

Halstead Day Centre

Annual Report and Financial Statements
for the Year Ended 31 March 2021

Halstead Day Centre

Contents

| | |
|---|----------|
| Reference and Administrative Details | 1 |
| Trustees' Report | 2 to 5 |
| Statement of Trustees' Responsibilities | 6 |
| Independent Examiner's Report | 7 |
| Statement of Financial Activities | 8 |
| Balance Sheet | 9 |
| Notes to the Financial Statements | 10 to 18 |

Halstead Day Centre

Reference and Administrative Details

| | |
|--|---|
| Patron | The Lady Patricia Newton of Braintree |
| Chairman | Mrs D E Lodge M.B.E. JP |
| Trustees | Mrs D E Lodge M.B.E. JP Mrs J A Pell Dr A J F Symington MA, MB, Bchir, FRC, GP Mr T N Wright FP Mrs H W Catley |
| Senior Management / Leadership Team | Mrs D E Lodge M.B.E. JP, Chairman Mrs J Pell, Trustee Dr A J F Symington MA, MB, Bchir, FRC, GP, Trustee and Medical Services Representative Mrs V Harman, Chief Executive Officer and Centre Manager Mr P Amos, Administrator Mrs F Fearn, Care Co-ordinator Mr T Wright FP, Trustee |
| Day Centre Committee | Mrs V Harman, Centre Manager Mrs F Fearn, Care Co-ordinator Mr P Amos, Administrator Mr K Bradford, Members Representative Mrs T Jones, Members Representative |
| Principal Office | 40 Bridge Street Halstead Essex CO9 1HT |
| Charity Registration Number | 280552 |
| Bankers | CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4JQ |
| Financial Advisers | Oakfield Financial Services Oakfield House, 11 Century Drive Braintree Essex CM77 8YG |
| Independent Examiner | L Greenwood FCCA Lambert Chapman LLP 3 Warners Mill Silks Way Braintree Essex CM7 3GB |

Halstead Day Centre

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2021.

Objectives and activities

Objects and aims

Objectives of the Centre

The purpose of the Centre is to provide, in a caring environment, stimulation and support to enable older people who are isolated, to remain living in their own homes for as long as possible.

Membership

The membership is limited to 20 each day. Whilst the premises could accommodate more people, due to the number of people attending who use wheelchairs or walking frames, the average number of people accommodated without congestion is 16. Referrals for membership are made by social workers, medical practitioners, other welfare bodies and individuals.

The Centre Activities and Services

The Centre commenced its operations in 1978 on one day a week in borrowed premises and with loaned transport facilities. Until November 2018, the Centre opened on five days a week. At that time, due to an unusually high number of deaths amongst members, or them going into full time care, the Trustees considered it uneconomical to open for five days a week. Having obtained the agreement of all staff members to reduce their hours accordingly, the decision was therefore taken to reduce the opening times to four days a week until such time as additional members could be obtained. The Centre is actively recruiting new members with the intention of increasing to five days a week again.

The Centre has its own premises which were acquired in 1998 and converted for use by the Centre with the assistance of a grant from the National Lottery Charities Board. The main recreation area on the ground floor has been fitted with a hearing loop system. The Centre also owns two tail-lift ambulances used for transporting members to and from the Centre and taking them out on trips and visits. Services provided by the Centre include an escorted shopping service which runs every day. This is well used and appreciated by the members who would otherwise need to rely upon someone else to do their shopping for them. The ability to select their own items gives a sense of independence and well-being as it allows them to make their own choices.

The Centre has a bathroom, which contains a Parker Bath, enabling anyone who wishes to bathe with dignity, enhancing their personal hygiene and enabling them to enjoy the relaxation of bathing. This facility is well used and has the added advantage of staff being able to monitor any changes in the well-being of a member. The Centre also has a shower room for those who would prefer to use this facility.

A chiropodist visits the Centre on a regular basis. Members pay the Service Provider but the fees are at a discounted rate. The Centre also operates a service whereby members can be escorted to a local hairdressers. Transport is made available when a member's appointment with a doctor falls on a day when they are at the Centre. There are a number of recreational activities including pool, darts and short mat bowls available in a large recreation area on the first floor which is accessible by either a staircase or a lift.

The Centre owns a purpose-built hut in Brightlingsea and, weather permitting, all members are offered at least two trips to this during the summer. Use of the hut is also made available to other organisations working with older people.

Halstead Day Centre

Trustees' Report

Objectives, strategies and activities

Throughout this financial year, the full effect of the pandemic has become clear, and the Day Centre has been affected like all other organisations. Many of the normal activities could not take place, and in total the Centre was unable to open for almost eight months of the year. This stopped regular income for long periods of time, and drastically reduced it when we could open, as many members either could no longer attend or did not feel safe in doing so. Despite this, the Centre continued to make provision of Day Facilities to the older people of Halstead and surrounding villages, and although there were a few logistical problems when we reopened, we still deliver a service to a high standard to our members.

We benefited greatly from grants and donations from Charitable Trusts, and Halstead Rotarians created a global giving fundraising page for the Day Centre and a substantial amount of money was raised. Our main aims are still the same as they have always been, that is to provide a service that reduces isolation and loneliness and enables older people to connect with other people of the same generation, and to provide adequate support to lead a supported life in their own homes if they wish.

Our ambulances have been maintained to a high standard to ensure the comfort and safety of our members, which is paramount. Staff training is ongoing, meeting above the statutory requirements. The annual plant sale proved to be very successful by way of fundraising and involvement in the community, many thanks to Mrs Lodge who worked tirelessly to grow and help sell the plants. All the members enjoyed their Christmas dinners during Christmas week. We still managed a few trips to our Beach Hut in Brightlingsea for those who felt able to make the journey.

It has been an uncertain year for the Centre because of the pandemic, but since the end of this report our membership has now picked up dramatically, and we feel positive about the future.

Public benefit

The Charity has, during the year, run a Day Centre, within the Halstead area.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Financial review

Policy on reserves

The Trustees have set an objective of cash reserves as at the end of each financial year, which would cover at least six months costs of running the Centre. Given the reduction in statutory funding available to charities, the Trustees consider that this level of reserves would be prudent. The available unrestricted reserves as at 31 March 2021 are £41,764 (2020: £7,796).

Halstead Day Centre

Trustees' Report

Plans for future periods

Activities planned to achieve aims

The Day Centre aims to continue to provide a diverse range of activities that suit personal and group needs, including activities that promote mental and physical well-being. Our main focuses are still to reduce isolation and increase interaction for our members who are facing the same issues due to being isolated in their communities.

Annual trips to our beach hut will take place in the summer. For most of our members, the opportunity to have a day at the seaside would be non-existent without this facility.

We aim to continue doing local fund-raising activities, including the annual Plant Sale, Bazaar and coffee mornings. Local organisations have pledged support for the coming year.

We hope to have our Christmas Party for the members with visiting entertainers.

We intend to actively encourage more members to the Centre over the coming year. We will continue to support volunteer opportunities for the public.

Once again, our thanks go out to grant-giving organisations and those involved in the local fund-raising events, who we hope will continue to support our work during the coming year.

Unfortunately in the months since the end of this financial years report the effects of the pandemic continued to disrupt the day-to-day running of Day Centre. Although the Centre reopened two weeks into the new financial year the number of members attending remained low, as many members either could no longer attend or still did not feel safe in doing so.

As a result the decision was taken in the Autumn 2021 to reduce our opening days to three per week on a temporary basis, so as to increase the daily number of people attending on those days, and also to minimise the reduction in staff salaries resulting from the ending of the furlough scheme.

We hope to be able to restore attendance levels to those previously experienced as soon as possible, which will result in the Day Centre striving to increase its operating hours back to their former levels.

Structure, governance and management

Nature of governing document

The Centre is managed and run in accordance with its constitution which has been lodged with the Charity Commission.

Recruitment and appointment of trustees

Where it is considered desirable to appoint an additional Trustee, volunteers are sought from within the local community. The CV of any person volunteering is reviewed to ascertain if their appointment will bring additional skills to the Board of Trustees and the potential Trustee is provided with financial and operational information regarding the Centre. They are interviewed by at least two existing Trustees.

Induction and training of trustees

Any person appointed is given opportunities to see the Centre in operation and is encouraged to refer to the Charity Commission website to ensure that they fully understand the role of a Trustee prior to accepting the appointment.

The Centre maintains Directors and Officers Insurance for the benefit of Trustees.

Organisational structure

The Trustees are responsible for the overall direction of the Centre and the employment of staff. The day to day management of the Centre is the responsibility of the Centre Manager with the support and guidance of the Management Committee. The Day Centre Committee provides a forum for all those concerned with the Centre, whether as volunteer helpers, drivers or members, to discuss matters of day to day importance to them.

Halstead Day Centre

Trustees' Report

Employee involvement

As at 31 March 2021, the Centre employed 7 part-time staff. It has had the ability to call on one person who was prepared to work part-time as and when required to cover holiday absences, etc. The Manager is qualified to NVQ Level 5 in Health and Social Care and holds a Diploma in Business Studies and Administration, The Care Co-Ordinator is qualified to Level 3 and holds a Diploma in Customer Service. All Care Staff are qualified to Level 2 or higher. Drivers are MIDAS trained. The Manager and all Care Staff are qualified in First Aid and Moving and Handling and have received training in dementia awareness. The Manager and two staff members hold Health and Safety qualifications.

Details of employment costs are shown in note 10.

The Centre has 9 volunteers, who work for varying days and periods of time and whose contribution is so important to the smooth running of the Centre. Volunteers are offered training and encouraged to obtain qualifications appropriate to the tasks which they carry out.

All staff and volunteers are subject to clearance by the DBS Scheme as recommended in respect of those working with vulnerable older people.

The annual report was approved by the trustees of the charity on 28 January 2022 and signed on its behalf by:

.....
Mrs D E Lodge M.B.E. JP
Chairman and Trustee

Halstead Day Centre

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 28 January 2022 and signed on its behalf by:

.....
Mrs D E Lodge M.B.E. JP
Chairman and Trustee

Halstead Day Centre

Independent Examiner's Report to the trustees of Halstead Day Centre

I report to the trustees on my examination of the accounts of Halstead Day Centre for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of Halstead Day Centre 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 Halstead Day Centre'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 Halstead Day Centre as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting 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 accounts to be reached.

.....
Lisa Greenwood FCCA

Lambert Chapman LLP
3 Warners Mill
Silks Way
Braintree
Essex
CM7 3GB

28 January 2022

Halstead Day Centre

Statement of Financial Activities for the Year Ended 31 March 2021

| | Note | Unrestricted funds £ | Restricted funds £ | Total 2021 £ | Total 2020 £ |
|------------------------------------|------|----------------------------|--------------------------|----------------------|----------------------|
| Income and Endowments from: | | | | | |
| Donations and legacies | 2 | 44,926 | 17,508 | 62,434 | 54,168 |
| Charitable activities | 3 | 70,899 | - | 70,899 | 72,847 |
| Other trading activities | 4 | 820 | - | 820 | 2,225 |
| Investment income | 5 | 16 | - | 16 | 24 |
| Other income | 6 | 442 | - | 442 | 662 |
| Total income | | <u>117,103</u> | <u>17,508</u> | <u>134,611</u> | <u>129,926</u> |
| Expenditure on: | | | | | |
| Charitable activities | 7 | <u>(83,067)</u> | <u>(46,205)</u> | <u>(129,272)</u> | <u>(144,796)</u> |
| Total expenditure | | <u>(83,067)</u> | <u>(46,205)</u> | <u>(129,272)</u> | <u>(144,796)</u> |
| Net income/(expenditure) | | 34,036 | (28,697) | 5,339 | (14,870) |
| Gross transfers between funds | | <u>(68)</u> | <u>68</u> | <u>-</u> | <u>-</u> |
| Net movement in funds | | 33,968 | (28,629) | 5,339 | (14,870) |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | <u>7,796</u> | <u>81,327</u> | <u>89,123</u> | <u>103,993</u> |
| Total funds carried forward | 16 | <u><u>41,764</u></u> | <u><u>52,698</u></u> | <u><u>94,462</u></u> | <u><u>89,123</u></u> |

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 16.

Halstead Day Centre
(Registration number: 280552)
Balance Sheet as at 31 March 2021

| | Note | 2021 £ | 2020 £ |
|---|------|----------------|----------------|
| Fixed assets | | | |
| Tangible assets | 13 | 50,430 | 65,839 |
| Current assets | | | |
| Debtors | 14 | 1,239 | 1,183 |
| Cash at bank and in hand | | <u>47,279</u> | <u>24,982</u> |
| | | 48,518 | 26,165 |
| Creditors: Amounts falling due within one year | 15 | <u>(4,486)</u> | <u>(2,881)</u> |
| Net current assets | | <u>44,032</u> | <u>23,284</u> |
| Net assets | | <u>94,462</u> | <u>89,123</u> |
| Funds of the charity: | | | |
| Restricted income funds | | | |
| Restricted funds | 16 | 52,698 | 81,327 |
| Unrestricted income funds | | | |
| Unrestricted funds | | <u>41,764</u> | <u>7,796</u> |
| Total funds | 16 | <u>94,462</u> | <u>89,123</u> |

The financial statements on pages 8 to 18 were approved by the trustees, and authorised for issue on
28 January 2022 and signed on their behalf by:

.....
Mrs D E Lodge M.B.E. JP
Chairman and Trustee

Halstead Day Centre

Notes to the Financial Statements for the Year Ended 31 March 2021

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Halstead Day Centre meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Exemption from preparing a cash flow statement

The charity has reported income below the threshold to require the inclusion of a cash flow statement within these financial statements.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

The trustees are hoping to return to attendance levels previously experienced as soon as possible.

Judgements

Apart from those judgements involving estimations, the management team have not made any judgements in the process of applying the entity's accounting policies that have significant effect on the amounts recognised in the accounts.

Key sources of estimation uncertainty

There are no key assumptions concerning the future or other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Other trading activities

Income from fundraising activities is recognised when it is received by the charity.

The notes on pages 10 to 18 form an integral part of these financial statements.

Halstead Day Centre

Notes to the Financial Statements for the Year Ended 31 March 2021

Investment income

Investment income includes interest received in the charity bank accounts and is recognised on a received basis.

Charitable activities

Income from charitable activities includes the income derived from the Charity's main activities, including income from subscriptions and members lunches, and is recognised when receivable.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

These costs represent those that are directly attributable to the achievement of the Charity's objectives. They include the employment costs of care staff, the costs of running ambulances, premises costs and other costs associated with the running of the Centre for the benefit of members.

Support costs

Support costs include those administration costs that assist the work of the Charity but do not directly represent charitable activities. They include administrative costs, including employment costs, office costs and publicity. They are incurred directly in support of expenditure on the objects of the Charity.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements.

Tangible fixed assets

Individual fixed assets costing £100.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| Asset class | Depreciation method and rate |
|-------------------------|-------------------------------------|
| Freehold Buildings | 25 years |
| Land | no depreciation charged |
| Ambulances | 5 years |
| Beach Hut | 5 years |
| Furniture and Equipment | 5 years |

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and amounts held in the bank account.

Halstead Day Centre

Notes to the Financial Statements for the Year Ended 31 March 2021

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

2 Income from donations and legacies

| | Unrestricted funds General £ | Restricted funds £ | Total 2021 £ | Total 2020 £ |
|-----------------------------------|---------------------------------------|--------------------------|--------------------|--------------------|
| Donations and legacies; | | | | |
| Gift aid reclaimed | - | - | - | 7,142 |
| Grants, including capital grants; | | | | |
| Grants and donations | 44,926 | 17,508 | 62,434 | 47,026 |
| | <u>44,926</u> | <u>17,508</u> | <u>62,434</u> | <u>54,168</u> |

3 Income from charitable activities

| | Unrestricted funds General £ | Restricted funds £ | Total 2021 £ | Total 2020 £ |
|-----------------------|---------------------------------------|--------------------------|--------------------|--------------------|
| CJRS grant income | 56,668 | - | 56,668 | - |
| Members subscriptions | 13,692 | - | 13,692 | 62,109 |
| Members lunches | 539 | - | 539 | 10,738 |
| | <u>70,899</u> | <u>-</u> | <u>70,899</u> | <u>72,847</u> |

4 Income from other trading activities

| | Unrestricted funds General £ | Restricted funds £ | Total 2021 £ | Total 2020 £ |
|---------------------|---------------------------------------|--------------------------|--------------------|--------------------|
| Trading income; | | | | |
| Sales of goods | - | - | - | 692 |
| Events income; | | | | |
| Other events income | 820 | - | 820 | 1,533 |
| | <u>820</u> | <u>-</u> | <u>820</u> | <u>2,225</u> |

Halstead Day Centre

Notes to the Financial Statements for the Year Ended 31 March 2021

5 Investment income

| | Unrestricted funds General £ | Restricted funds £ | Total 2021 £ | Total 2020 £ |
|---|---------------------------------------|--------------------------|--------------------|--------------------|
| Interest receivable and similar income; | | | | |
| Interest receivable on bank deposits | 16 | - | 16 | 24 |

6 Other income

| | Unrestricted funds General £ | Restricted funds £ | Total 2021 £ | Total 2020 £ |
|--------------|---------------------------------------|--------------------------|--------------------|--------------------|
| Fuel rebate | 442 | - | 442 | 660 |
| Other income | - | - | - | 2 |
| | 442 | - | 442 | 662 |

7 Expenditure on charitable activities

| | Note | Unrestricted funds General £ | Restricted funds £ | Total 2021 £ | Total 2020 £ |
|--|------|---------------------------------------|--------------------------|--------------------|--------------------|
| Ambulance running costs | | - | 3,658 | 3,658 | 8,074 |
| Transport costs | | - | 480 | 480 | 480 |
| Premises costs | | 453 | 5,770 | 6,223 | 9,927 |
| Equipment repairs and renewals | | 87 | 460 | 547 | 1,523 |
| Depreciation of freehold property | | - | 15,350 | 15,350 | 15,950 |
| Depreciation of furniture and equipment | | 13 | - | 13 | 255 |
| Depreciation of ambulances | | - | - | - | 445 |
| Depreciation of equipment | | - | 46 | 46 | 46 |
| Sundry expenses | | 73 | - | 73 | 152 |
| Lunches and refreshments | | - | - | - | 10,658 |
| Beach hut costs | | - | 802 | 802 | 800 |
| Salaries and employment costs | | 53,403 | 10,520 | 63,923 | 59,773 |
| Administration costs (incl. admin wages) | | 27,748 | 9,119 | 36,867 | 35,543 |
| Governance costs | 8 | 1,290 | - | 1,290 | 1,170 |
| | | 83,067 | 46,205 | 129,272 | 144,796 |

Halstead Day Centre

Notes to the Financial Statements for the Year Ended 31 March 2021

8 Analysis of governance and support costs

Governance costs

| | Unrestricted funds General £ | Total 2021 £ | Total 2020 £ |
|---|---------------------------------------|--------------------|--------------------|
| Independent examiner fees | | | |
| Examination of the financial statements | 1,290 | 1,290 | 1,170 |
| | <u>1,290</u> | <u>1,290</u> | <u>1,170</u> |

9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

10 Staff costs

The aggregate payroll costs were as follows:

| | 2021 £ | 2020 £ |
|------------------------------------|---------------|---------------|
| Wages and salaries | 95,050 | 88,673 |
| Social security | 646 | 943 |
| Defined contribution pension costs | 1,538 | 1,434 |
| | <u>97,234</u> | <u>91,050</u> |

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

| | 2021 No | 2020 No |
|-----------------------------|-------------|-------------|
| Charitable activities | 5 | 5 |
| Management | <u>2</u> | <u>2</u> |
| | <u>7</u> | <u>7</u> |
| Full time equivalents (FTE) | 2021 | 2020 |
| Charitable activities | 3.86 | 3.86 |
| Management | <u>1.20</u> | <u>1.20</u> |
| | <u>5.06</u> | <u>5.06</u> |

In addition to the paid employees, the Centre had 9 volunteers during the year (2020: 16 volunteers) who worked for various periods.

3 (2020 - 3) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £1,538 (2020 - £1,434).

The notes on pages 10 to 18 form an integral part of these financial statements.

Halstead Day Centre

Notes to the Financial Statements for the Year Ended 31 March 2021

No employee received emoluments of more than £60,000 during the year

The total employee benefits of the key management personnel of the charity were £51,586 (2020 - £48,120). The Charity considers its key management personnel to comprise the Centre Manager, the Care Co-ordinator and the Administrator.

11 Independent examiner's remuneration

| | 2021 £ | 2020 £ |
|---|--------------|--------------|
| Examination of the financial statements | <u>1,290</u> | <u>1,170</u> |

12 Taxation

The charity is a registered charity and is therefore generally exempt from taxation.

13 Tangible fixed assets

| | Land and buildings £ | Furniture and equipment £ | Ambulance Fund £ | Beach Hut £ | Equipment Fund £ | Total £ |
|-----------------------|----------------------------|------------------------------------|------------------------|----------------|------------------------|----------------|
| Cost | | | | | | |
| At 1 April 2020 | <u>398,748</u> | <u>18,849</u> | <u>68,502</u> | <u>2,785</u> | <u>230</u> | <u>489,114</u> |
| At 31 March 2021 | <u>398,748</u> | <u>18,849</u> | <u>68,502</u> | <u>2,785</u> | <u>230</u> | <u>489,114</u> |
| Depreciation | | | | | | |
| At 1 April 2020 | 333,628 | 18,268 | 68,502 | 2,785 | 92 | 423,275 |
| Charge for the year | <u>15,350</u> | <u>13</u> | <u>-</u> | <u>-</u> | <u>46</u> | <u>15,409</u> |
| At 31 March 2021 | <u>348,978</u> | <u>18,281</u> | <u>68,502</u> | <u>2,785</u> | <u>138</u> | <u>438,684</u> |
| Net book value | | | | | | |
| At 31 March 2021 | <u>49,770</u> | <u>568</u> | <u>-</u> | <u>-</u> | <u>92</u> | <u>50,430</u> |
| At 31 March 2020 | <u>65,120</u> | <u>581</u> | <u>-</u> | <u>-</u> | <u>138</u> | <u>65,839</u> |

The value of land and buildings includes £15,000 of freehold land - this is the land upon which the premises stands and does not therefore form a separate saleable asset.

Halstead Day Centre

Notes to the Financial Statements for the Year Ended 31 March 2021

14 Debtors

| | 2021 £ | 2020 £ |
|-------------|--------------|--------------|
| Prepayments | <u>1,239</u> | <u>1,183</u> |

15 Creditors: amounts falling due within one year

| | 2021 £ | 2020 £ |
|------------------------------------|--------------|--------------|
| Trade creditors | 1,170 | - |
| Other taxation and social security | 1,634 | 1,015 |
| Accruals | <u>1,682</u> | <u>1,866</u> |
| | <u>4,486</u> | <u>2,881</u> |

Halstead Day Centre

Notes to the Financial Statements for the Year Ended 31 March 2021

16 Funds

| | Balance at 1 April 2020 £ | Incoming resources £ | Resources expended £ | Transfers £ | Balance at 31 March 2021 £ |
|-------------------------------|---------------------------------|----------------------------|----------------------------|----------------|-------------------------------------|
| Unrestricted funds | | | | | |
| <i>General</i> | | | | | |
| General Fund | 7,796 | 117,103 | (83,067) | (68) | 41,764 |
| Restricted funds | | | | | |
| Restricted Revenue Funds | 15,500 | 17,508 | (30,809) | 69 | 2,268 |
| Freehold Premises Fund | 65,120 | - | (15,350) | - | 49,770 |
| Equipment Fund | 707 | - | (46) | (1) | 660 |
| Total restricted funds | <u>81,327</u> | <u>17,508</u> | <u>(46,205)</u> | <u>68</u> | <u>52,698</u> |
| Total funds | <u>89,123</u> | <u>134,611</u> | <u>(129,272)</u> | <u>-</u> | <u>94,462</u> |
| | Balance at 1 April 2019 £ | Incoming resources £ | Resources expended £ | | Balance at 31 March 2020 £ |
| Unrestricted funds | | | | | |
| <i>General</i> | | | | | |
| General Fund | 21,096 | 111,251 | (124,551) | | 7,796 |
| Restricted | | | | | |
| Restricted Revenue Funds | 629 | 18,675 | (3,804) | | 15,500 |
| Ambulance Fund | 445 | - | (445) | | - |
| Freehold Premises Fund | 81,070 | - | (15,950) | | 65,120 |
| Equipment Fund | 753 | - | (46) | | 707 |
| Total restricted funds | <u>82,897</u> | <u>18,675</u> | <u>(20,245)</u> | | <u>81,327</u> |
| Total funds | <u>103,993</u> | <u>129,926</u> | <u>(144,796)</u> | | <u>89,123</u> |

The specific purposes for which the funds are to be applied are as follows:

Unrestricted Fund - This fund can be utilised for any purpose which the Trustees consider to be required in the furtherance of the object of the Charity.

Restricted Revenue Fund - This fund is used to hold money received in grants and donations where the donor or grantee has placed a restriction on the type of cost against which their contribution may be used.

The restricted revenue reserve fund balances as at 31 March 2021 are made up of the following amounts:

- Essex Community Foundation £862
- Active Braintree £500
- Braintree District Council £500
- Beach Hut Fund £406

Capital Funds - the Equipment Fund, Ambulance Fund and Freehold Premises Fund are used to hold the written down capital value of the assets purchased with grants and donations made for the acquisition of these.

Halstead Day Centre

Notes to the Financial Statements for the Year Ended 31 March 2021

17 Analysis of net assets between funds

| | Unrestricted funds General £ | Restricted funds £ | Total funds at 31 March 2021 £ |
|-----------------------|---------------------------------------|--------------------------|---|
| Tangible fixed assets | - | 50,430 | 50,430 |
| Current assets | 46,250 | 2,268 | 48,518 |
| Current liabilities | (4,486) | - | (4,486) |
| Total net assets | 41,764 | 52,698 | 94,462 |
| | Unrestricted funds General £ | Restricted funds £ | Total funds at 31 March 2020 £ |
| Tangible fixed assets | 12 | 65,827 | 65,839 |
| Current assets | 10,665 | 15,500 | 26,165 |
| Current liabilities | (2,881) | - | (2,881) |
| Total net assets | 7,796 | 81,327 | 89,123 |

18 Related party transactions

Trustee donations

During the year, donations amounting to £nil (2020: £10,250) were provided by Trustees of the charity.