

QUEBEC HALL LIMITED
QUEBEC HALL
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022

QUEBEC HALL LIMITED

QUEBEC HALL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr S Read Mr M G Boyce Mr A Bash Miss D M G Ashton
Secretary	Mr M G Boyce
Senior management	Mr M Woodgett Ms K Vertigan
Charity number	251535
Company number	00853450
Principal address	Quebec Road Dereham Norfolk NR19 2QY
Registered office	Quebec Road Dereham Norfolk NR19 2QY
Auditor	Plummer Parsons 18 Hyde Gardens Eastbourne East Sussex BN21 4PT
Bankers	Royal Bank of Scotland plc 5 Queen Street Norwich Norfolk NR2 4TL

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QUEBEC HALL LIMITED
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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 28 FEBRUARY 2022

The Trustees present their report and accounts for the year ended 28 February 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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)".

Objectives and activities

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The company's principal objectives continued to be the provision of a high standard of individualised care and accommodation for the elderly within a Christian environment. We consequently aim to meet the physical, emotional and spiritual needs of all our residents whether they live in the residential home or the bungalows within the complex.

As a charity and non-profit making, we aim to keep the costs of living at Quebec Hall to the minimum possible and we welcome both private and socially funded residents. The latest Care Quality Commission inspection confirms that Quebec Hall offers good public benefit in that we offer a high level of care whilst maintaining relatively low fees.

a) Home Fees

We continue to monitor the fees charged by other local commercially operated Residential Homes and know that we charge some of the lowest fees in the area.

As highlighted in previous annual reports, the fees paid on behalf of Socially Funded residents do not meet the actual costs incurred for their residential care. The differential in our Home fees between private and social funded residents continues to show a deficit but not as high as it was, now only £249 per month. We look forward to this changing in our favour during 2022.

It continues to be a matter of concern as it is not always possible to arrange top up fees.

The Trustees wish to maintain their policy not to impose any restriction of the numbers of residents funded by Social Services, but we will need to keep this decision under review.

b) Bungalow Rents

We aim to keep our bungalow rents as low and fair as possible. For 2021/22, the income from bungalow rents was again the same as that of the Local Housing Allowance payable by Breckland District Council.

In addition to our low fair rent, our properties also have the benefit of an alarm and communication system for 24 hour assistance and physical, emotional and spiritual support is provided at no additional charge. Meals can be provided in the Hall or in the bungalow if preferred at a reasonable additional cost.

All the activities and events of the Hall are open for bungalow residents to attend.

Day care is available to bungalow residents, as well as to others living outside the complex, at a nominal charge.

Consequently, in the light of the above, we believe we offer a public benefit to all our residents.

Achievements and performance

The Trustees believe that the company has fulfilled its objective in that all rooms have, for another year, been almost constantly occupied. This is amazing especially during the most difficult two years we have had to endure due to the Covid 19 pandemic. Bungalows have also been almost constantly occupied albeit there has been some movement during the year. We are also pleased to report again that we continue to have sufficiently healthy waiting lists for all types of accommodation, which may permit us to limit the need for formal advertising in the coming year.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

We received a visit from the Care Quality Commission on 4th July 2019. The unannounced inspection awarded us an overall rating of GOOD. We achieved a GOOD in all five mandatory areas inspected. We received a visit from CQC on 9th February 2021 and 13th January 2022 to inspect all aspects of Infection Prevention Control. Although not rated we were good in all areas. See website for reports.

Our reasonably high occupancy, together with increases in private fees, has led to a slightly increased income in charitable activities to budget of which £9,740 was from donations unrestricted. Actual bottom line was a surplus of £47,583 before depreciation. We have been able to continue with our programme of repairs and refurbishments to both the Hall and the bungalows when they are vacated as indicated below with repairs & renewals at £141,128:

During the past year these included:

- New smoke detectors in the Hall 7k
- Two new mattresses for beds in the Hall
- 4 bungalows refurbished, some with new kitchens and bathrooms and painting throughout 30k
- 3 rooms inside Hall repainted 4k
- 21 new medical cabinets for rooms in the Hall 2k
- New heater in a bungalow
- New patio door in a bungalow
- New pump for pump station 2k
- New curtains for Hall 1k
- All bungalow gutters cleaned and emptied of moss 1.5k
- All bungalow roofs cleaned and cleared of moss and chemical sprayed on 21k
- All bungalow lofts checked for loft insulation and renewal/top up 8k
- Marquee hire Open Day 1.6k, this was a belated celebration of 60 years & was very well attended

Consequently, the total expenditure on repairs and renewals was as indicated above £141,128. This was nearly twice our budget and although lower than last year was still very high. It remains our objective to maintain and upgrade the facilities, but we recognise that this can only be achieved whilst our income streams are able to support it. It has been noted that we have spent over 2.6 million pounds on repairs and renewals between 2007 and 2022. We have also spent £37,653 on Laundry and cleaning which is higher than normal due to the continued Covid 19 pandemic and the need to ensure enough PPE and cleaning materials were provided for the use of adhering to Infection Prevention Control.

The Trustees and management continue to control other expense categories. However, we will not allow any savings to have a detrimental effect on the level of care we offer. Residents in the home are becoming increasingly frail. The average age of those in the Hall was again 91.

Consequently, expenditures in wages and associated costs have risen to meet the more demanding care needs of our residents. Trustees have continued to increase staff wages ahead of the new living wage planned for 2022 and ensure our staff are paid more than that rate.

We also wish to express our appreciation to individuals and organisations for donations received during the year. These have greatly helped to support the continuing work of Quebec Hall.

Due to Covid 19 the following events had to be put on hold for a further year: Residents in both the home and the bungalows are encouraged to participate in the many activities that are planned throughout the year. These include quiz nights; fish & chip suppers, afternoon cream teas, barbecues, firework display, themed evenings meals, entertainment evenings, art and craft exhibition, music evenings etc. They also include a monthly Art group; weekly exercise class, biweekly singing group etc. A well-attended ladies monthly prayer meeting. We did continue to hold evening services on Sundays and Thursdays with favourite hymn singing on Saturday mornings for Hall residents only. We would normally encourage visits from various organisations to provide further items of interest to our residents. Sadly, they had to all be cancelled. We did however hold a Carol Service for our residents only taken by our chairman of Trustees Martin Boyce.

During the year, we have continued to update our website. It is informative and has produced compliments and applications from throughout the United Kingdom. Many photos of our events and our Open Days are under the Gallery section of our website.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

The Trustees believe it is important that our staff receive appropriate training to fulfil their roles in the Home. Training undertaken in the year include: SOVA, Life Support, Infection Control, Manual Handling and Fire Training.

The Trustees wish to recognise the significant contribution made by our committed staff, without which we would not be able to maintain the high standard that we offer.

Financial review

The results for the year show a deficit of £15,424 from ordinary activities after depreciation (2021: Deficit: £48,372).

The freehold property included in the balance sheet has a historic cost of £127,179. However, on transition to FRS 102 in 2016, the Trustees decided to include it at a fair value as deemed cost. A formal valuation was carried out on 29 September 2015, which put the Hall and bungalows at a fair value at the transition date, based on vacant possession, of £4,255,000. This valuation has been incorporated into the accounts and the property, but not the land, is being depreciated over a useful economic life of 50 years.

A new valuation was carried out in January 2022, which put the Hall and bungalows at a market value, based on vacant possession, of £10,200,000. This valuation has not been incorporated into the accounts.

Reserves policy

It is the intention of the Trustees that Quebec Hall Ltd should continue to provide accommodation and care for the elderly in a Christian environment for as long as there is considered to be a need for such provision. It is considered prudent to develop sufficient reserves to achieve this without recourse to loans from banks or other institutions.

Unrestricted reserves are held so as to cover unforeseen expenditure arising from:

- Building maintenance. Quebec Hall is a Grade 2 listed building dating from 1759. Maintenance can present many challenges and significant expense, as specialist materials are often required.
- In order to keep our fees to the minimum possible, it is essential that we maintain maximum room occupancy. Should this not be achieved (through refurbishment or short term lack of demand) reserves are required to cover the shortfall in income.
- Should the situation arise whereby Quebec Hall should close as a residential home for the elderly, it is the wish of the Trustees that adequate reserves be held to allow the Home to operate for sufficient time for our residents to find suitable alternative accommodation. In view of the frailty of some residents, this could run into a period of months.

In order to meet the risks outlined above, the Trustees consider that unrestricted reserves of 3 months expenditure should be held. The expenditure for the financial year ending 28 February 2022 is looked at and the budget for 2022/2023 is taken into account at £882k. The equivalent unrestricted free reserves level was set at £221k.

The unrestricted free reserves of Quebec Hall are currently higher than this, being £379,034 (2021: £331,451). Our financial position, including current bank balances, is a fixed agenda topic at monthly meetings of trustees and management. It is understood that we will work to keep the reserves to this level during 2022/2023.

This policy is reviewed annually and amended as circumstances may dictate.

It is not the intention of the trustees to hold Restricted Reserves other than for any specific project (normally building works), which may be envisaged. Once any such project is authorised, it would be implemented as quickly as possible and the need for Restricted Reserves removed.

Designated funds represent fixed assets such as the property which are used for charitable activities, and so are unavailable as free reserves. They include the revaluation reserve on the introduction of the property at deemed cost under FRS 102 in 2016, as well as the remaining fixed assets.

Investment policy

In accordance with the current investment policy, any funds held, including all or part of the reserves, which are not required in the immediate future, are invested in a higher interest bearing bank account.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

These funds must :

- be of minimal risk to the capital invested;
- not be invested for extended periods which would either prevent access to the funds should they be required at short notice, or result in substantial loss arising from early closure of the account; and
- be reviewed at least annually.

Current interest rates are extremely low and the loss of interest continues to affect our income in comparison with earlier years. The Trustees will continue to endeavour to identify higher interest bearing accounts where they are available.

Asset cover for funds

The charity's assets are adequate and available to fulfil its obligations (see Note 17).

Plans for future periods

The Trustees will continue with the principal objective of providing high standard accommodation and care in a Christian environment at affordable cost to all the residents of Quebec Hall. The Trustees plan to continue their programme of refurbishing the bungalows and ongoing maintenance to the hall as and when necessary. We plan to refurbish the main office with new office furniture and repaint, with all new furniture, the front entrance area of the Hall.

We had an Environmental Health Officer visit in October 2021 and was awarded the highest score of 5, we have decided to ensure that we continue our programme of renewals as and when required.

Due to monies spent as stated above during 2021/22 and what is planned above, we look to continue to consolidate finances during 2022/23, with our usual maintenance programme and not plan, as yet any other significant expenditure. We have however been given planning approval again for a proposed 3 new rooms with en-suites as indicated on last year's report. We have 3 years to implement. Trustees are in the process of looking at all costings and will give the go ahead during 2024 planning into the budget for year 2024/25 if costs are not deemed too high. Costs spent to date on working up plans and submitting total over £7,000. The financial viability of Quebec Hall depends largely upon maintaining high levels of income by optimising maximum occupancy levels. In addition, we are always very grateful for any donations and grants that may be received.

Structure, governance and management

The charity is constituted as a company limited by guarantee and was registered with the Charity Commission on 3 December 1967 under registration number 251535. The company, which was incorporated on 2 July 1965, is governed by its Memorandum and Articles of Association which were revised on 28 January 2020 by special resolution. The Trustees will give consideration to the possibility of Quebec Hall becoming a 'Charitable Incorporated Organisation' when the final details regarding this structure are announced.

The flysheet to the accounts gives details of the charity's principal address and other relevant information, including charity and company registration numbers.

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

Mr S Read

Mr M G Boyce

Mr A Bash

Miss D M G Ashton

Additional Trustees are appointed by invitation from those Trustees in office. The Trustees are nominated for election because of the skills, expertise and knowledge that they can bring to guiding the charity to fulfil its objectives, together with having an active interest in the policies and beliefs of all those currently involved in the Hall and maintaining a strong Christian ethos.

Prior to appointment, all prospective Trustees meet to discuss all aspects of the Charity with the other Trustees and senior management. In addition they are given a tour of the Hall and bungalow complex. We believe it is important that they are fully aware of the Charity and its work, prior to taking on the responsibility of a Trustee.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

On appointment Trustees are provided with copies of :

- The charity's governing Memorandum and Articles of Association;
- The latest accounts of the charity;
- Charity Commission guidance notes CC3 - 'The Essential Trustee'; and
- The latest Care Quality Commission (CQC) report on the Home.

In addition Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

At the Annual General Meeting, one third of the trustees in office are required to resign and may offer themselves for re-election.

None of the Trustees have any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The company's affairs are administered by the Trustees who meet monthly with senior management. Mr M Boyce visits regularly. On a rota basis all trustees conduct a Regulation 26 inspection each month and mark a formal report on their findings. Trustees take Christian services, visit to share fellowship with residents in both home and bungalows, support and assist management staff, and whenever possible support the activities and events of the Home. They also take responsibility for ongoing maintenance/refurbishment as identified by management and, with the help of management, identify and plan ahead for replacement and renewal of areas around the complex.

The day to day matters and general running of the Hall are delegated to the Trust's senior management being Mark Woodgett, responsible for the finance and office, and Karen Vertigan, responsible for managing the nursing staff and the residential care. They both keep the Trustees fully informed of the matters of the charity, although it is the Trustees who make all the major decisions.

The remuneration of both members of staff is discussed and decided by the Trustees, and is based on their skills and responsibilities and the market rates prevailing.

Risk Review

The Trustees acknowledge the Charity Commission's requirements for them to undertake a review of the major risks to which the charity is exposed. An in depth analysis of these risks is conducted each year and where necessary, action is taken to minimise them. This was last conducted on 9 March 2021. The Trustees have regular monthly meetings where all finances are reviewed in detail as well as considering the detection of fraud and other irregularities.

Covid 19 Global Pandemic

This past year has presented major challenges for all involved with Quebec Hall; Management, supervisors, carers, indeed all staff, have worked tirelessly to keep residents as safe as possible. Trustees have been limited with regard to their day-to-day involvement, being unable to visit the Home. While much has been achieved using the internet it remains but a small fraction of what would naturally have taken place under normal circumstances. Residents have missed, not only the important spiritual input with meetings all curtailed this past year, but also time with family and friends.

The following risks continue to remain those which we consider to be the most significant:

- Room / Bungalow occupancy

Our objective is to provide accommodation and care for the elderly Christians at rates substantially below those in the commercial sector. This is very dependent upon maintaining high levels of room occupancy. Word of mouth recommendations and selective advertising is currently achieving this. We currently have healthy waiting lists for both the Home and bungalows.

- The widening differential between our low private rates and the even lower rates paid by Social Services.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

- Disaster recovery and planning

Quebec Hall is an old Grade II listed building and is vulnerable to potentially serious structural problems. Problems with the roof, lift and heating systems etc would have a major impact upon day to day activities. To minimise this risk, maintenance contracts are in place to identify and deal with any such problems as quickly as possible. This also involves yearly site inspections. Any works required are recorded onto maintenance sheets for action in priority order. In addition the buildings are well covered by insurance policies.

- Health & Safety risks to Residents

Because of their age, many of the residents of both Hall and bungalows are frail and face deteriorating health. The staff make every effort to assist the residents where needed and minimise accidents. The charity also has strong links with local health practitioners, Council inspectors and the Care Quality Commission (CQC).

- Loss of key staff

The Trustees recognise the enormous contribution that the staff make to the operation of the charity. Every effort is made to maintain continuity and motivation of staff, through training and involvement in decision making etc. We have insurance policies for management staff that provide Critical Illness cover. This would ensure continuity should we need to 'buy in' key management skills.

In addition to this annual analysis, the manager of Quebec Hall is constantly reviewing the operational risks faced by the charity and reports any potential problem areas to the Trustees at their monthly meeting. Because of the nature of the Hall's activities, the Charity must comply with various sets of regulations, which are regularly monitored by the responsible organisations. The Care Quality Commission (CQC), Fire Service, District Council Health and Safety, and Environmental Health all carry out routine inspections. Any issues raised are dealt with promptly.

Auditor

In accordance with the company's articles, a resolution proposing that Plummer Parsons be reappointed as auditor of the company will be put at a General Meeting.

Going concern

At the date of this report, there exists considerable uncertainty regarding the potential impact of the Coronavirus and the economic consequences, both within the U.K. and overseas, which may result from government policies to contain the spread. The duration and geographical extent of any possible lockdown or future government policies are unknown. Whilst we are unable to predict what the economic consequences may be and the impact on the charity's future ability to continue trading, we have continued to use to going concern basis as appropriate in the preparation of these accounts.

Disclosure of information to auditor

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor are aware of such information.

This report has been prepared in accordance with the small company regime as outlined in Section 419(2) of the Companies Act 2006.

The Trustees' report was approved by the Board of Trustees.

Mr A Bash
Trustee

13 September 2022

QUEBEC HALL LIMITED
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STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 28 FEBRUARY 2022

The Trustees, who are also the directors of Quebec Hall Limited for the purpose 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 Practice).

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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 Charities SORP;
- 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 charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

QUEBEC HALL LIMITED

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INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF QUEBEC HALL LIMITED

Opinion

We have audited the financial statements of Quebec Hall Limited (the 'charity') for the year ended 28 February 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including 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 28 February 2022 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.

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 the provisions available for small entities, in the circumstances set out in note 21 to the financial statements, 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

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information. 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.

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INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE MEMBERS OF QUEBEC HALL LIMITED

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within 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 directors' report included within the Trustees' 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; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the charity for the purpose of company law, 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 the Trustees 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 charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's 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.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

The objectives of our audit are to identify and assess the risks of material misstatement of the financial statements due to fraud or error; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud or error; and to respond appropriately to those risks.

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INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE MEMBERS OF QUEBEC HALL LIMITED

Based on our understanding of the charity and industry, and through discussion with the trustees and other management (as required by auditing standards), we identified that the principal risks of non-compliance with laws and regulations related to the Companies Act 2006, Charities Act 2011, CQC Regulations, employment law, Data Protection Act and GDPR.

We considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as FRS 102 and the Charities Statement of Recommended Practice (SORP). We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit.

We evaluated management's incentives and opportunities for fraudulent activities in the financial statements (including the risk of override of controls), and assessed that the principal risks could relate to posting journal entries to artificially increase income or reduce expenditure, incorrect claims through the Coronavirus Job Retention Scheme, related party transactions, management bias in accounting estimates and judgmental areas of the financial statements such as the allocation of support cost expenditure. Audit procedures performed by the engagement team included:

- Discussions with management and assessment of known or suspected instances of non-compliance with laws and regulations (including health and safety) and fraud, and review of the reports made by management; and
- A review of relevant correspondence, including correspondence with HM Revenue & Customs, for signs of potential non-compliance with laws and regulations; and
- A review of specific nominal codes within the accounting records that would highlight costs associated with non-compliance of relevant laws and regulations; and
- Assessment of identified fraud risk factors; and
- Challenging assumptions and judgements made by management in its significant accounting estimates; and
- Performing analytical procedures to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud; and
- Confirmation of related parties with management, and review of transactions throughout the period to identify any previously undisclosed transactions with related parties outside the normal course of business; and
- Reading minutes of meetings of those charged with governance; and
- Review of significant and unusual transactions and evaluation of the underlying financial rationale supporting the transactions; and
- Identifying and testing journal entries, in particular any manual entries made at the year end for financial statement preparation, as well as throughout the year.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

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INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE MEMBERS OF QUEBEC HALL LIMITED

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- Conclude on the appropriateness of the Trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

This report is made solely to the charitable company'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 charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Alastair Towler BFP ACA DChA (Senior Statutory Auditor)
for and on behalf of Plummer Parsons

4 October 2022

Chartered Accountants
Statutory Auditor

18 Hyde Gardens
Eastbourne
East Sussex
BN21 4PT

QUEBEC HALL LIMITED
QUEBEC HALL
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 28 FEBRUARY 2022

Current financial year

		Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Total 2022 £	Total 2021 £
	Notes				
<u>Income and endowments from:</u>					
Donations and legacies	3	49,048	-	49,048	43,237
Income from Charitable Activities	4	917,143	-	917,143	896,297
Investments	5	34	-	34	163
Other income	6	4,000	-	4,000	4,000
Total income		970,225	-	970,225	943,697
<u>Expenditure on:</u>					
Residential Care	7	922,642	63,007	985,649	992,069
Net income/(expenditure) for the year/ Net movement in funds		47,583	(63,007)	(15,424)	(48,372)
Fund balances at 1 March 2021		331,451	4,019,442	4,350,893	4,399,265
Fund balances at 28 February 2022		379,034	3,956,435	4,335,469	4,350,893

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

QUEBEC HALL LIMITED
QUEBEC HALL
STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 28 FEBRUARY 2022

Prior financial year

		Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Total 2021 £
	Notes			
<u>Income and endowments from:</u>				
Donations and legacies	3	43,237	-	43,237
Income from Charitable Activities	4	896,297	-	896,297
Investments	5	163	-	163
Other income	6	4,000	-	4,000
Total income		943,697	-	943,697
<u>Expenditure on:</u>				
Residential Care	7	928,728	63,341	992,069
Net income/(expenditure) for the year/ Net movement in funds		14,969	(63,341)	(48,372)
Fund balances at 1 March 2020		316,482	4,082,783	4,399,265
Fund balances at 28 February 2021		331,451	4,019,442	4,350,893

QUEBEC HALL LIMITED
QUEBEC HALL
BALANCE SHEET
AS AT 28 FEBRUARY 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	11		3,956,435		4,019,442
Current assets					
Debtors	12	19,017		23,440	
Cash at bank and in hand		407,680		351,346	
		426,697		374,786	
Creditors: amounts falling due within one year	13	(47,663)		(43,335)	
Net current assets			379,034		331,451
Total assets less current liabilities			4,335,469		4,350,893
Income funds					
<u>Unrestricted funds - designated</u>	15				
General designated funds		269,397		277,374	
Revaluation reserve		3,687,038		3,742,068	
			3,956,435		4,019,442
Unrestricted funds			379,034		331,451
			4,335,469		4,350,893

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on 13 September 2022

Mr A Bash
Trustee

Company Registration No. 00853450

QUEBEC HALL LIMITED
QUEBEC HALL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 28 FEBRUARY 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from operations	19		56,300		29,079
Investing activities					
Investment income received		34		163	
Net cash generated from investing activities			34		163
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			56,334		29,242
Cash and cash equivalents at beginning of year			351,346		322,104
Cash and cash equivalents at end of year			407,680		351,346

QUEBEC HALL LIMITED
QUEBEC HALL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022

1 Accounting policies

Charity information

Quebec Hall Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Quebec Road, Dereham, Norfolk, NR19 2QY.

1.1 Accounting convention

The accounts have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received. The charity's income consists of donations and legacies, income from charitable activities, grants and investment income.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated services and facilities are included at the value to the charity where this can be quantified.

Income from charitable activities represents residential fees and bungalow contributions which are recognised when receivable. Where grants are received towards this housing and residential care, the grants, where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes unconditionally entitled to them. Incoming resources from grants, where relating to performance and specific delivery requirements, are accounted for as the charity earns the right to consideration by its performance.

QUEBEC HALL LIMITED
QUEBEC HALL
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

1 Accounting policies

(Continued)

Investment income is wholly bank interest generated and is recognised in the SoFA when receivable.

Turnover is recognised as the fair value of the consideration received or receivable for goods and services provided in the normal course of business, and is shown net of VAT, other sales taxes and trade discounts.

1.5 Expenditure

All expenditure is incurred in pursuit of the charity's objects as laid down in the Memorandum and Articles of Association and is recognised in the accounts when payable. It includes irrecoverable VAT.

Charitable expenditure comprises that related to providing residential care. It includes both direct costs and support costs relating to such activities. Support costs are those functions that assist the deliverance of the charitable activities and include general office costs, finance and governance costs.

Governance costs include those costs associated with meeting the statutory requirements of the charity and include its audit fees and costs linked to the strategic management of the charity.

Support costs and governance costs have been allocated wholly to the Residential Care activity.

Grants for which there is a legal obligation, or a valid expectation of receipt by the beneficiary at the year end, and for which conditions attaching to their payment have been fulfilled, are accounted for within the Statement of Financial Activities. Grants approved subject to conditions that have not been met at the year end are noted as financial commitments in the notes to the accounts.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold Land and buildings	2% Straight line on the buildings only
Plant and machinery	35 years Straight line
Fixtures, fittings & equipment	20% Reducing balance
Motor vehicles	25% Reducing balance

The freehold land is not depreciated.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £500.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

QUEBEC HALL LIMITED
QUEBEC HALL
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

1 Accounting policies

(Continued)

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities. Fixed term deposits held by banks are shown as current asset investments.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. The charity only has basic financial instruments.

Financial instruments are recognised in the charity's statement of financial position when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received, if these amounts are considered material to the accounts.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Pension contributions are made into a defined contribution retirement benefit scheme and are charged as an expense as the payments fall due.

QUEBEC HALL LIMITED
QUEBEC HALL
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Donations and gifts	9,740	6,197
Government Grants - coronavirus support	38,183	37,040
Other	1,125	-
	<u>49,048</u>	<u>43,237</u>

4 Income from Charitable Activities

	2022 £	2021 £
Residential fees	651,520	628,851
Bungalow contributions	252,132	245,211
Lunch contributions	1,085	3,343
Sundry contributions	12,406	18,892
	<u>917,143</u>	<u>896,297</u>

All of the transactions included within Income from Charitable Activities were unrestricted for both the current and comparative years.

QUEBEC HALL LIMITED
QUEBEC HALL
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

5 Investments

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Interest receivable	34	163
	<u> </u>	<u> </u>

All of the transactions included within Interest receivable were unrestricted for both the current and comparative years.

6 Other income

	2022 £	2021 £
Employment allowance	4,000	4,000
	<u> </u>	<u> </u>

All of the transactions included within Other income were unrestricted for both the current and comparative years.

QUEBEC HALL LIMITED
QUEBEC HALL
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

7 Residential Care

	Residential care 2022 £	Residential care 2021 £
Staff costs	564,623	531,432
Depreciation and impairment	63,007	63,341
Food and other provisions	44,087	38,159
Rent and rates	10,538	3,424
Insurance	15,751	15,118
Light and heat	28,310	25,476
Repairs and renewals	141,128	174,219
Laundry and cleaning	37,653	51,935
Advertising	1,665	3,618
Motor expenses	3,005	2,231
Staff training	3,508	2,663
Sundry	16,960	15,276
Subscriptions	4,585	4,895
	<u>934,820</u>	<u>931,787</u>
Share of support costs (see note 8)	42,189	53,296
Share of governance costs (see note 8)	8,640	6,986
	<u>985,649</u>	<u>992,069</u>
Analysis by fund		
Unrestricted funds - general	922,642	928,728
Unrestricted funds - designated	63,007	63,341
	<u>985,649</u>	<u>992,069</u>

QUEBEC HALL LIMITED
QUEBEC HALL
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

8 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Staff costs	34,770	-	34,770	43,811	-	43,811
Office supplies	1,205	-	1,205	3,203	-	3,203
Bookkeeping	2,220	-	2,220	2,160	-	2,160
Payroll costs	3,827	-	3,827	3,929	-	3,929
Bank charges	167	-	167	193	-	193
Audit fees	-	5,023	5,023	-	4,692	4,692
Accountancy	-	2,417	2,417	-	2,294	2,294
Legal and professional	-	1,200	1,200	-	-	-
	<u>42,189</u>	<u>8,640</u>	<u>50,829</u>	<u>53,296</u>	<u>6,986</u>	<u>60,282</u>
Analysed between						
Charitable activities	<u>42,189</u>	<u>8,640</u>	<u>50,829</u>	<u>53,296</u>	<u>6,986</u>	<u>60,282</u>

During the year payments were made to the auditors of £5,023 (2021: £4,692) for audit services and £6,244 (2021: £6,223) for non-audit services.

9 Trustees

None of the Trustees received any remuneration during the year. None of the trustees were reimbursed any expenses during the year (2021: none).

During the year, and in the previous year, the charity bought Trustee Liability Insurance, the cost of which was included in the main insurance renewal cost.

Two of the current trustees have close family members who are employed by the home. Mrs Boyce (wife of Mr M Boyce, trustee) and Ms Parfitt (daughter of Rev. P Parfitt, trustee until August 2020) were paid £18,341 and £Nil respectively (2021: £18,105 and £2,246) for care services provided at the home. These wages are paid using the same hourly rate as applied to other employees.

The charity was under the control of the trustees throughout the year.

10 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Nursing staff	30	32
Management	3	3
Total	<u>33</u>	<u>35</u>

QUEBEC HALL LIMITED
QUEBEC HALL
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

10 Employees **(Continued)**

Employment costs	2022	2021
	£	£
Wages and salaries	551,605	530,887
Social security costs	35,221	31,647
Other pension costs	12,567	12,709
	<u>599,393</u>	<u>575,243</u>

Remuneration paid to key management personnel during the year was £88,093 (2021: £87,622).

There were no employees whose annual remuneration was more than £60,000.

11 Tangible fixed assets

	Freehold Land and buildings	Plant and machinery	Fixtures, Motor vehicles fittings & equipment	Total
	£	£	£	£
Cost				
At 1 March 2021	4,255,000	175,582	162,874	4,605,956
At 28 February 2022	<u>4,255,000</u>	<u>175,582</u>	<u>162,874</u>	<u>4,605,956</u>
Depreciation and impairment				
At 1 March 2021	397,131	20,067	157,728	586,514
Depreciation charged in the year	<u>56,733</u>	<u>5,017</u>	<u>1,029</u>	<u>63,007</u>
At 28 February 2022	<u>453,864</u>	<u>25,084</u>	<u>158,757</u>	<u>649,521</u>
Carrying amount				
At 28 February 2022	<u>3,801,136</u>	<u>150,498</u>	<u>4,117</u>	<u>3,956,435</u>
At 28 February 2021	<u>3,857,869</u>	<u>155,515</u>	<u>5,146</u>	<u>4,019,442</u>

The freehold property at Quebec Road, Dereham was valued to fair value at the transition date of 1 March 2014 as part of the transition to FRS102 and this valuation has been incorporated into the accounts as the deemed cost. The valuation was carried out by A G Taylor FRICS Chartered Surveyor on 29 September 2015 which put the Hall and bungalows at a fair value, based on vacant possession, of £4,255,000. The original historical cost of the property was £127,719.

All tangible fixed assets are for charitable use other than a small quantity of office equipment used in administration.

QUEBEC HALL LIMITED
QUEBEC HALL
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

12 Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Other debtors	-	30
Prepayments and accrued income	19,017	23,410
	<u>19,017</u>	<u>23,440</u>

13 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other taxation and social security	10,092	9,562
Trade creditors	11,997	3,030
Other creditors	16,274	22,064
Accruals and deferred income	9,300	8,679
	<u>47,663</u>	<u>43,335</u>

14 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to the income and expenditure account in respect of defined contribution schemes was £12,567 (2021 - £12,709), which has all been allocated to the Residential Care activity.

15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 March 2020	Resources expended	Transfers	Balance at 1 March 2021	Resources expended	Balance at 28 February 2022
	£	£	£	£	£	£
Property and Capital fund	295,900	(8,311)	(10,215)	277,374	(7,977)	269,397
Revaluation Reserve	3,786,883	(55,030)	10,215	3,742,068	(55,030)	3,687,038
	<u>4,082,783</u>	<u>(63,341)</u>	<u>-</u>	<u>4,019,442</u>	<u>(63,007)</u>	<u>3,956,435</u>

The Property and Capital fund represents the value of the fixed assets held by the charity which are needed to carry out its charitable activities and as such cannot be readily realised. The movements in the designated fund are changes within fixed assets which includes depreciation and additions.

QUEBEC HALL LIMITED
QUEBEC HALL
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

16 Analysis of net assets between funds

	Unrestricted funds 2022 £	Designated funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Designated funds 2021 £	Total 2021 £
Fund balances at 28 February 2022 are represented by:						
Tangible assets	-	3,956,435	3,956,435	-	4,019,442	4,019,442
Current assets/(liabilities)	379,034	-	379,034	331,451	-	331,451
	<u>379,034</u>	<u>3,956,435</u>	<u>4,335,469</u>	<u>331,451</u>	<u>4,019,442</u>	<u>4,350,893</u>

17 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	6,187	8,380
Between two and five years	9,341	14,800
	<u>15,528</u>	<u>23,180</u>

The lease payments made during the year were £11,142 (2021: £8,467) and this amount is included within the relevant category of expenditure.

18 Related parties

Ms Karen Vertigan is a member of the senior management and a member of the key management personnel. Her sister-in-law is a resident in the home but is being charged at the normal residential rates, as applied to the other residents.

19 Cash generated from operations

	2022 £	2021 £
Deficit for the year	(15,424)	(48,372)
Adjustments for:		
Investment income recognised in statement of financial activities	(34)	(163)
Depreciation and impairment of tangible fixed assets	63,007	63,341
Movements in working capital:		
Decrease/(increase) in debtors	4,423	(3,582)
Increase in creditors	4,328	17,855
Cash generated from operations	<u>56,300</u>	<u>29,079</u>

QUEBEC HALL LIMITED
QUEBEC HALL
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

20 Analysis of changes in net funds

The charity had no debt during the year.

21 Non-audit services provided by auditor

The relevant circumstances requiring disclosure in accordance with the requirements of APB Ethical Standard - Provisions Available for Small Entities are that, in common with many charities of our size and nature we use our auditor to assist with the preparation of the accounts and payroll.