

REGISTERED COMPANY NUMBER: 01901404 (England and Wales)
REGISTERED CHARITY NUMBER: 516466

Report of the Trustees and
Financial Statements
for the Year Ended 31 March 2024
for
Mayfield Fellowship

Warr & Co Limited
Chartered Accountants
& Statutory Auditors
Mynshull House
78 Churchgate
Stockport
SK1 1YJ

Mayfield Fellowship

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Mayfield Fellowship

Reference and Administrative Details
for the Year Ended 31 March 2024

Trustees	Ms L Jackson A B Jackson L M Lee Mrs A McCormick Ms D Slee Ms J A Speariett C Speariett Mrs J Clements
Company secretary	Ms D Slee
Registered office	Mayfield Court 40 Youens Way Liverpool L14 2EP
Registered company number	01901404 (England and Wales)
Registered charity number	516466
Auditors	Warr & Co Limited Chartered Accountants & Statutory Auditors Mynshull House 78 Churchgate Stockport SK1 1YJ
Solicitors	Brabners Chaffe Street Horton House Exchange Flags Liverpool L2 3YL
Advisers	Barclays Bank Plc South Liverpool Management Centre 394 Edge Lane Liverpool L7 9PX

Mayfield Fellowship (Registered number: 01901404)

Report of the Trustees
for the Year Ended 31 March 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Strategic report

Achievement and performance

Charitable activities

Mayfield Court is a purpose-built building that was opened in 1983 is based in Knotty Ash in Liverpool. The home is registered with the Care Quality Commission under the Health and Social Care Act 2008 as a care home to provide accommodation and personal care for 35 residents.

Mayfield Fellowship provides care and support in a safe and secure environment that empowers residents to live their life as independently as they are able irrespective of their disability. The client group who access services have complex physical disabilities which may include clients with learning disabilities and mental health needs following an injury at birth (Cerebral Palsy), acquired brain injury through trauma or neurological disorders. Mayfield Fellowship is registered to provide services with Liverpool, Sefton, and Knowsley.

Mayfield Court is an approved provider for Liverpool Social Services providing placements for clients who require specialist residential care. The home continues to maintain full occupancy. Referral for placements at the service continues to be via Liverpool Social Service portal system.

During this reporting period we continue to maintain to monitor the risk of an outbreak of covid that could impact the health and wellbeing of the residents and the service we provide.

Residents

Referrals of new residents who are placed at Mayfield Court continue to be under the age of 65 and potential residents over the age of 65 continue to find it difficult to secure funding for a placement within the home.

Referrals for placement at Mayfield Court continue to be residents with significant complex needs. The senior management team undertake a comprehensive assessment of potential residents to ensure the service can meet individual needs. The level of complexity and the rigorous assessment process can lead to longer than normal periods of voids.

Over this reporting period we have continued to have regular resident's meetings and residents have continued to enjoy activities within the home and the wider community. The use of resident's families What's App group and other social platforms continue to be a very useful communication tool.

Although we are living with COVID 19 there remains a risk of a COVID 19 outbreak and in the event of an outbreak all relevant Infection Control procedures will be implemented.

A review of the roles of drivers was undertaken and the decision was made to retain drivers as they have a significant impact on staff retention and recruitment.

Sadly, this year we lost the following residents Phil Foxley, Allan Hasprey, Janet Clarke and Janet Young. Their deaths were not COVID related and all are greatly missed by staff and residents.

Mayfield Fellowship (Registered number: 01901404)

Report of the Trustees
for the Year Ended 31 March 2024

Strategic report

Achievement and performance

Staffing

We continue to have a stable staff group, and this has once again enabled us to continue to provide the highest levels of care and support to meet our resident's needs.

During this reporting period the legislation body CQC who monitor the registration of care services at Mayfield Court are going through a restructuring of how they inspect services registered with them. We continue to monitor and review all changes that will impact the service and monitor and review how the service adapts to ensure care and service delivery meet regulatory requirements. We receive monthly reports from CQC stating that they have undertaken external audits of our service and at present there are no concerns and these audits do not affect the home's rating. The Chief Executive and Senior Management Team completed their PIR to CQC (Provider Information Return) which is a legal requirement, in January 2024. This reporting period we have not received a request from CQC to complete a PIR return, but continue to receive monthly reports,

Recruitment and selection of care staff has always been a challenge, even as we live with COVID 19, the challenges remain at a level never seen before within Social Care and we expect this to continue.

Fundraising

Following the Covid 19 pandemic fundraising activities continue to be restricted with the only funds raised during this reporting period being from resident's bingo and a race night.

Financial review

Financial position

The Fellowship has a policy document titled 'Internal Financial Controls' which is based on Charity Commission recommendations. The document sets out the basic internal controls required.

The Finance Director continues to work with the Senior Management Team in monitoring and reviewing all financial systems. Financial information is reported to the Board at their regular meetings.

The total incoming resources for the year were £2,489,063 (2023 £2,104,785). The total resources expended were £2,302,672 (2023 £2,164,793) resulting in a surplus of £186,391 (2023 deficit £60,008). The Trustees are satisfied that the Fellowship has adequate resources to maintain and develop its activities.

Principal funding sources

The main source of income is unrestricted income from various local authorities, residents and the Department for Work and Pensions for the provision of residential care. The main expenditure is the provision of this service.

Reserves policy

Reserves are retained in order to meet moral, statutory and other commitments arising from the withdrawal or reduction of funding. The Trustees consider that this should be at least six months running costs. As at 31 March 2024 the Charity held reserves of £1,178,024 (2023 £991,633).

Reserves are also retained to finance future plans in line with the Fellowship's aims. Monies on deposit are reviewed regularly to ensure that the best possible interest rate can be achieved. The Trustees consider that this level of free reserves is sufficient, and in line with the amount determined by the policy.

Mayfield Fellowship (Registered number: 01901404)

Report of the Trustees
for the Year Ended 31 March 2024

Strategic report

Public Benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commissioners' general guidance on public benefit when reviewing the charity's aims and objectives. The Trustees regard the activities of the Charity to fall within the definition of a charitable purpose relating to carers.

Structure, governance and management

Governing document

As a company limited by guarantee and not having share capital, Mayfield Fellowship's governing document is its Memorandum and Articles of Association (updated January 2016).

Mayfield Fellowship carries out its charitable activities at Mayfield Court and is sometimes referred to by this name.

Recruitment and appointment of new trustees

The Board of Trustees (who are also Directors for the purpose of Company law) are responsible for the overall governance of the Charity.

Mayfield Fellowship follows a robust recruitment and selection procedure in the recruitment of all potential trustees. All applicants must apply for an enhanced DBS disclosure and sign a declaration that they are not disqualified from becoming a company director or from working with vulnerable adults.

Employees of Mayfield Fellowship or SCOPE are disqualified from becoming a trustee.

Following an expression of interest, potential trustees are invited to Mayfield Court to meet with the Chair and Chief Executive.

A synopsis of the applicants' skills, experience and interests together with the Fellowship's expectations in the role and the responsibilities of a trustee are discussed. The Chief Executive provides an overview of the care and service delivery at Mayfield Court. They are also given a tour of the home.

The applicant receives an information pack that contains all relevant documents pertinent to the role of a trustee at Mayfield Fellowship and a signed receipt is obtained.

Once suitability of applicants is established they are then invited to attend a minimum of two board meetings in the role as an observer.

On completion of the recruitment and selection process the applicant can, if appropriate, be put forward for election as a Trustee to the Board.

Subject to the Memorandum of Association the Trustees may appoint any member as a Trustee in order to fill a casual vacancy or by way of an addition to the Board.

Mayfield Fellowship (Registered number: 01901404)

Report of the Trustees
for the Year Ended 31 March 2024

Structure, governance and management

Organisational structure

All Trustees hold office until the Annual General Meeting when a percentage of the Trustees in line with the Articles of Association resign and offer themselves for re-election by the Members of the Charity.

All Trustees are expected to retain their skills and knowledge of any legislation or organisational change that may affect care and service delivery at Mayfield Fellowship by attending training seminars arranged by the Fellowships solicitors or the Charity Commission. To demonstrate compliance with Regulation 17 Good Governance of the Health & Social Care Act 2008 the Trustees have a responsibility to ensure there is effective governance including assurance and auditing the systems and processes in place at Mayfield Fellowship to monitor, assess and mitigate any risks to the health, safety and welfare of residents who use the service and the staff who work within the home.

The Board of Trustees also have two sub-committees reporting directly to the Board, the remuneration sub-committee and the future development sub-committee. The remuneration sub-committee benchmarks potential salary increases and new post salaries against current market rates for those posts and ensures that legal requirements such as the minimum wage are adhered to.

The day to day management and administration of Mayfield Fellowship is delegated to salaried manager's who report to the Chief Executive, who in turn reports to the Board of Trustees.

Chair of the Trustees	L M Lee
Vice Chair	J A Speariett
Finance Director	A B Jackson
Chief Executive	Carole Ackers
Senior Management Team	
Operational Finance Director	Colin Billington
Head of Care	Adele Gorman
Deputy Head of Care	Naomi Bedford
Quality Manager	Victoria Jones

Board meetings

There are regular board meetings, a minimum of six per year where the Chief Executive reports directly to the Board covering all aspects of service delivery and the business at Mayfield Court.

Mayfield Fellowship (Registered number: 01901404)

Report of the Trustees
for the Year Ended 31 March 2024

Structure, governance and management

Quality and regulatory checks

The Chief Executive and Quality Manager continually monitor and review internal systems and processes that are in place to monitor the quality of care and service delivery at the home, to ensure we meet the requirements of the Health and Social Care Act and compliance with Social Services Contracts.

All policies and procedures that demonstrate governance are monitored and reviewed annually under the quality audit system.

Mayfield Court retained their outstanding status with CQC in July 2023 and remains the only Outstanding residential service in the Liverpool area.

Due to the Covid pandemic there has been major restrictions on visits into the home. Regular weekly meetings via Zoom platform were held with Liverpool Social Services and North West Public Health England. CQC undertook an unannounced visit to the home strictly adhering to Covid Infection Control guidelines on 30th October 2020 undertaking a targeted inspection focusing on infection control, the report found the home was compliant with all legislation. Infection control audit was undertaken by Liverpool Social Services on management of Covid pandemic/infection control measures, the home was compliant with all guidelines.

Wider network

The Chief Executive continues to meet with other charities and residential care providers in the Liverpool area.

Risk management

The Trustees and Senior Management Team continue to monitor and review the Charity's Business Plan. This enables them to identify the types of risks the Charity faces, both from internal and external factors and to implement the relevant risk management strategies. The Business Plan was last reviewed by the Chief Executive and trustee Jenny Clements in September 2023. The Business Plan and governance procedures are reviewed annually.

Statement of trustees' responsibilities

The trustees (who are also the directors of Mayfield Fellowship for the purposes of company law) are responsible for preparing the Report of the trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

Mayfield Fellowship (Registered number: 01901404)

Report of the Trustees
for the Year Ended 31 March 2024

Statement of trustees' responsibilities - continued

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

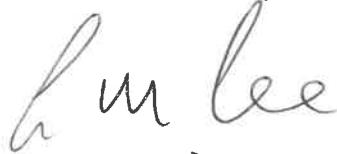
In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

The auditors, Warr & Co Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees, incorporating a Strategic report, approved by order of the board of trustees, as the company directors, on 28 January 2025 and signed on the board's behalf by:



L M Lee - Trustee

Report of the Independent Auditors to the Members of
Mayfield Fellowship

Opinion

We have audited the financial statements of Mayfield Fellowship (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of financial activities, the Balance sheet, the Cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Report of the independent auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Report of the Independent Auditors to the Members of
Mayfield Fellowship

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Report of the trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of trustees' responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Report of the Independent Auditors to the Members of Mayfield Fellowship

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the independent auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

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

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities including fraud and non-compliance with laws and regulations were as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with the trustees and other management and review of appropriate industry knowledge;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by;

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we;

- performed analytical procedures as a risk assessment tool to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions; and undertook substantive testing on a sample basis;
- reviewed the application of accounting policies with focus on those with heightened estimation uncertainty.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to;

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

Due to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, as with any audit, there remained a higher risk of nondetection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing fraud or non-compliance with laws and regulations and cannot be expected to detect all fraud and non-compliance with laws and regulations.

Report of the Independent Auditors to the Members of
Mayfield Fellowship

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Nicola Joyce (Senior Statutory Auditor)
for and on behalf of Warr & Co Limited
Chartered Accountants
& Statutory Auditors
Mynshull House
78 Churchgate
Stockport
SK1 1YJ

28 January 2025

Mayfield Fellowship

Statement of Financial Activities
for the Year Ended 31 March 2024

	Notes	Unrestricted funds £	Restricted fund £	31.3.24 Total funds £	31.3.23 Total funds £
Income and endowments from					
Donations and legacies	2	13,624	25,000	38,624	12,696
Charitable activities	5				
Residential care fees		2,429,447	-	2,429,447	2,068,749
Other trading activities	3	10,496	-	10,496	21,543
Investment income	4	10,496	-	10,496	1,797
Total		<u>2,464,063</u>	<u>25,000</u>	<u>2,489,063</u>	<u>2,104,785</u>
Expenditure on					
Charitable activities	6				
Residential care fees		<u>2,302,672</u>	<u>-</u>	<u>2,302,672</u>	<u>2,164,793</u>
NET INCOME/(EXPENDITURE)		161,391	25,000	186,391	(60,008)
Reconciliation of funds					
Total funds brought forward		<u>991,633</u>	<u>-</u>	<u>991,633</u>	<u>1,051,641</u>
Total funds carried forward		<u><u>1,153,024</u></u>	<u><u>25,000</u></u>	<u><u>1,178,024</u></u>	<u><u>991,633</u></u>

The notes form part of these financial statements

Mayfield Fellowship (Registered number: 01901404)

Balance Sheet
31 March 2024

	Notes	Unrestricted funds £	Restricted fund £	31.3.24 Total funds £	31.3.23 Total funds £
Fixed assets					
Tangible assets	12	127,305	-	127,305	109,953
Current assets					
Debtors	13	307,097	-	307,097	200,744
Cash at bank		965,338	25,000	990,338	899,139
		<u>1,272,435</u>	<u>25,000</u>	<u>1,297,435</u>	<u>1,099,883</u>
Creditors					
Amounts falling due within one year	14	(246,716)	-	(246,716)	(218,203)
		<u>1,025,719</u>	<u>25,000</u>	<u>1,050,719</u>	<u>881,680</u>
Net current assets					
		<u>1,025,719</u>	<u>25,000</u>	<u>1,050,719</u>	<u>881,680</u>
Total assets less current liabilities		<u>1,153,024</u>	<u>25,000</u>	<u>1,178,024</u>	<u>991,633</u>
NET ASSETS		<u>1,153,024</u>	<u>25,000</u>	<u>1,178,024</u>	<u>991,633</u>
Funds	16				
Unrestricted funds				1,153,024	991,633
Restricted funds				25,000	-
Total funds				<u>1,178,024</u>	<u>991,633</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 28 January 2025 and were signed on its behalf by:

L M Lee - Trustee

A B Jackson - Trustee

The notes form part of these financial statements

Mayfield Fellowship

Cash Flow Statement
for the Year Ended 31 March 2024

	Notes	31.3.24 £	31.3.23 £
Cash flows from operating activities			
Cash generated from operations	1	168,488	66,746
Net cash provided by operating activities		168,488	66,746
Cash flows from investing activities			
Purchase of tangible fixed assets		(87,784)	(21,844)
Sale of tangible fixed assets		(1)	-
Interest received		10,496	1,797
Net cash used in investing activities		(77,289)	(20,047)
Change in cash and cash equivalents in the reporting period		91,199	46,699
Cash and cash equivalents at the beginning of the reporting period		899,139	852,440
Cash and cash equivalents at the end of the reporting period		990,338	899,139

The notes form part of these financial statements

Mayfield Fellowship

Notes to the Cash Flow Statement
for the Year Ended 31 March 2024

1. Reconciliation of net income/(expenditure) to net cash flow from operating activities			
	31.3.24		31.3.23
	£		£
Net income/(expenditure) for the reporting period (as per the Statement of financial activities)	186,391		(60,008)
Adjustments for:			
Depreciation charges	68,494		64,744
Loss on disposal of fixed assets	1,939		-
Interest received	(10,496)		(1,797)
(Increase)/decrease in debtors	(106,353)		133,247
Increase/(decrease) in creditors	28,513		(69,440)
Net cash provided by operations	168,488		66,746
	<hr/> <hr/>		<hr/> <hr/>
 2. Analysis of changes in net funds			
	At 1.4.23	Cash flow	At 31.3.24
	£	£	£
Net cash			
Cash at bank	899,139	91,199	990,338
	<hr/>	<hr/>	<hr/>
	899,139	91,199	990,338
	<hr/>	<hr/>	<hr/>
Total	899,139	91,199	990,338
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The notes form part of these financial statements

Mayfield Fellowship

Notes to the Financial Statements for the Year Ended 31 March 2024

1. Accounting policies

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Critical accounting judgements and key sources of estimation uncertainty

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

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

Tangible fixed assets are stated at cost less accumulated depreciation. Management have used their expectation of the estimated useful lives of each category of assets in order to ensure the appropriate provision is made for depreciation. Details are noted in the accounting policies and the depreciation provision is stated in note 12.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Fees for residential care represent the total amount of unrestricted monies received from local authorities, service users and the Department for Work and Pensions. Fees received that relate to a future period are deferred and released to the Statement of Financial Activities in the that future period.

Cash donations are recognised on receipt. Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by the volunteers has not been included in these financial statements.

Investment income is included when receivable.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Mayfield Fellowship

Notes to the Financial Statements - continued **for the Year Ended 31 March 2024**

1. Accounting policies - continued

Expenditure

Expenditure on raising funds comprises the costs associated with attracting donations and costs of any trading or similar activities for fundraising purposes.

Expenditure on charitable activities comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them, including governance costs.

Governance costs are those costs incurred in connection with the administration of the Charity and compliance with constitutional and statutory requirements.

Allocation and apportionment of costs

Resources expended are allocated between the expenditure categories on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis such as floor space and time spent.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulated depreciation.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold improvements - 20% on cost

Fixtures, fittings and equipment - 20% on cost

Motor vehicles - 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities and is not registered for VAT purposes. Any VAT paid is treated as part of the relevant expenditure incurred.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the period of the lease.

Going concern

The trustees have assessed the charitable company's financial position and are confident that there is a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future, being at least 12 months from the date of approval of the financial statements. Thus the financial statements have been prepared on a going concern basis.

Mayfield Fellowship

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

1. Accounting policies - continued

Government grants

Government grants are accounted for on a receivable basis.

Financial instruments

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

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

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

2. Donations and legacies

	31.3.24	31.3.23
	£	£
Donations	<u>38,624</u>	<u>12,696</u>

3. Other trading activities

	31.3.24	31.3.23
	£	£
Fundraising events	1,232	705
Other income	<u>9,264</u>	<u>20,838</u>
	<u>10,496</u>	<u>21,543</u>

Mayfield Fellowship

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

4. Investment income

	31.3.24	31.3.23
	£	£
Short term deposit	10,496	1,797
	<u> </u>	<u> </u>

5. Income from charitable activities

	31.3.24	31.3.23
	£	£
Residential care	2,429,447	2,064,120
Grants	-	4,629
	<u>2,429,447</u>	<u>2,068,749</u>

Grant income represents amounts received from the Workforce Recruitment and Retention Fund for adult social care.

6. Charitable activities costs

	Direct Costs £	Support costs (see note 7) £	Totals £
Residential care fees	1,341,566	961,106	2,302,672
	<u> </u>	<u> </u>	<u> </u>

7. Support costs

	Management £	Governance costs £	Totals £
Residential care fees	931,296	29,810	961,106
	<u> </u>	<u> </u>	<u> </u>

8. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.24	31.3.23
	£	£
Auditors' remuneration	6,930	5,775
Auditors' remuneration for non audit work	1,710	1,400
Depreciation - owned assets	68,494	64,745
Equipment hire	8,571	9,725
Deficit on disposal of fixed assets	1,939	-
	<u> </u>	<u> </u>

Mayfield Fellowship

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

9. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

The following costs were met by the charity on behalf of the trustees;

- Travelling expenses £257 were reimbursed to one trustee (2023 £388 for two trustees).
- Meals provided to trustees at board meetings and team building events at a cost of £0 (2023 £536).
- Seven of the trustees attended the staff annual event held at Aintree Racecourse, the cost in respect of the trustees amounted to £3,604 (2023 £3,832).
- Gifts provided to the trustees with a total cost to the charity of £2,273 (2023 £Nil).
- IT equipment provided to one trustee at a cost of £617 (2023 £Nil).

10. Staff costs

	31.3.24	31.3.23
	£	£
Wages and salaries	1,550,609	1,446,152
Other pension costs	35,807	33,784
	<u>1,586,416</u>	<u>1,479,936</u>

The average monthly number of employees during the year was as follows:

	31.3.24	31.3.23
Senior management	5	5
Residential care services	29	29
Support staff	21	21
	<u>55</u>	<u>55</u>

Mayfield Fellowship

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

10. Staff costs - continued

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	31.3.24	31.3.23
£60,001 - £70,000	1	-
£80,001 - £90,000	-	1
£90,001 - £100,000	1	1
£140,001 - £150,000	1	-
	<u>3</u>	<u>2</u>

11. Comparatives for the statement of financial activities

	Unrestricted funds £	Restricted fund £	Total funds £
Income and endowments from			
Donations and legacies	849	11,847	12,696
Charitable activities			
Residential care fees	2,064,480	4,269	2,068,749
Other trading activities	21,543	-	21,543
Investment income	1,797	-	1,797
Total	<u>2,088,669</u>	<u>16,116</u>	<u>2,104,785</u>
Expenditure on			
Charitable activities			
Residential care fees	<u>2,148,677</u>	<u>16,116</u>	<u>2,164,793</u>
NET INCOME/(EXPENDITURE)	(60,008)	-	(60,008)
Reconciliation of funds			
Total funds brought forward	1,051,641	-	1,051,641
Total funds carried forward	<u>991,633</u>	<u>-</u>	<u>991,633</u>

Mayfield Fellowship

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

12. Tangible fixed assets

	Short leasehold improvements £	Fixtures, fittings & equipment £	Motor vehicles £	Totals £
Cost				
At 1 April 2023	653,376	291,366	86,210	1,030,952
Additions	14,897	72,887	-	87,784
Disposals	-	(55,130)	-	(55,130)
At 31 March 2024	668,273	309,123	86,210	1,063,606
Depreciation				
At 1 April 2023	621,091	231,845	68,063	920,999
Charge for year	15,021	44,399	9,074	68,494
Eliminated on disposal	-	(53,192)	-	(53,192)
At 31 March 2024	636,112	223,052	77,137	936,301
Net book value				
At 31 March 2024	32,161	86,071	9,073	127,305
At 31 March 2023	32,285	59,521	18,147	109,953

13. Debtors: amounts falling due within one year

	31.3.24 £	31.3.23 £
Trade debtors	269,375	169,942
Other debtors	1,962	5,151
Prepayments and accrued income	35,760	25,651
	307,097	200,744

Mayfield Fellowship

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

14. Creditors: amounts falling due within one year

	31.3.24	31.3.23
	£	£
Trade creditors	75,357	41,821
Social security and other taxes	26,886	40,470
Other creditors	13,402	15,185
Accruals and deferred income	131,071	120,727
	<u>246,716</u>	<u>218,203</u>

15. Leasing agreements

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.24	31.3.23
	£	£
Within one year	133,774	118,797
Between one and five years	484,591	430,185
In more than five years	436,390	493,399
	<u>1,054,755</u>	<u>1,042,381</u>

16. Movement in funds

	At 1.4.23	Net movement in funds	At 31.3.24
	£	£	£
Unrestricted funds			
General fund	991,633	161,391	1,153,024
Restricted funds			
Restricted fund	-	25,000	25,000
TOTAL FUNDS	<u>991,633</u>	<u>186,391</u>	<u>1,178,024</u>

Mayfield Fellowship

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

16. Movement in funds - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	2,464,063	(2,302,672)	161,391
Restricted funds			
Restricted fund	25,000	-	25,000
TOTAL FUNDS	<u>2,489,063</u>	<u>(2,302,672)</u>	<u>186,391</u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	1,051,641	(60,008)	991,633
TOTAL FUNDS	<u>1,051,641</u>	<u>(60,008)</u>	<u>991,633</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	2,088,669	(2,148,677)	(60,008)
Restricted funds			
Restricted fund	16,116	(16,116)	-
TOTAL FUNDS	<u>2,104,785</u>	<u>(2,164,793)</u>	<u>(60,008)</u>

Mayfield Fellowship

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

16. Movement in funds - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	1,051,641	101,383	1,153,024
Restricted funds			
Restricted fund	-	25,000	25,000
TOTAL FUNDS	<u>1,051,641</u>	<u>126,383</u>	<u>1,178,024</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	4,552,732	(4,451,349)	101,383
Restricted funds			
Restricted fund	41,116	(16,116)	25,000
TOTAL FUNDS	<u>4,593,848</u>	<u>(4,467,465)</u>	<u>126,383</u>

Restricted funds held at the balance sheet date relate to donations received in respect of the purchase of a new motor vehicle that was ordered after the year end. Funds held at the previous balance sheet date related to donations and grants received in respect of staff retention and staff costs.

Mayfield Fellowship

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

17. Related party disclosures

There were no related party transactions during the year other than the transactions with the Trustees as stated in note 9 and the senior management personnel as disclosed in note 10.