

**BUTTERFLIES DEMENTIA SUPPORT AND ACTIVITIES GROUP**

**REPORT AND ACCOUNTS**

**YEAR ENDED 31 DECEMBER 2020**

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**BUTTERFLIES DEMENTIA SUPPORT AND ACTIVITIES GROUP**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**YEAR ENDED 31 DECEMBER 2020**

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**Full Name:** **BUTTERFLIES DEMENTIA SUPPORT AND  
ACTIVITIES GROUP**

**Registered Charity No:** 1186175

**Contact Address:** 5 Wood Walk  
Royston  
Barnsley  
S71 4FH

**Trustees:** Stephen Allott  
Penelope Beaumont  
Susan Bowler  
Jordan Brown  
Derek Dransfield  
Steven Luke Skelley

**Bank:** NatWest Bank plc  
Barnsley Branch  
26 Market Hill  
Barnsley  
S70 2QE

**Independent Examiner:** Angela Hayes  
Community Accountant  
BCVS Services Limited  
Priory Campus  
Pontefract Road  
Lundwood  
Barnsley  
S71 5PN

# **BUTTERFLIES DEMENTIA SUPPORT AND ACTIVITIES GROUP**

## **TRUSTEES' REPORT**

**YEAR ENDED 31 DECEMBER 2020**

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The Trustees present their report and accounts for the period 01 January to 31 December 2020.

### **Structure, governance and management**

Butterflies Dementia Support and Activities Group is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission and governed by its Constitution.

The CIO was registered on 06 November 2019 and commenced its activities on 01 January 2020. Prior to the incorporation of the CIO, Butterflies was an unincorporated association. The CIO acquired the charitable funds and activities of the unincorporated charity on 01 January 2020.

The members of the CIO are the charity trustees. Membership of the CIO cannot be transferred to anyone else. If the CIO is wound up, the members have no liability to contribute to the assets of the charity and have no personal responsibility for settling its liabilities.

The affairs of the charity are managed by the trustees who may exercise all the powers of the charity. The trustees delegate the day-to-day management of the charity to the Development Manager, Julie Brown.

### **Appointment of Trustees**

Trustees are appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment, the trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

On appointment, new trustees are provided with a copy of the Constitution and the latest Annual Report and Accounts and are provided with information about the charity, together with current policies/procedures,

The trustees who served during the year, to the date of signing these accounts, are listed on page 3 of this report.

### **Charitable Objects**

The objects of the CIO are:

To provide or assist in the provision of facilities and social activities for recreation and leisure time occupation of people suffering from all types of dementia and their families, friends and carers, in the interest of social welfare, with the object of improving their conditions of life.

# **BUTTERFLIES DEMENTIA SUPPORT AND ACTIVITIES GROUP**

## **TRUSTEES' REPORT continued**

**YEAR ENDED 31 DECEMBER 2020**

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### **Public Benefit Statement**

The Trustees have paid due regard to the Charity Commission guidance on public benefit reporting in deciding what activities the charity should undertake. This report illustrates the activities undertaken to support the public benefit requirement.

### **Activities undertaken for the Public Benefit**

Butterflies Dementia Support and Activities Group hosts events, outings and holidays for our members. Weekly events are attended by up to 130 people. We also support members who cannot attend groups, if needed. Activities were impacted significantly during the year due to the Covid-19 pandemic.

Our events during 2020 consisted of:

- Afternoon Tea Dances attended by over 60 members all who enjoy professional entertainment for dancing, followed by cakes and tea with raffles and a table-top sale:  
Monday Boatman's Rest Afternoon Tea Dance  
Wednesday Barugh Green Afternoon Tea Dance  
Friday East Dene Afternoon Tea Dance
- Thursday Friendship Walk – a supervised walk held at Locke Park in Barnsley.
- Crisis support - a service to provide support where a crisis occurs, eg medication, shopping, care required, respite needed. Staff help to deal with the crisis and offer their support.
- During the Covid-19 lockdown we delivered books and activity packs, three times each week, when the tea dances could not be held due to government restrictions.
- Telephone support to members, carried out by staff and volunteers, has been provided on a weekly basis throughout 2020.
- Reconnect Service – Through this service we have supported friends to spend time together in their gardens or homes, following government guidance and when the lockdown restrictions have allowed.

Two trips were held in 2020:

January - Burns afternoon at Barnsley College

February - Meal and entertainment at Boatman's Rest

There were two planned holidays that could not go ahead due to the pandemic. One holiday to Warner's Bodwellgis Castle, Wales has been postponed until November 2021. The second holiday was cancelled.

# BUTTERFLIES DEMENTIA SUPPORT AND ACTIVITIES GROUP

## TRUSTEES' REPORT continued

YEAR ENDED 31 DECEMBER 2020

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### We have received funding from:

- National Lottery - Covid Response Fund
- South Yorkshire Community Foundation – Covid Response Fund
- Creative Minds
- Creative Minds – Covid Relief Fund
- South Yorkshire Community Foundation
- Ward Alliance Funding (BMBC)
- Making Space
- Yorkshire Building Society
- Coalfields Regeneration Trust
- Persimmons

### Donations were received from:

Pat Shaw x 4	Sandra Mason x 3
Wombwell WMC	Val Little Funeral
Janet Adams	Carol Emmett
Asda Green Token appeal	Facebook donations
Cawthorne Auction House	Dave Smith
Steve Allatt	Betty Marsden x 2
Next PLC distribution centre	Mary Smith
Derek Tilman	Barbara Grimshaw x 2
Hazel Ward Funeral	Boatman's Rest event
Julie Brown Funeral	Susan Hoyle
Barnsley Rotary	PayPal Donations
Lyons Cakes x 2	Susan Morgan
Julie Sayner	Barugh Green Ladies Club
Mavis Shortt x 2	Derek Dransfield
Mary & Dave Smith x 2	Rachel Furniss
Lynn Shephard x 2	Royston Church
Steve Green x 2	Betty Utley
Facebook paypal donations	Sandhill Tavern Charity Bike Ride
Penny Beaumont	Osprey Singers Birdwell
Gill Eves	Alison (entertainer)
Louise Firth x 4	Shelia Webster Funeral
Gill Carr x 2	Hazel Ellis
Seana Parry x 3	
Julie Brown	

**TRUSTEES' REPORT continued**

**YEAR ENDED 31 DECEMBER 2020**

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**Financial Review**

Trustees responsibilities for the financial statements

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity at any time and enable the trustees to prepare financial statements for each financial year. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

The Charity's policy on reserves

The trustees recognise the need to keep reserves at a level which will give the charity stability to enable it to continue to operate in the future and aim to keep a minimum of £20,000 in reserve at any one time. The actual level of reserves held by the charity on 31.12.20, represented by unrestricted funds, was £39,236. The trustees consider the level of reserves at the year-end to be appropriate, given the short term nature of the grant funding that supports the charity.

Financial Review of the Year

The financial statements are set out in pages 9 to 12. The Receipts and Payments Account shows a surplus for the year of £25,528. The total funds of the charity at year-end stand at £65,377. The reserves of the charity, represented by unrestricted funds, stand at £39,236 at the year-end.

The Covid-19 pandemic has not currently had an adverse effect on the financial position of the charity. The trustees have been able to secure a number of grants for Covid-response activities and core costs.

The trustees declare that they have approved the report above.  
Signed on behalf of the charity's trustees:

Signed: \_\_\_\_\_

Date: 13/05/2021

**Jordan Brown, Chair of Trustees**

# BUTTERFLIES DEMENTIA SUPPORT AND ACTIVITIES GROUP

## INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31 DECEMBER 2020

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I report on the accounts of the charity, which are set out on pages 9 to 12.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act, or
- the accounts do not accord with the accounting records

I have no concerns and I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed: *A Hayes*

Date: *27/5/2021*

Angela Hayes  
Community Accountant  
BCVS Services Limited  
Priory Campus  
Pontefract Road  
Barnsley  
S71 5PN



# BUTTERFLIES DEMENTIA SUPPORT AND ACTIVITIES GROUP

## RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £
<b>Receipts</b>				
Donations		10,170	-	10,170
Grants Received	4	-	47,503	47,503
Events & Fundraising		19,184	-	19,184
Other Income		180	-	180
<b>Total receipts</b>		<b>29,534</b>	<b>47,503</b>	<b>77,037</b>
<b>Payments</b>				
Staff Costs		3,625	26,952	30,577
Insurance		187	-	187
Admin Expenses		7	103	110
Activities & Events		15,527	647	16,174
QDOS sessions		-	750	750
Volunteer Expenses		448	-	448
Travel & Expenses		64	344	408
In-Kind Direct		184	-	184
Equipment		1,112	-	1,112
Marketing & Publicity		-	45	45
Accountancy Fee		300	-	300
Grant returned		-	480	480
Sundries/Other		387	347	734
<b>Total payments</b>		<b>21,841</b>	<b>29,668</b>	<b>51,509</b>
<b>Surplus/(Deficit)</b>		<b>7,693</b>	<b>17,835</b>	<b>25,528</b>
Transfers in	2	31,543	8,306	39,849
<b>Total Funds Carried Forward</b>		<b>39,236</b>	<b>26,141</b>	<b>65,377</b>

**BUTTERFLIES DEMENTIA SUPPORT AND ACTIVITIES GROUP**

**STATEMENT OF ASSETS & LIABILITIES**

**YEAR ENDED 31 DECEMBER 2020**

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	<b>Total 2020</b>
<b>Monetary Assets:</b>	
Bank Current Account	£64,906
Cash in hand	£471
<b>Total Monetary Assets</b>	<b><u>£65,377</u></b>

The trustees declare that they have approved the accounts above.  
Signed on behalf of the charity's trustees:



Date: 13/05/2021

***Jordan Brown, Chair of Trustees***

# **BUTTERFLIES DEMENTIA SUPPORT AND ACTIVITIES GROUP**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 DECEMBER 2020**

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### **1. Accounting policies**

#### Basis of the preparation of the accounts

The financial statements have been prepared on a Receipts & Payments basis which summarises the movement of cash in and out of the organisation. In this context 'cash' includes cash equivalents, such as bank accounts where cash can be readily available to pay debts as they fall due. This format of accounts is available to non-company charities with gross annual income of £250,000 or less.

#### Classification of income & expenditure

Income and expenditure has been analysed in the accounts using natural classification.

#### Prior Year Comparatives

Prior year comparatives are not included as this is the first accounting period of the Charitable Incorporated Organisation.

#### Funds structure

The charity maintains an unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Unrestricted funds may arise from general donations, grants of a general nature, fees for service provision and payment for service delivery contracts.

Restricted funds may be provided to the charity for particular purposes and may only be spent for the purposes for which they were given. Any balance remaining outstanding on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the funder to remove the restriction on the balance outstanding. Restricted funds will arise from grants and donations given to the charity for specific purposes.

### **2. Transfers-in**

The following funds were transferred to the CIO from the Butterflies Dementia Care Support and Activities Group (Unincorporated Association) on 1<sup>st</sup> January 2020:

General unrestricted funds - £31,543

Restricted grants - £8,306 (see note 4)

### **3. Trustee remuneration, benefits and expenses**

No trustee received any remuneration, benefits or expenses in connection with their duties as trustee.

# BUTTERFLIES DEMENTIA SUPPORT AND ACTIVITIES GROUP

## NOTES TO THE FINANCIAL STATEMENTS continued

YEAR ENDED 31 DECEMBER 2020

### 4. Restricted Funds

	Transfers- in £	Receipts £	Payments £	Closing Balance £
Creative Minds	30	13,450	(4,156)	9,324
Tesco Local	844	-	(844)	-
Ward Alliance	497	1,356	(1,853)	-
Duke of York	845	-	(845)	-
Awards for All	6,090	-	(4,212)	1,878
Making Space	-	1,260	(1,260)	-
Coalfields Regeneration Trust	-	9,699	(4,315)	5,384
Persimmon Homes	-	1,000	(1,000)	-
National Lottery Covid Response	-	9,738	(5,200)	4,538
S Yorkshire Community Foundation (SYCF)	-	4,800	-	4,800
SYCF Covid Response	-	5,000	(4,975)	25
Yorkshire Building Society	-	1,200	(1,008)	192
<b>Total</b>	<b>8,306</b>	<b>47,503</b>	<b>(29,668)</b>	<b>26,141</b>

- Creative Minds – funding to contribute towards staff costs of the Project Manager.
- Tesco Local – a grant to contribute towards staff costs.
- Ward Alliance – BMBC grant funding to provide activity packs and support services.
- Duke of York – grant funding for sessional fees.
- Awards for All – funding for the QDOS Creates sessions and other staff costs.
- Coalfields Regeneration Trust – A grant to enable the charity to continue to provide a range of social and wellbeing activities to its service users.
- Persimmon Homes – funding from the company's Community Champions Scheme, to support the telephone befriending service, specifically to train and support volunteers.
- National Lottery Covid Response grant – a grant to provide a range of activities and support during the pandemic.
- SYCF – a grant to fund sessional staff costs.
- SYCF Covid Response – a grant to cover sessional worker fees for support to service users during the pandemic.
- Yorkshire Building Society – grant funding to provide a night service.