



THE GRANGE CENTRE

FOR PEOPLE WITH DISABILITIES

A company limited by guarantee and not having a share capital

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

The Grange Centre for People with Disabilities

a company limited by guarantee and not having a share capital

Registered Office

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X (formerly Twitter): [@TheGrangeCentre](https://twitter.com/TheGrangeCentre)

Facebook: [@thegrangecentre](https://facebook.com/thegrangecentre)

Registration Details

Registered Charity No: 207740

Company Registered in England and Wales No: 348341

A Housing Association registered under the Housing Associations Act 1985 No: H3727

Registered with Surrey County Council under the Registered Homes Act 1984 No: 210

Patrons

HRH The Duke of Gloucester KG, GCVO

Joanna Lumley OBE, FRGS

Sir Richard Thompson, KCVO

Board of Trustees

Chair: Mr. David Turner DSc FRICS

Hon. Treasurer and Chair of Finance Committee:

Mr. Anthony Dumpleton, MA ACA, to November 2024, Treasurer to September 2024

Mr. Michael Guillem FCA, Treasurer from September 2024

Mrs. Linda Ferguson, to November 2024

Mrs. Deborah Gowns, to November 2024

Mrs. Larisa Strickland MSc HBA

Mr. Frederick Johnson ACMA CGMA

Mrs. Rachel Montgomerie MA (chair of Employee Wellbeing Committee)

Mrs. Louise Russell

Dr. Robert Hughes DSc (Hons)

Mr. Peter Cottrell, from May 2024

Mrs. Julie McCleave, from May 2025

Mr. Jeff Crouch, from May 2025

Chief Executive Officer: Ms. Alison Keeley

Company Secretary: Mr. Hugh Skeil FCCA

Auditors: Alliotts LLP, 3 London Square, Cross Lanes, Guildford, GU1 1UJ

Bankers: CAF Bank and Lloyds Bank Plc

Investment managers and advisers: CCLA



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Annual Report
for the year ended 31 March 2025

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Chair and CEO's Overview of the year

2024-25 has been another amazing year for The Grange Centre. As ever we have hosted a wide range of visitors. Of particular note was a visit in September 2024 from our Royal Patron HRH Duke of Gloucester. The Duke was greeted by the Senior Leadership team and met with people we support, staff and volunteers during skills sessions. Before leaving he enjoyed Simply Scones with the Chair, other Board members and the CEO.

Towards the end of 2024 the Berkeley Foundation informed us that The Grange Centre had been selected to continue as their community partner for a further three years. We were delighted by this and to celebrate invited Directors from the Berkeley Group to visit The Grange Centre, some of them for the first time, to cement this incredible relationship. The group enjoyed lunch at the Courtyard Cafe and then toured The Grange. They were particularly impressed by the way in which the people we support engaged in their skills sessions. As part of the visit we shared with them reminders of the different projects that they have supported at The Grange Centre, the total of the funds donated by the Berkeley Foundation and the level of volunteering hours provided to The Grange Centre by their staff team.

The renovation of the buildings which support horticultural skills sessions began in the financial year 2023-24 and has continued through 2024-25. The horticulture offices and teaching rooms, which for many years have been cold and damp, are now warm and dry. The smaller greenhouse has been reglazed which will significantly extend its life and the multipurpose room is now well equipped for a wide range of activities to take place within it throughout the year.

The Grange Centre holds many special events throughout the year. When it was decided we would hold an Autumn Fair in October 2024 we initially believed that this was a new activity for The Grange. Research into our records and archived newspaper cuttings showed that there had been many similar events in its nearly 100-year history. The event saw over 200 visitors entering The Grange Centre's ballroom to view and purchase items created by people we support. We are planning to repeat the fair regularly as it allows us to showcase everything we create and because every purchase helps our purpose.

In December 2024 we once again held our Christmas Carol Concert at The Yehudi Menuhin Hall and we combined this with our first use of The Big Give as a fundraising mechanism. The Carol Concert was enjoyed by all who performed and attended and The Big Give exceeded its fundraising target: December was a successful month for The Grange Centre.

Coffee and chat with the CEO was introduced during 2024-25. Family Carers are now invited to The Grange Centre four times a year to meet each other and the CEO. Family Carers who attend can ask specific questions, meet other members of the Senior Leadership Team and Trustees. We introduced these meetings in response to comments from Family Carers that they would like more opportunities to meet with senior leaders and trustees.

Heritage Day is celebrated each year by The Grange Centre as part of the national Heritage Open Days scheme. The youngest part of our main building was built in 1898, and we enjoy sharing our knowledge of the history of the site. For Heritage Day 2024 we invited Surrey Community Archaeology and asked them to carry out a dig on our front lawn. The test pit became a focal point for many of the people we support with them engaging in digging, metal detecting and cleaning finds. We plan to continue to develop our relationship with Surrey Community Archaeology in the future.

The Grange Centre is always looking for opportunities to collaborate with other organisations and share with others the incredible talents of the people we support. We were fortunate to have two opportunities to showcase the artistic talents of the people we support at external events. Watts Gallery hosted The Grange Centre potters as artists in residence over the course of a weekend. It was an amazing opportunity for the potters to display their creations in this environment and brought their work to a new audience with many of their artworks sold over the course of the weekend. Our embroiderers also had the opportunity to highlight their work when they were invited to submit pieces for an embroidery exhibition at Bankside Gallery in London, hosted by The Worshipful Company of Broderers. Four pieces of embroidery were submitted; all were accepted and were displayed at the gallery. The theme of the exhibition was Nature; our piece focussing on a lemur was sold and the largest piece, with many animals and foliage on a rainforest theme, is now on display at London Zoo.

None of this would be possible without all the members of the incredible community of The Grange Centre.

We appreciate and are grateful to everyone who is a part of this community. Thank you for making The Grange Centre an incredible place to live, learn, work and volunteer, we couldn't do it without you!

David Turner Chair of Trustees and Alison Keeley CEO

Annual Report for the year ended 31 March 2025

The Board of The Grange Centre for People with Disabilities (referred to hereafter as “the company”, “the charity” or “The Grange Centre”) is pleased to present the Annual Report and Financial Statements for the year ended 31 March 2025.

About The Grange Centre

The Grange Centre for People with Disabilities is a charity which helps people with a range of learning and physical disabilities to live as independently as they can.

The Grange Centre’s Vision is to lead the way as provider of choice for people with learning disabilities, inspiring our local and wider communities.

At The Grange Centre we value being friendly, open, respectful, caring and enabling and this weaves itself through our three key areas of support, learning and housing.

Support

The Grange Centre provides support for independent living to adults with learning and/or physical disabilities. Those wishing to receive support from us work with us to define the support needed. The Grange Centre also offers residential care for up to 16 individuals on its site at Rectory Lane in Bookham.

Learning

Horticulture, creative arts and catering are amongst the many skills offered at The Grange Centre. Individuals attending learning sessions can select the area they would like to develop. We welcome people with a range of abilities who are keen to learn new skills, build on existing abilities and make new friends. Our expert tutors tailor sessions to the needs and skill level of each person and successes are celebrated. Opportunities to explore the world of work are woven through our learning sessions including our on-site cafe, plant sales and our gift shop in Bookham village.

Housing

The Grange Centre is a social housing provider offering a range of accommodation with more than 80 residents. Adults with disabilities who live in our social housing may choose to live in self-contained flats, shared houses or in our residential care. We have accommodation in Bookham, Fetcham, Epsom and Leatherhead.

Our Community

The Grange Centre’s community consists of:

- approximately 140 individuals who receive support from The Grange Centre and/or who attend skills sessions

- the staff and volunteers who provide learning opportunities, care and support for the People We Support
- friends, carers and relatives of People We Support and
- donors and supporters of The Grange Centre for many other reasons.

Delivering The Grange Centre's Strategy

The headings below reflect the six long-term aims of The Grange Centre's ten-year Strategic Plan set out in 2019. Under each one is a summary of the progress that has been made in these areas over the past financial year and an outline of our plans going forward. We have also incorporated updates on our priority areas from previous years.

a) **Money:** to develop new and existing sources of income, building financial resilience in a sustainable way.

- Despite challenging economic conditions, the Charity achieved a surplus of unrestricted income over expenditure of £177k.
- The Grange Centre is now saving money by sharing the pool and its running costs with a local swimming school. Our community continue to have use of the pool in the evenings and at weekends.
- The Grange Centre has developed a relationship with FareShare at Guildford and now receives weekly deliveries. This has resulted in a reduction in the cost of food purchased by Main House Kitchen and Courtyard Café.
- Further utilisation of the Flagstone platform has improved the income generated from funds and eased the movement of these funds between accounts.
- The Grange Centre has used Reach Volunteering to gain the support of professional volunteers resulting in cost savings. One example of this was the volunteer who helped with our VAT registration.
- At The Grange Centre we know that visiting our site and meeting the people we support is an incredible opportunity. We have begun to request that corporates who wish to volunteer for the day and experience our amazing organisation make a donation to cover the costs.
- The Grange Centre was delighted when the Berkeley Foundation and Berkeley Homes advised us that they wished to continue their relationship with us for a further three years.
- The Grange Centre was excited to have a runner in the 2025 London Marathon.
- In December 2024 we took part in The Big Give, a matched funding campaign, in December 2024 and raised nearly £15,000.
- Total voluntary income for the year was £478k.

b) **People We Support:** to build on our reputation as a provider of excellent and inclusive services for adults with physical and/or learning disabilities and see this reflected in objective external assessment and stakeholder feedback.

- CQC visited in July 2024. The resulting report was published in 2025 and shows that The Grange Centre has retained its rating of Good.
- Our complaints system is now in line with The Housing Ombudsman's Complaint Handling Code and the associated annual report has been produced.
- The number of meetings of the Family Carers forum was doubled with the Family Carers now meeting Board members four times a year. A more informal opportunity to meet the CEO and other family carers 'Coffee and Chat with the CEO' was introduced and is held quarterly.
- Tenants' meetings for different locations continue to be held four times a year, offering tenants the opportunity to discuss issues concerning them, highlight good practise and identify areas for improvement. We completed a Tenant Satisfaction Survey.
- The Grange Centre undertook a survey seeking the views of Family Carers of the people we support, the comments and views shared have informed decision making.
- On-Site Clinic Partnership was launched in collaboration with Eastwick Park Medical Practice. This has significantly improved our relationship with the surgery, with appointments now happening more efficiently.
- Events and Activities included visits to Shyne Fest and a Disco at Lockwood Social Club. People we support voted for a Christmas disco instead of a formal meal, which was a great success.
- Trips out included Derby, Bluebell walks, Thorpe Park, Birdworld, High Ashurst (with a campfire lunch of sausages, homemade flatbread, beans, and onions), and seaside visits.

c) **Staff:** to be an employer of choice, attracting and developing a skilled, flexible, aspirational and resilient workforce, with a stable team across our services.

- Seeking to maintain and nurture a positive and inclusive culture.
- The addition of an HR Officer to the People/HR team has supported steps we were already taking to improve staff retention and recruitment.
- We were able to fill vacancies for two Team Leaders, in Group and Supported Living, internally, strengthening our leadership structure.
- Training and volunteering are now part of the People/HR team. Volunteering, training and HR/people now share an office.
- The Grange Centre has around a hundred volunteers. We have purchased a volunteer management system - 'Better Impact' – and we began to implement this in early 2025. We expect it to improve communication and engagement with our volunteers and

help us to allocate people to needs and requests efficiently. It will also allow them to celebrate their volunteering milestones.

- Employee Forum takes place every six weeks. Feedback from staff leads to genuine change. The staff gathering in December 2023 took place in the evening and was attended by less than half of the staff team. Different options were offered through the Staff Forum and it was agreed to hold an afternoon event for 2024, which over two thirds of staff attended.
- New staff and volunteers are now invited to an induction with the CEO, this offers an early opportunity for new staff to meet each other and the CEO and learn more about The Grange Centre.
- A staff survey was undertaken, many elements were given positive scores by our staff team, those that did not score as highly became areas for development.
- The Grange Centre had historically offered a 'Wellbeing Week' for staff, this became a 'Wellbeing Fortnight' in 2024 and now seeks to support behaviour change and offer activities which all staff can access.

d) **Operations:** to be an efficient, agile and effective organisation, embracing low-cost digital solutions and improving communications in order to free up resources to enhance our people-facing services.

- The Grange Centre moved to fully utilising cloud-based Office 365 and SharePoint for file storage in 2024.
- An electronic system for recording medication interactions is being implemented. We expect this will streamline processes, reduce time spent recording medication distribution and reduce errors.
- Continuous review of the digital products used by The Grange Centre has led to cost saving through accessing charity pricing and removing duplication.
- An additional, in-house backup system was introduced to complement cloud-based backups.

e) **Assets:** to take a creative and long-term approach to managing our buildings, ensuring that they support delivery of our other strategic objectives.

- Horticulture offices have been renovated to provide a warm and dry space for the people we support and their tutors.
- A new electrical supply was installed to the Walled Garden. This will provide power for the new greenhouse, the planned Outdoor Learning facilities and for electric vehicle charging points.
- Berkeley Homes kindly helped us to renovate the kitchen area near the reception. This area is used by staff, volunteers and people we support.
- The Grange Centre's fire alarm system (covering main house, flats and studios) was completely renewed (Group Living had been renewed a few years ago).

f) **Community:** to provide a channel for People We Support to speak out on issues that matter to them; to enjoy participating in community-led activities, and to explore and learn about the world beyond The Grange Centre.

- An Autumn fair was trialled in October 2024. People we support enjoyed showcasing items they had created, staff and visitors alike were impressed by the range and quality of items for sale. The fair attracted over 100 visitors and sales were in excess of £4,000.
- The Autumn fair and Heritage Day both allowed and encouraged the general public and People We Support to interact.
- The Grange Centre has continued to develop relationships with other organisations including Watts Gallery, Broderers, Polesdon Lacey, Elysian, FareShare, Royal School of Needlework, London Zoo, Hand and Lock.
- The Grange Centre enjoys being part of the community of Bookham village and the wider community. People We Support take part in events in Bookham village including helping to run stalls on behalf of The Grange Centre at Bookham Village Day and other village occasions.
- The Skills team at The Grange Centre are continually seeking opportunities for the people we support to participate in activities beyond Bookham.
- The Supported Living team regularly organise visits and day trips to events and places around Surrey and Sussex. These are greatly enjoyed by the participants.

Looking Ahead

The Grange Centre has much to look forward to in the coming months and years. We continue to serve and to respond to the needs of the People We Support. We know there will be challenges ahead, some of which we are already aware of and some of which will be unexpected but as ever we will meet each challenge and work together to resolve it. Some of the highlights we are looking forward to in 2025-26 and beyond include:

Outdoor Learning at The Grange Centre

During 2025 we are taking the next steps on our journey to improve the spaces in which horticulture skills are developed, improving mobility access to these sessions and increasing the number of adults accessing sessions. At the time of writing, we have already moved the four storage containers to their new home thus releasing the space upon which two new classrooms will be built. Most of the funds for these classrooms, and a new accessible toilet, are in place and we will continue fundraising through the year to generate the remaining resources needed and hope complete this phase by the end of the 2025-26 financial year.

The new greenhouse in the Walled Garden is a great learning space for horticulture, that can be used year-round. We hope to improve access to it for everyone through the installation of

a path with a firm surface. Currently it is difficult for adults who use mobility aids to access the greenhouse, especially during wetter times of the year.

Events with purpose

Following the success of the Autumn Fair in 2024 we plan to repeat it in October 2025. We also trialled a Spring Fair in 2025. The Spring Fair was timed to increase sales of bedding plants and vegetable plants all of which had been planted and grown by our horticulture team. We also offered tea, coffee and cake in the conservatory as the absence of refreshments was the only criticism of the Autumn Fair.

“Grange has Got Talent” has generally run every two years, usually taking the form of an evening event with performances by members of The Grange Centre’s community who enjoy being on stage. In 2025–26 we decided to hold a more inclusive event which allowed everyone who attends our skills sessions to take part. We held a week-long exhibition open to members of the community and the public. The exhibition showcased talents from all parts of The Grange Centre and used different areas of our site. Staff and people we support were encouraged to share their hidden talents as part of a campaign of posts shared on our intranet. There were still opportunities for public performances as well for those who enjoyed doing this.

Increasing our impact

In 2025-26 we are considering a range of ways in which we can broaden our impact with a focus on increasing the number of adults we support. In Skills sessions we plan to increase the number of sessions offered, in areas where there is demand, while ensuring that all the groups have the optimum number of participants. We are planning to increase the number of adults to whom we offer care support. Initially we will reach out to Skills session participants who are not living in our accommodation to ask whether they feel they would benefit from The Grange Centre providing their care support. We may then begin to offer to deliver care support packages to adults with learning disabilities living locally, who have no existing connection to The Grange.

Improving Supporting Systems

In 2025-26 we are planning to change several of our systems, and we are expecting to see improvements as a result. We are investing in a new HR/People system which we hope will be more user friendly than our current one and will offer a wider range of functionality. The volunteer management system we are bringing in will allow us to contact specific groups of volunteers directly and offer shifts. Volunteers will be able to record and celebrate milestones in their journey with The Grange Centre. A new training management system will both deliver most of the online training modules that we need as well as help ensure that everyone remains up to date with their mandatory learning.

We have introduced a new electronic medication recording system, and Care Support staff have been trained in using it. This will reduce paperwork and the time taken to record medication interactions. Levels of medication held for an individual are automatically updated and there are alerts on the system to inform staff when a prescription requires renewal. The system also communicates with local pharmacies to support the fulfilment of prescriptions.

Bardolin House

Our Estates Team alerted us to the fact that three of our flats in Bookham, in Bardolin House, were not well-suited to the needs of the people we support. Being on multiple floors and not purpose-built they are difficult to maintain and carry higher risks in case of fire. A decision was therefore taken not to fill voids in these flats and to seek to dispose of them. Meanwhile we are planning to purchase two new one-bed flats in Bookham which we believe will be much more suitable and easier to maintain.

Grange in Figures

People We Support

In total we were managing 82 bed spaces as at 31st March 2025. Group Living, our residential care facility, has 16 rooms of which 15 were occupied. Supported Living had 43 places in onsite flats, and 23 in offsite flats and shared houses. Two offsite flats were vacant in Bardolin House (which we are planning to dispose of).

We provided care and support to another 11 people who are living with their families, or in their own accommodation.

On average, each month we provided over 160 hours of group activities during the evenings and weekends for People we Support.

Skills for Life delivered approximately 570 skills sessions each week, both to our own residents and to a further 49 Day Skills participants.

Volunteers and Staffing

Around 100 people volunteered at The Grange Centre during the year, this equated to about 9,900 hours of volunteer service.

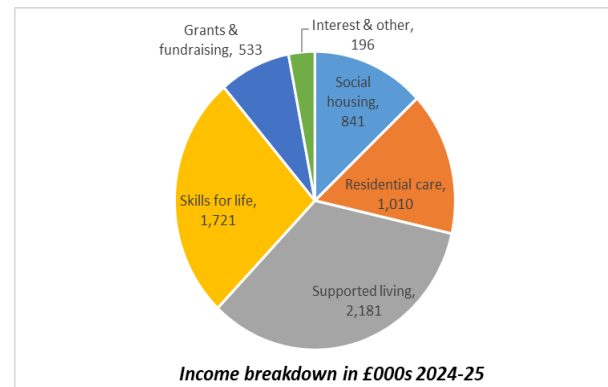
We continued to use Reach volunteering to recruit trustees and to enlist expert support with key tasks such as fire safety and our move to becoming VAT registered.

Staff team numbers as at 31st March 2025 consisted of 153 permanent employees (Full Time Equivalent of 120 people) and a team of 41 Bank workers. Support Services operate 24 hours a day, 7 days a week. Skills for Life is delivered on weekdays, 51 weeks of the year.

Financial Snapshot 2024-25

- Total income was £6,482k (compared to £5,941k in 2023-24)
- Of this unrestricted income was £6,165k (£5,848k)
- We achieved a surplus of income over expenditure, including unrealised changes in the value of investments, of £310k (last year £427k).
- Net assets rose to £10,901k (from £10,591k in 2024) of which £8,200k was unrestricted.

Income breakdown 2024-25 in £000s



Structure, Governance and Management

Reference and Administrative Detail

Details of the registration numbers, address of the Registered Office of the company, Board members and chairs of the committees, the name(s) of the Chief Executive Officer and names of other relevant organisations are given on page 2.

Public Benefit

The Grange Centre was originally established nearly 100 years ago to equip more vulnerable members of the community with the skills to earn a living. Today, its purpose is to support adults with learning disabilities to lead independent and fulfilling lives. In so doing, it continues to provide practical support and inspiration to increase independence at home, in the community and in the workplace. As a charity, it seeks to do this in a cost-effective way without compromising the quality and ambition of its services. The Grange Centre is not motivated by profit, like a commercial provider, but by the goal of enabling people with disabilities to live more fulfilling lives. Whilst we endeavour to obtain full cost recovery from public commissioners, we use charitable funds to enhance our services in ways that are not required under contract.

The Board has considered the Public Benefit guidance issued by the Charity Commission for charities which charge significant fees under contract for their services. The Board concludes that within the state funding system there is sufficient opportunity to access public funding for those who cannot afford our fees, so that they may benefit from our services. The company does not discriminate against any applicant for our services on the grounds of ethnicity, faith, age or sexual orientation, offering services in accordance with equalities law and local authority diversity policies. No member of the Board receives any remuneration or derives any private benefit from the company's activities.

Trustees confirm that they have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission (i.e. public benefit statement).

Governing Document and Constitution

The Grange Centre is a company limited by guarantee, not having a share capital, and its governing document is its Memorandum and Articles of Association. The Grange Centre is also registered as a social landlord (housing association) and a charity. The Grange Centre's residential care home (known as 'Group Living') and supported living services are registered with the Care Quality Commission (CQC). The company's activities as a social landlord are regulated by the Regulator of Social Housing.

Recruitment and Appointment of New Members of the Board

The directors of the company are also trustees for the purposes of charity law. In accordance with Article 22 of the Articles of Association, any person who is willing to act as a trustee, and is permitted by law to do so, may be appointed to be a trustee either by Ordinary Resolution or by a simple majority of all the trustees entitled to vote at any meeting of the trustees. This is on condition that the total number of trustees does not exceed 12 or fall below 7 at any one time. The Board also has power to co-opt any person as it directs and may fill any casual vacancy.

Trustees have a maximum tenure of 9 years (3 terms of 3 years per term). They may be appointed a trustee for a further period of up to one year only by a simple majority of all the trustees entitled to attend and vote at any meeting of the trustees but shall not otherwise be eligible for re-appointment.

Trustees are recruited where possible against a current skills matrix, in order to ensure that the overall range of experience and expertise of the Board is matched to what the company needs. All trustees complete a Conflict-of-Interest Declaration and a Fit for Purpose Declaration, and their appointment is subject to clearance with the Disclosure Barring Scheme (DBS) because of the services The Grange Centre provides for vulnerable people.

Board Governance

The Board meets at least four times per year, but additional meetings are held if required. Trustees also participate in an annual Away Day which focuses on strategy, major developments and key issues facing the Charity.

Trustees are also encouraged to become members of one or more of the Board's committees, which currently comprise

- Finance, Audit and Risk
- Employee Remuneration and Wellbeing
- Governance

Stakeholder Representation and Engagement

The key stakeholders for the company are the people with disabilities whom it supports, along with their family carers and the employees of The Grange Centre. In order that the voices and views of these groups are heard, the following fora are in place, allowing representatives of these groups to meet on a periodic basis. Any significant concerns or proposals are referred to the relevant trustee committee and ultimately to the Board:

Families, Carers and Trustees Consultative Forum: representatives of family carers elected by The Grange Relatives and Carers Network. Held quarterly, with issues put forward from independent meetings of the network which take place in between times.

Tenants'/Residents' Forums: the Chief Executive Officer or Estates Manager attends these quarterly meetings whenever possible, and significant issues are then relayed to the relevant trustee committee.

Employee Forum: representatives of the various teams at The Grange Centre meet quarterly with the Chief Executive Officer or nominated manager.

Principal Funding Sources and Financial Summary

The bulk of The Grange Centre's operating income is derived from fees for providing services under contracts with various local authorities and other government bodies, and from people within our services many of whom have individual agreements with their local authority (Direct Payments). The majority of The Grange Centre's expenditure is incurred in providing these services and in maintaining property. The cost of staff directly providing these services is the largest element of total operating costs. In addition, ever-increasing building regulations and standards relating to property, fittings and other equipment mean that our expenditure on maintaining existing facilities continues to increase annually.

The Grange Centre aims to charge all clients on a fair and consistent basis. As a non-profit-making organisation, the charity does not seek a commercial level of return on its services, and any overall surplus is invested in the enhancement of services and facilities.

Unrestricted income amounted to £6,165k, and unrestricted expenditure was £5,928k. There was an unrealised loss in the value of investments of £82k. After transfers between funds, there was an unrestricted surplus of £177k. Restricted income was £317k, and expenditure from restricted funds was £162k. After transfers from unrestricted funds there was a surplus on restricted funds of £133k. The total net increase in funds for the year was £310k.

90.7% of total income was from charitable activities – Social Housing, Support Services and Skills for Life. The remainder comprised donations, grants and fundraising events (7.4%) and investment income (2.0%).

The Balance Sheet shows total net assets of £10,901k, of which £7,826k is represented by property and other tangible fixed assets, and £1,801k is held as investments.

Going Concern

The Grange Centre for People with Disabilities has adequate reserves to sustain itself, makes investments and takes business decisions which develop its income and has no loans. On this basis the Board confirms that it is appropriate to continue to adopt the going concern method of accounting.

Reserves Policy

The charity last revised its reserves policy in March 2024. Under this policy the Board aims to maintain free reserves representing unrestricted funds (other than those relating to fixed assets) which are equivalent to approximately six months of operating costs. Further funds may be designated for major future expenditure. The reserves policy is regularly reviewed by the Finance Committee, ensuring that any unrestricted funds are deployed in a way which will be beneficial for the charitable objects of The Grange.

As at 31st March 2025 the Charity's unrestricted free reserves were £4,344k. Six months of budgeted cash expenditure for 2025-26 amounted to £3,097. There was therefore an excess of £1,247k. The Board plans to utilise these funds for the following projects:

- Outdoor Learning Facilities project (in progress)
- Upgrading of existing accommodation and purchase of new accommodation for people we support (planned for 2025-26).

The Strategic Plan sets out several priority projects for short/medium term implementation, each of which will seek to deliver against one or more of the strategic objectives set out in pages 7-10 above.

Investment Policy and Performance

Reserves over and above those used for operational working capital are held as bank and building society deposits and investments. Deposits are spread between a number of banks and financial institutions. The largest cash investment is with the COIF Deposit Fund, which has a high rate of interest and the highest credit rating. A substantial sum is invested through Flagstone Investments Ltd., which is a platform through which deposits may be spread across various banks and building societies, thus benefiting from the FSCS protection scheme, while allowing funds to be moved between them easily as interest rates change.

The investments comprise income units of two COIF charitable investment funds, both of which are diversified and invested predominantly in equities. The long-term investment objective is to generate a total return in excess of inflation, while providing an income to support the ongoing activities of the charity. A further £75k was invested in the COIF Ethical Investment fund during the year. As a result of stock market volatility, especially in the final few weeks of the financial year, the value of the investments fell by £82k. However, this performance was close to that of the comparator indices adopted by the fund managers. The overall return on the company's invested assets (ie investments, deposit accounts and instant

access accounts), including the unrealised capital loss on investments, for the year was +1.1% (2023/2024 by comparison was +6.9%).

Principal Risks and Uncertainties

The threats and opportunities to the Charity's future are routinely considered by the Board, through its Governance Committee with the aid of a Strategic Risk Register. The main areas where The Grange Centre needs to take action to mitigate risk can be summarised as follows:

- Ensuring the level of income generated is adequate to offset the costs associated with The Grange Centre's operations, particularly as local and central government are being impacted financially, and this affects both income we receive through local authority contracts and the packages People We Support receive.
- Employment costs – many of The Grange Centre's staff are employed on a part time basis. The changes to employer's National Insurance Contributions have a greater impact on organisations with large numbers of part time staff and we have seen this increase costs at The Grange Centre. We are also aware that the government may introduce a minimum wage for care workers and that this could be above rates currently received by our staff team. The Grange Centre did not receive extra income from local authority contracts in response to the increase in employer's NI contributions and there is no indication yet as to how care organisations would be supported should a minimum wage for care staff be introduced.
- Surrey County Council initiated a Dynamic Purchasing System (DPS) which providers of supported living services are required to tender to join. Providers who are not successful in joining the DPS are precluded from receiving any inflationary uplift. The Grange Centre has joined the DPS for care support. The indication from Surrey County Council is that ultimately all elements of the services The Grange Centre provides will be managed through a DPS.
- In February 2025 the government announced that Surrey had been selected to be part of the first wave of Local Government Reorganisation and is therefore likely to move to a unitary system. Currently The Grange Centre has a good relationship with Surrey County Council and around 80% of our residents are from Surrey. Surrey County Council itself does not yet know what the future holds in terms of devolution, so it is impossible for The Grange Centre to assess the impact. As an organisation we are ensuring we have the most up to date information about the possible changes in Surrey to allow the greatest time possible to respond and adapt to any changes which take place.
- The Grange Centre was named as an Interested Person by the Coroner in the inquest relating to the death of Michael Parker which occurred on a holiday, supported by The Grange Centre, in Spain in June 2023. The Grange Centre worked with the coroner, responding to requests for information and supporting witnesses to the incident to provide statements. The inquest took place in February and March of 2025 and

resulted a short form conclusion by the coroner, which detailed the events leading up to Michael's death and stated that Michael's death was the result of an accident. Going forward, The Grange Centre has taken the decision not to provide supported holidays. We have learned from the incident in many ways, improving and developing our approach to assessing and mitigating risks associated with outings and activities.

Statement of Internal Financial Control

The Board acknowledges its ultimate responsibility for ensuring that the company has in place a system of internal financial controls that is appropriate to the business environment in which it operates. Although no system of internal financial control can provide absolute reassurance against material misstatement or loss, the company's system is designed to provide the Board with reasonable assurance:

- That the financial information used within the company or for publication is reliable;
- That proper accounting records are maintained;
- That assets are safeguarded against unauthorised use or disposition; and
- That problems are identified on a timely basis and dealt with appropriately.

In addition, the Board is reassured by the following:

- Formal policies and procedures are in place, including the documentation of key systems and rules relating to the delegation of authorities, which allow the monitoring of controls and prevent the unauthorised use of the company's assets. This includes strict controls for the authorisation of personal expense claims. Experienced and suitable staff take responsibility for important business functions;
- Forecasts and budgets are prepared which allow the Board and management team to monitor key business risks and financial objectives, and progress towards financial plans set for the year through preparation of regular management accounts;
- All significant new initiatives, major commitments and investment projects are subject to formal authorisation procedures, through the Board and its relevant committees;
- The Finance Committee reviews reports from management staff, and from the external auditors, to provide reasonable reassurance that control procedures are in place and are being followed. The Finance Committee makes regular reports to the Board; and
- Formal procedures have been established for instituting appropriate action to correct weaknesses identified from the above reports.

The Board, through the reports of the Finance Committee, has reviewed the effectiveness of the system of internal financial control in existence for the Company for the year ended 31 March 2025. No weaknesses were found in internal financial controls which resulted in material losses, contingencies or uncertainties, which require disclosure in the financial statements or in the auditor's report on the financial statements.

Statement of Trustees' Responsibilities

The Trustees (who are also directors of The Grange Centre for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practices).

Company 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 Charitable Company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Housing and Charities Statements of Recommended Practice (SORPs);
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable it to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for 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 auditors are unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The financial statements which follow have been prepared in accordance with FRS102, the Housing Statement of Recommended Practice (SORP) 2018, The Charities SORP (FRS102) and the Companies Act 2006.

19 Sep 2025

Date: 2025

David J Turner

Signed: David Turner (Sep 19, 2025, 9:38am) David Turner (Chair)

Independent Auditor's Report to the Members of The Grange Centre for People with Disabilities

(A company limited by guarantee and not having a share capital)

Opinion

We have audited the financial statements of The Grange Centre for People with Disabilities (the "Charity") for the year ended 31 March 2025 on pages 24 to 41. These include a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, Housing SORP 2018, Charities SORP FRS102 and the accounting requirements for The Accounting Direction for Private Registered Providers of Social Housing 2019.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on page 19, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We obtained an understanding of the legal and regulatory frameworks that are applicable to the Charity and determined that the most significant which are directly relevant to specific assertions in the financial statements are those related to the reporting frameworks (FRS102, the Charities SORP (FRS 102), the Housing SORP 2018 and the Companies Act 2006).

We understood how the Charity is complying with those legal and regulatory frameworks by making enquiries of the trustees and management.

We did not identify any matters relating to non-compliance with laws and regulations or relating to fraud.

We assessed the susceptibility of the Charity's financial statements to material misstatement, including how fraud might occur by discussions with the trustees and management to understand areas where they considered there was susceptibility to fraud. We also considered pressures on the trustees and management to meet any external pressures in reporting the financial results of the Charity.

Audit procedures performed by the engagement team on the areas where fraud might occur included:

- evaluation of management's internal processes designed to prevent and detect irregularities
- testing, with a focus on entries determined to be large or relating to unusual transactions
- review of data to detect unusual transactions.

Assessment of the appropriateness of the collective competence and capabilities of the engagement team included consideration of the engagement team's:

- understanding of, and practical experience with audit engagements of a similar nature and complexity through the appropriate training and participation
- knowledge of the sector in which the Charity operates
- understanding of the legal and regulatory requirements specific to the Charity.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council’s website at www.frc.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the Charity’s members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity’s members those matters we are required to state to them in an auditor’s report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity’s members as a body, for our audit work, for this report, or for the opinions we have formed.

Stephen Meredith

Stephen Meredith (Sep 19, 2025, 1:02pm)

Stephen Meredith FCA (Senior Statutory Auditor)

For and on behalf of Alliotts LLP
Statutory Auditors and Chartered Accountants
3 London Square,
Cross Lanes,
Guildford,
GU1 1UJ

19 Sep 2025

Date: 2025

**THE GRANGE CENTRE
FOR PEOPLE WITH DISABILITIES**
(A company limited by guarantee and not having a share capital)

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2025**

	Notes	Unrestricted Funds £	Restricted Funds £	2025 £	2024 £
Turnover	5	5,821,811	55,277	5,877,088	5,496,820
Normal operating costs	6	(5,896,753)	(161,717)	(6,058,470)	(5,634,232)
		<hr/>	<hr/>	<hr/>	<hr/>
Operating surplus/(deficit)		(74,942)	(106,440)	(181,382)	(137,412)
Dividends and interest		123,732	2,968	126,700	108,606
Donations, legacies and fundraising (less costs)					
Donations, legacies and fundraising		219,440	258,494	477,934	250,509
Grants (Covid related)		-	-	-	85,457
Fundraising events cost		(31,391)	-	(31,391)	(34,112)
Interest payable		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Statement of total recognised surplus					
Realised surplus/(deficit) for the year		236,839	155,022	391,861	273,048
Profit/(Loss) on asset disposal		-	-	-	-
Unrealised profit/(loss) on investment assets	11	(81,652)	-	(81,652)	153,478
Transfer between funds	19	21,858	(21,858)	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Total recognised surplus/(deficit) for the year		177,045	133,164	310,209	426,526
Revenue reserve at 1st April 2024	19	8,022,961	2,568,177	10,591,138	10,164,612
		<hr/>	<hr/>	<hr/>	<hr/>
Revenue reserve at 31st March 2025	19	8,200,006	2,701,341	10,901,347	10,591,138
		<hr/>	<hr/>	<hr/>	<hr/>
Notes:					

1 All operations are continuing

2 See also notes on pages 28 to 41 which form an integral part of these accounts.

**THE GRANGE CENTRE
FOR PEOPLE WITH DISABILITIES**
(A company limited by guarantee and not having a share capital)

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2025**

	Notes	Unrestricted Funds £	Restricted Funds £	2025 £	2024 £
Income					
Donations, legacies and grants	4	188,716	258,494	447,210	220,283
Grants (Covid Related)		-	-	-	85,457
Income from charitable activities	5	5,821,811	55,277	5,877,088	5,496,820
Event income	4	30,724	-	30,724	30,226
Investment income		123,732	2,968	126,700	108,606
Total income		6,164,983	316,739	6,481,722	5,941,392
Expenditure					
Cost of raising funds		(31,391)	-	(31,391)	(34,112)
Expenditure on charitable activities	6	(5,896,753)	(161,717)	(6,058,470)	(5,634,232)
Total expenditure		(5,928,144)	(161,717)	(6,089,861)	(5,668,344)
Net income/(expenditure) before gains and losses on investments and property		236,839	155,022	391,861	273,048
Profit/(Loss) on asset disposal		-	-	-	-
Net profit/(loss) on investment	11	(81,652)	-	(81,652)	153,478
Net income / (expenditure)		155,187	155,022	310,209	426,526
Transfer between funds	19	21,858	(21,858)	-	-
Net income and net movement in funds for the year		177,045	133,164	310,209	426,526
Reconciliation of funds					
Total funds brought forward	19	8,022,961	2,568,177	10,591,138	10,164,612
Total funds carried forward	19	8,200,006	2,701,341	10,901,347	10,591,138

Movements in funds are disclosed in note 19 to the financial statements.

There are no gains or losses other than those shown in the Statement of Financial Activities above.

All operations are continuing.

See also notes on pages 28 to 41 which form an integral part of these accounts.

**THE GRANGE CENTRE
FOR PEOPLE WITH DISABILITIES
COMPANY REGISTRATION NO. 348341**
(A company limited by guarantee and not having a share capital)
BALANCE SHEET AS AT 31ST MARCH 2025

	Notes	2025	2024
Fixed Assets		£	£
Freehold property - net book value	10.1	6,545,507	6,702,171
Other tangible fixed assets	10.2	1,280,343	1,234,503
Investments	11	1,800,537	1,807,188
		<u>9,626,387</u>	<u>9,743,862</u>
Current Assets			
Stocks		19,453	19,026
Debtors	12	820,458	692,777
Cash at bank and in hand	13	2,296,253	2,253,457
		<u>3,136,164</u>	<u>2,965,260</u>
Less: Creditors falling due within one year	14	<u>(289,825)</u>	<u>(491,328)</u>
Net current assets		<u>2,846,339</u>	<u>2,473,932</u>
Total assets less current liabilities		<u>12,472,726</u>	<u>12,217,794</u>
Creditors: amounts falling due after more than one year	15	<u>(1,571,379)</u>	<u>(1,626,656)</u>
Total Net Assets		<u><u>10,901,347</u></u>	<u><u>10,591,138</u></u>
The Funds of the Charity			
Restricted Funds:	19		
Restricted building fund		2,192,364	2,235,349
Restricted equipment fund		144,631	174,271
Capital appeal and other restricted funds		364,346	158,557
		<u>2,701,341</u>	<u>2,568,177</u>
Unrestricted Funds:			
General fund	19	8,200,006	8,022,961
		<u><u>10,901,347</u></u>	<u><u>10,591,138</u></u>

The notes on pages 28 to 41 form part of these accounts.

The financial statements were approved by the Board of Trustees

19 Sep 2025

on2025 and signed on its behalf by:

David J Turner

David Turner (Sep 19, 2025, 9:38am)

DAVID TURNER (Chair)

Michael Guillem

Mike Guillem (Sep 19, 2025, 12:38pm)

MICHAEL GUILLEM (Honorary Treasurer)

**THE GRANGE CENTRE
FOR PEOPLE WITH DISABILITIES**
(A company limited by guarantee and not having a share capital)

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31ST MARCH 2025**

	Notes	2025 £	2024 £
Cash flows from operating activities	21	(306,567)	(8,046)
Legacies, grants donations and fundraising		446,543	301,854
Cash flows from operating activities and fundraising		<u>139,976</u>	<u>293,808</u>
Cash flows from investing activities			
Interest and dividends received		126,700	108,606
Purchase of investments		(75,000)	(175,000)
Proceeds from sale of assets		-	-
Purchase of tangible fixed assets		(148,880)	(183,159)
Cash (used in) investing activities		<u>(97,180)</u>	<u>(249,553)</u>
Cash flows from financing activities			
Grant received / receivable		-	-
Cash provided by financing activities		<u>-</u>	<u>-</u>
Increase/(decrease) in cash and cash equivalents		<u>42,796</u>	<u>44,255</u>
Cash and cash equivalents at the beginning of the year		<u>2,253,457</u>	<u>2,209,202</u>
Total cash and cash equivalents at the end of the year		<u>2,296,253</u>	<u>2,253,457</u>

**THE GRANGE CENTRE
FOR PEOPLE WITH DISABILITIES**
(A company limited by guarantee and not having a share capital)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025**

1 ACCOUNTING POLICIES

(a) Basis for accounting

The financial statements have been prepared in accordance with the Housing SORP 2014, The Charities SORP (FRS102), FRS102 and the Companies Act 2006.

[Full names: **Housing SORP 2014**: Statement of Recommended Practice for social housing providers.

Charities SORP (FRS102): *Accounting and Reporting by Charities: Statement of Recommended Practice applicable to 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)*, **FRS102**: the Financial Reporting Standard applicable in the UK and Republic of Ireland]

(b) Tangible Fixed Assets and Depreciation

Tangible fixed assets costing more than £1,000 are capitalised and included at cost, including any incidental expenses.

All properties are reviewed for impairment annually, and where there has been a permanent diminution in value, the reduction is recognised.

Depreciation is provided at the following rates in order to write off each asset over its estimated useful life, at the following rates:-

Freehold land	0%
Freehold and 999 year leasehold properties	2% per annum on cost
Swimming Pool, Greenhouses	3½% to 5% per annum on cost
Leasehold property (less than 150 year)	2% to 4% per annum on cost
Fixtures and equipment, improvements	5% to 10% per annum on cost
Computer equipment	25% per annum on cost
Vehicles & garden machinery	10% per annum on cost

(c) Grants

Housing Corporation and other capital grants are accounted for under the accrual model required by FRS102. The grant is recognised as restricted income on a systematic basis over the useful economic life of the asset. On the balance sheet the remaining capital grants are recognised as a liability (deferred income).

Revenue Grants are included in the income and expenditure account when receivable and shown separately in the Statement of Financial Activities as income of restricted funds where appropriate.

(d) Stocks

Stocks of sundry stores and raw materials are stated at cost. Stocks of work in hand and made up goods are stated at the lower of cost and estimated net realisable value. Cost is determined on a first in first out basis. Net realisable value represents estimated selling price less costs to complete and sell. Provision is made for slow moving, obsolete or damaged stock where the net realisable value is less than cost.

(e) Taxation

The Company is a registered charity whose only trading activity is for its primary purpose and as such no income or capital taxes are payable on any part of its activities. Value added tax is incurred on certain categories of expenditure and is not recoverable.

(f) Turnover

Turnover comprises fees and rent, casual lettings, capital and revenue grants receivable and sales of items from our shops and/or produced in the Company's skills departments with input from people we support.

**THE GRANGE CENTRE
FOR PEOPLE WITH DISABILITIES**
(A company limited by guarantee and not having a share capital)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025 (Cont'd)**

1 ACCOUNTING POLICIES continued

(g) Investments

Investments are shown in the balance sheet at the mid market value on the balance sheet date. Any realised or unrealised gain or loss is taken to the Statement of Financial Activities and the Income and Expenditure Account. Investment income is accounted for when receivable.

(h) Pension Scheme

The Company operates a defined contribution pension scheme and a stakeholder pension scheme. The assets of the schemes are held separately from those of the Company in independently administered funds.

(i) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

(j) Fundraising and Marketing (costs of generating voluntary income)

Fundraising and marketing costs comprise the salaries and salary overheads and other direct costs attributable to the promotion of fundraising, including events.

(k) Donations and Legacies

Donations and legacies are accounted for when the Company is legally entitled to the income and it can be reasonably quantified. Gift Aid is also included on relevant donations calculated as the amount receivable at the current rate. Donations to the charitable company other than in cash are valued, using reasonable estimates if necessary, and treated as two transactions – a receipt of funds and a purchase using or expenditure from such funds. The other accounting policies (capital expenditure, allocation to restricted/unrestricted funds) are then applied to each of these notional transactions. Any such donations which are significant in value in the context of the accounts are detailed separately in notes to the accounts.

(l) Leasing

The rentals under operating leases are charged as incurred.

(m) Volunteers

The value of services provided by volunteers has not been included.

(n) Fund Accounting

The Company maintains various categories of funds as follows:

Unrestricted Funds:

The unrestricted funds are those funds that are available for use at the discretion of the trustees in furtherance of the objects of the Company.

Restricted Funds:

Restricted funds are funds that are to be used in accordance with specific requirements indicated by the donors or which have been raised by the Company for particular purposes.

There are various restricted funds and their purposes are described in the notes to the financial statements.

In the case of restricted funds relating to the acquisition of fixed assets, the assets acquired are held as an asset of the restricted fund, and the relevant depreciation treated as expenditure by that fund, as the trustees consider that it is implicit, in the donation, that the assets acquired should continue to be held and used by the Charity.

**THE GRANGE CENTRE
FOR PEOPLE WITH DISABILITIES**
(A company limited by guarantee and not having a share capital)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025 (Cont'd)**

1 ACCOUNTING POLICIES continued

(o) Allocation of Support Costs to charitable activities

Where practical, direct costs of carrying on the principal charitable activities, including staff and associated costs, are allocated directly to these cost centres. Other indirect costs are allocated on estimated bases as follows:

Indirect costs	Basis of allocation to each activity
Staff and associated costs	Staff Full Time Equivalent numbers (FTEs)
Utilities and similar costs	Areas occupied by each activity
General maintenance costs	Weighted number of maintenance jobs per activity
Insurance	Areas occupied by each activity
Depreciation	Areas occupied by each activity
CEO and HR costs	Staff Full Time Equivalent numbers (FTEs)
Marketing costs	Income of each activity
Governance costs	Income of each activity
General and office costs	Income of each activity

(p) Governance Costs

Governance costs include expenditure attributable directly to the general running of the Company as a charity as distinct from costs of the management functions inherent in generating funds and delivering service within the charitable activities. Apart from an allocation of a small estimated element of senior management remuneration costs, governance costs include directly attributable costs such as external audit fees and, where appropriate, legal fees and similar expenses.

(q) Historical Cost Surpluses and Deficits

Historical cost surpluses and deficits are identical to those shown in the financial statements, with the exception of investments (see note 1(g)).

(r) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

(s) Cash at bank and in hand

Cash at bank and cash in hand includes cash and bank deposits with a notice period of four months or less.

(t) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

(u) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2 PUBLIC BENEFIT

The Charity was established, and continues to operate for public benefit. A detailed description of the Charity's purpose and public benefit is given on pages 13-14 of the Annual Report.

**THE GRANGE CENTRE
FOR PEOPLE WITH DISABILITIES**
(A company limited by guarantee and not having a share capital)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025 (Cont'd)**

**3 INFORMATION REQUIRED UNDER THE SCHEDULE TO THE ACCOUNTING DIRECTION FOR
PRIVATE REGISTERED PROVIDERS OF SOCIAL HOUSING 2012**

PARTICULARS OF TURNOVER, OPERATING COSTS AND OPERATING SURPLUS

	2025 Turnover	2025 Operating Costs	2025 Operating Deficit	2024 Operating Deficit
	£	£	£	£
Social housing lettings	841,315	(619,355)	221,960	195,379
Capital grant income and matching depreciation	55,277	(55,277)	-	-
Non social housing activities	4,980,496	(5,383,838)	(403,342)	(332,791)
	<u>5,877,088</u>	<u>(6,058,470)</u>	<u>(181,382)</u>	<u>(137,412)</u>

PARTICULARS OF INCOME AND EXPENDITURE FROM SOCIAL HOUSING LETTINGS

	2025 £	2024 £
Rent receivable net of identifiable service charges*	488,568	468,726
Service income	294,975	279,452
	<u>783,543</u>	<u>748,178</u>
Gross rental income		
Voids	(33,126)	(73,069)
	<u>750,417</u>	<u>675,109</u>
Net rental income		
Charges for utilities and other items	90,898	103,307
	<u>841,315</u>	<u>778,416</u>
Turnover from social housing lettings		
Management	(206,718)	(218,588)
Services	(218,245)	(186,156)
Routine maintenance	(26,479)	(43,374)
Planned maintenance	(134,465)	(99,584)
Depreciation of housing properties	(35,197)	(35,197)
Other costs	1,748	(138)
	<u>(619,355)</u>	<u>(583,037)</u>
Operating costs on social housing lettings		
	<u>221,960</u>	<u>195,379</u>

See note 5 for a breakdown of income from social and non-social housing lettings.
There were no arrears of rent as at 31st March 2025.

	2025	2024
Number of bed spaces in management including residential care	82	82

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025 (Cont'd)**

4 VOLUNTARY INCOME

	2025 Unrestricted Funds £	2025 Restricted Funds £	2025 Total £	2024 Total £
Donations:				
General	79,904		79,904	75,130
Grants (Non Covid)	91,992	258,494	350,486	142,393
Grants (Covid related)			-	85,457
Legacies	16,820	-	16,820	2,760
Donations, grants and legacies	188,716	258,494	447,210	305,740
Fundraising Events income	30,724	-	30,724	30,226
	<u>219,440</u>	<u>258,494</u>	<u>477,934</u>	<u>335,966</u>

5 INCOME FROM ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS

	2025 £	2024 £
Social Housing Lettings	841,315	778,416
Non Social Housing Activities:		
Residential care	1,009,364	846,701
Supported living	2,180,890	2,124,977
Skills and activities	1,720,459	1,635,411
Other	69,783	56,038
	<u>5,821,811</u>	<u>5,441,543</u>
Restricted Capital Grant income	55,277	55,277
	<u>5,877,088</u>	<u>5,496,820</u>

6 COSTS OF ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS

	2025 Activities Undertaken Directly £	2025 Support Costs £	2025 Total £	2024 Total £
Social Housing	587,217	32,138	619,355	583,037
Residential care	1,211,509	177,096	1,388,605	1,248,849
Supported living	2,023,212	371,322	2,394,534	2,181,702
Skills and activities	1,267,864	226,395	1,494,259	1,483,409
	<u>5,089,802</u>	<u>806,951</u>	<u>5,896,753</u>	<u>5,496,997</u>
Restricted Social Housing and other expenditure	-	161,717	161,717	137,235
	<u>5,089,802</u>	<u>968,668</u>	<u>6,058,470</u>	<u>5,634,232</u>

6.1 Governance Costs

	2025 £	2024 £
Staff and office costs	20,635	20,521
Audit	17,696	22,354
Legal & professional	1,579	2,380
	<u>39,910</u>	<u>45,255</u>

Governance costs are included above in the Support costs

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025 (Cont'd)**

7 NET INCOMING RESOURCES FOR THE YEAR

	2025 £	2024 £
Surplus for the year is stated after charging:		
Auditors' remuneration for external audit	17,696	22,354
Auditors' remuneration for other services	-	-
Depreciation on owned tangible fixed assets	259,704	295,057
Trustee Indemnity Insurance	2,255	1,633
Lease payments	25,834	23,138
	<u> </u>	<u> </u>

No remuneration, travel costs or other expenses were paid to any Trustee.

8 EMPLOYEE INFORMATION

a) Employees

	2025	2024
The average number of employees during the year was	153	147
The average full-time equivalent was	120	116
	<u> </u>	<u> </u>

	2025 £	2024 £
Staff costs for the above persons:		
Gross wages and salaries	3,995,950	3,533,673
Social security costs	317,010	271,667
Pension contributions	123,985	108,987
	<u> </u>	<u> </u>
	4,436,945	3,914,327
	<u> </u>	<u> </u>

Number of employees who received emoluments of more than £60,000 - two (2024 - none).

The Company operates two defined contribution group personal pension schemes and the charge for the year represents the Company's share of contributions payable.

b) Chief Executive and Senior Management Team

	2025 £	2024 £
Remuneration of the Chief Executive and Senior Management Team:		
Gross salaries	309,621	245,937
Employer's National Insurance Contributions	32,316	25,631
Employer's Pension Contributions	14,760	11,636
	<u> </u>	<u> </u>
	356,697	283,204
	<u> </u>	<u> </u>

Gross salary (excluding pension contribution) of the Chief Executive (as defined by the Accounting Direction for Private Registered Providers of Social Housing 2019).	75,000	61,648
--	--------	--------

The Company made contributions to the Chief Executive's group personal pension on the same terms as other staff in the scheme. These contributions totaled £3,000 for the year to March 2025.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025 (Cont'd)**

9 VOLUNTEERS

The Charity relies on the support of around 100 unpaid volunteers. These help with many activities, including supporting our clients, driving, gardening, fundraising and administrative work such as archiving.

10 FIXED ASSETS

10.1 Freehold property comprises:

	Accom- modation for supported people £	Swimming Pool £	Horticulture Buildings & Greenhouse s £	Main House and Other £	Total £
Cost					
At 1st April 2024	7,534,642	162,371	374,250	1,380,811	9,452,074
Additions and improvements	2,193	-	36,225	-	38,418
Disposals	-	-	-	-	-
Cost at 31st March 2025	7,536,835	162,371	410,475	1,380,811	9,490,492
Depreciation					
At 1st April 2024	(2,175,943)	(74,484)	(109,497)	(389,979)	(2,749,903)
Depreciation charge in year	(135,386)	(12,555)	(11,716)	(35,425)	(195,082)
On Disposals	-	-	-	-	-
Depreciation at 31st March 2025	(2,311,329)	(87,039)	(121,213)	(425,404)	(2,944,985)
Net Book Values					
At 31st March 2025	5,225,506	75,332	289,262	955,407	6,545,507
At 31st March 2024	5,358,699	87,887	264,753	990,832	6,702,171

a) Capital expenditure commitments as at 31st March 2025, contracted for but not provided for, amounted to Nil (2024 - Nil).

b) Additions in the year was capital work in progress: expenditure on accessible path and new flats.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025 (Cont'd)**

10 FIXED ASSETS (continued)

10.2 Other Tangible Assets

	Leasehold Property & Improvements	Fixtures & Equipment	Vehicles & Garden Machinery	Total
	£	£	£	£
Cost				
At 1st April 2024	1,193,610	658,792	153,021	2,005,423
Additions	-	110,462	-	110,462
Disposals	-	(21,248)	-	(21,248)
At 31st March 2025	1,193,610	748,006	153,021	2,094,637
Depreciation				
At 1st April 2024	(168,798)	(492,068)	(110,054)	(770,920)
Depreciation charge in year	(16,974)	(36,281)	(11,367)	(64,622)
On disposals	-	21,248	-	21,248
At 31st March 2025	(185,772)	(507,101)	(121,421)	(814,294)
Net book values				
At 31st March 2025	1,007,838	240,905	31,600	1,280,343
At 31st March 2024	1,024,812	166,724	42,967	1,234,503

The leasehold properties comprise a house in Epsom and four flats in Leatherhead. The leasehold of the Epsom property was donated to The Grange by the Epsom Rotary in 2013, and is for 125 years. Following renovations and conversion the value of this property was estimated at £244,000, and the gift was capitalised. The lease for the four flats in Leatherhead is for 999 years.

Additions in the year include: electrical supply for the Outdoor Learning facilities, equipment for embroidery, and computer equipment.

	2025 £	2024 £
11 INVESTMENTS		
Assets held in the UK:		
Market value at 1st April 2024	1,807,189	1,478,711
Investments purchased during year	75,000	175,000
Unrealised (loss) /gain on investments for year	(81,652)	153,478
Market value at 31st March 2025	1,800,537	1,807,189
Cost at 1st April 2024	1,182,377	1,007,377
Purchase during the year	75,000	175,000
Cost at 31st March 2025	1,257,377	1,182,377

There were no sales during the year.

All the above investments are in investment funds, consisting of listed shares and securities.

The investment portfolio comprised the following investments:	2025 £	% of Total
29,024.85 units of COIF Charity Investment Fund Income Units.	565,421	31.40%
416,410.74 units of COIF Charities Ethical Investment Fund Income Units.	1,235,116	68.60%

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025 (Cont'd)**

12 DEBTORS	2025	2024
	£	£
Fees receivable less provision for bad debts	717,746	601,248
Prepayments	89,871	78,514
Tax recoverable	-	6,515
Investment income accrued	12,841	6,500
	<hr/>	<hr/>
	820,458	692,777
	<hr/>	<hr/>

13 CASH	2025	2024
	£	£
Cash at bank and in hand	2,296,253	2,253,457
	<hr/>	<hr/>

14 CREDITORS Amount falling due within one year	2025	2024
	£	£
Trade creditors	78,958	75,631
Accruals	30,953	38,239
Deferred capital grant income	55,277	55,276
Taxation and social security	100,184	108,677
Other	24,453	213,505
	<hr/>	<hr/>
	289,825	491,328
	<hr/>	<hr/>

15 CREDITORS Amounts falling due after more than one year	2025	2024
	£	£
Deferred capital grant income	1,571,379	1,626,656
	<hr/>	<hr/>

**THE GRANGE CENTRE
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025 (Cont'd)**

16 DEFERRED GRANTS

Grant making body	Category	Grant £	Total income released to 1/4/2024 £	Grant Income Release 24/25 £	Grant Income Release 25/26 £	Grant Deferred >1yr £
Freehold Property						
Social Housing Grant	Accommodation for supported people	1,927,279	864,933	38,546	38,546	985,254
Mole Valley DC	Accommodation for supported people	100,000	5,500	2,000	2,000	90,500
Other Grant making bodies	Accommodation for supported people	26,259	8,928	525	525	16,281
		<u>2,053,538</u>	<u>879,361</u>	<u>41,071</u>	<u>41,071</u>	<u>1,092,035</u>
Community Fund	Horticulture Building	60,300	28,944	1,206	1,206	28,944
SEPACS *	Other	10,000	4,800	200	200	4,800
Total Capital Grant for freehold property		<u>2,123,838</u>	<u>913,105</u>	<u>42,477</u>	<u>42,477</u>	<u>1,125,779</u>
Leasehold Property						
Mole Valley DC Grant**	Accommodation for supported people	640,000	168,800	12,800	12,800	445,600
		<u>2,763,838</u>	<u>1,081,905</u>	<u>55,277</u>	<u>55,277</u>	<u>1,571,379</u>

* SEPACS was the Supported Employment Procurement and Consultancy Service.

** Mole Valley DC approved the transfer of the £400,000 grant from a freehold property in Bookham to 4 leasehold properties in Leatherhead. This has been added to a new grant received in 2017 of £240,000, totalling £640,000.

17 OPERATING LEASE COMMITMENTS

	2025 £	2024 £
Total commitment under operating leases		
Amount due within one year:		
Hire of plant, machinery and service	9,984	9,984
Property	-	11,738
Amount due within two to five years:		
Hire of plant, machinery and service	22,464	32,448
Property	-	-
	<u>32,448</u>	<u>54,170</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025 (Cont'd)**

18 MEMBERSHIP (Company limited by guarantee having no share capital)

	2025	2024
Number of Members at 31st March 2025	8	10
Maximum liability of each Member	£1	£1

19 RECONCILIATION OF MOVEMENT IN FUNDS

Unrestricted Funds

	Un- restricted Funds £
Balance at 1st April 2024	8,022,961
Total recognised unrestricted surplus for year	177,045
Balance at 31st March 2025	8,200,006

Restricted Funds

	Restricted building fund £	Restricted equipment fund £	Capital Appeal £	Other restricted funds £	Total £
Balance at 1st April 2024	2,235,349	174,271	57,315	101,242	2,568,177
Donations and other receipts	55,277	-	-	258,494	313,771
Interest received	-	-	-	2,968	2,968
Transfers in/(out)	-	-	-	(21,858)	(21,858)
Charitable expenditure	(98,262)	(29,640)	-	(33,815)	(161,717)
Balance at 31st March 2025	2,192,364	144,631	57,315	307,031	2,701,341

Notes

a) On 20th June 2005, the Company entered into an agreement with Surrey Housing Society for the Disabled (SHSD), under the terms of which SHSD made a grant of £1 million to the Company for the purpose of purchasing properties for rental by people with disabilities and also key workers, including carers. In April 2006, SHSD made a further grant of £600,000, part of which was earmarked to complete the funding of the new wing of the registered care home and the balance was made available for the purposes of the earlier grant. These grants, together with accruing interest, were placed in a separate restricted fund. The funds were spent on accommodation for people we support at Bardolin House and Acorns in Bookham. As both funds are fully spent, they have been transferred to the Restricted building fund.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025 (Cont'd)**

19 RECONCILIATION OF MOVEMENT IN FUNDS (continued)

Notes (continued)

(b) The Restricted building fund and the Restricted equipment fund represent the net book value of fixed assets financed through restricted funds.

(c) The Capital Appeal was previously used to complete the Main House development. These funds will be used to support future strategic projects.

(d) Other restricted funds received included a grant towards new classrooms for Outdoor Learning and a grant from the Broderers (purchase of embroidery equipment).

20 ANALYSIS OF ASSETS AND LIABILITIES OVER FUNDS

	UN- RESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL
	£	£	£
FIXED ASSETS			
Freehold property	3,236,085	3,309,422	6,545,507
Leasehold property	405,719	602,119	1,007,838
Other tangible assets	214,049	58,456	272,505
Investments	1,800,537	-	1,800,537
CURRENT ASSETS			
Stocks	19,453	-	19,453
Debtors	820,458	-	820,458
Cash	1,938,253	358,000	2,296,253
CURRENT LIABILITIES	(234,548)	(55,277)	(289,825)
Deferred Grants	-	(1,571,379)	(1,571,379)
	<hr/>	<hr/>	<hr/>
	8,200,006	2,701,341	10,901,347
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Freehold restricted Property comprises			
Property funded by the Building Fund		2,141,166	
Property funded by Capital Grants		1,168,256	
		<hr/> <hr/>	
		3,309,422	

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025 (Cont'd)**

**21 RECONCILIATION OF OPERATING SURPLUS TO NET CASH FLOW FROM
OPERATING ACTIVITIES**

		2025 £	2024 £
Operating (deficit)/surplus	(See p.24)	(181,382)	(137,412)
Adjust for non - cash items			
Depreciation		259,704	295,057
Capital grant income for year (non cash)		(55,277)	(55,277)
		<hr/> 23,045	<hr/> 102,368
Working Capital Movements			
(Increase) / decrease in stocks		(427)	1,240
(Increase) / decrease in debtors		(127,681)	(66,920)
(Decrease) / increase in creditors and provisions		(201,503)	(44,735)
Transfer to / (from) deferred grants >1 year to creditors		(1)	1
		<hr/>	<hr/>
Net cash (outflow)/inflow from operating activities		<hr/> <hr/> (306,567)	<hr/> <hr/> (8,046)

22 POST BALANCE SHEET EVENTS

There are no post balance sheet events to report.

23 CAPITAL COMMITMENT

There were no capital commitments at March 2025 (2024: Nil).

24 RELATED PARTY TRANSACTIONS

Related parties of the Company are Directors and Senior Officers. There were no related party transactions.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025 (Cont'd)**

**25 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024**

	Unrestricted £	Restricted £	Total Funds £
Income			
Donations and legacies	182,163	38,120	220,283
Grants (Covid Related)	85,457	-	85,457
Income from charitable activities	5,441,543	55,277	5,496,820
Event income	30,226	-	30,226
Investment income	108,606	-	108,606
	<hr/>	<hr/>	<hr/>
Total income	5,847,995	93,397	5,941,392
	<hr/>	<hr/>	<hr/>
Expenditure			
Cost of raising funds	(34,112)	-	(34,112)
Expenditure on charitable activities	(5,496,997)	(137,235)	(5,634,232)
	<hr/>	<hr/>	<hr/>
Total expenditure	(5,531,109)	(137,235)	(5,668,344)
	<hr/>	<hr/>	<hr/>
Net income/(expenditure) before gains on investments	316,886	(43,838)	273,048
Profit/(Loss) on asset disposal	-	-	-
Net profit/(loss) on investments	153,478	-	153,478
	<hr/>	<hr/>	<hr/>
Net income / (expenditure)	470,364	(43,838)	426,526
	<hr/>	<hr/>	<hr/>
Transfer between funds	41,420	(41,420)	-
	<hr/>	<hr/>	<hr/>
Net income and net movement in funds for the year	511,784	(85,258)	426,526
Reconciliation of funds			
Total funds brought forward 1 April 2023	7,511,177	2,653,435	10,164,612
	<hr/>	<hr/>	<hr/>
Total funds carried forward 31 March 2024	8,022,961	2,568,177	10,591,138
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>



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Parties involved with this document

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Fri, 19th Sep 2025 13:02:33 BST	Stephen Meredith - Signer (b88d7809e5c4852dedf42387699ef158)
Fri, 19th Sep 2025 13:02:33 BST	Hugh Skeil - Copied In (6a975e3fe2278edf7609fa854246e656)
Fri, 19th Sep 2025 13:02:34 BST	Samantha Merchant - Copied In (7ba7c95852eedf5fa4192005e4f15d14)
Fri, 19th Sep 2025 13:02:34 BST	Dolly Popat - Copied In (bf7a33bc3a249728d1d7611182049e0a)
Fri, 19th Sep 2025 13:02:34 BST	Amy Denman - Copied In (e1dc3212869d0816d1832fd541f62470)

Audit history log

Date	Action
Fri, 19th Sep 2025 9:02:00 BST	Envelope generated by Alliotts Guildford Support (94.228.44.8)
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Fri, 19th Sep 2025 9:10:57 BST	Sent the envelope to David Turner (david@swallows5.co.uk) for signing (94.228.44.8)
Fri, 19th Sep 2025 9:10:57 BST	Document emailed to david@swallows5.co.uk
Fri, 19th Sep 2025 9:14:05 BST	David Turner opened the document email. (140.248.40.24)
Fri, 19th Sep 2025 9:32:09 BST	David Turner viewed the envelope (86.170.86.125)
Fri, 19th Sep 2025 9:38:53 BST	David Turner signed the envelope (86.170.86.125)
Fri, 19th Sep 2025 9:38:53 BST	Sent the envelope to Mike Guillem (Mike.Guillem@grangecentre.org.uk) for signing (86.170.86.125)
Fri, 19th Sep 2025 9:38:53 BST	Document emailed to Mike.Guillem@grangecentre.org.uk
Fri, 19th Sep 2025 11:15:11 BST	Mike Guillem opened the document email. (31.111.92.185)
Fri, 19th Sep 2025 11:15:11 BST	Mike Guillem opened the document email. (31.111.92.185)
Fri, 19th Sep 2025 12:35:17 BST	Mike Guillem viewed the envelope (31.111.92.185)

Fri, 19th Sep 2025 12:38:45 BST	Mike Guillem signed the envelope (31.111.92.185)
Fri, 19th Sep 2025 12:38:45 BST	Sent the envelope to Stephen Meredith (stephen.meredith@alliotts.com) for signing (31.111.92.185)
Fri, 19th Sep 2025 12:38:46 BST	Document emailed to stephen.meredith@alliotts.com
Fri, 19th Sep 2025 12:58:49 BST	Stephen Meredith viewed the envelope (94.228.44.8)
Fri, 19th Sep 2025 13:02:33 BST	Stephen Meredith signed the envelope (94.228.44.8)
Fri, 19th Sep 2025 13:02:33 BST	Sent the envelope to Hugh Skeil (Hugh.Skeil@grangecentre.org.uk) for signing (94.228.44.8)
Fri, 19th Sep 2025 13:02:34 BST	Sent the envelope to Samantha Merchant (Samantha.Merchant@alliotts.com) for signing (94.228.44.8)
Fri, 19th Sep 2025 13:02:34 BST	Sent the envelope to Dolly Popat (Dolly.popat@alliotts.com) for signing (94.228.44.8)
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Fri, 19th Sep 2025 13:02:34 BST	Document emailed to Dolly.popat@alliotts.com
Fri, 19th Sep 2025 13:02:35 BST	Document emailed to amy.denman@alliotts.com
Fri, 19th Sep 2025 13:02:35 BST	Document emailed to Samantha.Merchant@alliotts.com