

Trustee report

The Howard Garden Social and Day Care Centre (formerly Howard Garden Social Centre (Age Concern, Letchworth) is constituted by a deed adopted on 10th March 1977, amended in March 1983, March 1995, March 1999 and October 2006.

The registered number of the Charity is 219715 and the registered address is Howard Garden Social and Day Care Centre, Norton Way South, Letchworth Garden City, Hertfordshire SG6 1SU.

The executive trustees as at the year ended 31st March 2021 were Janet Smith (President), Paul Ross (Chairman), Sam Thakur (Vice Chairman) and Peter Rice.

The main agents of the Charity are CAF Bank Ltd, Barclays Bank PLC and an Independent Examiner.

Objectives and Activities

The objective of the Charity is to provide day care and other social activities for older people in the Letchworth area.

Achievements and Performance

It has been a difficult year with Covid 19 pandemic and the restrictions it has placed on the Centre. There were 2 prolonged periods of closure due to lockdown restrictions (23 Mar to 30 Aug, 9 Nov to 30 Nov) and we have not been able to hire rooms out or invite clubs/activity groups into the Centre at all during the year.

The loss of income from not being able to carry out normal activities has severely affected the Centre and we are grateful to the various bodies who have given grants over the year. Without the support of these organisation the Howard Garden Social Centre would not have remained open.

During periods of closure, we operated an outreach service for our client base to support them through the difficult times. When the centre was able to re-open we ran a lunch club on a smaller scale following the guidance set by local authority and to meet the social distancing restrictions in place.

It has been a challenging year for our organisation with some trustees retiring during the year, however the joint effort from new and existing volunteers and staff mean we are now in a position to rebuild and gradually expand our services as lockdown restrictions ease.

Financial Review

The attached financial statements show the financial situation as at 31st March 2021.

This report was approved by the trustees on 16th August 2021 and signed on their behalf by:

A handwritten signature in blue ink, appearing to be 'PR', written over a large, loopy circular flourish.

Paul Ross (Chairman)

Independent Examiner's Report to the Trustees

Accounts for the financial year

Respective responsibilities of trustees and examiners

The Charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) as amended by section 28 of the Charities Act 2006) and that only an independent examination is required.

It is my responsibility to:

- 1: Examine the accounts (under section 43 of the Act, as amended).
- 2: To follow procedures specified in the General Directions given by the Charity
- 3: To state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting kept by the Charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not include all the evidence that would be examined in an audit and, consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In the course of my examination no matter has come to my attention:

Which gives me reasonable cause to believe that, in any material respect the accounts do not meet the requirement to ensure that:

Proper accounting records are kept (in accordance with section 41 of the Act). Accounts are prepared which agree with the accounting records and comply with the requirements of the Act: or to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Colin Sparshott FCCA

17 May 2021

Howard Garden Social and Day Care Centre
Annual Report for the year ending 31st March 2021

Statement on Financial Activities for Year	Total Year end 31/3/21	Total Year 31/3/20
Incoming Resources		
Subscriptions	520	1,800
Donations	1,395	2,175
Grants	35,583	9,600
Activities	5,997	32,400
Hire of Facilities	110	8,045
Total	43,605	54,020
Resources Expended		
Salaries	20,862	30,513
Purchases	7,061	7,381
Other Expenses	13,895	16,856
Total	41,819	54,750
Net Operating Surplus/Deficit	1,786	(730)
Depreciation	14,062	14,062
Total Surplus/ Deficit	(12,276)	(14,792)
Fund Balances brought fwd	188,330	203,122
Surplus/Deficit	(12,276)	(14,792)
Fund Balances carried fwd	176,054	188,330

Balance Sheet	31/03/2021	31/03/2021
Fixed Assets		
Tangible Assets	110,314	124,376
Current Assets		
Stocks	188	838
Bank Current Accounts	31,123	18,323
Building Fund Account	46,788	44,677
Cash in Hand	499	150
Debtors	330	0
Total	78,927	63,988
Current Liabilities		
Creditors	13,187	0
Paye & Ni	0	34
Total	13,187	34
Net Current Assets	65,740	63,954
Net Assets	176,054	188,330
Represented by		
Building, Equipment and General Funds	176,054	188,330
Total Accumulated Funds	176,054	188,330

The notes in Account Policies are an integral part of these financial statements

Accounting Policies

Accounting Convention

The accounts are prepared under the historical cost convention and in accordance with accounting standards and the statement of Recommended Practice of Accounting by Charities (Revised 2005).

Tangible Fixed Assets and Depreciation

The activities of the centre are carried on from leasehold property on a lease which expires on 24th September 2029. The original property has been included in the accounts at the insurance valuation and depreciation is charged on that valuation so as to write off the asset over the remaining term of the lease on a straight line basis.

Stock

Stock is valued at cost from suppliers on a first in first out basis.

Staff Costs

Total costs of staff salaries and NI was
The average number of employees was

2021	2020
20,862	30,513
4	4

Tangible Fixed Assets

Cost b/f
Additions
Depreciation b/f
Charge for year
Net Book value at 31st March

Building and Equipment	
	423,047
	0
298,671	
14,062	312,733
	110,314

Creditors

Grants spanning across financial years
Paye & NI

2021	2020
13,187	0
0	34