

## **Trustee Annual Report 2025**

The Howard Garden Social and Day Care Centre is constituted by a deed adopted in March 1977, amended in March 1983, March 1995, March 1999, October 2006 and September 2021.

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 for the year ended 31st March 2025 were: Hilary Kemp, Jaskaran Johal and Micheal Muir.

The main agents of the Charity are CAF Bank Ltd 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. There are no restrictions on the activities of the Charity.

### **Achievements and Performance**

Over the past year, Howard Garden Social Centre has made significant progress in enhancing both its infrastructure and the quality of services offered to our community. With a strong focus on sustainability, safety, and community engagement, we have invested in key areas that have strengthened our operations and enriched the experience for members.

### **Facilities and Infrastructure Improvements**

Thanks to generous funding from North Herts District Council and the Letchworth Heritage Foundation, we have carried out several major improvements to our premises:

- **Boiler and Heating System Upgrade:** A new heating system has been installed throughout the Centre, allowing for improved temperature control, greater energy efficiency, and anticipated cost savings over time.
- **Back Hall Refurbishment:** The Back Hall has been fully refurbished into a more welcoming, functional, and accessible space, better suited for community activities.
- **Fire Alarm System Installation:** A new fire alarm system has been implemented to meet current safety standards and provide greater protection for all building users.
- **Kitchen Improvements:** Essential upgrades were completed in the kitchen area to support safe and efficient meal preparation.

### **Service Development and Operational Improvements**

Over the past year, we have significantly invested in the development of our daily Lunch and Social Club, as well as our overall operations. We welcomed two new part-time staff members: Amanda Burns (Administrator) and Leigh-Ann Pearce (Centre Manager), both of whom have played a vital role in improving our services. Key developments include:

- **Enhanced Lunch Club Operations:** We introduced improved structure and coordination, including better menu planning, increased volunteer support, and more engaging activities for participants—resulting in higher attendance and overall satisfaction.
- **Staff Training and Development:** Ongoing investment in staff training has equipped our team with the knowledge and tools to deliver compassionate, high-quality care and support.

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- **Technology and Systems Upgrade:** New administrative software has improved efficiency, strengthened data governance, and provided better access to information to support members' wellbeing.
- **Improved Online Presence:** We launched a new website and established active social media channels to better connect with the community and promote our activities.
- **Community Events:** We hosted a wide range of events for members and the local community, including a Christmas Fair, Spring Fair, and Mindfulness Walks, reinforcing our commitment to social connection and wellbeing.

### Looking Ahead

This year's investments reflect our ongoing commitment to providing a safe, welcoming, and well-resourced environment for older adults and the wider community. As we look to the future, we remain focused on:

- Continuing to improve and maintain our facilities.
- Strengthening financial sustainability by pursuing new funding opportunities and partnerships.
- Expanding our reach by promoting our social clubs and hiring out our facilities.
- Recruiting new board members to bring fresh perspectives and help guide the Centre into its next phase of development.

### Financial Review

The attached financial statements show the financial situation as at 31st March 2025. This report was approved by the trustees on 7 July 2025 and signed on their behalf by:

Two handwritten signatures in black ink. The first signature is 'Hilary' and the second is 'Johal'.

Hilary Kemp & Jassi Johal

## **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

5<sup>th</sup> August 2025



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**Statement on Financial Activities for Year**

	Total Year end 31/3/25	Total Year end 31/3/24
<b>Incoming Resources</b>		
Subscriptions	1,333	1,388
Donations	3,673	2,100
Grants	58,706	31,650
Activities	20,289	21,896
Hire of Facilities	7,338	5,920
Interest	119	152
<b>Total</b>	<b>91,457</b>	<b>63,104</b>
<b>Resources Expended</b>		
Salaries	48,598	30,545
Purchases	7,010	9,604
Office Costs	6,029	6,104
Utilities	6,132	8,397
Repairs & Maintenance	34,738	8,062
Other Expenses	2,467	805
<b>Total</b>	<b>104,974</b>	<b>63,518</b>
<b>Net Operating Surplus/Deficit</b>	<b>-13,517</b>	<b>-413</b>
Depreciation	14,064	14,234
<b>Total Surplus/ Deficit</b>	<b>-27,581</b>	<b>-14,648</b>
Fund Balances brought fwd	128,083	142,731
Surplus/Deficit	-27,581	-14,648
<b>Fund Balances carried fwd</b>	<b>100,502</b>	<b>128,083</b>

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<b>Balance Sheet</b>	<b>31/03/2025</b>	<b>31/03/2024</b>
<b>Fixed Assets</b>		
Buildings & Equipment	423,998	423,998
Depreciation	369,934	355,870
<b>Total</b>	<b>54,064</b>	<b>68,128</b>
<b>Current Assets</b>		
Bank Account	11,236	19,126
Building Fund	38,043	43,017
Cash in Hand	346	1,059
Debtors	2,395	1,555
Prepayments	305	277
<b>Total</b>	<b>52,326</b>	<b>65,034</b>
<b>Current Liabilities</b>		
Creditors	5,888	5,079
<b>Total</b>	<b>5,888</b>	<b>5,079</b>
<b>Net Current Assets</b>	<b>46,438</b>	<b>59,955</b>
<b>Net Assets</b>	<b>100,502</b>	<b>128,083</b>
<b>Represented by</b>		
Building, Equipment & General Funds	100,502	128,083
<b>Total Accumulated Funds</b>	<b>100,502</b>	<b>128,083</b>

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	2025	2024
Total costs of staff salaries and NI was	48,598	30,545
The average number of employees was	4	3

Creditors	2025	2024
Grants spanning across financial years	2,681	1,026
Paye & NI	2,322	0

Movement in Reserves	B/F	Mvmt	C/F
Building & Equipment	68,128	(14,064)	54,064
General Reserves	16,937	(8,542)	8,395
Building Fund reserves	43,017	(4,974)	38,043
<b>Total</b>	<b>128,083</b>	<b>(27,581)</b>	<b>100,502</b>