

CHARITY REGISTRATION NO. 800829

**OVER DAY CENTRE ASSOCIATION**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2022**

**OVER DAY CENTRE ASSOCIATION**  
**LEGAL AND ADMINSTRIONATE INFORMATION**

---

CHAIR	DAVID BARKER CECILIA TREDGET
TRUSTEES	NIGEL POULTER - TREASURER SALLY HUNT DAVE RAVEN HELEN PHILLIPS ADRIAN TRANTER - OVER PARISH COUNCIL WILLIAM HANDLEY - SOUTH CAMBRIDGESHIRE DISTRICT COUN
CHARITY NUMBER	800829
PRINCIIPAL ADDRESS	1 DRINGS CLOSE OVER CAMBRIDGE CB24 5NZ
INDEPENDENT EXAMINER	SARAH RUTHERFORD 11 WEBSTER'S WAY OVER CAMBRIDGE CB24 5QB

	PAGE
TRUSTEES REPORT	1-2
INDEPENDENT EXAMINER'S REPORT	3
STATEMENT OF FINANCIAL ACTIVITIES	4
BALANCE SHEET	5
NOTES TO THE ACCOUNTS	6-13

**OVER DAY CENTRE ASSOCIATION  
TRUSTEES REPORT  
FOR THE YEAR ENDED 31ST MARCH 2021**

---

The Trustees present their report and accounts for the year ended 31st March 2022

The accounts have been prepared in accordance with the accounting policies set out in note 1 to

the accounts which comply with the charity's governing document, the Charities Act 2011 and the statement of recommended Practice, "Accounting and Reporting by Charities" issued in March 2005

**Objectives and activities**

To provide day care for the frail or elderly of Over and surrounding villages, to promote and maintain the quality of life for them through social contact, recreation and informative activities ,

to provide a focal resource through which appropriate medical and social services can be provided, to provide relief for carers, to provide a focus through which the people of Over and

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

**The Current Year (2021/2022)**

**The Budget**

Again our finances have been impacted by Covid 19 and Government guidance that resulted in the Day Centre remaining closed throughout most of the financial year. We commenced a managed reopening early in 2022 that has culminated in being open 4 days per week, however client numbers have remained frustratingly low.

Client income is much reduced, however grants from the Parish Council, Charities, along with our investments regaining most of our losses of last financial year has enabled us to remain in a relatively strong position. Key to this is our ability to retain our staff so that we are in the position to reopen fully when it is possible to do so.

South Cambridge County Council have continued in their support of the Day centre, providing a grant of £14,300 for both 2021/22 and 2022/23.

We have increased client fees slightly that will hopefully provide for better financial stability as and when numbers increase.

**What actually happened?**

An extended closure of the Day Centre and a slow reopening has depleted our reserves, however good financial management over the years have helped us remain in a strong position, continue to support staff and when possible open fully to our clients.

In the year we have had two major maintenance bills, having to replace our gas boiler and make repairs to the roof that cost £7,091 and £1,976 respectively.

**OVER DAY CENTRE ASSOCIATION  
TRUSTEES REPORT  
FOR THE YEAR ENDED 31ST MARCH 2021**

---

Client income, £35,368 for the financial year, is lower than previous years (pre pandemic). Income from Parish Council Grants, Charitable activities, SCDC Covid Payments, Furlough Retention Scheme, Donations and legacies total £88,619 for the year. Added to income from our investments, totalling £1,482, we are having to manage losses from our reserves.

The result of somewhat challenging year is a net loss of £17,097

We have commenced a full business review to investigate activities we could and should do to improve the success and financial wellbeing of the Day Centre. Outcomes from this work we hope will come in the third & fourth quarters of the new year.

Whilst this is a significant issue, we will continue to review and take action to ensure we maintain a strong position moving forwards especially as we will also need to manage reduced client numbers for some time.

**Reserves**

At the end of the year we have £245,816 of assets and reserves. After deducting assets and earmarked provision for the replacement of our minibus and other assets we were left with a little over £ 165,591 accumulated profit at March 31, 2022 down from £183,499 at March 2021. Our general reserves just over 10 months of gross expenditure

Whilst this is a significant issue, we will continue to review and take action to ensure we maintain a strong position moving forwards especially as we will also need to manage reduced client numbers for some time.

**Risks**

Trustees have regularly assessed and monitored the major risks to which the charity was exposed and we are satisfied that the systems are in place to build on our success over the years. The impact of Covid 19 has been great, the longer term effect has been reduced client that are slowly returning to pre pandemic levels. This has to be our greatest focus.

**Structure, governance and management**

If any Trustee has a conflict of interest over any matters being consider they must disclose this and take no part in the discussion or decision.

This report has been approved by the Trustees



Joint Chair of Trustees

Date 13/10/2023

**OVER DAY CENTRE ASSOCIATION  
INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31ST MARCH 2022**

---

I report on the accounts of the charity for year ended 31st March 2022, which are set on pages 6 to 16

**Respective responsibilities of Executive Committee and examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) but that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act
- (ii) to follow the procedure laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- (iii) to state whether particular matters have come to my attention

**Basis of independent examinations report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the examination of the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.


**Independent examiner's statement**

Your attention is drawn to the facts that the charity has prepared accounts in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic FRS102) in preference to the Accounting and Reporting by Charities; Reporting Standard Statements of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulation has not been withdrawn.

I understand that this has been done in order for accounts 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.

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
- (ii) to keep accounting records in accordance with section 130 of the 2011 Act ; and
- (iii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;
- (b) to which, in my opinion attention should be drawn to enable a proper upstanding of the accounts to be reached.



11 Webster Way  
Over  
Cambridge  
CB24 5QB

Dated 9/10/22

**OVER DAY CENTRE ASSOCIATION**

**STATEMENTS OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31ST MARCH 2022**

		Unrestricted Funds	Designated Fund	Total 2022	Total 2021
	Notes	£	£	£	£
<b><u>Income from</u></b>					
Donations and legacies	3	6,149	0	6,149	4,821
Charitable activities	4	49,367	0	49,367	15,140
Investments	5	1,482		1,482	1,259
Furloughed Retention Scheme		20,435		20,435	74,831
SCDC Covid Payments		12,667		12,667	22,907
Cambridgeshire County Council - Grant	4	14,585		14,585	14,300
Total Income		104,686	0	104,686	133,259
<b><u>Expenditure</u></b>					
Charitable activities	6	34,209	504	34,713	24,276
Salaries	8	101,751	-	101,751	100,998
Total Expenditure		135,960	504	136,464	125,274
Net income before transfers		(31,274)	(504)	(31,778)	7,985
Gain/Loss on investments		14,177	-	14,177	24,749
Net Income for the year		(17,096)	(504)	(17,600)	32,734
Fund balances as 1 April 2021		183,498	79,918	263,416	230,683
Fund balanced at 31 March 2022		166,402	79,414	245,816	263,417

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

All income and expenditure derives from continuing activities

**BALANCE SHEET**  
**AS AT 31 MARCH 2022**

		2022		
	Notes	£	£	£
<b>Fixed assets</b>				<u>2021</u>
Investments	9		128,957	£
Tangible assets	10		3,982	
Designated tangible assets	10		8,943	114,780
				4,055
			<u>141,882</u>	<u>11,928</u>
<b>Current assets</b>				<u>130,763</u>
Debtors	11	5,310		8,134
Cash at bank		99,634		124,811
Cash at bank and in hand		643		39
		<u>105,587</u>		<u>132,984</u>
Creditors: amounts falling due within one year		(1,653)		(330)
Net current assets			<u>103,934</u>	
Total assets less current liabilities			<u>245,816</u>	132,654
<b>Income funds</b>				<u>263,417</u>
Designated funds			79,826	
Unrestricted funds			165,991	
				79,918
			<u>245,816</u>	<u>183,499</u>
The accounts were approved by the Executive Committee on				<u>263,417</u>

9<sup>th</sup> October  
2022

N Poulter

Nigel Poulter  
Treasurer

Chair 

**OVER DAY CENTRE ASSOCIATION**



**OVER DAY CENTRE ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

---

**1. Accounting policies**

**Charity Information**

Over Day Centre Association is a public benefit entity.

**1.1 Accounting convention**

These accounts have been prepared in accordance with FRS 101 "The Financial Reporting Standards in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice as it applies to FRS 102, the Charities Act 2011 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts have departed from the Charities (Accounts and Report) Regulation 2008 only to the extent required to provide a true and fair view. The departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to the Regulation but which has since been withdrawn.

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

The accounts have been prepared under the historical cost convention, 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.

These accounts for the year ended 31 March 2019 are the first accounts of Over Day Centre Association prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 January 2015. The reported financial position and financial performance for the previous period are affected by the transition to FRS 102.

**1.2 Going concern**

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

**1.3 Charitable funds**

Unrestricted funds are available for at the discretion of the Trustees work in furtherance of their charitable objectives unless the funds have been designated for other purposes.

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

Endowment funds are subject to specific condition by donors that the capital must be maintained by the charity.

---

**1. Accounting policies**

(Continued)

**1.4 Incoming resources**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

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

**1.5 Resources expended**

Expenditure is included on an accrual basis.

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such as grants being recognised as expenditure when the conditions attaching are fulfilled.

**1.6 Tangible fixed assets**

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

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each assets over its expected useful life as follows:

Land and buildings	10% per annum straight line
Plant, Fittings and equipment	25% per annum straight line
Fixture Fittings and equipment	50% per annum straight line
Motor vehicle	25% reducing balance

The gain or loss arising on the disposal of an assets is determined as the difference between the sale proceeds and carrying value of the assets, and is recognised in net income/(expenditure) for the year.

**1.7 Impairment of fixed assets**

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

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of risks specific to the asset for which the estimates of cash flows have not been adjusted.

---

**1 Accounting policies**

(Continued)

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amounts. An impairment loss is recognised immediately in income/(expenditure) for the year, unless the relevant asset is carried at a revalued as a revaluation decrease.

**1.8 Stocks**

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprised direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for consideration are measured lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

**1.9 Cash and cash equivalents**

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

**Basic financial liabilities**

Basic financial liabilities, including creditors and bank loan 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 futures receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

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

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

**Depreciation of financial liabilities**

Financial liabilities are derecognised when the charity's contract obligation expire or are discharged or cancelled.

**1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

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

**OVER DAY CENTRE ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

---

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make 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 estimates is revised where the revision affects only that period, or in the period of revision and future periods where the revision affects both current and future periods.

**3 Donations and gifts**

	2022	2021
	£	£
Donations and gifts	<u>6,149</u>	<u>4,821</u>

**4 Charitable activities**

	2022	2021
	£	£
Unrestricted funds:		
Cambridgeshire County Council - Social Services	14,585	14,300
Client Fees	35,368	0
Fundraising events	54,735	117,700
Sundry income	0	0
	<u>104,688</u>	<u>132,000</u>
Designated funds:		
Hearing Aid System	0	0
Projector	0	0
	<u>104,688</u>	<u>132,000</u>

**5 Investments**

	2022	2021
	£	£
Bank and Building Society Interest	654	854
Epworth unit trust	828	404
	<u>1,482</u>	<u>1,259</u>

**OVER DAY CENTRE ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**6 Charitable activities**

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
	£	£	£	£
Staff costs	101,751		101,751	100,998
Depreciation and impairment	4,552	502	5,054	6,766
Food for clients	7,209		7,209	0
Cost of maintenance & Utilities	9,204		9,204	2,803
Office Costs	6,190		6,190	4,062
Client transport	3,436		3,436	249
Insurance	3,349		3,349	3,082
Other Costs	272		272	5,378
	<u>135,962</u>	<u>502</u>	<u>136,464</u>	<u>123,339</u>

**7 Executive Committee**

None of the Executive Committee (or any persons connected with them) received any remuneration during the year in their role as trustees.

**8 Employees**

	2022	2021
Number of employees		
The average monthly number of employees during the year was:	<u>8</u>	<u>9</u>

**Employment costs**

	2022	2021
	£	£
Wages and salaries	98,585	98,101
Social security costs	862	606
Pension contribution	2,304	2,292
	<u>101,752</u>	<u>100,998</u>

**9 Investments**

The investment is held in four unit trusts originally cost £21,500 each when purchased.

	2022	2021
	£	£
Blackrock Charis hare Restricted Investment Fund	35,905	32,525
Cazenove The Equity Income Trust for Charities	31,637	26,501
M&G Chari fund Fund Accumulative Fund	32,656	28,998
Epworth Equity Fund for Charities (Income Shares)	28,759	26,756
	<u>128,957</u>	<u>114,780</u>

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

**10 Fixed assets**

	Leasehold Building	Motor Vehicles	Fixtures & Fittings	Total 2022
	£	£	£	£
Cost brought forward - 1 April 2021	9,517	68,486	29,465	107,468
Additions	-	-	1,494	1,494
Cost carried forward - 31 March 2022	9,517	68,486	30,959	108,962
Depreciation at 1 April 2021	5,962	56,558	28,965	91,485
Charge for the year	948	2,985	619	4,552
Depreciation at 31 March 2022	6,910	59,543	29,584	96,037
Net Book Value as 1 April 2021	3,555	11,928	500	15,983
Net Book Value as 31 March 2022	2,607	8,943	1,375	12,925

The leasehold property is held on a peppercorn rent for 999 years commenced in 2000.

**11 Debtors**

	2022	2021
	£	£
Amounts falling due within one year:		
Trade debtors	3,927	0
Other debtors	0	6,726
Payments in advance	1,383	1,408
	<u>5,310</u>	<u>8,134</u>

**12 Creditors amounts falling due within one year**

	2022	2021
	£	£
Trade creditors	93	0
Accruals and deferred income	1,560	330
	<u>1,653</u>	<u>330</u>

**OVER DAY CENTRE ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**13 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance	Movement in incoming	Resources	Balance at
	01-Apr-21	resources	expended	31-Mar-22
	£	£	£	£
Minibus Fund	11,928		(2,985)	8,943
Minibus Replacement	67,897	2,985		70,882
Specific Donations	504	0	(504)	0
Cash at Bank	0			0
	<u>80,329</u>	<u>2,985</u>	<u>(3,489)</u>	<u>79,825</u>

**14 Analysis of net assets between funds**

	Unrestricted funds	Designated funds	Total
	£	£	£
Fund balances at 31 March 2021 are represented by:			
Tangible assets	3,982	8,943	12,925
Current Investment	128,957	0	128,957
Current assets/(liabilities)	34,052	69,882	103,934
	<u>166,991</u>	<u>78,825</u>	<u>245,816</u>

**15 Reserves policy**

The Day Centre has a policy of holding at least 50% in reserves in case of unforeseen circumstances.

The client's fees cannot go up by the amount needed to break even so fees are going up 13% required with the balance coming out of reserves.