT OF FINANCIAL ACTIVITIES and PROFIT and LOSS ACCOUNT

	NOTE	General Funds £	Restricted Funds £	TOTAL 2022 £
<u>Income from:</u>				
Donations received	2	3,365	-	3,365
Other income - CJRS		7,525	-	7,525
Sundry income		-	-	-
Guest fees		13,528	-	13,528
Total income		24,418	-	24,418
<u>Expenditure on:</u>				
Charitable activities	3	35,791	-	35,791
Governance	4	-	-	-
Total expenditure		35,791	-	35,791
Net income/(expenditure)		(11,373)	-	(11,373)
Net income/(expenditure) and net movement in funds		(11,373)	-	(11,373)
Reconciliation of funds				
Funds brought forward 31 January 2021		25,193	-	25,193
Transfer from bursary reserve		(330)	-	330
Funds carried forward at 31 January 2022	11	13,490	-	13,490

The notes on pages 6 to 8 form part of these financial statements

BLUEBELLS DAY CENTRE

TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2022

BALANCE SHEET	NOTE	2022		2021	
		£	£	£	£
Fixed Assets					
Tangible Fixed Assets	5		1,198		1,797
Current Assets					
Debtors and Prepayments	6	705		3,006	
Petty Cash		100		100	
Cash at Bank		14,697		24,862	
		<u>15,502</u>		<u>27,968</u>	
Liabilities					
Creditors: Amounts falling due within one year	7	<u>3,210</u>		<u>4,571</u>	
Net Current assets			12,292		23,397
NET ASSETS			<u>13,490</u>		<u>25,194</u>
REPRESENTED BY:					
The Funds of the Charity					
Unrestricted Funds	8				
General Fund			(1,180)		7,193
Designated Funds - Reserves		12,000		15,000	
Designated Fund - Bursaries	8	<u>2,670</u>	14,670	<u>3,000</u>	18,000
TOTAL CHARITY FUNDS			<u>13,490</u>		<u>25,193</u>

Approved by the Trustees on 30 November 2022 and signed on their behalf by

.....
Glen Lambert

The notes on pages 6 to 8 form part of these financial statements

BLUEBELLS DAY CENTRE

TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2022

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.

	2022		2021
	£		£
2 DONATIONS RECEIVED			
Corporate Donations			
Lord Phillimore's Charitable Settlement	2,000		-
New Capital Reserve	-		8,200
Other	-		600
Oxfordshire Masons	130		500
Rotary Club	250		200
	<hr/>		<hr/>
	2,380		9,500
Donations from individuals	946		2,339
	<hr/>		<hr/>
	£ 3,326	£	11,839

	2022		2021
	£		£
3 CHARITABLE ACTIVITIES			
Cost of Providing day care			

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NOTES TO THE FINANCIAL STATEMENTS

Staff wages	23,762	25,879
Room hire and meals	10,143	3,755
General expenses	544	508
Insurance	647	550
Bank fees	96	71
Depreciaion of Furniture	599	599
	<u>35,791</u>	<u>31,362</u>

	2022	2021
	£	£
4 GOVERNANCE COSTS		
Accountancy fees for payroll	-	242
	<u>-</u>	<u>242</u>

There were no fees charged for the Independent Examination.

5 FIXED ASSETS	£
COST	
As at 1.2.2021	2,994
Assets bought in year (chairs)	-
As at 31.1.2022	<u>2,994</u>
DEPRECIATION	
As at 1.2.2021	1,197
Charge for year at 20%	599
As at 31.1.2022	<u>1,796</u>
Net Book Value at 31.1.2022	<u>1,198</u>
Net Book Value at 31.1.2021	<u>1,797</u>

	2022	2021
	£	£
6 DEBTORS AND PREPAYMENTS		
HMRC re CJRS	-	1,793
Donation received by not banked	-	1,000
Guest fees	270	-
Sundry debtors	218	-
Prepayments - insurance	217	213
	<u>705</u>	<u>3,006</u>

7 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2022	2021
ACCRUED EXPENSES	£	£
Wages and NEST pension contributions	1,816	1,962
PAYE	185	183
Room hire and lunches	1,202	1,998
Other	7	8
Refunds due	-	420
	<u>3,210</u>	<u>4,571</u>

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NOTES TO THE FINANCIAL STATEMENTS

8 FUNDS

	Unrestricted General Fund 2022 £	Unrestricted General Fund 2021 £
Fixed Assets	1,198	1,796
Debtors and Prepayments	705	3,006
Petty cash	100	100
Cash at bank	14,697	24,862
Current Liabilities - creditors	(3,210)	(4,571)
	<u>13,490</u>	<u>25,193</u>

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

Reserve Funds	12,000	15,000
Bursary fund, to pay session fees for those on low income	2,670	3,000

The reserve fund, set to cover six months of staff wages, was reduced by £3,000 and the released funds transferred to general funds

Eleven sessions of £30 each were funded from the bursary fund.

8 TRUSTEES' REMUNERATION

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