

## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2023		31	March	2024

### Section A Reference and administration details

Charity name Elizabeth House Cookham

Registered charity number (if any) 1188342

Charity's principal address Station Hill

Cookham

Maidenhead, Berks

SL6 9BS

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Jill Cruse		
2	Suzanne Shellabear		
3	Bill Bennett	Chair	
4	Jenny Elton	Secretary	
5	Martin Sheehy	Treasurer	
6	Sarah Renton		
7	Sally James		From 03/07/23
8	Paul Webb		From 03/07/23
9			
10			

#### Name of chief executive or names of senior staff members (Optional information)

President: Lady Aurelia Young

## Section B

## Structure, governance and management

### Description of the charity's trusts

Type of governing document (e.g., trust deed, constitution)	The charity's governing document is that of a CIO Association Constitution, dated 4 March 2020.
How the charity is constituted (e.g., trust, association, company)	The charity is a Charitable Incorporated Organisation.
Trustee selection methods (e.g., appointed by, elected by)	<p>Trustee selection</p> <p>The charity recruits trustees as necessary, usually when a skills gap arises or is identified.</p> <p>A potential candidate is selected by using a network of contacts. The role is discussed with the candidate who would then meet with other trustees and observe a trustees' meeting before the position would be formally offered or confirmed.</p>

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charitable Incorporated Organisation was registered with the Charity Commission on 4 March 2020, charity number 1188342.

#### Induction and training of new trustees

When a trustee is appointed, they are required to read 'The Essential Trustee', guidance published by the Charity Commission. If they have any questions, they are encouraged to ask the Chair or other trustees.

#### Consideration of major risks

The trustees have examined the major strategic, business and operational risks which the charity faces. The most significant risk is associated with the charity's care of its members and other stakeholders. The charity takes every step to ensure that it provides a safe and legal environment for its members, visitors, volunteers and staff.

The trustees are content that other systems are in place to mitigate general business and operational risk. The trustees do not believe that there are any other areas of significant risk.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To promote the welfare of the aged in any manner which is now is or hereafter may be deemed by law to be charitable within the county of Berkshire and in particular, to cater for those over 60 mainly living in Cookham and district, that is particularly the lonely, the frail and the elderly and to provide space for their needs and companionship.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In setting our objectives and planning our activities, we have given careful consideration to the Charity Commission's guidance on public benefit.

Elizabeth House provides its members with companionship as well as access to a wide range of facilities, together with the aim of promoting wider community involvement and integration.

The charity achieves this by providing the best possible care and support to its members and by making full use of its facilities and the passion of its staff and volunteers.



### Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Elizabeth House Day Centre could not operate without the dedication and input of volunteers who give their time and skills to the members and staff.

The volunteers carry out several roles including driving members to and from the Centre; preparing and serving lunches and hot drinks; helping the members to have an enjoyable and stimulating time while at the Centre.



**Summary of the main achievements of the charity during the year**

Elizabeth House continues to thrive and deliver on its mission of providing support and companionship to independent senior citizens in the local community. Our membership has a degree of turnover due to the age profile but we recruit new members and we have been very successful in keeping the membership level high at around 200.

During the past financial year we have recruited a new bookkeeper/administrator who has proven excellent at her role and supporting the manager and having quality contact with the members.

We have also been joined by many more volunteers and the number is now at the highest ever at 60 people. The volunteers express their love for the role and this is testament to the welcoming environment and good management that exists at the Day Centre. The trustees have always shown their appreciation to the volunteers by holding 'thank you' parties and now a new scheme to reward our exceptional volunteers has been introduced - The Volunteer Recognition Award. This is a link to a free hotel break for 2 nights for the volunteer who wins the award plus one person they would like to share it with.

The Day Centre runs activities on a daily basis through weekdays. These are physically and or mentally stimulating and we introduce new things, alongside the old favourites, to keep it fresh. Not all the activities are provided for free and so we have been fortunate in applying for and receiving grants to help fund some of these activities. There is an annual boat trip along the River Thames, which costs a lot of money, and this has been funded by a local charity called The Cherrypickers of Cookham Dean, who are one of the many local organisations who support the Day Centre.

During the day a 2 course cooked lunch is provided by our paid cook in our kitchen. The kitchen currently is semi-domestic but we have solid plans now to create a professional kitchen. We will use some of our reserves to pay for this but hopefully it will be a project whereby we can apply for grants to help with the funding.

The most important thing that we have achieved is members' happiness at coming to a place where they feel comfortable and enjoy their day. The staff and volunteers do a tremendous job face to face with members. The trustees can also be proud to manage such a successful charity.

**Section E****Financial review**

**Brief statement of the charity's policy on reserves**

It is the policy of Elizabeth House to maintain unrestricted funds which are the free reserves held by the charity at a level sufficient to meet the annual running costs. The trustees are committed to review this policy annually to ensure there are sufficient free reserves to provide financial flexibility over the coming years.

**Details of any funds materially in deficit**

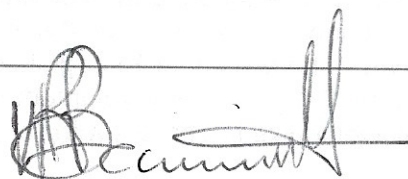
None

**Section F****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

**Signature**



**Full name**

Bill Bennett

Martin Sheehy FCA FCCA DChA

**Position**

Chair

Treasurer

**Date**

24 May 2024.

23 May 2024



Elizabeth House Cookham		Charity No	1188342
Annual accounts for the period			
Period start date	01/04/2023	To	Period end date 31/03/2024

## Section A Statement of financial activities

	Guidance Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total funds £ F04	Prior year funds £ F05
<b>Incoming resources (Note 3)</b>						
<b>Income and endowments from:</b>						
Donations and legacies	S01	50,253	-	-	50,253	47,318
Charitable activities	S02	59,374	-	-	59,374	44,836
Other trading activities	S03	7,459	-	-	7,459	1,701
Investments	S04	2,297	-	-	2,297	787
Other	S05	-	-	-	-	-
Other	S06	-	-	-	-	-
<b>Total</b>	S07	119,383	-	-	119,383	94,642
<b>Resources expended (Note 4)</b>						
<b>Expenditure on:</b>						
Raising funds	S08	-	-	-	-	234
Charitable activities	S09	136,224	-	-	136,224	101,649
Separate material item of expense	S10	-	-	-	-	-
Other	S11	-	-	-	-	-
<b>Total</b>	S12	136,224	-	-	136,224	101,883
<b>Net income/(expenditure) before investment gains/(losses)</b>						
Net gains/(losses) on investments	S13	- 16,841	-	-	- 16,841	- 7,241
	S14	6,354	-	-	6,354	- 5,978
<b>Net income/(expenditure)</b>	S15	- 10,487	-	-	- 10,487	- 13,219
<b>Other recognised gains/(losses):</b>						
Gains and losses on revaluation of fixed assets for the charity's own use	S18	-	-	-	-	-
Other gains/(losses)	S19	-	-	-	-	-
<b>Net movement in funds</b>	S20	- 10,487	-	-	- 10,487	- 13,219
<b>Reconciliation of funds:</b>						
Total funds brought forward	S21	380,635	-	-	380,635	393,854
<b>Total funds carried forward</b>	S22	370,148	-	-	370,148	380,635

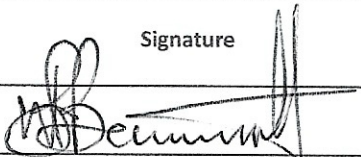
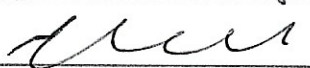


## Section B

## Balance sheet

	Guidance Notes	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
		F01	F02	F03	F04	F05
<b>Fixed assets</b>						
Tangible assets (Note 6)	B02	168,553	-	-	168,553	185,925
Total fixed assets	B05	168,553	-	-	168,553	185,925
<b>Current assets</b>						
Stocks (Note 7)	B06	500	-	-	500	500
Debtors (Note 8)	B07	6,404	-	-	6,404	2,111
Investments (Note 9)	B08	81,026	-	-	81,026	74,673
Cash at bank and in hand	B09	116,705	-	-	116,705	118,457
Total current assets	B10	204,635	-	-	204,635	195,741
Creditors: amounts falling due within one year (Note 10)	B11	3,040	-	-	3,040	1,031
Net current assets/(liabilities)	B12	201,595	-	-	201,595	194,710
Total assets less current liabilities	B13	370,148	-	-	370,148	380,635
Creditors: amounts falling due after one year	B14	-	-	-	-	-
Provisions for liabilities	B15	-	-	-	-	-
Total net assets or liabilities	B16	370,148	-	-	370,148	380,635
<b>Funds of the Charity</b>						
Unrestricted funds	B19	370,148	-	-	370,148	380,635
Total funds	B21	370,148	-	-	370,148	380,635

Signed by two trustees on behalf of all the trustees

Signature	Print Name	Date of approval dd/mm/yyyy
	Bill Bennett	24/5/24
	Martin Sheehy FCA FCCA DChA	23/5/24

**Note 1 Basis of preparation****1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with:

the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)

- and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

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

**1.2 Going concern**

The accounts have been prepared on a going concern basis and the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected income and expenditure for the next 12 months.

## Note 2

## Accounting policies

## 2.1 INCOME

## Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

## Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

## Grants and donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

## Legacies

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

## Government grants

The charity has received government grants in the reporting period

## Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

## Support costs

The charity has incurred expenditure on support costs.

## Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

## Income from interest, royalties and dividends

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

## Income from membership subscriptions

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

## Investment gains and losses

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

## 2.2 EXPENDITURE AND LIABILITIES

## Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

## Governance and support costs

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

## Redundancy cost

The charity made no redundancy payments during the reporting period.

## Deferred income

No material item of deferred income has been included in the accounts.

## Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts

## Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

## Basic financial instruments

The charity accounts for basic financial instruments on initial recognition as per paragraph 11.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

## 2.3 ASSETS

## Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £250

They are valued at cost.

The depreciation rates and methods used are:

Leasehold land & buildings - over the period of the lease

Plant & machinery; fixtures & fittings - straight line over 8 or 5 years

## Stocks and work in progress

Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.

## Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

## Current asset investments

The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.

They are valued at fair value except where they qualify as basic financial instruments.



## Note 3

## Analysis of income

		Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
Analysis						
Donations and legacies:	Donations and gifts	30,182	-	-	30,182	20,592
	Gift Aid	2,734	-	-	2,734	2,506
	Legacies	-	-	-	-	8,000
	General grants provided by government/other charities	17,337	-	-	17,337	16,220
	Other	-	-	-	-	-
Total		50,253	-	-	50,253	47,318
Other		0				
Charitable activities:	Membership Subscriptions	4,068	-	-	4,068	4,511
	Lunches	38,561	-	-	38,561	29,567
	Rent	13,889	-	-	13,889	10,452
	Sundry Income	228	-	-	228	304
	Theatre	2,628	-	-	2,628	2
	Art Commission	-	-	-	-	-
		-	-	-	-	-
	Other	-	-	-	-	-
Total		59,374	-	-	59,374	44,836
Other trading activities:	Fundraising	7,459	-	-	7,459	1,701
	Theatre	-	-	-	-	-
	Activities	-	-	-	-	-
	Art Commission	-	-	-	-	-
	Other	-	-	-	-	-
Total		7,459	-	-	7,459	1,701
Income from investments:	Interest income	2,297	-	-	2,297	787
	Dividend income	-	-	-	-	-
	Rental and leasing income	-	-	-	-	-
	Other	-	-	-	-	-
Total		2,297	-	-	2,297	787
Other:	Furlough grant	-	-	-	-	-
	Other	-	-	-	-	-
Total		-	-	-	-	-
TOTAL INCOME		119,383	-	-	119,383	94,642

Section C	Notes to the accounts	(cont)
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**Note 4 Analysis of expenditure**

Analysis	This year				Last year			
	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Unrestricted funds	Restricted income funds	Endowment funds	Total funds
	£				£			
<b>Expenditure on raising funds:</b>								
Staging Fundraising Events	611	-	-	611	234	-	-	234
	-	-	-	-	-	-	-	-
<b>Total expenditure on raising funds</b>	<b>611</b>	<b>-</b>	<b>-</b>	<b>611</b>	<b>234</b>	<b>-</b>	<b>-</b>	<b>234</b>
<b>Expenditure on charitable activities:</b>								
Employment	62,037	-	-	62,037	56,583	-	-	56,583
Catering	6,489	-	-	6,489	7,904	-	-	7,904
Contract Catering	1,235	-	-	1,235	1,060	-	-	1,060
Insurance	1,533	-	-	1,533	1,502	-	-	1,502
Maintenance	5,280	-	-	5,280	4,632	-	-	4,632
Cleaning	3,833	-	-	3,833	2,100	-	-	2,100
Telephone	1,844	-	-	1,844	1,638	-	-	1,638
IT Services	2,351	-	-	2,351	2,054	-	-	2,054
Waste Disposal	1,210	-	-	1,210	971	-	-	971
Gas, Electricity & Water	10,038	-	-	10,038	4,633	-	-	4,633
Courses & Training	1,218	-	-	1,218	1,143	-	-	1,143
Activities	6,378	-	-	6,378	5,464	-	-	5,464
Theatre	2,492	-	-	2,492	-	-	-	-
Stationery	979	-	-	979	1,131	-	-	1,131
Licences	159	-	-	159	159	-	-	159
Legal & Professional Fees	9,212	-	-	9,212	7,240	-	-	7,240
Bank Charges	60	-	-	60	90	-	-	90
Sundry	2,072	-	-	2,072	934	-	-	934
Sale of Fixed Assets	- 21	-	-	- 21	-	-	-	-
Leasehold Premises Amortisation	980	-	-	980	980	-	-	980
Extension Amortisation	2,000	-	-	2,000	2,000	-	-	2,000
Furniture and Equipment Depreciation	10,973	-	-	10,973	331	-	-	331
Lift Depreciation	3,261	-	-	3,261	238	-	-	238
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Total expenditure on charitable activities</b>	<b>135,613</b>	<b>-</b>	<b>-</b>	<b>135,613</b>	<b>101,649</b>	<b>-</b>	<b>-</b>	<b>101,649</b>
<b>TOTAL EXPENDITURE</b>	<b>136,224</b>	<b>-</b>	<b>-</b>	<b>136,224</b>	<b>101,883</b>	<b>-</b>	<b>-</b>	<b>101,883</b>



**Note 5 Paid employees****5.1 Staff Costs**

	This year £	Last year £
Salaries and wages	62,037	55,478
Pension costs (defined contribution scheme)	-	1,105
Other employee benefits	-	-
<b>Total staff costs</b>	<b>62,037</b>	<b>56,583</b>

Other

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

**5.2 Average head count in the year**

The parts of the charity in which the employees work

	This year Number	Last year Number
Fundraising	-	-
Charitable Activities	3	3
Governance	-	-
Other	-	-
<b>Total</b>	<b>3</b>	<b>3</b>

**Note 6 Tangible fixed assets****6.1 Cost or valuation**

	Other land & buildings £	Plant, machinery and motor vehicles £	Fixtures, fittings and equipment £	Total £
At the beginning of the year	216,177	26,090	121,716	363,983
Additions	-	-	-	-
Revaluations	-	-	180	180
Disposals	-	-	-	-
At end of the year	<b>216,177</b>	<b>26,090</b>	<b>121,536</b>	<b>363,803</b>

Other

<b>Basis</b>	SL	SL	SL
<b>Rate</b>	Term of lease	Over 8 or 5 years	Over 8 or 5 years

At beginning of the year	62,418	19,567	96,074	178,059
Disposals	-	-	23	23
Depreciation	2,980	3,261	10,973	17,214
Impairment	-	-	-	-
At end of the year	<b>65,398</b>	<b>22,828</b>	<b>107,024</b>	<b>195,250</b>

**6.2 Net book value**

Net book value at the beginning of the year

Net book value at the end of the year

153,759	6,523	25,642	185,924
150,779	3,262	14,512	168,553



## Note 7 Stocks

	Stock
	Food and Consumables
	£
Charitable activities:	
Opening	500
Added in period	-
Expensed in period	-
Closing	500
Total this year	500
Total previous year	500

## Note 8 Debtors and prepayments

## Analysis of debtors

	This year £	Last year £
Trade debtors	-	2,011
Prepayments and accrued income	5,006	-
Other debtors	1,398	100
Total	6,404	2,111

## Note 9 Investment assets

## Analysis of current asset investments

	This year £	Last year £
Cash or cash equivalents	-	-
Listed investments	81,026	74,673
Investment properties	-	-
Social investments	-	-
Other investments	-	-
Total	81,026	74,673

## Note 10 Creditors and accruals

## Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Accruals for grants payable	-	-	-	-
Bank loans and overdrafts	-	-	-	-
Trade creditors	8	-	-	-
Payments received on account for contracts or performance-related grants	-	-	-	-
Accruals and deferred income	991	1,031	-	-
Taxation and social security	240	-	-	-
Other creditors	1,801	-	-	-
Total	3,040	1,031	-	-

## Independent Examiner's Report to the Trustees of Elizabeth House Cookham

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 March 2024.

### 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 charity'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. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts did not accord with those records; or
3. the accounts did not comply with the applicable 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 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:



Name:

DAVID DYSON

Address:

SPINFIELD  
SPINFIELD LANE WEST  
MARLOW  
SL7 2DB

Date:

23 MAY 2024