



**BLUEBELLS DAY CENTRE
REGISTERED CHARITY NO. 1181582**

**TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JANUARY 2023**

BLUEBELLS DAY CENTRE

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BLUEBELLS DAY CENTRE

**TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JANUARY 2023**

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 2023

TRUSTEES REPORT

The Trustees present their report together with the Financial Statements of the Charity for the period ended 31 January 2023. 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.

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.

No difficulties have been encountered in the organisation and administration of the Charity.

Financial Review

The charity received £14,651 in donations in the year including £8,640 from Henley Town Council towards the rent of the room. Fees from guests amounted to £28,181. During the year this was increased from £30 to £35 per session, which includes £8 for the cost of a hot two course lunch which is paid on to the Christchurch Centre. Our largest cost is staff wages of £28,552. Our other costs are detailed in the notes to the accounts. Administration costs remain minimal as admin work is carried out by the trustees. Our costs are also less than they otherwise would be due to our volunteers who help at Bluebells' sessions on a voluntary basis and also to our and our Independent Examiner who reviews the financial statements on a voluntary basis.

We commenced the year with funds of £13,490, and at the year end they had reduced to £12,107. We aim to hold reserves of £14,500, see below, and hope to increase funds to this level during the 2023-24 year through additional donations and fundraising.

Reserves

The aim is for sufficient reserves are held to ensure the payment of staff for six months. For 2022-23 this is calculated to be £14,500 (2021-22: £12,000).

Risk Assessment

The Trustees have reviewed the risks faced by the charity and have implemented systems to mitigate these risks. In particular, the

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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:-

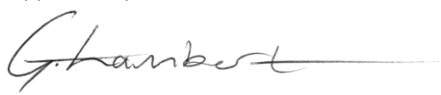
- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP (FRS 102);
- Make judgements and estimates that are reasonable and prudent;
- Value assets and liabilities in accordance with the Statement of Recommended Practice Accounting & 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 2023 and signed on their behalf by



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Glen Lambert

BLUEBELLS DAY CENTRE

INDEPENDENT EXAMINERS REPORT ON THE ACCOUNTS - REGISTERED CHARITY NO. 1181582 FOR THE PERIOD ENDED 31 JANUARY 2023

I report to the Trustees on my examination of the accounts of the above charity for the period ended 31 January 2023 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: 21 November 2023

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TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JANUARY 2023

STATEMENT OF FINANCIAL ACTIVITIES and PROFIT and LOSS ACCOUNT

	NOTE	General Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
<u>Income from:</u>					
Donations received	2	6,011	8,640	14,651	3,365
Other income - CJRS		-	-	-	7,525
Sundry income		13	-	13	-
Fundraising		2,617	-	2,617	-
Guest fees		28,181	-	28,181	13,528
Total income		36,822	8,640	45,462	24,418
<u>Expenditure on:</u>					
Charitable activities	3	38,204	8,640	46,844	35,791
Total expenditure		38,204	8,640	46,844	35,791
Net income/(expenditure)		(1,383)	-	(1,383)	(11,373)
Net income/(expenditure) and net movement in funds		(1,383)	-	(1,383)	(11,373)
Reconciliation of funds					
Funds brought forward 31 January 2022		13,490	-	13,490	25,193
Transfer from bursary reserve		-	-	-	- 330
Funds carried forward at 31 January 2023	11	12,107	-	12,107	13,490

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

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TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2023

BALANCE SHEET	NOTE	2023		2022	
		£	£	£	£
Fixed Assets					
Tangible Fixed Assets	5		599		1,198
Current Assets					
Debtors and Prepayments	6	2,110		705	
Petty Cash		63		100	
Cash at Bank		<u>13,727</u>		<u>14,697</u>	
		15,900		15,502	
Liabilities					
Creditors: Amounts falling due within one year	7	<u>4,392</u>		<u>3,210</u>	
Net Current assets			11,508		12,292
NET ASSETS			<u>12,107</u>		<u>13,490</u>
REPRESENTED BY:					
The Funds of the Charity					
Unrestricted Funds	8				
General Fund			(5,063)		(1,180)
Designated Funds - Reserves		14,500		12,000	
Designated Fund - Bursaries	8	<u>2,670</u>	17,170	<u>2,670</u>	14,670
TOTAL CHARITY FUNDS			<u>12,107</u>		<u>13,490</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

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TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2023

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

	2023	2022
	£	£
2 DONATIONS RECEIVED		
Corporate Donations		
Baker Carel	1,000	-
Henley Town Council (restricted to room hire)	8,640	-
Lions Leadership	250	-
Lord Phillimore's Charitable Settlement	-	2,000
New Capital Reserve	-	-
Other	1,510	-
Oxfordshire and central Masons	2,000	130

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NOTES TO THE FINANCIAL STATEMENTS

Rotary Club	100	250
World Music	100	-
	13,600	2,380
Donations from individuals, including funeral collections	1,050	985
	£ 14,651	£ 3,365

3 FUNDRAISING	2023	2022
	£	£
Tickets Community Champion awards	2,617	-
	2,617	-

4 CHARITABLE ACTIVITIES	2023	2022
	£	£
Cost of Providing day care		
Staff wages	28,552	23,762
Room hire and meals	15,943	10,143
General expenses	740	544
Insurance	657	647
Phone for manager	279	-
Bank fees	75	96
Depreciation of Furniture	599	599
	46,844	35,791

There were no fees charged for the Independent Examination.

5 FIXED ASSETS	£
COST	
As at 1.2.2022	2,994
Assets bought in year (chairs)	-
As at 31.1.2023	2,994
DEPRECIATION	
As at 1.2.2022	1,796
Charge for year at 20%	599
As at 31.1.2023	2,395
Net Book Value at 31.1.2023	599
Net Book Value at 31.1.2022	1,198

6 DEBTORS AND PREPAYMENTS	2023	2022
	£	£
Guest fees	1,890	270
Sundry debtors	-	218

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NOTES TO THE FINANCIAL STATEMENTS

Prepayments - insurance	220	217
	<u>2,110</u>	<u>705</u>

7 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2023	2022
ACCRUED EXPENSES	£	£
Wages and NEST pension contributions	2,276	1,816
PAYE	(659)	185
Room hire and lunches	2,876	1,202
Other	(101)	7
	<u>4,392</u>	<u>3,210</u>

8 FUNDS	Unrestricted General Fund	Unrestricted General Fund
	2023	2022
	£	£
Fixed Assets	599	1,198
Debtors and Prepayments	2,110	705
Petty cash	63	100
Cash at bank	13,727	14,697
Current Liabilities - creditors	(4,392)	(3,210)
	<u>12,107</u>	<u>13,490</u>

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

Reserve Funds	14,500	12,000
Bursary fund, to pay session fees for those on low income	2,670	2,670

The reserve fund, set to cover six months of staff wages, was increased by £2,500 by transfer from general funds

9 TRUSTEES' REMUNERATION

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