

HENLEY-ON-THAMES DAY CENTRE MANAGEMENT COMMITTEE

England & Wales · Charity number 266950

Details

Other names SOCIAL CLUB FOR THE OVER 60'S

Status Registered

Legal form Other

Registered 1974-03-11

Register [View on the Charity Commission register](#)

Contact

Address Henley Social Club
Market Place
Henley-On-Thames
Oxfordshire
RG9 2AA

Phone 01491573192

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Activities

Objects: TO PROMOTE THE WELFARE OF THE AGED IN ANY MANNER WHICH NOW IS OR HEREAFTER MAY BE DEEMED BY LAW TO BE CHARITABLE WITHIN HENLEY-ON-THAMES AND DISTRICT.

Activities: The objects of the Henley-On-Thames Day Centre are to provide the welfare of the aged in any manner. To manage a day centre and the members be known as Henley 60 Plus Social Club.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science
- **Who:** Elderly/old People

Geography

- **Area of benefit:** HENLEY-ON-THAMES AND DISTRICT
- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£76,906	£79,751	-	-
2023-12-31	£78,140	£80,689	-	-
2022-12-31	£98,991	£114,865	-	-
2021-12-31	£53,976	£51,661	-	-
2020-12-31	£83,079	£52,708	-	-

Trustees

Name	Role	Appointed
MRS G M DODDS	Chair	
Cllr Ian Reissmann		2025-06-03
Kellie Louise Hinton		2023-09-11
Kenneth Arlett		2018-08-22
MR D FRYER		2011-09-04
Thomas Michael Buckley		2023-11-20

Linked charities

- A A DAVIS BEQUEST (266950-1)

Accounts

REGISTERED CHARITY NO: 266950

**Henley-on-Thames Day Centre
Management Committee**

Financial Statements

**for the year ended
31st December 2024**

**Henley-on-Thames Day Centre
Management Committee**

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Henley-on-Thames Day Centre Management Committee

Reference and Administrative Details

REGISTERED CHARITY NO: 266950

At the date of the report the management committee was:

Appointed by	Role	Name
The Town Council		The Mayor of Henley-on-Thames (Ex Officio) Councillor Ms K Hinton (appointed 13 th May 2024) Councillor Mr T Buckley
Local Community		Councillor Mr K Arlett (Vice-Chair) Mr D. Fryer
Co-opted	Chair	Councillor Mrs G M Dodds
	Secretary	Mrs E Hodgkin
	Acting Treasurer	Mrs S Bishop

PRINCIPAL ADDRESS: Market Place,
Henley-on-Thames, RG9 2AA

BANKERS: National Westminster Bank plc
Unit L11, The Oracle
Reading, RG1 2AG

INDEPENDENT EXAMINER: Neil Major FCCA
Bruton Charles
The Coach House
Greys Green Business Centre
Henley-on-Thames
Oxfordshire RG9 4QG

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2024

The Committee Members present their report and financial statements for the year ended 31 December 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published in October 2019.

Structure, Governance and Management

The Charity's Constitution was drawn up and approved by the Charity Commissioners in January 1974 and amended on the 30th September 1976, 17th October 1985 and 22nd August 2005.

The Management Committee consists of:

- The Mayor of Henley-on-Thames who is an ex-officio Committee Member
- Three members appointed by the Henley-on-Thames Town Council.
- Three members appointed to represent local community service organisations.
- Three representatives of the Members' Sub-Committee

The Management Committee shall appoint annually a Secretary and a Treasurer.

The Management Committee shall have powers to co-opt up to three members all with the power to vote, to serve to the next Annual Meeting. The Management Committee shall meet Quarterly and at any other time it is considered by the Chairman, or by a majority of its members, to be desirable. The quorum shall be five members.

The induction process for newly appointed members of the Management Committee comprises an initial meeting with the Chairman, followed by a meeting with the Treasurer on investments, powers and responsibilities of the Management Committee and the sub-committees. A pack is also provided which includes a brief history of the day Centre, copies of the previous 12 months Management Committee minutes, a copy of the previous year's annual report and accounts, a copy of the Constitution and a copy of the Charity Commission's guidance 'The Essential Trustee'.

Objectives and Activities

The objects of the Henley-on-Thames Day Centre are to promote the welfare of the aged in any manner which now is or hereafter may be deemed by law to be charitable within Henley-on-Thames and District. In furtherance of this, to manage a Day Centre whose members shall be known corporately as the Henley 60+ Social Club. Each year the trustees review our objectives and activities to ensure they continue to reflect our aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and in particular its supplementary public guidance on the prevention or relief of poverty for the public benefit so as to comply with their duty as set out in section 17(5) of the Charities Act 2011.

The Land and Building in Greys Road Car Park are provided rent free by the Henley-on-Thames Town Council under a lease dated the 1st April 2005. The Town Council is responsible for the general upkeep and maintenance of the building and the Management Committee is responsible for interior decoration and fittings. The lease from the Henley Town Council does not have a term of years defined but we are informed that it is the Council's intention to maintain this agreement, for the benefit of its senior residents, indefinitely.

The Club provides a comfortable, relaxing environment and social activities for the over 60's. The location in the centre of the town allows its members easy access to the hospital, surgeries and shopping. The Club is open Monday - Friday with some form of social activity most days.

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2024 (Continued)

The Club also lets out the premises to Bridge Clubs two nights a week, an English and Maths tuition organisation twice a week, and a local catering business for a few hours per week, to help boost funds.

Staff and Committee Members

Our job-share Managers at the end of the year were Mrs Jackie Handley and Mrs Rebecca Mee, both of whom provide a good service to members and are well assisted by our chef, Mr Craig Mee. Mr Philip Eggleton has continued to carry out both kitchen and cleaning duties with enthusiasm and efficiency. Mrs Sue Bishop retired as Treasurer in March and was replaced by Ms Teresa Edwards. Sadly, Ms Edwards passed away in October and Mrs Bishop returned as Acting Treasurer until a new Treasurer could be found. The Treasurer is a paid member of staff.

Our Chiroprapist, Mrs Alison Barton, continues to provide a well-used facility to members on alternate Mondays. Several members and volunteers help the staff in the day-to-day running of the Club and their help is very much appreciated.

The Management Committee is as reported last year. With regard to Town Council Members, Cllr K Hinton stood down as Mayor in May 2023, and was replaced by the newly elected Mayor, Cllr R Hunt. Cllr Hinton continued as a member of the Management Committee. Cllr Arlett continued in the position of Vice Chair. Cllr T Buckley continued to serve on the Committee. The Committee has continued to meet each quarter to discuss and control Club activities, finances and policy matters, and held its AGM in September.

Achievements and Performances in 2024

Membership numbers increased during the year, and lunches have proved popular, with approximately 3,400 lunches being served over the course of the year. The Craft Club continued on Tuesday mornings, a chair yoga class was introduced in Wednesday mornings and Members continue to enjoy their twice-weekly bingo sessions. A free celebration tea was provided, thanks to a donation from The Tony Lane Foundation, and once again we were able to provide a free Christmas Lunch early in December, thanks to another generous donation from Tomalin and Sons. The Tony Lane Foundation also provided funds towards a Christmas raffle and entertainment.

Rising food costs have provided a challenge. Despite these large increases we made a decision to keep the cost of our two-course lunch as low as possible, and have succeeded in keeping any price rises to Members to a minimum.

Members who require transport to access the Club facilities continue to use the local Henley Handybus service free of charge. .

Henley Town Council have continued to carry out maintenance projects on the building when necessary, and they continue to benefit from the surplus energy produced by the Clubhouse's solar panels.

Financial Review 2024

In 2024 the Club recorded a deficit regarding annual income compared to expenditure. The deficit was £2,845 (2023: deficit of £2,549). The rising cost utilities was the cause of the deficit. Otherwise, income and expenditure were well controlled. Grant income remained at forecast levels, and donations received during 2024 totalled £1,085 (2023: £5,786).

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2024 (Continued)

Future Plans

It is the intention of the Management Committee to continue to operate the Club in the future to provide a safe and varied social club for the 60+ age-group. The Club is open five days a week we will continue to offer the premises for hire to suitable community clubs or groups during the evenings and local businesses where appropriate. The Management Committee will ensure that it keeps abreast of all recommendations by the appropriate agencies concerning its charitable status and also Health and Safety measures.

Restricted Funds.

A.A. Davis Trust

The terms of the Trust stipulate that the Capital is held in trust by the Management Committee and the Income paid annually to the Management Committee for the benefit of the Members. The value of the Fund at 31st December 2024 was £347,211 (2023: £342,875). The Income from investments in the year ended 31st December 2024 was £10,459 (2023: £10,230). The fund's investments increased by £6,877 (2023: increase by £23,319) during the year.

Unrestricted/Designated Fund Transport Fund

In January 1992 when the Abbeyfield Society of Henley-on-Thames was being wound up, £21,000 was passed to the Management Committee. In making the grant the Abbeyfield Society noted the then proposed project to provide transport for the elderly in the area but did not restrict the freedom of the Management Committee to use the money or some of it on another project "since circumstances may change". From 1 April 2006 the costs of using the Handibus and other buses became free for individuals who are of retirement age and have a bus pass. The Management Committee therefore did not need to subsidise transport costs for Members as it had done in the past. At 31st December 2024 the fund was represented by Investments valued at £68,647 (2023: £67,130 and a further £7,212 (2023: £5,011) was held in a Deposit Account making a total value of £75,859 (2023: £72,143). The value of the fund's investments increased by £1,516 (2023: increase by £5,650) during the year.

Unrestricted Funds

General Bequest Fund

In June 2008 the Management Committee received £45,560 bequeathed under the terms of her will, from Elsie Haymes, a deceased member of the Centre. This sum was transferred to the General Bequest Fund and is in addition to the sum of £37,591 bequeathed by Miss G E Chillman in 2000. The value of the Fund at 31st December 2024 was £32,583 (2023: £30,995).

Unrestricted Funds

General Fund

This fund arises from donations and other incoming resources receivable, or generated for the objects of the Charity without a specified purpose and are therefore available to the Committee for general expenditure. The value as at 31st December 2024 was £20,312 (2023: £24,769).

The fund's investments increased by £319 (2023: increased by £1,186) during the year.

Unrestricted Funds

Members Sub-Committee Fund

This Fund results from surplus income over the last thirty years and is available to the Members' Sub-Committee to be spent for the benefit of the membership in general, subject to the budgetary control of the Management Committee. The value of the fund as at 31st December 2024 was £14,206 (2023: £13,524).

Investment Powers and Policy

The Investment Strategy is set by the Management Committee on recommendations by the Finance Sub-Committee. The Investment Policy of the Charity has been to endeavour to maintain the capital value and produce a reasonable income return by investing in a range of Charitable Common Investment Funds.

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2024 (Continued)

Reserves Policy

The Management Committee are of the opinion that the variability of income from all sources leads it to the wisdom of maintaining a reasonable amount to buffer that Income and cater for future emergent costs. The Reserves for the Unrestricted Funds as at 31st December 2024 were £142,962 (2023: £141,431). This figure represents two years ordinary running costs.

Risk Management

The Management Committee has examined the major strategic, business and operational risks which the Charity faces and confirms that a report is produced at all our committee meetings drawing attention to any matters which require attention. The major risks facing the Day Centre have been reviewed and systems and procedures have been established to manage these risks. This was reviewed in 2024.

Trustees responsibilities in relation to the financial statements

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations other than 2008 and the provisions of the trust deed. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.'

Approved by the Management Committee and signed on their behalf by:



.....
Mrs G M Dodds
Chairman

Date: 15th September 2025

**Henley-on-Thames Day Centre
Management Committee**

**Independent Examiners' Report to the Trustees of the
Henley-on-Thames Day Centre Management Committee**

I report to the trustees on my examination of the financial statements of Henley-on-Thames Day Centre Management Committee (the charity) for the year ended 31 December 2024, which are set out on pages 7 to 16.

Responsibilities and basis of report

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issue on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2007 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in the report in order to enable a proper understanding of the financial statements to be reached.

Examiner: Neil Major FCCA



Firm: Bruton Charles
Chartered Accountants
The Coach House
Greys Green Business Centre
Henley-on-Thames
Oxfordshire, RG9 4QG

Date: 15/9/25

**Henley-on-Thames Day Centre
Management Committee**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2024**

	<u>Note</u>	<u>Unrestricted Funds</u>	<u>Restricted Fund</u>	<u>Total Funds 2024</u>	<u>Total Funds 2023</u>
Incoming resources					
Voluntary income	2	18,429	-	18,429	22,956
Activities to further the charity's objectives	3	42,986	-	42,986	40,155
Investment income	4	5,032	10,459	15,491	15,029
Total incoming resources		<u>66,447</u>	<u>10,459</u>	<u>76,906</u>	<u>78,140</u>
Resources expended					
Charitable expenditure	5	27,349	-	27,349	35,267
Management & governance costs	6	52,402	-	52,402	45,422
Total resources expended		<u>79,751</u>	<u>-</u>	<u>79,751</u>	<u>80,689</u>
Net (outgoing)/incoming resources for the year		(13,304)	10,459	(2,845)	(2,549)
Transfer between funds	14	13,000	(13,000)	-	-
Net (outgoing)/incoming resources before other recognised (losses)/gains		<u>(304)</u>	<u>(2,541)</u>	<u>(2,845)</u>	<u>(2,549)</u>
Realised & unrealised gains/(losses)	8/14	1,835	6,877	8,712	30,155
Net movement in Funds		<u>1,531</u>	<u>4,336</u>	<u>5,867</u>	<u>27,606</u>
Total Funds at 1 January 2023		141,431	342,875	484,306	456,700
Total Funds at 31 December 2023	14	<u>142,962</u>	<u>347,211</u>	<u>490,173</u>	<u>484,306</u>

Henley-on-Thames Day Centre Management Committee

BALANCE SHEET

AS AT 31ST DECEMBER 2024

	Note	£	<u>2024</u> £	£	<u>2023</u> £
Fixed assets					
Investments	8		422,492		413,779
Current assets					
Debtors	10	510		1,773	
Short Term deposits	9	57,516		52,484	
Cash at bank and in hand		17,389		34,776	
			<u>75,415</u>	<u>89,033</u>	
Liabilities					
Creditors falling due within one year	11	(7,734)		(18,506)	
Net current assets			67,681	70,527	
Net assets	13		<u>490,173</u>	<u>484,306</u>	
The funds of the charity:					
Unrestricted funds					
General fund			34,520	38,293	
Designated funds			108,442	103,138	
Restricted fund			<u>347,211</u>	<u>342,875</u>	
Total charity funds	14		<u>490,173</u>	<u>484,306</u>	

The notes on pages 9 to 16 form part of these accounts

Approved by the Members of the Committee on 15 September 2025 and signed on their behalf by:



.....

Dated: 15th September 2025

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2024

1. Accounting Policies

a. Accounting Convention

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

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 pound.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

b. Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the Financial Statements.

Investment Income and Gains are allocated to the appropriate fund.

c. Incoming Resources

All incoming resources are included in the Statement of Financial Activities ('SoFA') when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

d. Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising activities) the incoming resources and related expenditure are reported gross in the SoFA.

**Henley-on-Thames Day Centre
Management Committee**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2024**

e. Grants and donations

Grants and donations are only included on the SoFA when the charity has unconditioned entitlement to the resources.

f. Investment Income

This is included in the accounts when receivable.

g. Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

h. 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 the resources.

i. Investments

Investments are stated at market value at the Balance Sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2024

	Unrestricted Fund £	Restricted Fund £	Total 2024 £	Total 2023 £
2. Voluntary Income				
Grants – Town Council	15,000	-	15,000	15,000
Donations (incl. Income tax recovered)	1,085	-	1,085	5,786
Members subscriptions	2,344	-	2,344	2,170
	18,429	-	18,429	22,956

	Unrestricted Fund £	Restricted Fund £	Total 2024 £	Total 2023 £
3. Activities to Further the Charity's Objectives				
Income				
Catering	30,689	-	30,689	27,207
Raffles & Sales	-	-	-	-
Bingo	142	-	142	182
Christmas/Tea Party	2,250	-	2,250	750
Miscellaneous Income	264	-	264	592
Room Hire	9,641	-	9,641	11,424
	42,986	-	42,986	40,155

	Unrestricted Fund £	Restricted Fund £	Total 2024 £	Total 2023 £
4. Investment Income				
Interest on investments	2,943	10,307	13,250	12,836
Interest on short-term deposits	2,089	152	2,241	2,193
	5,032	10,459	15,491	15,029

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2024

	<u>Unrestricted Fund</u> £	<u>Restricted Fund</u> £	<u>Total 2024</u> £	<u>Total 2023</u> £
5. Charitable Expenditure				
Cooks Wages (Note 7)	11,555	-	11,555	9,997
Consumables	11,634	-	11,634	10,757
Tours, Theatres & social events	114	-	114	643
Members' transport	589	-	589	11,266
Bingo	106	-	106	198
Christmas/tea party	1,586	-	1,586	207
Repairs, renewals & renovations	1,765	-	1,765	2,200
	27,349	-	27,349	35,268

	<u>Unrestricted Fund</u> £	<u>Restricted Fund</u> £	<u>Total 2024</u> £	<u>Total 2023</u> £
6. Management and Administration of the Charity				
Staff cost –Manager (note 7)	24,482	-	24,482	21,649
Payroll processing	420	-	420	420
Employer Pension Contributions (note 7)	505	-	505	380
General administration expenses	755	-	755	190
Treasurer costs (note 7)	3,101	-	3,101	2,719
Governance expenses (note 7)	-	-	-	-
Independent examiners fee	1,500	-	1,500	1,500
Utilities	10,768	-	10,768	8,994
Telephone	1,380	-	1,380	746
Insurance	672	-	672	657
Contact-less banking charges	396	-	396	245
Cleaners wages (note 7)	7,374	-	7,374	6,557
Cleaning materials	1,049	-	1,049	1,364
	52,402	-	52,402	45,421

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2024

7. Total Staff Costs	2024	2023
	£	£
Managers	24,482	21,649
Cooks/Kitchen staff	11,555	9,997
Cleaners	7,374	6,557
Treasurer	<u>3,101</u>	<u>2,719</u>
	46,512	40,922
Employers Pension Contribution	505	380
Employers National Insurance	-	-
	<u>47,017</u>	<u>41,302</u>

The average number of employees in the year was 5 (2022: 5). No employee received remuneration amounting to more than £60,000 in the year. No members of the Management Committee received any remuneration in the year, with the exception of Mrs S. Bishop, Treasurer for the period January – March and November - December 2024, who received £1,193, and Ms Teresa Edwards, Treasurer for the period April – October 2024, who received £1,908 (Total 2023: £2,719). No payments were made to Trustees (2022: Nil). As total payments were under £1,000 in the financial year no specific authority was required from the Charity Commission. No other members, except as above, received any expenses or payment in the year. The Henley Day Centre has taken out Trustees Indemnity Insurance. In March 2017 the Henley Day Centre auto-enrolled all eligible employees into the Government's NEST pension scheme. Three employees are currently contributing to the scheme.

8. Fixed Asset Investments	2024	2023
	£	£
Investments		
Market value as at 1 st January	413,779	383,625
Investment	-	-
Disposal	-	-
Net gain on revaluation (see note below)	8,713	30,154
	<u> </u>	<u> </u>
Market value as at 31 December 2023	422,492	413,779
	<u> </u>	<u> </u>
Historical cost as at 31 December 2023	<u>128,366</u>	<u>128,366</u>
UK Listed investments at market value are represented by:		
Investment trusts and funds	<u>422,492</u>	<u>413,779</u>

Investments have been shown in this year's accounts at carrying value (market value) in accordance with the current SORP. In the year the market value of investments increased by £8,713 (2023: increased by £30,154) due to market changes. All investment assets were held in the UK.

9. Short Term Deposits	2024	2023
	£	£
COIF Deposit Accounts	<u>57,516</u>	<u>52,484</u>

10. Debtors	2024	2023
	£	£
Prepayments	<u>510</u>	<u>1,773</u>

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2024

11. Creditors – amounts falling due within one year	2024 £	2023 £
Trade creditors	2,137	2,960
Taxation & Social Security	255	220
Accruals and deferred income	5,342	15,326
	7,734	18,506

12. Capital Commitments

There are no current capital commitments.

13. Purposes of Funds

a. Restricted Fund.

A.A. Davis Trust

This fund arose from a restricted donation from Mr A A Davis. The income from this fund can only be used for the benefit of the Members. The balance of the fund represents capital plus the increase or decrease of the fund. According to the terms of the Trust the capital must be maintained.

b. Unrestricted Funds

1. General Fund

This fund arises from incoming resources receivable or generated for the objects of the Charity without a specified purpose and are therefore available to the Committee for general expenditure.

2. Transport Fund Designated Funds

This fund arose from a grant from the Abbeyfield Society noting the then proposed project to provide transport for the elderly. When in April 2006 buses became free for individuals who are of retirement age the need to subsidise the local transport stopped. The Management agreed to preserve the fund for the time being in case the subsidy is removed.

3. General Bequest Fund

This fund arises from donations from members and deceased members. The fund is used to pay for major items of capital expenditure.

4. Members Sub-Committee Fund

This Fund is available to the Members' Sub-Committee to be spent for the benefit of the membership in general.

**Henley-on-Thames Day Centre
Management Committee**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2024**

13. Analysis of Net Assets between Funds

	<u>General Fund</u>	<u>Transport Fund</u>	<u>Unrestricted Designated General Bequest Fund</u>	<u>Members Sub Committee Fund</u>	<u>Total Unrestricted Fund</u>	<u>Restricted AA Davis Bequest Fund</u>	<u>Total 2024</u>	<u>Total 2023</u>
	£	£	£	£	£	£	£	£
Investments	14,414	68,647	-	-	83,061	339,431	422,492	413,779
Short Term Deposits	3,728	7,213	32,583	13,992	57,516	-	57,516	52,484
Debtors	510	-	-	-	510	-	510	1,773
Cash at Bank & in Hand	9,394	-	-	214	9,608	7,781	17,389	34,776
Creditors	(7,734)	-	-	-	(7,734)	-	(7,734)	(18,506)
Balance of Funds as at 31st December	<u>20,312</u>	<u>75,860</u>	<u>32,583</u>	<u>14,206</u>	<u>142,962</u>	<u>347,211</u>	<u>490,173</u>	<u>484,306</u>

The individual columns represent the position for each fund.

**Henley-on-Thames Day Centre
Management Committee**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2024**

14. Movement of Funds	At 1st January <u>2024</u>	Income	Transfers between Funds	Expenditure	Investment Gains	At 31st December <u>2024</u>
Unrestricted Funds						
General Fund	24,769	61,977	13,000	(79,751)	319	20,314
Transport Fund	72,143	2,200	-	-	1,516	75,859
General Bequest Fund	30,995	1,588	-	-	-	32,583
Members Sub-Committee Fund	13,524	682	-	-	-	14,206
Total Unrestricted Funds	141,431	66,447	13,000	(79,751)	1,835	142,962
Restricted Funds						
AA Davis Bequest Fund	342,875	10,459	(13,000)	-	6,877	347,211
Total Restricted Funds	342,875	10,459	(13,000)	-	6,877	347,211
Total Funds	484,306	76,906	-	(79,751)	8,712	490,173

Transfers between funds

There were transfers between funds of £13,000 (2023: £20,000) . The £13,000 from the AA David Bequest Fund was to support running costs.

Accounts

REGISTERED CHARITY NO: 266950

**Henley-on-Thames Day Centre
Management Committee**

Financial Statements

**for the year ended
31st December 2023**

**Henley-on-Thames Day Centre
Management Committee**

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**Henley-on-Thames Day Centre
Management Committee**

Reference and Administrative Details

REGISTERED CHARITY NO: 266950

At the date of the report the management committee was:

Appointed by	Role	Name
The Town Council		The Mayor of Henley-on-Thames (Ex Officio) Councillor Mr K Arlett (Vice-Chair) Councillor Mr T Buckley
Local Community		Mr D. Fryer Ms L Hillier
Co-opted	Chair Secretary Treasurer	Mrs G M Dodds Mrs E Hodgkin Mrs S Bishop

PRINCIPAL ADDRESS: Market Place,
Henley-on-Thames, RG9 2AA

BANKERS: National Westminster Bank plc
Unit L11, The Oracle
Reading, RG1 2AG

INDEPENDENT EXAMINER: Neil Major FCCA
Bruton Charles
The Coach House
Greys Green Business Centre
Henley-on-Thames
Oxfordshire RG9 4QG

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2023

The Committee Members present their report and financial statements for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published in October 2019.

Structure, Governance and Management

The Charity's Constitution was drawn up and approved by the Charity Commissioners in January 1974 and amended on the 30th September 1976, 17th October 1985 and 22nd August 2005.

The Management Committee consists of:

The Mayor of Henley-on-Thames who is an ex-officio Committee Member

Three members appointed by the Henley-on-Thames Town Council.

Three members appointed to represent local community service organisations.

Three representatives of the Members' Sub-Committee

The Management Committee shall appoint annually a Secretary and a Treasurer.

The Management Committee shall have powers to co-opt up to three members all with the power to vote, to serve to the next Annual Meeting. The Management Committee shall meet Quarterly and at any other time it is considered by the Chairman, or by a majority of its members, to be desirable. The quorum shall be five members.

The induction process for newly appointed members of the Management Committee comprises an initial meeting with the Chairman, followed by a meeting with the Treasurer on investments, powers and responsibilities of the Management Committee and the sub-committees. A pack is also provided which includes a brief history of the day Centre, copies of the previous 12 months Management Committee minutes, a copy of the previous year's annual report and accounts, a copy of the Constitution and a copy of the Charity Commission's guidance 'The Essential Trustee'.

Objectives and Activities

The objects of the Henley-on-Thames Day Centre are to promote the welfare of the aged in any manner which now is or hereafter may be deemed by law to be charitable within Henley-on-Thames and District. In furtherance of this, to manage a Day Centre whose members shall be known corporately as the Henley 60+ Social Club. Each year the trustees review our objectives and activities to ensure they continue to reflect our aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and in particular its supplementary public guidance on the prevention or relief of poverty for the public benefit so as to comply with their duty as set out in section 17(5) of the Charities Act 2011.

The Land and Building in Greys Road Car Park are provided rent free by the Henley-on-Thames Town Council under a lease dated the 1st April 2005. The Town Council is responsible for the general upkeep and maintenance of the building and the Management Committee is responsible for interior decoration and fittings. The lease from the Henley Town Council does not have a term of years defined but we are informed that it is the Council's intention to maintain this agreement, for the benefit of its senior residents, indefinitely.

The Club provides a comfortable, relaxing environment and social activities for the over 60's. The location in the centre of the town allows its members easy access to the hospital, surgeries and shopping. The Club is open Monday - Friday with some form of social activity most days.

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2023 (Continued)

The Club also lets out the premises to Bridge Clubs two nights a week, an English and Maths tuition organisation twice a week, and a local catering business for a few hours per week, to help boost funds.

Staff and Committee Members

2023 saw no staff changes. Our job-share Managers at the end of the year were Mrs Jackie Handley and Mrs Rebecca Mee, both of whom provide a good service to members and are well assisted by our chef, Mr. Craig Mee. Mr Philip Eggleton has continued to carry out both kitchen and cleaning duties with enthusiasm and efficiency. Mrs Sue Bishop continues as Treasurer and is a paid member of staff.

Our Chiroprapist, Mrs Alison Barton, continues to provide a well-used facility to members on alternate Mondays. Several members and volunteers help the staff in the day-to-day running of the Club and their help is very much appreciated.

The Management Committee is as reported last year. With regard to Town Council Members, Cllr M Thomas stood down as Mayor in May 2023, and was replaced by the newly elected Mayor, Cllr S. Miller, Cllr Miller stood down due to ill health in August and was replaced by Cllr K Hinton. Cllr Arlett continued in the position of Vice Chair. Cllr T Buckley joined the committee in November. The Committee has continued to meet each quarter to discuss and control Club activities, finances and policy matters, and held its AGM in September.

Achievements and Performances in 2023

Membership numbers increased during the year, and lunches have proved popular, with approximately 3,250 lunches being served over the course of the year. A Craft Club has been introduced on Tuesday mornings and Members continue to enjoy their twice-weekly bingo sessions. Once again we were able to provide a free Christmas Lunch early in December, thanks to another generous donation from Tomalin and Sons.

Rising food costs have provided a challenge. Despite these large increases we made a decision to keep the cost of our two-course lunch as low as possible, and have succeeded in keeping any price rises to Members to a minimum. Once again, we are grateful to the Tony Lane Foundation for providing financial support to help with our winter fuel bills.

Members who require transport to access the Club facilities use the local Henley Handybus service free of charge. However, due to mechanical problems, the bus was not available for short periods during the year and the Club had to bring in taxis. A new vehicle is being purchased by Henley Handybus, and at our September meeting the Committee approved a donation of £10,000 from the Transport Fund towards the cost of the new bus.

Henley Town Council have continued to carry out maintenance projects on the building when necessary, and they continue to benefit from the surplus energy produced by the Clubhouse's solar panels.

Financial Review 2023

In 2023 the Club recorded a deficit regarding annual income compared to expenditure. The deficit was £2,549 (2022: deficit of £15,874). The cost of Members' transport was the cause of the deficit. Otherwise, income and expenditure were well controlled. Grant income remained at forecast levels, and donations received during 2023 totalled £5,786.

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2023 (Continued)

Future Plans

It is the intention of the Management Committee to continue to operate the Club in the future to provide a safe and varied social club for the 60+ age-group. The Club is open five days a week we will continue to offer the premises for hire to suitable community clubs or groups during the evenings and local businesses where appropriate. The Management Committee will ensure that it keeps abreast of all recommendations by the appropriate agencies concerning its charitable status and also Health and Safety measures.

Restricted Funds.

A.A. Davis Trust

The terms of the Trust stipulate that the Capital is held in trust by the Management Committee and the Income paid annually to the Management Committee for the benefit of the Members. The value of the Fund at 31st December 2023 was £342,875 (2022: £319,326). The Income from investments in the year ended 31st December 2023 was £10,230 (2022: £9,901). The fund's investments increased by £23,319 (2022: decrease by £32,872) during the year.

Unrestricted/Designated Fund Transport Fund

In January 1992 when the Abbeyfield Society of Henley-on-Thames was being wound up, £21,000 was passed to the Management Committee. In making the grant the Abbeyfield Society noted the then proposed project to provide transport for the elderly in the area but did not restrict the freedom of the Management Committee to use the money or some of it on another project "since circumstances may change". From 1 April 2006 the costs of using the Handibus and other buses became free for individuals who are of retirement age and have a bus pass. The Management Committee therefore did not need to subsidise transport costs for Members as it had done in the past. At 31st December 2023 the fund was represented by Investments valued at £67,130 (2022: £61,481 and a further £5,011 (2022: £12,584) was held in a Deposit Account making a total value of £72,143 (2022: £74,065). The value of the fund's investments increased by £5,650 (2022: decrease by £8,090) during the year.

Unrestricted Funds

General Bequest Fund

In June 2008 the Management Committee received £45,560 bequeathed under the terms of her will, from Elsie Haymes, a deceased member of the Centre. This sum was transferred to the General Bequest Fund and is in addition to the sum of £37,591 bequeathed by Miss G E Chillman in 2000. The value of the Fund at 31st December 2023 was £30,995 (2022: £29,694).

Unrestricted Funds

General Fund

This fund arises from donations and other incoming resources receivable, or generated for the objects of the Charity without a specified purpose and are therefore available to the Committee for general expenditure. The value as at 31st December 2023 was £24,769 (2022: £20,500).

The fund's investments increased by £1,186 (2022: decreased by £1,698) during the year.

Unrestricted Funds

Members Sub-Committee Fund

This Fund results from surplus income over the last thirty years and is available to the Members' Sub-Committee to be spent for the benefit of the membership in general, subject to the budgetary control of the Management Committee. The value of the fund as at 31st December 2023 was £13,524 (2022: £13,115).

Investment Powers and Policy

The Investment Strategy is set by the Management Committee on recommendations by the Finance Sub-Committee. The Investment Policy of the Charity has been to endeavour to maintain the capital value and produce a reasonable income return by investing in a range of Charitable Common Investment Funds.

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2023 (Continued)

Reserves Policy

The Management Committee are of the opinion that the variability of income from all sources leads it to the wisdom of maintaining a reasonable amount to buffer that income and cater for future emergent costs. The Reserves for the Unrestricted Funds as at 31st December 2023 were £141,431 (2022: £137,374). This figure represents two years ordinary running costs.

Risk Management

The Management Committee has examined the major strategic, business and operational risks which the Charity faces and confirms that a report is produced at all our committee meetings drawing attention to any matters which require attention. The major risks facing the Day Centre have been reviewed and systems and procedures have been established to manage these risks. This was reviewed in 2023.

Trustees responsibilities in relation to the financial statements

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations other than 2008 and the provisions of the trust deed. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities."

Approved by the Management Committee and signed on their behalf by:



Mrs G M Dodds
Chairman

Date:

16 Sept 2024

**Henley-on-Thames Day Centre
Management Committee**

**Independent Examiners' Report to the Trustees of the
Henley-on-Thames Day Centre Management Committee**

I report to the trustees on my examination of the financial statements of Henley-on-Thames Day Centre Management Committee (the charity) for the year ended 31 December 2023, which are set out on pages 7 to 16.

Responsibilities and basis of report

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issue on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2007 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in the report in order to enable a proper understanding of the financial statements to be reached.

Examiner: Neil Major FCCA



Firm: Bruton Charles
Chartered Accountants
The Coach House
Greys Green Business Centre
Henley-on-Thames
Oxfordshire, RG9 4QG

Date: 16/1/24

**Henley-on-Thames Day Centre
Management Committee**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2023**

	<u>Note</u>	<u>Unrestricted Funds</u>	<u>Restricted Fund</u>	<u>Total Funds 2023</u>	<u>Total Funds 2022</u>
Incoming resources					
Voluntary income	2	22,956	-	22,956	60,694
Activities to further the charity's objectives	3	40,155	-	40,155	25,626
Investment income	4	4,799	10,230	15,029	12,671
Total incoming resources		67,910	10,230	78,140	98,991
Resources expended					
Charitable expenditure	5	35,267	-	35,267	73,731
Management & governance costs	6	45,422	-	45,422	41,134
Total resources expended		80,689	-	80,689	114,865
Net (outgoing)/incoming resources for the year		(12,779)	10,230	(2,549)	(15,874)
Transfer between funds	14	10,000	(10,000)	-	-
Net (outgoing)/incoming resources before other recognised (losses)/gains		(2,779)	230	(2,549)	(15,874)
Realised & unrealised gains/(losses)	8/14	6,836	23,319	30,155	(42,660)
Net movement in Funds		4,057	23,549	27,606	(58,534)
Total Funds at 1 January 2023		137,374	319,326	456,700	515,234
Total Funds at 31 December 2023	14	141,431	342,875	484,306	456,700

**Henley-on-Thames Day Centre
Management Committee**

BALANCE SHEET

AS AT 31ST DECEMBER 2023

	Note	£	<u>2023</u> £	£	<u>2022</u> £
Fixed assets					
Investments	8		413,779		383,625
Current assets					
Debtors	10	1,773		591	
Short Term deposits	9	52,484		57,685	
Cash at bank and in hand		34,776		23,950	
			<u>89,033</u>		<u>82,226</u>
Liabilities					
Creditors falling due within one year	11	(18,506)		(9,151)	
Net current assets			<u>70,527</u>		<u>73,075</u>
Net assets	13		<u>484,306</u>		<u>456,700</u>
The funds of the charity:					
Unrestricted funds					
General fund			38,293		33,615
Designated funds			103,138		103,759
Restricted fund			<u>342,875</u>		<u>319,326</u>
Total charity funds	14		<u>484,306</u>		<u>456,700</u>

The notes on pages 9 to 16 form part of these accounts

Approved by the Members of the Committee on 16 September 2024 and signed on their behalf by:

..... *Cynthia A. Dotsch*

Dated: 16/9/24

**Henley-on-Thames Day Centre
Management Committee**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2023**

1. Accounting Policies

a. Accounting Convention

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

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 pound.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

b. Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the Financial Statements.

Investment Income and Gains are allocated to the appropriate fund.

c. Incoming Resources

All incoming resources are included in the Statement of Financial Activities ('SoFA') when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

d. Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising activities) the incoming resources and related expenditure are reported gross in the SoFA.

**Henley-on-Thames Day Centre
Management Committee**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2023**

e. Grants and donations

Grants and donations are only included on the SoFA when the charity has unconditioned entitlement to the resources.

f. Investment income

This is included in the accounts when receivable.

g. Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

h. 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 the resources.

i. Investments

Investments are stated at market value at the Balance Sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023

	Unrestricted Fund £	Restricted Fund £	Total 2023 £	Total 2022 £
2. Voluntary Income				
Grants – Town Council	15,000	-	15,000	15,000
Donations (incl. Income tax recovered)	5,786	-	5,786	44,254
Members subscriptions	2,170	-	2,170	1,440
	22,956	-	22,956	60,694
	Unrestricted Fund £	Restricted Fund £	Total 2023 £	Total 2022 £
3. Activities to Further the Charity's Objectives				
Income				
Catering	27,207	-	27,207	18,446
Raffles & Sales	-	-	-	395
Bingo	182	-	182	40
Christmas Party	750	-	750	600
Miscellaneous Income	592	-	592	40
Room Hire	11,424	-	11,424	6,105
	40,155	-	40,155	25,626
	Unrestricted Fund £	Restricted Fund £	Total 2023 £	Total 2022 £
4. Investment Income				
Interest on investments	2,789	10,047	12,836	12,671
Interest on short-term deposits	2,010	183	2,193	-
	4,799	10,230	15,029	12,671

**Henley-on-Thames Day Centre
Management Committee**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2023**

	<u>Unrestricted Fund</u> £	<u>Restricted Fund</u> £	<u>Total 2023</u> £	<u>Total 2022</u> £
5. Charitable Expenditure				
Cooks Wages (Note 7)	9,997	-	9,997	9,791
Consumables	10,757	-	10,757	8,261
Tours, Theatres & social events	643	-	643	395
Members' transport	11,266	-	11,266	-
Bingo	198	-	198	97
Christmas party	207	-	207	171
Repairs, renewals & renovations	2,200	-	2,200	55,016
	<u>35,268</u>	<u>-</u>	<u>35,268</u>	<u>73,731</u>

	<u>Unrestricted Fund</u> £	<u>Restricted Fund</u> £	<u>Total 2023</u> £	<u>Total 2022</u> £
6. Management and Administration of the Charity				
Staff cost –Manager (note 7)	21,649	-	21,649	19,851
Payroll processing	420	-	420	420
Employer Pension Contributions (note 7)	380	-	380	322
General administration expenses	190	-	190	1,129
Treasurer costs (note 7)	2,719	-	2,719	2,484
Governance expenses (note 7)	-	-	-	-
Independent examiners fee	1,500	-	1,500	1,500
Utilities	8,994	-	8,994	6,802
Telephone	746	-	746	614
Insurance	657	-	657	653
Contact-less banking charges	245	-	245	46
Cleaners wages (note 7)	6,557	-	6,557	5,659
Cleaning materials	1,364	-	1,364	1,654
	<u>45,421</u>	<u>-</u>	<u>45,421</u>	<u>41,134</u>

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023

7. Total Staff Costs	2023 £	2022 £
Managers	21,649	19,851
Cooks/Kitchen staff	9,997	9,791
Cleaners	6,557	5,659
Treasurer	<u>2,719</u>	<u>2,484</u>
	40,922	37,785
Employers Pension Contribution	380	322
Employers National Insurance	-	-
	<u>41,302</u>	<u>38,107</u>

The average number of employees in the year was 5 (2022: 5). No employee received remuneration amounting to more than £60,000 in the year. No members of the Management Committee received any remuneration in the year, with the exception of Mrs S. Bishop, Treasurer for the period January – December 2023 who received £2,719 (2022: £2,484). No payments were made to Trustees (2022: Nil). As total payments were under £1,000 in the financial year no specific authority was required from the Charity Commission. No other members, except as above, received any expenses or payment in the year. The Henley Day Centre has taken out Trustees Indemnity Insurance. In March 2017 the Henley Day Centre auto-enrolled all eligible employees into the Government's NEST pension scheme. Three employees are currently contributing to the scheme.

8. Fixed Asset Investments	2023 £	2022 £
Investments		
Market value as at 1 st January	383,625	426,285
Investment	-	-
Disposal	-	-
Net gain/loss on revaluation (see note below)	30,154	(42,660)
	<u>413,779</u>	<u>383,625</u>
Market value as at 31 December 2023	413,779	383,625
	<u>128,366</u>	<u>128,366</u>
Historical cost as at 31 December 2023	128,366	128,366
UK Listed investments at market value are represented by:		
Investment trusts and funds	<u>413,779</u>	<u>383,625</u>

Investments have been shown in this year's accounts at carrying value (market value) in accordance with the current SORP. In the year the market value of investments increased by £30,154 (2022: decreased by £42,660) due to market changes. All investment assets were held in the UK.

9. Short Term Deposits	2023 £	2022 £
COIF Deposit Accounts	<u>52,484</u>	<u>57,685</u>
	52,484	57,685
10. Debtors	2023 £	2022 £
Prepayments	<u>1,773</u>	<u>591</u>
	1,773	591

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023

11. Creditors – amounts falling due within one year	2023	2022
	£	£
Trade creditors	2,960	3,026
Taxation & Social Security	220	40
Accruals	15,326	6,085
	18,506	9,151

12. Capital Commitments

There are no current capital commitments.

13. Purposes of Funds

a. Restricted Fund.

A.A. Davis Trust

This fund arose from a restricted donation from Mr A A Davis. The income from this fund can only be used for the benefit of the Members. The balance of the fund represents capital plus the increase or decrease of the fund. According to the terms of the Trust the capital must be maintained.

b. Unrestricted Funds

1. General Fund

This fund arises from incoming resources receivable or generated for the objects of the Charity without a specified purpose and are therefore available to the Committee for general expenditure.

2. Transport Fund Designated Funds

This fund arose from a grant from the Abbeyfield Society noting the then proposed project to provide transport for the elderly. When in April 2006 buses became free for individuals who are of retirement age the need to subsidise the local transport stopped. The Management agreed to preserve the fund for the time being in case the subsidy is removed.

3. General Bequest Fund

This fund arises from donations from members and deceased members. The fund is used to pay for major items of capital expenditure.

4. Members Sub-Committee Fund

This Fund is available to the Members' Sub-Committee to be spent for the benefit of the membership in general.

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023

13. Analysis of Net Assets between Funds

	General Fund	Transport Fund	Unrestricted Designated General Bequest Fund	Members Sub Committee Fund	Unrestricted Total Fund	Restricted AA Davis Bequest Fund	Total 2023	Total 2022
	£	£	£	£	£	£	£	£
Investments	14,095	67,131	-	-	81,226	332,554	413,779	383,625
Short Term Deposits	3,167	5,012	30,995	13,310	52,484	-	52,484	57,985
Debtors	1,773	-	-	-	1,773	-	1,773	591
Cash at Bank & In Hand	24,240	-	-	214	24,454	10,321	34,776	23,950
Creditors	(18,506)	-	-	-	(18,506)	-	(18,506)	(9,151)
Balance of Funds as at 31st December	24,769	72,143	30,995	13,524	141,431	342,875	484,305	456,700

The individual columns represent the position for each fund.

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023

14. Movement of Funds	At 1st January 2023	Income	Transfers between Funds	Expenditure	Investment Gains	At 31st December 2023
Unrestricted Funds						
General Fund	20,500	63,622	20,000	(80,539)	1,186	24,769
Transport Fund	74,065	2,428	(10,000)	-	5,650	72,143
General Bequest Fund	29,694	1,301	-	-	-	30,995
Members Sub-Committee Fund	13,115	559	-	(150)	-	13,524
Total Unrestricted Funds	137,374	67,910	10,000	(80,689)	6,836	141,431
Restricted Funds						
AA Davis Bequest Fund	319,326	10,230	(10,000)	-	23,319	342,875
Total Restricted Funds	319,326	10,230	(10,000)	-	23,319	342,875
Total Funds	456,700	78,140	-	(80,689)	30,155	484,306

Transfers between funds

There were two transfers between funds - £20,000 (2022: £17,500) A transfer of £10,000 from the Transport Fund was made in order to fund the donation to Henley and District Handbuss Scheme of £10,000. The £10,000 from the AA Davis Bequest Fund was to support running costs.

Accounts

REGISTERED CHARITY NO: 266950

**Henley-on-Thames Day Centre
Management Committee**

Financial Statements

**for the year ended
31st December 2022**

**Henley-on-Thames Day Centre
Management Committee**

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Henley-on-Thames Day Centre Management Committee

Reference and Administrative Details

REGISTERED CHARITY NO: 266950

At the date of the report the management committee was:

Appointed by	Role	Name
The Town Council		The Mayor of Henley-on-Thames (Ex Officio) Councillor Mr K Arlett (Vice-Chair) Councillor Ms L Hillier Councillor Mr D Eggleton
Local Community		Mr D. Fryer
Co-opted	Chair Secretary Treasurer	Mrs G M Dodds Mrs E Hodgkin Mrs S Bishop

PRINCIPAL ADDRESS: Market Place,
Henley-on-Thames, RG9 2AA

BANKERS: National Westminster Bank plc
Henley-on-Thames
Oxfordshire RG9 2QG

INDEPENDENT EXAMINER: J C R Lawrence-Archer FCA
Bruton Charles
The Coach House
Greys Green Business Centre
Henley-on-Thames
Oxfordshire RG9 4QG

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2022

The Committee Members present their report and financial statements for the year ended 31 December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published in October 2019.

Structure, Governance and Management

The Charity's Constitution was drawn up and approved by the Charity Commissioners in January 1974 and amended on the 30th September 1976, 17th October 1985 and 22nd August 2005.

The Management Committee consists of:

- The Mayor of Henley-on-Thames who is an ex-officio Committee Member
- Three members appointed by the Henley-on-Thames Town Council.
- Three members appointed to represent local community service organisations.
- Three representatives of the Members' Sub-Committee

The Management Committee shall appoint annually a Secretary and a Treasurer.

The Management Committee shall have powers to co-opt up to three members all with the power to vote, to serve to the next Annual Meeting. The Management Committee shall meet Quarterly and at any other time it is considered by the Chairman, or by a majority of its members, to be desirable. The quorum shall be five members.

The induction process for newly appointed members of the Management Committee comprises an initial meeting with the Chairman, followed by a meeting with the Treasurer on investments, powers and responsibilities of the Management Committee and the sub-committees. A pack is also provided which includes a brief history of the day Centre, copies of the previous 12 months Management Committee minutes, a copy of the previous year's annual report and accounts, a copy of the Constitution and a copy of the Charity Commission's guidance 'The Essential Trustee'.

Objectives and Activities

The objects of the Henley-on-Thames Day Centre are to promote the welfare of the aged in any manner which now is or hereafter may be deemed by law to be charitable within Henley-on-Thames and District. In furtherance of this, to manage a Day Centre whose members shall be known corporately as the Henley 60+ Social Club. Each year the trustees review our objectives and activities to ensure they continue to reflect our aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and in particular its supplementary public guidance on the prevention or relief of poverty for the public benefit so as to comply with their duty as set out in section 17(5) of the Charities Act 2011.

The Land and Building in Greys Road Car Park are provided rent free by the Henley-on-Thames Town Council under a lease dated the 1st April 2005. The Town Council is responsible for the general upkeep and maintenance of the building and the Management Committee is responsible for interior decoration and fittings. The lease from the Henley Town Council does not have a term of years defined but we are informed that it is the Council's intention to maintain this agreement, for the benefit of its senior residents, indefinitely.

The Club provides a comfortable, relaxing environment and social activities for the over 60's. The location in the centre of the town allows its members easy access to the hospital, surgeries and shopping. The Club is open Monday - Friday with some form of social activity most days.

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2022 (Continued)

The Club also lets out the premises to Bridge Clubs two nights a week and a local catering business for a few hours per week, to help boost funds.

Staff and Committee Members

2022 saw only one staff change. Our job-share Managers at the end of the year were Mrs Jackie Handley and Mrs Rebecca Mee, both of whom provide a good service to members and are well assisted by our chef, Mr. Craig Mee. Mr Philip Eggleton has continued to carry out both kitchen and cleaning duties with enthusiasm and efficiency. Mrs Sue Bishop continues as Treasurer and is a paid member of staff.

Our Chiropodist, Mrs Alison Barton, continues to provide a well-used facility to members on alternate Mondays. Hairdressing services have been discontinued due to lack of support. Several members and volunteers help the staff in the day-to-day running of the Club and their help is very much appreciated.

The Management Committee is as reported last year. With regard to Town Council Members, Cllr S Miller stood down as Mayor in May 2022, and was replaced by the new Mayor, Cllr M. Thomas. Cllr Arlett continued in the position of Vice Chair. Cllr D Eggleton and Cllr L. Hillier also continued to serve the committee. The Committee has continued to meet each quarter to discuss and control Club activities, finances and policy matters, and held its AGM in September.

Achievements and Performances in 2022

The most significant achievement during the year was the complete refurbishment of the kitchen facilities at a cost of £55,016. This necessitated closure of the Club during the months of February and March, but the project was delivered on time and the Club re-opened in April. The cost of the refurbishment was funded entirely from donations from local individuals, companies and Trusts, the most significant donations being received from the late Mr Ted Dorey, the Tony Lane Foundation, the Henley Municipal Charity, Invesco and the Shanley Foundation. We are very grateful for all donations received during the year.

Following a two-year period when the Club was unable to operate fully due to COVID lockdown regulations, the new kitchen facilities have given the Club the boost it needed, and Membership numbers gradually started to rise during the year, and we are looking forward to increasing Membership numbers significantly in 2023 now that Members' confidence has been restored. We were able to provide a Christmas Lunch early in December, thanks to a generous donation from Tomalin and Sons.

Rising utility and food costs are providing our latest challenge. Once again, we are grateful to the Tony Lane Foundation for providing financial support to help with our winter fuel bills. Although food costs have risen significantly, and continue to do so, we have made a decision to keep the cost of our two-course lunch as low as possible, and have succeeded in keeping any price rises to Members to a minimum.

Henley Town Council have continued to carry out maintenance projects on the building when necessary, and they continue to benefit from the surplus energy produced by the Clubhouse's solar panels.

Financial Review 2022

In 2022 the Club recorded a deficit regarding annual income compared to expenditure. The deficit was £15,874 (2021: surplus of £2,315). However, this was a planned deficit, the main cause of this deficit being the use of cash donations received in 2021 to support the kitchen refurbishment project. Income and expenditure was well controlled. The closure period for building refurbishment works led to a reduction in lunch income, but this was offset by a reduction in utility and consumable costs, and small savings in staffing costs due to a staff vacancy during that period. Grant income remained at forecast levels, and donations received during 2022 totalled £44,254.

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2022 (Continued)

Future Plans

It is the intention of the Management Committee to continue to operate the Club in the future to provide a safe and varied social club for the 60+ age-group. The Club is now open again five days a week we will continue to offer the premises for hire to suitable community clubs or groups during the evenings and local businesses where appropriate. The Management Committee will ensure that it keeps abreast of all recommendations by the appropriate agencies concerning its charitable status and also Health and Safety measures.

Restricted Funds.

A.A. Davis Trust

The terms of the Trust stipulate that the Capital is held in trust by the Management Committee and the Income paid annually to the Members Sub-Committee for the benefit of the Members. The value of the Fund at 31st December 2022 was £319,326 (2021: £359,797). The Income from investments in the year ended 31st December 2022 was £9,901 (2021: £9,314). The fund's investments decreased by £32,872 (2021: increase by £34,879) during the year.

Unrestricted/Designated Fund Transport Fund

In January 1992 when the Abbeyfield Society of Henley-on-Thames was being wound up, £21,000 was passed to the Management Committee. In making the grant the Abbeyfield Society noted the then proposed project to provide transport for the elderly in the area but did not restrict the freedom of the Management Committee to use the money or some of it on another project "since circumstances may change". From 1 April 2006 the costs of using the Handibus and other buses became free for individuals who are of retirement age and have a bus pass. The Management Committee therefore did not need to subsidise transport costs for Members as it had done in the past. At 31st December 2022 the fund was represented by Investments valued at £61,481 (2021: £69,571) and a further £12,584 (2021: £10,634) was held in a Deposit Account making a total value of £74,065 (2020: £80,205). The value of the fund's investments decreased by £8,090 (2021: increase by £8,643) during the year.

Unrestricted Funds

General Bequest Fund

In June 2008 the Management Committee received £45,560 bequeathed under the terms of her will, from Elsie Haymes, a deceased member of the Centre. This sum was transferred to the General Bequest Fund and is in addition to the sum of £37,591 bequeathed by Miss G E Chillman in 2000. The value of the Fund at 31st December 2022 was £29,694 (2021: £29,407).

Unrestricted Funds

General Fund

This fund arises from donations and other incoming resources receivable, or generated for the objects of the Charity without a specified purpose and are therefore available to the Committee for general expenditure. The value as at 31st December 2022 was £20,500 (2021: £32,833).

The fund's investments decreased by £1,698 (2021: increased by £1,814) during the year.

Unrestricted Funds

Members Sub-Committee Fund

This Fund results from surplus income over the last thirty years and is available to the Members' Sub-Committee to be spent for the benefit of the membership in general, subject to the budgetary control of the Management Committee. The value of the fund as at 31st December 2022 was £13,115 (2021: £12,992).

Investment Powers and Policy

The Investment Strategy is set by the Management Committee on recommendations by the Finance Sub-Committee. The Investment Policy of the Charity has been to endeavour to maintain the capital value and produce a reasonable income return by investing in a range of Charitable Common Investment Funds.

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2022 (Continued)

Reserves Policy

The Management Committee are of the opinion that the variability of income from all sources leads it to the wisdom of maintaining a reasonable amount to buffer that income and cater for future emergent costs. The Reserves for the Unrestricted Funds as at 31st December 2022 were £137,374 (2021: £155,437). This figure represents two years ordinary running costs.

Risk Management

The Management Committee has examined the major strategic, business and operational risks which the Charity faces and confirms that a report is produced at all our committee meetings drawing attention to any matters which require attention. The major risks facing the Day Centre have been reviewed and systems and procedures have been established to manage these risks. This was reviewed in 2022.

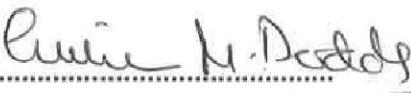
Trustees responsibilities in relation to the financial statements

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations other than 2008 and the provisions of the trust deed. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.'

Approved by the Management Committee and signed on their behalf by:


.....

Mrs G M Dodds
Chairman

Date: 11 September 2023

**Henley-on-Thames Day Centre
Management Committee**

**Independent Examiners' Report to the Trustees of the
Henley-on-Thames Day Centre Management Committee**

I report to the trustees on my examination of the financial statements of Henley-on-Thames Day Centre Management Committee (the charity) for the year ended 31 December 2022, which are set out on pages 7 to 16.

Responsibilities and basis of report

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issue on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

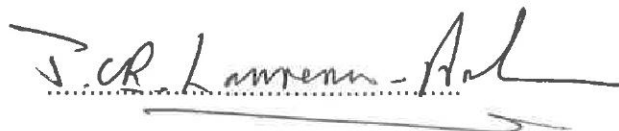
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2007 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in the report in order to enable a proper understanding of the financial statements to be reached.

Examiner: J C R Lawrence-Archer ICAEW



Firm: Bruton Charles
Chartered Accountants
The Coach House
Greys Green Business Centre
Henley-on-Thames
Oxfordshire, RG9 4QG

Date: 11/9/2023

**Henley-on-Thames Day Centre
Management Committee**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2022**

	<u>Note</u>	<u>Unrestricted Funds</u>	<u>Restricted Fund</u>	<u>Total Funds 2022</u>	<u>Total Funds 2021</u>
Incoming resources					
Voluntary income	2	60,694	-	60,694	27,970
Activities to further the charity's objectives	3	25,626	-	25,626	14,521
Investment income	4	2,770	9,901	12,671	11,485
Total Incoming resources		89,090	9,901	98,991	53,976
Resources expended					
Charitable expenditure	5	73,731	-	73,731	15,168
Management & governance costs	6	41,134	-	41,134	36,493
Total resources expended		114,865	-	114,865	51,661
Net (outgoing)/Incoming resources for the year		(25,775)	9,901	(15,874)	2,315
Transfer between funds	14	17,500	(17,500)	-	-
Net (outgoing)/Incoming resources before other recognised losses		(8,275)	(7,599)	(15,874)	2,315
Realised & unrealised (losses)/gains	8/14	(9,788)	(32,872)	(42,660)	45,336
Net movement in Funds		(18,063)	(40,471)	(58,534)	47,651
Total Funds at 1 January 2022		155,437	359,797	515,234	467,583
Total Funds at 31 December 2022	14	137,374	319,326	456,700	515,234

Henley-on-Thames Day Centre Management Committee

BALANCE SHEET

AS AT 31ST DECEMBER 2022

	Note	£	<u>2022</u> £	£	<u>2021</u> £
Fixed assets					
Investments	8		383,625		426,285
Current assets					
Debtors	10	591		1,097	
Short Term deposits	9	57,685		54,916	
Cash at bank and in hand		23,950		39,838	
			<u>82,226</u>	<u>95,851</u>	
Liabilities					
Creditors falling due within one year	11	(9,151)		(6,903)	
Net current assets			73,075		88,949
Net assets	13		<u>456,700</u>		<u>515,234</u>
The funds of the charity:					
Unrestricted funds					
General fund			33,615		45,825
Designated funds			103,759		109,612
Restricted fund			<u>319,326</u>		<u>359,797</u>
Total charity funds	14		<u>456,700</u>		<u>515,234</u>

The notes on pages 9 to 16 form part of these accounts

Approved by the Members of the Committee on 11 September 2023 and signed on their behalf by:

..... *Quinn H. Addis*

Dated: *11 September 2023*

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2022s

1. Accounting Policies

a. Accounting Convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 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 2016). The charity is a Public Benefit Entity as defined by FRS102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended practice for charities applying FRS102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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 pound.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

b. Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the Financial Statements.

Investment Income and Gains are allocated to the appropriate fund.

c. Incoming Resources

All incoming resources are included in the Statement of Financial Activities ('SoFA') when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

d. Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising activities) the incoming resources and related expenditure are reported gross in the SoFA.

**Henley-on-Thames Day Centre
Management Committee**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2022**

e. Grants and donations

Grants and donations are only included on the SoFA when the charity has unconditioned entitlement to the resources.

f. Investment Income

This is included in the accounts when receivable.

g. Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

h. 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 the resources.

i. Investments

Investments are stated at market value at the Balance Sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2022

	Unrestricted Fund £	Restricted Fund £	Total 2022 £	Total 2021 £
2. Voluntary Income				
Grants – Town Council	15,000	-	15,000	13,750
Grants – Government Furlough Scheme	-	-	-	10,750
Donations (incl. Income tax recovered)	44,254	-	44,254	3,340
Members subscriptions	1,440	-	1,440	165
	60,694	-	60,694	27,970
	Unrestricted Fund £	Restricted Fund £	Total 2022 £	Total 2021 £
3. Activities to Further the Charity's Objectives				
Income				
Catering	18,446	-	18,446	9,176
Tours, Theatres & Social Activities	-	-	-	120
Raffles & Sales	395	-	395	-
Bingo	40	-	40	-
Christmas Party	600	-	600	500
Miscellaneous Income	40	-	40	-
Room Hire	6,105	-	6,105	4,725
	25,626	-	25,626	14,521
	Unrestricted Fund £	Restricted Fund £	Total 2022 £	Total 2021 £
4. Investment Income				
Interest on investments	2,770	9,901	12,671	11,484
Interest on short-term deposits	-	-	-	1
	2,770	9,901	12,671	11,485

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2022

	<u>Unrestricted</u> <u>Fund</u> £	<u>Restricted</u> <u>Fund</u> £	<u>Total</u> <u>2022</u> £	<u>Total</u> <u>2021</u> £
5. Charitable Expenditure				
Cooks Wages (Note 7)	9,791	-	9,791	8,157
Consumables	8,261	-	8,261	5,440
Tours, Theatres & social events	395	-	395	537
Hairdressing	-	-	-	211
Bingo	97	-	97	-
Christmas party	171	-	171	157
Repairs, renewals & renovations	55,016	-	55,016	666
	<u>73,731</u>	<u>-</u>	<u>73,731</u>	<u>15,168</u>

	<u>Unrestricted</u> <u>Fund</u> £	<u>Restricted</u> <u>Fund</u> £	<u>Total</u> <u>2022</u> £	<u>Total</u> <u>2021</u> £
6. Management and Administration of the Charity				
Staff cost –Manager (note 7)	19,851	-	19,851	20,225
Payroll processing	420	-	420	420
Employer Pension Contributions (note 7)	322	-	322	225
General administration expenses	1,129	-	1,129	1,181
Treasurer costs (note 7)	2,484	-	2,484	2,342
Governance expenses (note 7)	-	-	-	-
Independent examiners fee	1,500	-	1,500	1,500
Utilities	6,802	-	6,802	2,319
Telephone	614	-	614	740
Insurance	653	-	653	585
Contact-less banking charges	46	-	46	-
Cleaners wages (note 7)	5,659	-	5,659	5,278
Cleaning materials	1,654	-	1,654	1,678
	<u>41,134</u>	<u>-</u>	<u>41,134</u>	<u>36,493</u>

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2022

7. Total Staff Costs	2022 £	2021 £
Managers	19,851	20,225
Cooks/Kitchen staff	9,791	8,157
Cleaners	5,659	5,278
Treasurer	<u>2,484</u>	<u>2,342</u>
	37,785	36,002
Employers Pension Contribution	322	225
Employers National Insurance	<u>-</u>	<u>-</u>
	<u>38,107</u>	<u>36,227</u>

The average number of employees in the year was 5 (2021: 5). No employee received remuneration amounting to more than £60,000 in the year. No members of the Management Committee received any remuneration in the year, with the exception of Mrs S. Bishop, Treasurer for the period January – December 2022 who received £2,484 (2021: £2,342). No payments were made to Trustees (2021: Nil). As total payments were under £1,000 in the financial year no specific authority was required from the Charity Commission. No other members, except as above, received any expenses or payment in the year. The Henley Day Centre has taken out Trustees Indemnity Insurance. In March 2017 the Henley Day Centre auto-enrolled all eligible employees into the Government's NEST pension scheme. Three employees are currently contributing to the scheme.

8. Fixed Asset Investments	2022 £	2021 £
Investments		
Market value as at 1 st January	426,285	380,949
Investment Disposal	-	-
Net loss/gain on revaluation (see note below)	<u>(42,660)</u>	<u>45,336</u>
	383,625	426,285
Market value as at 31 December 2022	<u>383,625</u>	<u>426,285</u>
Historical cost as at 31 December 2022	<u>128,366</u>	<u>128,366</u>
UK Listed investments at market value are represented by:		
Investment trusts and funds	<u>383,625</u>	<u>426,285</u>

Investments have been shown in this year's accounts at carrying value (market value) in accordance with the current SORP. In the year the market value of investments decreased by £42,660 (2021: increased by £45,336) due to market changes. All investment assets were held in the UK.

9. Short Term Deposits	2022 £	2021 £
COIF Deposit Accounts	<u>57,685</u>	<u>54,916</u>

10. Debtors	2022 £	2021 £
Prepayments	<u>591</u>	<u>1,097</u>

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2022

11. Creditors – amounts falling due within one year	2022	2021
	£	£
Trade creditors	3,026	1,190
Taxation & Social Security	40	404
Accruals	6,085	5,309
	<u>9,151</u>	<u>6,903</u>

12. Capital Commitments

There are no current capital commitments.

13. Purposes of Funds

a. Restricted Fund.

A.A. Davis Trust

This fund arose from a restricted donation from Mr A A Davis. The income from this fund can only be used for the benefit of the Members. The balance of the fund represents capital plus the increase or decrease of the fund. According to the terms of the Trust the capital must be maintained.

b. Unrestricted Funds

1. General Fund

This fund arises from incoming resources receivable or generated for the objects of the Charity without a specified purpose and are therefore available to the Committee for general expenditure.

2. Transport Fund Designated Funds

This fund arose from a grant from the Abbeyfield Society noting the then proposed project to provide transport for the elderly. When in April 2006 buses became free for individuals who are of retirement age the need to subsidise the local transport stopped. The Management agreed to preserve the fund for the time being in case the subsidy is removed.

3. General Bequest Fund

This fund arises from donations from members and deceased members. The fund is used to pay for major items of capital expenditure.

4. Members Sub-Committee Fund

This Fund is available to the Members' Sub-Committee to be spent for the benefit of the membership in general.

**Henley-on-Thames Day Centre
Management Committee**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2022**

13. Analysis of Net Assets between Funds

	<u>General Fund</u>	<u>Transport Fund</u>	<u>Unrestricted Designated General Bequest Fund</u>	<u>Members Sub Committee Fund</u>	<u>Total Unrestricted Fund</u>	<u>Restricted AA Davis Bequest Fund</u>	<u>Total 2022</u>	<u>Total 2021</u>
	£	£	£	£	£	£	£	£
Investments	12,909	61,481	-	-	74,390	309,235	383,625	426,285
Short Term Deposits	2,656	12,584	29,694	12,751	57,685	-	57,685	54,916
Debtors	591	-	-	-	591	-	591	1,097
Cash at Bank & in Hand	13,495	-	-	364	13,859	10,091	23,950	39,838
Creditors	(9,151)	-	-	-	(9,151)	-	(9,151)	(6,903)
Balance of Funds as at 31st December	20,500	74,065	29,694	13,115	137,374	319,326	456,700	515,234

The individual columns represent the position for each fund.

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2022

14. Movement of Funds	At 1st January 2022	Income	Transfers between Funds	Expenditure	Investment Losses	At 31st December 2022
Unrestricted Funds						
General Fund	32,833	86,730	17,500	(114,865)	(1,698)	20,500
Transport Fund	80,205	1,950	-	-	(8,090)	74,065
General Bequest Fund	29,407	287	-	-	-	29,694
Members Sub-Committee Fund	12,992	123	-	-	-	13,115
Total Unrestricted Funds	155,437	89,090	17,500	(114,865)	(9,788)	137,374
Restricted Funds						
AA Davis Bequest Fund	359,797	9,901	(17,500)	-	(32,872)	319,326
Total Restricted Funds	359,797	9,901	(17,500)	-	(32,872)	319,326
Total Funds	515,234	98,991	-	(114,865)	(42,660)	456,700

Transfers between funds

There was one transfer between funds - £17,500 (2021: Nil) The transfer was of donated funds received in 2021 into the General Fund to part-fund a major kitchen refurbishment.

Accounts

REGISTERED CHARITY NO: 266950

**Henley-on-Thames Day Centre
Management Committee**

Financial Statements

**for the year ended
31st December 2021**

**Henley-on-Thames Day Centre
Management Committee**

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**Henley-on-Thames Day Centre
Management Committee**

Reference and Administrative Details

REGISTERED CHARITY NO: 266950

At the date of the report the management committee was:

Appointed by	Role	Name
The Town Council		The Mayor of Henley-on-Thames (Ex Officio) Councillor Mr K Arlett (Vice-Chair) Councillor Ms L Hillier Councillor Mr D Eggleton
Local Community		Mr D. Fryer
Co-opted	Chair Secretary Treasurer	Mrs G M Dodds Mrs E Hodgkin Mrs S Bishop

PRINCIPAL ADDRESS: Market Place,
Henley-on-Thames, RG9 2AA

BANKERS: National Westminster Bank plc
Henley-on-Thames
Oxfordshire RG9 2QG

INDEPENDENT EXAMINER: J C R Lawrence-Archer FCA
Bruton Charles
The Coach House
Greys Green Business Centre
Henley-on-Thames
Oxfordshire RG9 4QG

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2021

The Committee Members present their report and financial statements for the year ended 31 December 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published in October 2019.

Structure, Governance and Management

The Charity's Constitution was drawn up and approved by the Charity Commissioners in January 1974 and amended on the 30th September 1976, 17th October 1985 and 22nd August 2005.

The Management Committee consists of:

- The Mayor of Henley-on-Thames who is an ex-officio Committee Member
- Three members appointed by the Henley-on-Thames Town Council.
- Three members appointed to represent local community service organisations.
- Three representatives of the Members' Sub-Committee

The Management Committee shall appoint annually a Secretary and a Treasurer.

The Management Committee shall have powers to co-opt up to three members all with the power to vote, to serve to the next Annual Meeting. The Management Committee shall meet Quarterly and at any other time it is considered by the Chairman, or by a majority of its members, to be desirable. The quorum shall be five members.

The induction process for newly appointed members of the Management Committee comprises an initial meeting with the Chairman, followed by a meeting with the Treasurer on investments, powers and responsibilities of the Management Committee and the sub-committees. A pack is also provided which includes a brief history of the day Centre, copies of the previous 12 months Management Committee minutes, a copy of the previous year's annual report and accounts, a copy of the Constitution and a copy of the Charity Commission's guidance 'The Essential Trustee'.

Objectives and Activities

The objects of the Henley-on-Thames Day Centre are to promote the welfare of the aged in any manner which now is or hereafter may be deemed by law to be charitable within Henley-on-Thames and District. In furtherance of this, to manage a Day Centre whose members shall be known corporately as the Henley 60+ Social Club. Each year the trustees review our objectives and activities to ensure they continue to reflect our aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and in particular its supplementary public guidance on the prevention or relief of poverty for the public benefit so as to comply with their duty as set out in section 17(5) of the Charities Act 2011.

The Land and Building in Greys Road Car Park are provided rent free by the Henley-on-Thames Town Council under a lease dated the 1st April 2005. The Town Council is responsible for the general upkeep and maintenance of the building and the Management Committee is responsible for interior decoration and fittings. The lease from the Henley Town Council does not have a term of years defined but we are informed that it is the Council's intention to maintain this agreement, for the benefit of its senior residents, indefinitely.

The Club provides a comfortable, relaxing environment and social activities for the over 60's. The location in the centre of the town allows its members easy access to the hospital, surgeries and shopping. The Club is open Monday - Friday with some form of social activity most days. However, during 2021 the Club could not open for several months of the year due to the COVID 19 pandemic, and this had an adverse effect on Membership numbers.

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2021 (Continued)

The Club also lets out the premises to Bridge Clubs two nights a week and a local catering business two sessions per week, to help boost funds. However, the Bridge Clubs were not able to operate for much of the year because of COVID 19 restrictions.

Staff and Committee Members

2021 saw many staff changes for reason including a relocation, ill health, changes in personal circumstances and a change in career. Our job-share Managers at the end of the year were Mrs Jill Buckett and Mrs Jackie Handley, both of whom provide a good service to members and are well assisted by our new chef, Mr. Craig Mee. Our previous chef, Mr Marek Moskaluk, decided on a career change after seventeen years of service with the Club. We wish him well. Mr Philip Eggleton has continued to carry out both kitchen and cleaning duties with enthusiasm and efficiency. Mrs Sue Bishop continues as Treasurer and is a paid member of staff

During the months when the Club closed because of the pandemic, the Managers and the chef were placed on furlough, as per the terms of the Government job retention scheme. The Treasurer continued to work and the cleaner has been carrying out some caretaking duties and was placed on partial furlough.

During months when the Club was our Chiropodist, Mrs Alison Barton, continued to provide a well-used facility to members on alternate Mondays. We recruited a new hairdresser, Mrs Andrea Griffin, late in the year. Several members and volunteers help the staff in the day-to-day running of the Club and their help is very much appreciated.

The Management Committee is as reported last year. With regard to Town Council Members, Cllr K Arlett stood down as Mayor in May 2021, and was replaced by the new Mayor, Cllr S Miller. Cllr Arlett moved into the position of Vice Chair. Cllr D Eggleton continued to serve the committee and was joined by Cllr L Hillier in May 2021. The Committee has continued to meet each quarter to discuss and control Club activities, finances and policy matters, and held its AGM in September.

Achievements and Performances in 2021

It has been a difficult year operationally, with our members only being able to participate in the usual range of activities for limited periods during the year. Membership numbers continued at about 76, but we shall endeavour to build up membership numbers now that the pandemic restrictions have been lifted. Most planned social activities were cancelled during the start of the year, but Members were able have lunch from May onwards, with some breaks later in the year. We were able to provide a Christmas Lunch early in December, thanks to a generous donation from Tomalin and Sons

A significant donation was received in January 2021 from a current member, Mr Giles Robinson.

Henley Town Council have continued to carry out maintenance projects on the building when necessary, and they continue to benefit from the surplus energy produced by the Clubhouse's solar panels.

Financial Review 2021

In 2021 the Club achieved a surplus regarding annual income compared to expenditure. The surplus was £2,315 (2020: surplus of £30,371). The 2021 budget showed a deficit position. However, closure periods during the year led to a reduction in running costs, and a significant amount of staffing costs (£10,715) have been recovered through the Government funded furlough scheme. Grant income remained at forecast levels, and donations were received during 2021 totalling £3,340.

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2021 (Continued)

Future Plans

It is the intention of the Management Committee to continue to operate the Club in the future to provide a safe and varied social club for the 60+ age-group. The Club hopes to re-open for five days a week once COVID 19 restrictions have been lifted and will continue to offer the premises for hire to suitable community clubs or groups during the evenings and local businesses where appropriate. The Management Committee will ensure that it keeps abreast of all recommendations by the appropriate agencies concerning its charitable status and also Health and Safety measures. A major refurbishment project in the kitchen area is planned for 2022, and this will provide an up-to-date facility that will ensure the provision of cooked lunches for the foreseeable future.

Restricted Funds.

A.A. Davis Trust

The terms of the Trust stipulate that the Capital is held in trust by the Management Committee and the Income paid annually to the Members Sub-Committee for the benefit of the Members. The value of the Fund at 31st December 2021 was £359,797 (2020: £315,604). The Income from investments in the year ended 31st December 2021 was £9,314 (2020: £8,235). The fund's investments increased by £34,879 (2020: increase by £4,143) during the year.

Unrestricted/Designated Fund Transport Fund

In January 1992 when the Abbeyfield Society of Henley-on-Thames was being wound up, £21,000 was passed to the Management Committee. In making the grant the Abbeyfield Society noted the then proposed project to provide transport for the elderly in the area but did not restrict the freedom of the Management Committee to use the money or some of it on another project "since circumstances may change". From 1 April 2006 the costs of using the Handibus and other buses became free for individuals who are of retirement age and have a bus pass. The Management Committee therefore did not need to subsidise transport costs for Members as it had done in the past. At 31st December 2021 the fund was represented by Investments valued at £69,571 (2020: £60,928) and a further £10,634 (2020: £8,844) was held in a Deposit Account making a total value of £80,205 (2020: £69,772). The value of the fund's investments increased by £8,643 (2020: increase by £3,663) during the year.

Unrestricted Funds

General Bequest Fund

In June 2008 the Management Committee received £45,560 bequeathed under the terms of her will, from Elsie Haymes, a deceased member of the Centre. This sum was transferred to the General Bequest Fund and is in addition to the sum of £37,591 bequeathed by Miss G E Chillman in 2000. The value of the Fund at 31st December 2021 was £29,407 (2020: £29,404).

Unrestricted Funds

General Fund

This fund arises from donations and other incoming resources receivable, or generated for the objects of the Charity without a specified purpose and are therefore available to the Committee for general expenditure. The value as at 31st December 2021 was £32,833 (2020: £39,812).

The fund's investments increased by £1,814 (2020: increased by £769) during the year.

Unrestricted Funds

Members Sub-Committee Fund

This Fund results from surplus income over the last thirty years and is available to the Members' Sub-Committee to be spent for the benefit of the membership in general, subject to the budgetary control of the Management Committee. The value of the fund as at 31st December 2021 was £12,992 (2020: £12,991).

Investment Powers and Policy

The Investment Strategy is set by the Management Committee on recommendations by the Finance Sub-Committee. The Investment Policy of the Charity has been to endeavour to maintain the capital value and produce a reasonable income return by investing in a range of Charitable Common Investment Funds.

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2021 (Continued)

Reserves Policy

The Management Committee are of the opinion that the variability of income from all sources leads it to the wisdom of maintaining a reasonable amount to buffer that income and cater for future emergent costs. The Reserves for the Unrestricted Funds as at 31st December 2021 were £155,437 (2020: £151,979).

Risk Management

The Management Committee has examined the major strategic, business and operational risks which the Charity faces and confirms that a report is produced at all our committee meetings drawing attention to any matters which require attention. The major risks facing the Day Centre have been reviewed and systems and procedures have been established to manage these risks. This was reviewed in 2021.

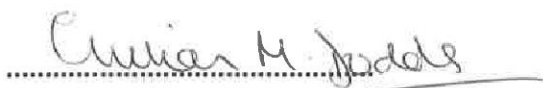
Trustees responsibilities in relation to the financial statements

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations other than 2008 and the provisions of the trust deed. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.'

Approved by the Management Committee and signed on their behalf by:



Mrs G M Dodds
Chairman

Date: 6 October 2022

**Henley-on-Thames Day Centre
Management Committee**

**Independent Examiners' Report to the Trustees of the
Henley-on-Thames Day Centre Management Committee**

I report to the trustees on my examination of the financial statements of Henley-on-Thames Day Centre Management Committee (the charity) for the year ended 31 December 2021, which are set out on pages 7 to 16.

Responsibilities and basis of report

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issue on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

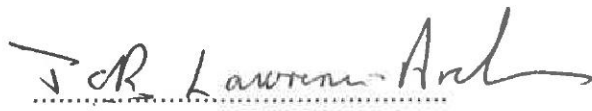
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2007 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in the report in order to enable a proper understanding of the financial statements to be reached.

Examiner: J C R Lawrence-Archer ICAEW

Firm: Bruton Charles
Chartered Accountants
The Coach House
Greys Green Business Centre
Henley-on-Thames
Oxfordshire, RG9 4QG


.....


Date: 8th October 2022

**Henley-on-Thames Day Centre
Management Committee**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2021**

	<u>Note</u>	<u>Unrestricted Funds</u>	<u>Restricted Fund</u>	<u>Total Funds 2021</u>	<u>Total Funds 2020</u>
Incoming resources					
Voluntary income	2	27,970	-	27,970	62,865
Activities to further the charity's objectives	3	14,521	-	14,521	9,717
Investment income	4	2,171	9,314	11,485	10,497
Total Incoming resources		<u>44,662</u>	<u>9,314</u>	<u>53,976</u>	<u>83,079</u>
Resources expended					
Charitable expenditure	5	14,502	-	14,503	11,401
Management & governance costs	6	37,159	-	37,159	41,307
Total resources expended		<u>51,661</u>	<u>-</u>	<u>51,661</u>	<u>52,708</u>
Net incoming/(outgoing) resources for the year		(6,999)	9,314	2,315	30,371
Transfer between funds	14	0	0	-	-
Net (outgoing)/incoming resources before other recognised losses		<u>(6,999)</u>	<u>9,314</u>	<u>2,315</u>	<u>30,371</u>
Realised & unrealised investment gains	8/14	10,457	34,879	45,336	8,575
Net movement in Funds		<u>3,458</u>	<u>44,193</u>	<u>47,651</u>	<u>38,946</u>
Total Funds at 1 January 2021		<u>151,979</u>	<u>315,604</u>	<u>467,583</u>	<u>428,637</u>
Total Funds at 31 December 2021	14	<u>155,437</u>	<u>359,797</u>	<u>515,234</u>	<u>467,583</u>

**Henley-on-Thames Day Centre
Management Committee**

BALANCE SHEET

AS AT 31ST DECEMBER 2021

	Note	£	<u>2021</u> £	£	<u>2020</u> £
Fixed assets					
Investments	8		426,285		380,949
Current assets					
Debtors	10	1,097		793	
Short Term deposits	9	54,916		52,745	
Cash at bank and in hand		39,838		37,968	
			<u>95,851</u>	<u>91,506</u>	
Liabilities					
Creditors falling due within one year	11	(6,902)		(4,872)	
Net current assets			88,949		86,634
Net assets	13		<u>515,234</u>		<u>467,583</u>
The funds of the charity:					
Unrestricted funds					
General fund			45,825		52,803
Designated funds			109,612		99,176
Restricted fund			359,797		315,604
Total charity funds	14		<u>515,234</u>		<u>467,583</u>

The notes on pages 9 to 16 form part of these accounts

Approved by the Members of the Committee on 6 October 2022 and signed on their behalf by:

..... Anna M. Doherty

Dated: 6 October 2022

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2021

1. Accounting Policies

a. Accounting Convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 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 2016). The charity is a Public Benefit Entity as defined by FRS102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended practice for charities applying FRS102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below

b. Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the Financial Statements.

Investment Income and Gains are allocated to the appropriate fund.

c. Incoming Resources

All incoming resources are included in the Statement of Financial Activities ('SoFA') when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

d. Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising activities) the incoming resources and related expenditure are reported gross in the SoFA.

**Henley-on-Thames Day Centre
Management Committee**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2021**

e. Grants and donations

Grants and donations are only included on the SoFA when the charity has unconditioned entitlement to the resources.

f. Investment Income

This is included in the accounts when receivable.

g. Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

h. 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 the resources.

i. Investments

Investments are stated at market value at the Balance Sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

**Henley-on-Thames Day Centre
Management Committee**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2021**

	Unrestricted Fund £	Restricted Fund £	Total 2021 £	Total 2020 £
2. Voluntary Income				
Grants – Town Council	13,750	-	13,750	15,000
Grants – Government Furlough Scheme	10,715	-	10,715	16,248
Donations (incl. Income tax recovered)	3,340	-	3,340	30,057
Members subscriptions	165	-	165	1,560
	27,970	-	27,970	62,865
	Unrestricted Fund £	Restricted Fund £	Total 2021 £	Total 2020 £
3. Activities to Further the Charity's Objectives				
Income				
Catering	9,176	-	9,176	5,127
Tours, Theatres & Social Activities	120	-	120	-
Hairdressing	-	-	-	559
Bingo	-	-	-	137
Christmas Party	500	-	500	49
Room Hire	4,725	-	4,725	3,845
	14,521	-	14,521	9,717
	Unrestricted Fund £	Restricted Fund £	Total 2021 £	Total 2020 £
4. Investment Income				
Interest on investments	2,171	9,313	11,484	10,496
Interest on short-term deposits	-	1	1	1
	2,171	9,314	11,485	10,497

**Henley-on-Thames Day Centre
Management Committee**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2021**

	<u>Unrestricted</u> <u>Fund</u> £	<u>Restricted</u> <u>Fund</u> £	<u>Total</u> <u>2021</u> £	<u>Total</u> <u>2020</u> £
5. Charitable Expenditure				
Cooks Wages (Note 7)	8,157	-	8,157	8,666
Consumables	5,440	-	5,440	2,432
Tours, Theatres & social events	537	-	537	
Hairdressing	211	-	211	-
Bingo	-	-	-	194
Christmas party	157	-	157	109
	<u>14,502</u>	<u>-</u>	<u>14,502</u>	<u>11,401</u>

	<u>Unrestricted</u> <u>Fund</u> £	<u>Restricted</u> <u>Fund</u> £	<u>Total</u> <u>2021</u> £	<u>Total</u> <u>2020</u> £
6. Management and Administration of the Charity				
Staff cost –Manager (note 7)	20,225	-	20,225	20,446
Payroll processing	420	-	420	480
Employer Pension Contributions (note 7)	225	-	225	186
General administration expenses	1,181	-	1,181	239
Treasurer costs (note 7)	2,342	-	2,342	2,339
Repairs, renewals & renovations	666	-	666	4,934
Governance expenses (note 7)	-	-	-	-
Independent examiners fee	1,500	-	1,500	1,704
Utilities	2,319	-	2,319	3,708
Telephone	740	-	740	668
Insurance	585	-	585	529
Cleaners wages (note 7)	5,278	-	5,278	5,092
Cleaning materials	1,678	-	1,678	982
	<u>37,159</u>	<u>-</u>	<u>37,159</u>	<u>41,307</u>

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2021

7. Total Staff Costs	2021 £	2020 £
Managers	20,225	20,446
Cooks/Kitchen staff	8,157	8,666
Cleaners	5,278	5,092
Treasurer	<u>2,342</u>	<u>2,339</u>
	36,002	36,543
Employers Pension Contribution	225	186
Employers National Insurance	<u>-</u>	<u>-</u>
	<u>36,227</u>	<u>36,729</u>

The average number of employees in the year was 5 (2020: 5). No employee received remuneration amounting to more than £60,000 in the year. No members of the Management Committee received any remuneration in the year, with the exception of Mrs S. Bishop, Treasurer for the period January – December 2021 who received £2,342 (2020: £2,339). No payments were made to Trustees (2020: Nil). As total payments were under £1,000 in the financial year no specific authority was required from the Charity Commission. No other members, except as above, received any expenses or payment in the year. The Henley Day Centre has taken out Trustees Indemnity Insurance. In March 2017 the Henley Day Centre auto-enrolled all eligible employees into the Government's NEST pension scheme. Two employees are currently contributing to the scheme.

8. Fixed Asset Investments	2021 £	2020 £
Investments		
Market value as at 1 st January	380,949	372,375
Investment	-	-
Disposal	-	-
Net gain on revaluation (see note below)	<u>45,336</u>	<u>8,574</u>
	<u>426,285</u>	<u>380,949</u>
Market value as at 31 December 2021	426,285	380,949
	<u>128,366</u>	<u>128,366</u>
Historical cost as at 31 December 2021	128,366	128,366
UK Listed investments at market value are represented by:		
Investment trusts and funds	<u>426,285</u>	<u>380,949</u>

Investments have been shown in this year's accounts at carrying value (market value) in accordance with the current SORP. In the year the market value of investments increased by £8,574 (2019: increased by £54,944) due to market changes. All investment assets were held in the UK.

9. Short Term Deposits	2021 £	2020 £
COIF Deposit Accounts	<u>54,916</u>	<u>52,745</u>

10. Debtors	2021 £	2020 £
Prepayments	<u>1,097</u>	<u>793</u>

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2021

11. Creditors – amounts falling due within one year	2021 £	2020 £
Trade creditors	1,190	480
Taxation & Social Security	404	153
Accruals	5,307	4,239
	6,902	4,872

12. Capital Commitments

There are no current capital commitments.

13. Purposes of Funds

a. Restricted Fund.

A.A. Davis Trust

This fund arose from a restricted donation from Mr A A Davis. The income from this fund can only be used for the benefit of the Members. The balance of the fund represents capital plus the increase or decrease of the fund. According to the terms of the Trust the capital must be maintained.

b. Unrestricted Funds

1. General Fund

This fund arises from incoming resources receivable or generated for the objects of the Charity without a specified purpose and are therefore available to the Committee for general expenditure.

2. Transport Fund Designated Funds

This fund arose from a grant from the Abbeyfield Society noting the then proposed project to provide transport for the elderly. When in April 2006 buses became free for individuals who are of retirement age the need to subsidise the local transport stopped. The Management agreed to preserve the fund for the time being in case the subsidy is removed.

3. General Bequest Fund

This fund arises from donations from members and deceased members. The fund is used to pay for major items of capital expenditure.

4. Members Sub-Committee Fund

This Fund is available to the Members' Sub-Committee to be spent for the benefit of the membership in general.

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2021

13. Analysis of Net Assets between Funds

	<u>General Fund</u>	<u>Transport Fund</u>	<u>Unrestricted Designated General Bequest Fund</u>	<u>Members Sub Committee Fund</u>	<u>Total Unrestricted Fund</u>	<u>Restricted AA Davis Bequest Fund</u>	<u>Total 2021</u>	<u>Total 2020</u>
	£	£	£	£	£	£	£	£
Investments	14,607	69,571	-	-	84,178	342,107	426,285	380,949
Short Term Deposits	2,247	10,634	29,407	12,628	54,916	-	54,916	52,745
Debtors	1,097	-	-	-	1,097	-	1,097	793
Cash at Bank & in Hand	21,784	-	-	364	22,148	17,690	39,838	37,968
Creditors	(6,903)	-	-	-	(6,903)	-	(6,903)	(4,872)
Balance of Funds as at 31st December	32,833	80,205	29,407	12,992	155,437	359,797	515,234	467,583

The individual columns represent the position for each fund.

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2021

14. Movement of Funds	At 1st January 2021	Income	Transfers between Funds	Expenditure	Investment Gains	At 31st December 2021
Unrestricted Funds						
General Fund	39,812	42,867	-	(51,661)	1,814	32,833
Transport Fund	69,772	1,790	-	-	8,643	80,205
General Bequest Fund	29,404	4	-	-	-	29,407
Members Sub-Committee Fund	12,991	1	-	-	-	12,992
Total Unrestricted Funds	151,979	44,662	-	(51,661)	10,457	155,437
Restricted Funds						
AA Davis Bequest Fund	315,604	9,314	-	-	34,879	359,797
Total Restricted Funds	315,604	9,314	-	-	34,879	359,797
Total Funds	467,583	53,976	-	(51,661)	45,336	515,234

Transfers between funds

There were no transfers between funds. Net amount: Nil (2020: £7,500)

Accounts

REGISTERED CHARITY NO: 266950

**Henley-on-Thames Day Centre
Management Committee**

Financial Statements

**for the year ended
31st December 2020**

**Henley-on-Thames Day Centre
Management Committee**

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**Henley-on-Thames Day Centre
Management Committee**

Reference and Administrative Details

REGISTERED CHARITY NO: 266950

At the date of the report the management committee was:

Appointed by	Role	Name
The Town Council		The Mayor of Henley-on-Thames (Ex Officio) Councillor Mr S. Gawrysiak (Vice Chair) Councillor Mr D. Eggleton Councillor Ms S. Miller
Local Community		Mr D. Fryer
Co-opted	Chair Secretary Treasurer	Mrs G. M. Dodds Mrs E. Hodgkin Mrs S. Bishop

PRINCIPAL ADDRESS: Market Place,
Henley-on-Thames, RG9 2AA

BANKERS: National Westminster Bank plc
Henley-on-Thames
Oxfordshire RG9 2QG

INDEPENDENT EXAMINER: J C R Lawrence-Archer FCA
Bruton Charles
The Coach House
Greys Green Business Centre
Henley-on-Thames
Oxfordshire RG9 4QG

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2020

The Committee Members present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published in October 2019.

Structure, Governance and Management

The Charity's Constitution was drawn up and approved by the Charity Commissioners in January 1974 and amended on the 30th September 1976, 17th October 1985 and 22nd August 2005.

The Management Committee consists of:

- The Mayor of Henley-on-Thames who is an ex-officio Committee Member
- Three members appointed by the Henley-on-Thames Town Council.
- Three members appointed to represent local community service organisations.
- Three representatives of the Members' Sub-Committee

The Management Committee shall appoint annually a Secretary and a Treasurer.

The Management Committee shall have powers to co-opt up to three members all with the power to vote, to serve to the next Annual Meeting. The Management Committee shall meet Quarterly and at any other time it is considered by the Chairman, or by a majority of its members, to be desirable. The quorum shall be five members.

The induction process for newly appointed members of the Management Committee comprises an initial meeting with the Chairman, followed by a meeting with the Treasurer on investments, powers and responsibilities of the Management Committee and the sub-committees. A pack is also provided which includes a brief history of the day Centre, copies of the previous 12 months Management Committee minutes, a copy of the previous year's annual report and accounts, a copy of the Constitution and a copy of the Charity Commission's guidance 'The Essential Trustee'.

Objectives and Activities

The objects of the Henley-on-Thames Day Centre are to promote the welfare of the aged in any manner which now is or hereafter may be deemed by law to be charitable within Henley-on-Thames and District. In furtherance of this, to manage a Day Centre whose members shall be known corporately as the Henley 60+ Social Club. Each year the trustees review our objectives and activities to ensure they continue to reflect our aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and in particular its supplementary public guidance on the prevention or relief of poverty for the public benefit so as to comply with their duty as set out in section 17(5) of the Charities Act 2011.

The Land and Building in Greys Road Car Park are provided rent free by the Henley-on-Thames Town Council under a lease dated the 1st April 2005. The Town Council is responsible for the general upkeep and maintenance of the building and the Management Committee is responsible for interior decoration and fittings. The lease from the Henley Town Council does not have a term of years defined but we are informed that it is the Council's intention to maintain this agreement, for the benefit of its senior residents, indefinitely.

The Club provides a comfortable, relaxing environment and social activities for the over 60's. The location in the centre of the town allows its 76 members (2019: 112) easy access to the hospital, surgeries and shopping. The Club is open Monday - Friday with some form of social activity most days. However, during 2020 the Club could not open for nine months of the year due to the COVID 19 pandemic, and this had an adverse effect on Membership numbers

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2020 (Continued)

The Club also lets out the premises to Bridge Clubs two nights a week and a local catering business two sessions per week, to help boost funds. However, the Bridge Clubs have not been able to operate since March 2020 because of COVID 19 restrictions.

Staff and Committee Members

Our Managers, Mrs Sharon Donovan and Mrs Carolynne Holms-Sharp, have continued to provide a good service to members and are well assisted by our chef, Mr. Marek Moskaluk. Mr Philip Eggleton has continued to carry out both kitchen and cleaning duties with enthusiasm and efficiency. Mrs Sue Bishop continues as Treasurer and is a paid member of staff

During the months when the Club has had to remain closed because of the pandemic, the Managers and the chef have been placed on furlough, as per the terms of the Government job retention scheme. The Treasurer continued to work and the cleaner has been carrying out some caretaking duties and was placed on partial furlough.

During months when the Club was open our hairdresser, Ms Bianca Knibbs, offered hairdressing services to our Members, and our Chiropodist, Mrs Alison Barton, continued to provide a well-used facility to members on Mondays. Several members and volunteers help the staff in the day-to-day running of the Club and their help is very much appreciated.

The Management Committee is as reported last year. With regard to Town Council Members, Cllr K Arlett continued for a second term as Mayor, Cllr S Gawrysiak continued as Vice Chair, and Cllrs D Eggleton and S Miller continued to serve the committee. It has continued to meet each quarter to discuss and control Club activities, finances and policy matters, and held its AGM in September.

Achievements and Performances in 2020

It has been a difficult year operationally, with our members only being able to participate in the usual range of activities for three months of the year. Membership numbers decreased from 112 to 76, but we shall endeavour to build up membership numbers once the pandemic restrictions have been lifted. Most planned social activities were cancelled, but Members were able have lunch from 1st January to 23rd March, and several socially-distanced coffee mornings were organised during September and October.

Several donations, including two legacies, were received in 2020, one legacy being for the substantial sum of £20,000 from Mr Ted Dorey. This money has not yet been allocated, but the Management Committee will meet to decide how these funds are to be used for the benefit of Members once the Club is able to re-open when COVID 19 restrictions are lifted.

Henley Town Council have continued to carry out maintenance projects on the building when necessary, and they continue to benefit from the surplus energy produced by the Clubhouse's solar panels.

Financial Review 2020

In 2020 the Club achieved a surplus regarding annual income compared to expenditure. The surplus was £30,371 (2019: deficit of £10,079). The 2020 budget showed a breakeven position. However, the Club has been closed for most of the year which has led to a reduction in running costs, and a significant amount of staffing costs (£16,248) have been recovered through the Government funded furlough scheme. Grant income remained at forecast levels, and several donations and legacies were received during 2020, totalling £30,057.

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2020 (Continued)

Future Plans

It is the intention of the Management Committee to continue to operate the Club in the future to provide a safe and varied social club for the 60+ age-group. The Club hopes to re-open for five days a week once COVID 19 restrictions have been lifted and will continue to offer the premises for hire to suitable community clubs or groups during the evenings and local businesses where appropriate. The Management Committee will ensure that it keeps abreast of all recommendations by the appropriate agencies concerning its charitable status and also Health and Safety measures.

Restricted Funds.

A.A. Davis Trust

The terms of the Trust stipulate that the Capital is held in trust by the Management Committee and the Income paid annually to the Members Sub-Committee for the benefit of the Members. The value of the Fund at 31st December 2020 was £315,604 (2019: £305,726). The Income from investments in the year ended 31st December 2020 was £8,235 (2019: £9,092). The fund's investments increased by £4,143 (2019: increase by £44,434) during the year.

Unrestricted/Designated Fund Transport Fund

In January 1992 when the Abbeyfield Society of Henley-on-Thames was being wound up, £21,000 was passed to the Management Committee. In making the grant the Abbeyfield Society noted the then proposed project to provide transport for the elderly in the area but did not restrict the freedom of the Management Committee to use the money or some of it on another project "since circumstances may change". From 1 April 2006 the costs of using the Handibus and other buses became free for individuals who are of retirement age and have a bus pass. The Management Committee therefore did not need to subsidise transport costs for Members as it had done in the past. At 31st December 2020 the fund was represented by Investments valued at £60,928 (2019: £57,265) and a further £8,844 (2019: £7,071) was held in a Deposit Account making a total value of £69,772 (2019: £64,336). The value of the fund's investments increased by £3,663 (2019: increase by £8,686) during the year.

Unrestricted Funds

General Bequest Fund

In June 2008 the Management Committee received £45,560 bequeathed under the terms of her will, from Elsie Haymes, a deceased member of the Centre. This sum was transferred to the General Bequest Fund and is in addition to the sum of £37,591 bequeathed by Miss G E Chillman in 2000. The value of the Fund at 31st December 2020 was £29,404 (2019: £34,320). £5,000 was released during the year to support Club running costs.

Unrestricted Funds

General Fund

This fund arises from donations and other incoming resources receivable, or generated for the objects of the Charity without a specified purpose and are therefore available to the Committee for general expenditure. The value as at 31st December 2020 was £39,812 (2019: £11,240).

The fund's investments increased by £769 (2019: increased by £1,824) during the year.

Unrestricted Funds

Members Sub-Committee Fund

This Fund results from surplus income over the last thirty years and is available to the Members' Sub-Committee to be spent for the benefit of the membership in general, subject to the budgetary control of the Management Committee. The value of the fund as at 31st December 2020 was £12,991 (2019: £13,015).

Investment Powers and Policy

The Investment Strategy is set by the Management Committee on recommendations by the Finance Sub-Committee. The Investment Policy of the Charity has been to endeavour to maintain the capital value and produce a reasonable income return by investing in a range of Charitable Common Investment Funds.

Henley-on-Thames Day Centre Management Committee

Annual Report for the year ended 31st December 2020 (Continued)

Reserves Policy

The Management Committee are of the opinion that the variability of income from all sources leads it to the wisdom of maintaining a reasonable amount to buffer that income and cater for future emergent costs. The Reserves for the Unrestricted Funds as at 31st December 2020 were £151,979 (2019: £122,911).

Risk Management

The Management Committee has examined the major strategic, business and operational risks which the Charity faces and confirms that a report is produced at all our committee meetings drawing attention to any matters which require attention. The major risks facing the Day Centre have been reviewed and systems and procedures have been established to manage these risks. This was reviewed in 2020.

Trustees responsibilities in relation to the financial statements

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations other than 2008 and the provisions of the trust deed. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.'

Approved by the Management Committee and signed on their behalf by:



**Mrs G M Dodds
Chairman**

Date: 25 Sept 2021

**Henley-on-Thames Day Centre
Management Committee**

**Independent Examiners' Report to the Trustees of the
Henley-on-Thames Day Centre Management Committee**

I report to the trustees on my examination of the financial statements of Henley-on-Thames Day Centre Management Committee (the charity) for the year ended 31 December 2020, which are set out on pages 7 to 16.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

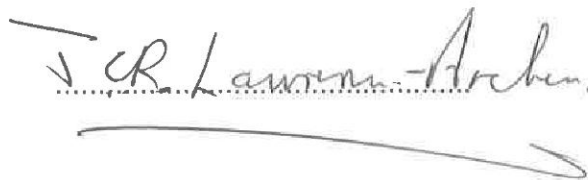
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Examiner: J C R Lawrence-Archer ICAEW

Firm: Bruton Charles
Chartered Accountants
The Coach House
Greys Green Business Centre
Henley-on-Thames
Oxfordshire, RG9 4QG



Date: 25/9/21

**Henley-on-Thames Day Centre
Management Committee**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2020**

	<u>Note</u>	<u>Unrestricted Funds</u>	<u>Restricted Fund</u>	<u>Total Funds 2020</u>	<u>Total Funds 2019</u>
Incoming resources					
Voluntary income	2	62,865	-	62,865	13,303
Activities to further the charity's objectives	3	9,717	-	9,717	33,199
Investment income	4	2,262	8,235	10,497	11,538
Total incoming resources		<u>74,844</u>	<u>8,235</u>	<u>83,079</u>	<u>58,040</u>
Resources expended					
Charitable expenditure	5	11,401	-	11,401	24,490
Management & governance costs	6	41,307	-	41,307	43,629
Total resources expended		<u>52,708</u>	<u>-</u>	<u>52,708</u>	<u>68,119</u>
Net incoming/(outgoing) resources for the year		22,136	8,235	30,371	(10,079)
Transfer between funds	14	2,500	(2,500)	-	-
Net (outgoing)/incoming resources before other recognised losses		<u>24,636</u>	<u>5,735</u>	<u>30,371</u>	<u>(10,079)</u>
Realised & unrealised investment gains	8/14	4,432	4,143	8,575	54,944
Net movement in Funds		<u>29,068</u>	<u>9,878</u>	<u>38,946</u>	<u>44,865</u>
Total Funds at 1 January 2020		122,911	305,726	428,637	383,772
Total Funds at 31 December 2020	14	<u>151,979</u>	<u>315,604</u>	<u>467,583</u>	<u>428,637</u>

**Henley-on-Thames Day Centre
Management Committee**

BALANCE SHEET

AS AT 31ST DECEMBER 2020

	Note	£	<u>2020</u> £	£	<u>2019</u> £
Fixed assets					
Investments	8		380,949		372,375
Current assets					
Debtors	10	793		627	
Short Term deposits	9	52,745		55,483	
Cash at bank and in hand		37,968		8,211	
			<u>91,506</u>	<u>64,321</u>	
Liabilities					
Creditors falling due within one year	11	(4,872)		(8,059)	
Net current assets			86,634		56,262
Net assets	13		<u>467,583</u>		<u>428,637</u>
The funds of the charity:					
Unrestricted funds					
General fund			52,803		24,255
Designated funds			99,176		98,656
Restricted fund			<u>315,604</u>		<u>305,726</u>
Total charity funds	14		<u>467,583</u>		<u>428,637</u>

The notes on pages 9 to 16 form part of these accounts

Approved by the Members of the Committee on 20 September 2021 and signed on their behalf by:

..... Carmen M. Duddy

Dated: 25 Sept. 2021

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

1. Accounting Policies

a. Accounting Convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 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 2016). The charity is a Public Benefit Entity as defined by FRS102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended practice for charities applying FRS102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below

b. Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the Financial Statements.

Investment Income and Gains are allocated to the appropriate fund.

c. Incoming Resources

All incoming resources are included in the Statement of Financial Activities ('SoFA') when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

d. Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising activities) the incoming resources and related expenditure are reported gross in the SoFA.

**Henley-on-Thames Day Centre
Management Committee**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020**

e. Grants and donations

Grants and donations are only included on the SoFA when the charity has unconditioned entitlement to the resources.

f. Investment Income

This is included in the accounts when receivable.

g. Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

h. 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 the resources.

i. Investments

Investments are stated at market value at the Balance Sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

	Unrestricted Fund £	Restricted Fund £	Total 2020 £	Total 2019 £
2. Voluntary Income				
Grants – Town Council	15,000	-	15,000	10,000
Grants – Government Furlough Scheme	16,248	-	16,248	-
Donations (incl. Income tax recovered)	30,057	-	30,057	1,386
Members subscriptions	1,560	-	1,560	1,917
	62,865	-	62,865	13,303
	Unrestricted Fund £	Restricted Fund £	Total 2020 £	Total 2019 £
3. Activities to Further the Charity's Objectives				
Income				
Catering	5,127	-	5,127	22,373
Holidays	-	-	-	1,970
Tours & Theatres	-	-	-	60
Hairdressing	559	-	559	1,993
Raffles & Sales	-	-	-	200
Bingo	137	-	137	183
Christmas Party	49	-	49	400
Room Hire	3,845	-	3,845	6,020
	9,717	-	9,717	33,199
	Unrestricted Fund £	Restricted Fund £	Total 2020 £	Total 2019 £
4. Investment Income				
Interest on investments	2,262	8,234	10,496	11,534
Interest on short-term deposits	-	1	1	4
	2,262	8,235	10,497	11,538

**Henley-on-Thames Day Centre
Management Committee**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020**

	<u>Unrestricted</u> <u>Fund</u> £	<u>Restricted</u> <u>Fund</u> £	<u>Total</u> <u>2020</u> £	<u>Total</u> <u>2019</u> £
5. Charitable Expenditure				
Cooks Wages (Note 7)	8,666	-	8,666	9,315
Consumables	2,432	-	2,432	11,606
Holidays	-	-	-	1,970
Tours & theatres	-	-	-	782
Hairdressing	-	-	-	132
Bingo	194	-	194	97
Christmas party	109	-	109	588
	11,401	-	11,401	24,490

	<u>Unrestricted</u> <u>Fund</u> £	<u>Restricted</u> <u>Fund</u> £	<u>Total</u> <u>2020</u> £	<u>Total</u> <u>2019</u> £
6. Management and Administration of the Charity				
Staff cost –Manager (note 7)	20,446	-	20,446	22,458
Payroll processing	480	-	480	480
Employer Pension Contributions (note 7)	186	-	186	287
General administration expenses	239	-	239	1,411
Treasurer costs (note 7)	2,339	-	2,339	2,293
Repairs, renewals & renovations	4,934	-	4,934	786
Governance expenses (note 7)	-	-	-	-
Independent examiners fee	1,704	-	1,704	1,704
Utilities	3,708	-	3,708	5,289
Telephone	668	-	668	809
Insurance	529	-	529	513
Cleaners wages (note 7)	5,092	-	5,092	5,312
Cleaning materials	982	-	982	2,287
	41,307	-	41,307	43,629

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

7. Total Staff Costs	2020 £	2019 £
Managers	20,446	22,458
Cooks/Kitchen staff	8,666	9,315
Cleaners	5,092	5,312
Treasurer	<u>2,339</u>	<u>2,293</u>
	36,543	39,378
Employers Pension Contribution	186	287
Employers National Insurance	<u>-</u>	<u>-</u>
	<u>36,729</u>	<u>39,665</u>

The average number of employees in the year was 5 (2019: 5). No employee received remuneration amounting to more than £60,000 in the year. No members of the Management Committee received any remuneration in the year, with the exception of Mrs S. Bishop, Treasurer for the period January – December 2020 who received £2,339 (2019: £2,293). No payments were made to Trustees (2019: Nil). As total payments were under £1,000 in the financial year no specific authority was required from the Charity Commission. No other members, except as above, received any expenses or payment in the year. The Henley Day Centre has taken out Trustees Indemnity Insurance. In March 2017 the Henley Day Centre auto-enrolled all eligible employees into the Government's NEST pension scheme. Two employees are currently contributing to the scheme.

8. Fixed Asset Investments	2020 £	2019 £
Investments		
Market value as at 1 st January	372,375	317,431
Investment	-	-
Disposal	-	-
Net gain\ (loss) on revaluation (see note below)	<u>8,574</u>	<u>54,944</u>
	<u>380,949</u>	<u>372,375</u>
Market value as at 31 December 2020	<u>380,949</u>	<u>372,375</u>
	<u>128,366</u>	<u>128,366</u>
Historical cost as at 31 December 2020	<u>128,366</u>	<u>128,366</u>
UK Listed investments at market value are represented by:		
Investment trusts and funds	<u>380,949</u>	<u>372,375</u>

Investments have been shown in this year's accounts at carrying value (market value) in accordance with the current SORP. In the year the market value of investments increased by £8,574 (2019: increased by £54,944) due to market changes. All investment assets were held in the UK.

9. Short Term Deposits	2020 £	2019 £
COIF Deposit Accounts	<u>52,745</u>	<u>55,483</u>
	<u>52,745</u>	<u>55,483</u>
10. Debtors	2020 £	2019 £
Prepayments	<u>793</u>	<u>627</u>

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

11. Creditors – amounts falling due within one year	2020	2019
	£	£
Trade creditors	480	1,552
Taxation & Social Security	153	273
Accruals	4,239	6,234
	<u>4,872</u>	<u>8,059</u>

12. Capital Commitments

There are no current capital commitments.

13. Purposes of Funds

a. Restricted Fund.

A.A. Davis Trust

This fund arose from a restricted donation from Mr A A Davis. The income from this fund can only be used for the benefit of the Members. The balance of the fund represents capital plus the increase or decrease of the fund. According to the terms of the Trust the capital must be maintained.

b. Unrestricted Funds

1. General Fund

This fund arises from incoming resources receivable or generated for the objects of the Charity without a specified purpose and are therefore available to the Committee for general expenditure.

2. Transport Fund Designated Funds

This fund arose from a grant from the Abbeyfield Society noting the then proposed project to provide transport for the elderly. When in April 2006 buses became free for individuals who are of retirement age the need to subsidise the local transport stopped. The Management agreed to preserve the fund for the time being in case the subsidy is removed.

3. General Bequest Fund

This fund arises from donations from members and deceased members. The fund is used to pay for major items of capital expenditure.

4. Members Sub-Committee Fund

This Fund is available to the Members' Sub-Committee to be spent for the benefit of the membership in general.

**Henley-on-Thames Day Centre
Management Committee**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020**

13. Analysis of Net Assets between Funds

	<u>General Fund</u>	<u>Transport Fund</u>	<u>Unrestricted Designated General Bequest Fund</u>	<u>Members Sub Committee Fund</u>	<u>Total Unrestricted Fund</u>	<u>Restricted AA Davis Bequest Fund</u>	<u>Total 2020</u>	<u>Total 2019</u>
	£	£	£	£	£	£	£	£
Investments	12,793	60,928	-	-	73,721	307,228	380,949	372,375
Short Term Deposits	1,870	8,844	29,404	12,627	52,745	-	52,745	55,483
Debtors	793	-	-	-	793	-	793	627
Cash at Bank & in Hand	29,228	-	-	364	29,592	8,376	37,968	8,211
Creditors	(4,872)	-	-	-	(4,872)	-	(4,872)	(8,059)
Balance of Funds as at 31st December	39,812	69,772	29,404	12,991	151,979	315,604	467,583	428,637

The individual columns represent the position for each fund.

Henley-on-Thames Day Centre Management Committee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

14. Movement of Funds	At 1st January 2020	Income	Transfers between Funds	Expenditure	Investment Gains	At 31st December 2020
Unrestricted Funds						
General Fund	11,240	72,914	7,500	(52,611)	769	39,812
Transport Fund	64,336	1,773	-	-	3,663	69,772
General Bequest Fund	34,320	84	(5,000)	-	-	29,404
Members Sub-Committee Fund	13,015	73	-	(97)	-	12,991
Total Unrestricted Funds	122,911	74,844	2,500	(52,708)	4,432	151,979
Restricted Funds						
AA Davis Bequest Fund	305,726	8,235	(2,500)	-	4,143	315,604
Total Restricted Funds	305,726	8,235	(2,500)	-	4,143	315,604
Total Funds	428,637	83,079	-	(52,708)	8,575	467,583

Transfers between funds

The main committee received £2,500 from the AA Davis Bequest Fund and £5,000 from the General Bequest Fund. This money was applied by the main committee for the benefit of members and for general expenses. Net amount £7,500 (2019: £19,500)