# Tadley Elderly Day Care

A Charitable Incorporated Organisation

Report and Financial Statements

Year Ending 31st March 2024

Charity No 1192821

# Report of the Trustees

## Objectives and Activities

To relieve the charitable needs of elderly people and their carers in Tadley and district for the public benefit by the provision of a day care facility.

The Day Care Centre operates for 3 days per week using 4 employed staff and several valuable volunteers. We cater for a variety of needs including those with Dementia, Parkinson's, Stroke and loneliness and isolation. During the 5 hours a client is with us we make their time relaxed and entertaining. We adapt all our activities to suit individual needs, giving everyone time and patience and encouragement to join in. The activities are designed to stimulate all the senses and exercise the body and mind, enriching the lives of our clients. A two-course lunch is provided each day along with snacks and drinks.

## Achievements and Performance

Tadley Elderly Day Care was constituted and registered as a charitable incorporated organisation (CIO) in December 2020.

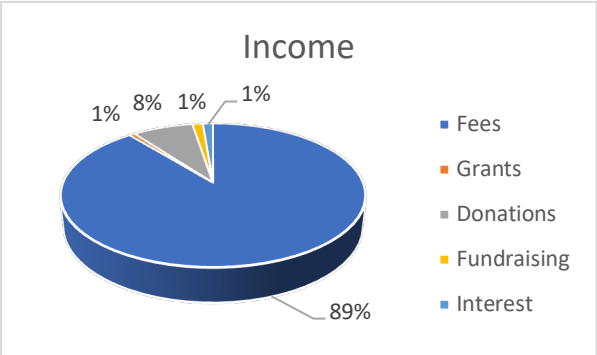
A total of 146 days of care were delivered to an average of 10 clients per day totalling over 8750 hours of care provided. These hours of care provide much needed social contact for the clients and respite time for their carers and families.

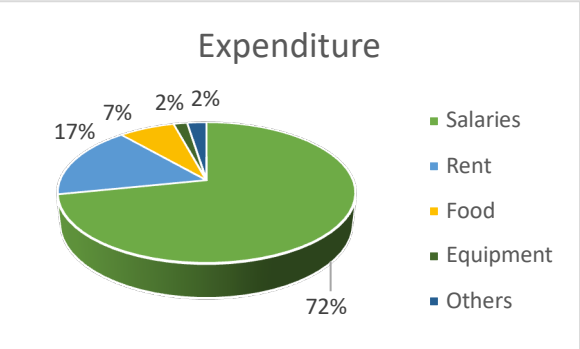
The daily activities of the day care centre include active physical games, brain games, social activities and discussions and an external provider who provides specialist mobility exercise classes. The mobility exercise is funded by generous support from grants or donations and is provided at no extra cost to our clients. Other activities will be designed around the seasons, holidays and festivals. Birthdays and other special days are celebrated with singing, cakes and a card.

## Financial Review

The majority of income is received as fees for the provision of care for elderly people and respite for their carers, and the majority of expenditure is for staff salaries, rent and services for the clients such as food, equipment and entertainment.

Donations of £4248 were received from local people and organisations and fundraising of £732 was carried out by our dedicated staff and volunteers in their own time. Special thanks to Silchester Players, Tadley Singers and Loddon Lillies for their charitable support during the year.



As the final accounts for this year show, this has been a difficult year while we continue to stabilise after the impact of Covid two years ago and we now try to grow the client base to give a more secure income. We have maintained four staff members, and this has proven to be a blessing in allowing for flexibility for holidays and sickness, and the extra capacity to provide quality care for the clients. A review of fees has taken place to ensure that these are closer to meeting the full expenditure of the charity with less reliance on grants, donations and fund-raising to make up the difference.

## Reserves Policy

We have established a reserves policy to protect the continuity of our operation and to cover risks such as unforeseen expenditure or unanticipated loss of income. To meet this requirement, we estimate that £5000 per month for 6 months of operation, totalling £30,000 is required. This will be used in case of a complete or substantial loss of income and to allow for controlled shutdown of the charity without outstanding debts or in case of a significant but temporary cashflow disparity which can be corrected within a reasonable timescale. The reserves can be spent on such items as salaries, rent, and operating bills.

## Volunteers

Volunteers provide a valuable supplement to the work of our staff and generally there are 2-3 volunteers at every session from a pool of approx. 10. This amounts to around 2500 hours of unpaid work without which the services could not be provided.

## Reference and administrative details

### Address

Ambrose Allen Centre, 2 Franklin Avenue, Tadley, Hants, RG26 4ET

### Banking

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

### Trustees

| Name | Role | Date of appointment |
|---|---|---|
| Martin Slatford | Chair | 10 January 2024 |
| Neil Deller-Merricks | Treasurer | 16 December 2020 |
| Robert Prevost | Trustee | 10 January 2024 |
| Warwick Lovegrove | Trustee | 11 January 2023 |
| Stephen Davey | Trustee | 10 January 2024 |
| Samantha Lee | Trustee | 10 January 2024 |

The trustees of Tadley Elderly Day Care confirm that they are satisfied that they have complied with their duty with regards to ensuring that the Charity has undertaken suitable works for the benefit of the public; as required by the Charity Commission.

Signed on behalf of the trustees



Neil Deller-Merricks
Treasurer

Independent examiner's report to the trustees of Tadley Elderly Day Care

I report the trustees on my examination of the accounts of Tadley Elderly Day Care for the year ended 31st March 2024.

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (note this will be superseded by Charities Act 2022 in due course) (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 (b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the 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 to enable a proper understanding of the accounts to be reached.

Signed

W Toogood - Wolvey

Wendy Toogood-Wolvey

1 Meon Close, Tadley, Hampshire

AAT qualified

Dated 22/01/2024

## Financial Statements for the year ended 31 March 2024

**Total Receipts & Payments Account for the year ended 31/3/24**

| | Unrestricted £ | Restricted £ | Total 2023-24 £ | Previous year £ |
|---|---|---|---|---|
| **Receipts** | | | | |
| Fees | 49,873.00 | - | 49,873.00 | 33,177.00 |
| Grants | 400.00 | - | 400.00 | 6,000.00 |
| Donations | 4,247.84 | - | 4,247.84 | 2,903.04 |
| Fundraising | 732.41 | - | 732.41 | 1,578.30 |
| Misc | 19.00 | - | 19.00 | - |
| Interest | 710.86 | - | 710.86 | 178.16 |
| **Total receipts** | **55,983.11** | **-** | **55,983.11** | **43,836.50** |
| | | | | |
| **Payments** | | | | |
| Salaries | 43,422.32 | - | 43,422.32 | 35,995.80 |
| Rent | 10,163.33 | - | 10,163.33 | 8,722.89 |
| Insurance | 452.50 | - | 452.50 | 416.78 |
| Food | 4,344.01 | - | 4,344.01 | 3,416.54 |
| Transport | - | - | - | - |
| Phone | 237.98 | - | 237.98 | 174.27 |
| Entertainment | | 375.00 | 375.00 | 690.00 |
| Postage & Stationary | 57.22 | - | 57.22 | - |
| Training | 281.88 | - | 281.88 | 82.00 |
| Fundraising | 35.00 | - | 35.00 | 20.00 |
| Equipment | 1,057.92 | - | 1,057.92 | 584.85 |
| Misc | 60.00 | - | 60.00 | 54.50 |
| **Total payments** | **60,112.16** | **375.00** | **60,487.16** | **50,157.63** |
| | | | | |
| **Net receipts / (payments)** | **(4,129.05)** | **(375.00)** | **(4,504.05)** | **(6,321.13)** |
| | | | | |
| Transfer | - | - | - | 44,439.25 |
| Balance brought forward | 33,265.68 | 4,852.44 | 38,118.12 | |
| **Balance carried forward** | **29,136.63** | **4,477.44** | **33,614.07** | **38,118.12** |
| | | | | |
| Made up of: | | | | |
| Current account | 2,439.72 | | | |
| Savings account | 31,174.35 | | | |
| Cash float | - | | | |
| | **33,614.07** | | | **38,118.12** |

## Analysis of Funds for the year ended 31 March 2024

**Tadley Elderly Day Care**

| | Total | Un-restricted | You Decide | HCC Infection Control | LVL Tech |
|---|---|---|---|---|---|
| **Receipts** | | | | | |
| Receipt - Fees | 49,873.00 | 49,873.00 | - | - | - |
| Receipt - Grants | 400.00 | 400.00 | - | - | - |
| Receipt - Donations | 4,247.84 | 4,247.84 | - | - | - |
| Receipt - Fundraising | 732.41 | 732.41 | - | - | - |
| Receipt - Misc | 19.00 | 19.00 | - | - | - |
| | **55,983.11** | **55,983.11** | **-** | **-** | **-** |
| **Payments** | | | | | |
| Payment - Salaries | 43,422.32 | 43,422.32 | - | - | - |
| Payment - Rent | 10,163.33 | 10,163.33 | - | - | - |
| Payment - Insurance | 452.50 | 452.50 | - | - | - |
| Payment - Food | 4,344.01 | 4,344.01 | - | - | - |
| Payment - Transport | - | - | - | - | - |
| Payment - Phone | 237.98 | 237.98 | - | - | - |
| Payment - Entertainment | 383.98 | 8.98 | 375.00 | - | - |
| Payment - Postage & Stationary | 57.22 | 57.22 | - | - | - |
| Payment - Training | 281.88 | 281.88 | - | - | - |
| Payment - Fundraising | 35.00 | 35.00 | - | - | - |
| Payment - Equipment | 1,048.94 | 1,048.94 | - | - | - |
| Payment - Misc | 60.00 | 60.00 | - | - | - |
| | **60,487.16** | **60,112.16** | **375.00** | **-** | **-** |
| **Net receipts / (payments)** | (4,504.05) | (4,129.05) | (375.00) | - | - |
| Transfer | - | - | - | - | - |
| Balance brought forward | 38,118.12 | 33,265.68 | 1,031.54 | 3,687.74 | 133.16 |
| **Balance carried forward** | **33,614.07** | **29,136.63** | **656.54** | **3,687.74** | **133.16** |

| | |
|---|---|
| Made up of: | |
| Current account | 2,439.72 |
| Savings account | 31,174.35 |
| Cash float | - |
| | **33,614.07** |

| **Income** | Unrestricted | Restricted | Total | Notes |
|---|---|---|---|---|
| Voluntary Income | £4930 | | £4930 | All gifts made on a voluntary basis, e.g. grants from trusts and foundations, legacies, and individuals (excluding lottery income). |
| Lottery funding | £78 | | £78 | e.g. National Lottery Community Fund, People's Postcode Lottery, Health Lottery, etc. |
| Statutory Income | £4563 | | £4563 | Income generated from statutory source, e.g. Local Authority, Clinical Commissioning Group, Central Government, NHS, Crime Commissioner, etc. |
| Charitable Activities | £45310 | | £45310 | Income earned from the supply of goods or services or performance related contractual income (excluding those from statutory services). |
| Other trading income | £391 | | £391 | Fundraising events, charity shops, letting and licencing arrangements. |
| Investments (interest) | £710 | | £710 | Returns from any investments the organisation may have, including bank interest. |
| Other | £0 | | £0 | Any other form of income not covered above. |
| Total income | £55983 | £0 | £55983 | |

| **Expenditure** | Unrestricted | Restricted | Total | |
|---|---|---|---|---|
| Charitable purposes | £59,226 | £375 | £59,601 | Any funds spent on providing services directly to the beneficiaries, such as carer salary costs, rent of premises to provide services, cost of equipment etc. |
| Management/ Admin | £852 | | £852 | Costs not involved with delivery of services but that are required to keep the charity running, such as salaries for support and admin staff, governance, legal costs, etc. |
| Fundraising | £35 | | £35 | Any funds spent on efforts to raise funds or publicise the charity and it's services. |
| Total expenditure | £60,113 | £375 | £60,488 | |

| **Reserves** | | |
|---|---|---|
| Restricted Reserves | £4477 | Funds set aside to be used for specific purpose set by the grantor of the funds, e.g. project funding or donation made towards a particular purpose (not including fixed assets). |
| Fixed assets | £0 | Includes the value of land, buildings or equipment. Commonly the annual accounts include these in either the restricted or unrestricted accounts reserves. |
| Designated reserves | £29,137 | Reserves that the organisation's trustees have set aside for a specific purpose, e.g. a particular project or winding up costs, or essential future spending. Commonly the annual accounts include these in unrestricted reserves. |
| Unrestricted reserves | £0 | These are the reserves that are 'free', that can be used for any purpose (not including designated reserves or fixed assets. |
| Total reserves | £33614 | |