

Registered number: 02518973
Charity number: 1000653

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2021

Trustees

Caron Betts
Susan Coombe, Vice Chair
Hester Coutanche
Nicholas Hancox (resigned 8 May 2020)
Alexandra Lynch (appointed 19 May 2021)
Stuart Marpole, Chair
Jonathan Nelson (appointed 19 May 2021)
Gary Pearce (resigned 4 November 2020)
Stephen Riley-Elliott
Ann Way

Company registered number

02518973

Charity registered number

1000653

Registered office

The Hamlet Head Office, Johnson Place, Norwich, Norfolk, NR2 1SJ

Company secretary

Pauline Morgan

Chief executive

Pauline Morgan

Independent auditors

MA Partners Audit LLP, 7 The Close, Norwich, Norfolk, NR1 4DJ

Bankers

CAF Bank Limited, PO Box 289, West Malling, Kent, ME19 4TA

Lloyds TSB Bank plc, 16 Gentleman's Walk, Norwich, Norfolk, NR2 1LZ

THE HAMLET CENTRE TRUST
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their annual report together with the audited financial statements of the charity for the year 1 April 2020 to 31 March 2021. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Trustees

The Trustees who have served during the year are shown on page 1. Two trustees resigned during the year. Nicholas Hancox resigned as trustee and chair in May 2020 and Gary Pearce resigned as trustee in November 2020. We welcomed new trustees Alexandra Lynch and Jonathan Nelson in May 2021.

At the board meeting on 23 September 2020, Stuart Marpole (Acting Chair) was appointed as Chair and Susan Coombe was appointed as Vice Chair.

Objectives and activities

a. Objects

The objectives of The Hamlet Centre Trust as set out in our Memorandum and Articles of Association (amended May 1993) are: (i) the relief of persons with special needs; and, (ii) the advancement of education of children and young persons with special needs within the areas of Norwich and Norfolk.

b. Strategies for achieving objectives

The objectives have been met by providing the following services:

- The Hive and Little Bees Support for Families and Children under 5 with disabilities and complex health needs
- Short Breaks for children with disabilities from 5 – 17 years inclusive
- City Breaks for children from 15 years of age.
- Early Explorers Pre-school for children from 2 years with and without disabilities
- Day Services for young adults from 18 to 29 years of age
- Out of Hours Club in the evenings and at weekends for people from 16 years of age with a disability
- Saturday Club for people from 16 years of age with disabilities

c. Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. Within the report there is detailed information on the services provided and the benefits to those who use them.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Objectives and activities (continued)

d. Risk management

The strategic risk register is reviewed yearly and is a standing agenda item at each full board meeting. An opportunity is given to adjust the register following the meeting. Policies and procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors at all our centres. Policies are reviewed by either the staff team or by trustees and staff dependant on the nature of the policy. Those required by Ofsted and the CQC are reviewed by the Senior Management Team. Trustees are involved in reviewing those that concern governance and charity matters. Policies are available either on our website or on request to our Head Office. The Senior Management Team regularly reviews all the major risks to which the charity is or may be exposed.

e. Activities undertaken to achieve objectives

The strategic direction to meet these objectives includes the following:

- To promote inclusion and integration
- To maximise the use of The Hamlet at the two sites
- To increase the provision of services over the week to meet the needs of the people we support
- To increase options and choices for those who use our services
- To become more financially sustainable
- Through supporting transition services, to provide a seamless move from Children's to Adult Services and beyond
- To provide support for families and carers
- To explore opportunities for working with other groups and agencies.

f. The Hamlet Charter

Our belief is that everyone at The Hamlet...

- Should be happy and safe;
- Is unique valued and respected;
- Can explore choice and opportunities;
- Is encouraged to unlock their potential;
- Can communicate in their own way; and
- Be part of the wider community.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

a. Review of activities

A challenge faced by all charities in 2020/21 was the impact of the COVID-19 ("Covid") pandemic on charitable activity and The Hamlet was no exception.

At the start of the financial year, it became apparent that we would be facing considerable financial shortfalls if we were to continue with our planned budget. In addition, the needs of the families were changing and Covid restrictions began to place huge challenges on our offer.

The budget was changed and adapted to reflect the situation. Cost cutting was instigated to ensure that we made the most of our resources. The costs included moving our Head Office from our rented premises to the Children's Service building, reducing non-essential costs of resources as much as possible and reducing all staff hours by an hour as temporary measure. The local authority reverted to a block payment rather than payment on actual attendance which gave us a guaranteed income.

The staff teams have had to respond to the changing and developing needs of families to provide extra support even if they were not able to attend the centres. The staff were quick to adapt to providing support over the phone, through Zoom sessions and, as time progressed, doorstep visits. Activity packs for both children and adults were provided with funding from Covid Support Funds. Our family support practitioners worked with other staff to ensure a high level of support for families continued to be offered. Staff and volunteers alike embraced Zoom as a way of holding meetings and social activities. Funding enabled this work to continue using different technologies. We also realised that development of a Hamlet at Home service with Care Quality Commission registration was a high priority alongside our established parent support work.

Accessing funding to support our Covid response was essential, and we were successful in several funding applications supported by our fundraising consultant, Felton Fundraising. The funding that we received has enabled us to adapt, look at ways of working and initiate new work streams at a time when we were faced with serious financial shortfalls in our forecasting. The reality has been that we are in a strong position to continue our work and reach more families to support in the months and years ahead.

We had to find additional premises to allow us to work with the same number of young people, despite the restrictions of Covid and social distancing. Additional premises that were fit for purpose, spacious and met our needs were found and secured for the duration and we continue to use them. Initially we had funding from Norwich Consolidated Charities and then the Julia and Hans Rausing as well as support from the local authority to support this.

Our salary costs for our Communication and Behaviour Development Lead were fully met by the Julia and Hans Rausing Fund, enabling this important area of work to continue, vital at a time when individual needs of very complex young people with learning disabilities were huge. Young people had to be supported to understand the changes, adapt to new surroundings and a new and strange environment.

Part of our development has been to address the needs of those young people with disabilities no longer able to access our day centres. While previously this has not been something we have done, we realised that we needed to move into a home-based service for the present time and for the future. In doing this we have been able to appoint a manager to lead the project with funding from various trusts and foundations. We are in the process of gaining our CQC registration to deliver regulated activities in the community, a process that has taken longer than we expected. With this in place we will be able to face times when for whatever reason a service can be delivered in the home, reducing isolation. Gaining this registration is a priority for the next 12 months.

For the first 9 months of the pandemic, we were faced with large costs associated with purchasing PPE needed to carry out our work and we were able to meet these. Deep cleaning was carried out on regular basis and fogging machines were bought to enable us to do this ourselves, now and in the future. The cost of additional

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FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

hand sanitisers and other equipment to maintain the high standards of infection control was met with various funds detailed below. To date we have had no cases of Covid in our children or young people and only a few members of staff have been unwell. This is testament to the rigorous infection control procedures put in place and maintained because of the funding.

Going digital, improving our IT infrastructure, and updating to enable staff to work flexibly and from home was also possible. We have purchased tablets and a care app to record and take the place of paper-based records. Families will also be able to access this and see what their child or young adult has done whilst at the Hamlet. Staff will save time having instant access to the records of those they care for and more time to spend face to face with service users. This has been a huge investment for us and would not have been possible without the funding from the Julia and Hans Rausing Trust. We are also very pleased to be able to implement the Me Font that was developed by Mencap for people with disabilities and is an accessible font suitable for everyone. This has been possible through funding from the David Family Foundation. Social Media has been an important part of our communication with families, and we have seen a huge growth in all aspects of this area.

With the help of the financial aid we have received over the past twelve months, we have been able to continue our work in supporting families, children and young adults without incurring the deficit on our finances expected in July 2020. Our families have continued to benefit from the support and services in most instances, and in others we have offered a new digital service and increased family support. We have developed new ways of working that will continue into the future. We have been able to create some additional reserves to support us over the next 12 months. Our long-term aim continues to be a new centre for all the adult day services. However, the benefit of working in two centres has had unexpected results and better service provision for the adults so, in the interim, we will be renting an additional space to continue the delivery of the adult service from two sites. Towards the end of 2020 we were exploring acquiring a new property in a mixed motive investment arrangement with Norwich Consolidated Charities and a possible property was found. At this time the board of trustees decided that it would be more advantageous to the charity, and financially possible, if we were to buy this rather than entering into a joint arrangement. Unfortunately planning for change of use was not granted and therefore the search continues. The learning from this experience has been very helpful for the future. One outcome has been the securing of funding from the Reach Foundation to pay for professional help to source and secure a property.

All activities are now (June 2021) back to a more normal capacity and we are looking forward to the autumn when hopefully most, if not all restrictions will be gone, and we can return to offering the face to face care we do best.

Office based staff who can are working well from home and some element of this will return in the future. Zoom meetings have become part of the new normal and trustee meetings have moved to this format with good effect. This arrangement will continue into the foreseeable future while restrictions remain in place.

HR and Recruitment

Recruitment has been very challenging over the past year with the restrictions on staff working in more than one setting in particular impacting on us. The first lockdown meant a delay in starting staff who had been recruited, particularly bank support and play workers. This is now starting to improve as we move out of lockdown.

As part of our ongoing IT development, we now have an IT co-ordinator working part time to support all staff and volunteers to access our computer systems and carry out day to day problem solving.

Our adult services have had a small restructure due to operating over two sites and with the development of The Hamlet at Home. Lorraine Ewing, our Senior Manager Adult Services has been promoted to the new post of Operations Manager (Registered Manager) Adult Services. Bev Todd and Sarah Forest are now Service Managers for the Adult Service with Leads supporting them. After 'acting up' for 7 months, Jayne Buckingham

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

was appointed as the Senior Manager for Children's Services.

Finance and Funding

With continued strong financial management and robust monitoring of spending and reporting, we have again, despite the challenges of Covid, been able to increase our reserves. This has been helped by the reduction in staffing costs with a smaller offer of activities and with the measures put in place to reduce our costs. At all times we have been aware of the fragile nature of the current situation and prudent spending has been adhered to by everyone.

We were working with a potential £170,694 operational deficit due to Covid for the year ending 31/03/2021 which we were able to cover through additional income from grant making trusts and foundations. This largely related to the costs of PPE and renting larger premises to safely social distance and protect those that we work with that have complex health needs and are at high risk. We have also experienced additional expenditure in implementing new forms of service delivery and suffered losses due to a reduction in general donations, events income, and personal budgets.

We expect the situation to be much the same for the current financial year as, whilst we are now able to obtain PPE at no cost through our local authority, we are still having to rent additional premises and fundraising income is expected to be impacted again by the pandemic. We have built some reserves on the back of a successful year of grant income as follows:

Covid losses and expenses (including family support) – Red Socks Charitable Trust; The Strangward Trust; The PAR Charitable Trust; Nigel Bertram Charitable Trust; The Alchemy Foundation; The Souter Charitable Trust; Garfield Weston Foundation; Lady Hind Trust; Steven Bloch Image of Disability Charitable Trust; Anne French Memorial Trust; Julia and Hans Rausing Trust; Norwich Consolidated Charities; Norfolk Community Foundation.

Family Support specific - Cadent Foundation; Awards for All; Norfolk Community Foundation; Grey Court Charitable Trust.

The Hamlet at Home - Julia and Hans Rausing; Charities Aid Foundation; The Childwick Trust.

Specialist Play Leader (Children's Centre) - BBC Children in Need.

Sensory Equipment and Refurbishment (Children's Centre) - The RC Snelling Charitable Trust.

Communication and Behaviour Support Worker (Adult Centre) - Julia and Hans Rausing Trust.

Core Costs and redecoration - The Pinching Family Trust; PAR Charitable Trust; Ellerdale Trust; Strangward Trust; Red Socks Charitable Trust; Nigel Bertram Charitable Trust; Alchemy Foundation; Souter Charitable Trust; Garfield Weston; Mickleham Charitable Trust; Lady Hind Trust; Steven Bloch Image of Disability Charitable Trust; Grey Court Charitable Trust.

Training

Covid restrictions have impacted heavily on our training programmes. Virtually no training has been offered to other organisation and most our staff training has been focused on delivering virtually. Our long-awaited training for families and specific training for fathers has just been launched (June 2021).

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

b. Fundraising activities and income generation

The Hamlet is always striving to provide the best possible support to the people who use our services. To provide a high-quality service, we need to secure funds to support the purchase of equipment, building improvements and to fund salary costs of specialist posts. The Hive Family Support and Little Bees activities are entirely supported by charitable giving.

To meet these aims we do not have a dedicated fundraising team but work closely with our fundraising consultant who has worked with The Hamlet for 18 years and supports us in our applications for funding alongside our CEO and Senior Managers. Our central office team supports individual voluntary fundraisers, and our Marketing and Communications Lead develops relationships with local businesses and other interested parties in the community.

There have been no complaints about fundraising activity. All fundraisers, families and others interested in our work are given the option of signing up to our newsletters and information on events and how to opt out of this should they wish to do that. In accordance with our Fundraising Strategy, we have signed up to the Fundraising Regulator's Code of Fundraising Practice. Voluntary fundraisers are given a pack which includes our Fundraising Ethics Policy.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Financial review

a. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the 'Going Concern' basis in preparing the financial statements. Further details regarding the adoption of the 'Going Concern' basis can be found in the Accounting Policies.

b. Reserves policy

The Trustees, having considered the potential risks facing The Hamlet and assessed the future plans, wish to retain reserves sufficient to ensure an orderly withdrawal from operations, meeting contractual obligations and covering redundancy payments. Funds of £315,000 have been designated for this purpose following a detailed review of costs (January 2021). The charity also has designated funds for Buildings (£40,000), £200,000 for New Premises for Adults Services and £50,000 for The Square (rental property for adult services), further details of which are given in note 16 of the Accounts.

At 31 March 2021, the charity had free reserves of **£135,962** (2020: £150,693) (unrestricted funds which have not been designated and are not represented by fixed assets).

c. Principal funding

The Hamlet has 3 main fundraising sources: Norfolk County Council (Personal / Individual budgets, Early Education Grant); Norfolk Community Health and Care (Continuing Health Care); Charitable Trusts and Foundations and fundraising.

d. End of year results

The below are the headline results of the charity for the year:

Total incoming resources: **£1,538,488** (2020: £1,413,169)

Total resources expended: **£1,271,928** (2020: £1,375,476)

Net surplus for the year: **£266,560** (2020: £37,693)

The full results can be found in the Statement of Financial Activities, on page 16.

e. Development Plan

The next year is going to be challenging and we have budgeted accordingly making savings where we can and building on the work we have started over the last year. Our main concerns are to establish the Hamlet at Home and finding a suitable premise to enable us to move the Adult Service into a better, more sustainable building for the future. Meanwhile we are in the process of securing a property to rent in the city centre. This will enable us to continue to offer a service to all our young people and accommodate a small increase in number.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Structure, governance and management

a. Constitution

The company is constituted under a Memorandum of Association and is a registered charity number 1000653. The organisation was set up as a charity in 1972 under the name of the Norfolk and Norwich Toy Library. It changed its name to The Hamlet Centre Trust in 1984. It became a company limited by guarantee with charitable status, incorporated on 5 July 1990. Its Memorandum of Association establishes the objects and powers of the Company and the organisation is governed under its Articles of Association. The Memorandum and Articles of Association were revised in 1993. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

b. Methods of appointment or election of Trustees

The management of the company is the responsibility of the trustees, who are elected and co-opted under the terms of the Trust deed. The trustees who served during the year are shown under Legal and Administrative Information on page 1 of the Annual Accounts. The Directors of the company are the trustees. Under the requirements of the Memorandum and Articles of Association the three longest standing trustees, or up to one third of the total number, must resign at each AGM. They are eligible for re-election.

The Hamlet works with children and young people with disabilities and their families. The trustees seek to ensure that their needs are reflected through the diversity of the trustee body. To this end, some trustees come from the families of children or young people with disabilities and their experience assists the aims of the charity. The more traditional business, professional, educational and social care skills are well represented. In the event of particular skills being lost to the Council, because of the retirement of trustees, new trustees are sought from a range of sources.

c. Organisational structure and decision-making policies

The board of trustees have six full board meetings a year as well as holding an annual 'away day' (not possible this last year due to Covid restrictions). There is a standing group for policy review. Task groups meet to work on different aspects of activity as required throughout the year.

Staffing structure: The charity currently has 81 staff across the different sites. This is lower than in previous years due to the reduction in casual staff during the pandemic. The day-to-day operation of the charity is delegated to the Chief Executive. The Chief Executive is supported by the Operations Manager (Registered Manager) for Adult Services and the Children's Service Senior Manager. The teams consist of contracted staff and casual workers; over 50 staff are casual workers. The teams at the Children and Adults Centres are supported by the Finance Managers, HR administrator and training team based in the Head Office.

Volunteers: The charity has a long history of engaging volunteers to work with both children and adults. Currently there are up to 40 volunteers, engaged in various activities across the organisation.

d. Policies adopted for the induction and training of Trustees

New trustees experience a programme of briefings, visits to services and formal presentations, such as on the responsibilities of a charity trustee. The website has a trustee Login with information for new and established board members. Information can be accessed about the policies in use, staffing, information such as that available from the charity commission and other items that are considered to be of interest to the trustees. All board meeting papers are published on the login for trustees to access and an archive is kept of previous meetings.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Plans for future periods

The Board agreed last year that the centre at Ella Road does not have the capacity to continue to be fit for purpose in the long term. The building has been adapted as much as it can be, given the constraints of the structure, and cannot be expanded or adapted further to meet the needs of Adult Service students with complex health conditions or those with behaviour that can challenge. The site also lacks sufficient outdoor space for students and adequate car parking space for students and staff alike.

It has, therefore, been decided in principle to actively seek a replacement (or possibly an additional) site. Initial consideration has been given to a range of options, including: purchasing a new site and building new premises; and purchasing or renting existing premises, which may or may not need adapting.

As well as endeavouring to meet the needs of future students as fully as possible, and suitably furthering the objectives of The Hamlet Centre Trust, the Board has been mindful of the importance of living within its means and not incurring onerous capital expense.

As has been noted in the Reserves Policy section, we have been able to create a new adult premises fund and allow funds to support our rental property, The Square.

Statement of Trustees' responsibilities

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

Company law requires the trustees to prepare financial statements for each financial . Under company law, the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Disclosure of information to auditors

Each of the persons who are trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

MA Partners Audit LLP, are the appointed auditors and shall be deemed to be reappointed under section 487(2) of the Companies Act 2006.

Approved by order of the members of the board of trustees and signed on their behalf by:


.....
Stuart Marpole

Date: 21 July 2021

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HAMLET CENTRE TRUST

Opinion

We have audited the financial statements of The Hamlet Centre Trust (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 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 Charities Act 2011.

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 United Kingdom, including the Financial Reporting Council'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.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HAMLET CENTRE TRUST
(CONTINUED)

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 Auditors' Report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, 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.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HAMLET CENTRE TRUST
(CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

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.

The objectives of our audit in respect of fraud, are; to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the company.

Our approach was as follows:

- We obtained an understanding of the legal and regulatory requirements applicable to the company and considered that the most significant are the Companies Act 2006, International Financial Reporting Standards as adopted by the EU, and UK taxation legislation.
- We obtained an understanding of how the company complies with these requirements by discussions with management and those charged with governance.
- We assessed the risk of material misstatement of the financial statements, including the risk of material misstatement due to fraud and how it might occur, by holding discussions with management and those charged with governance.
- We inquired of management and those charged with governance as to any known instances of non-compliance or suspected non-compliance with laws and regulations.
- Based on this understanding, we designed specific appropriate audit procedures to identify instances of non-compliance with laws and regulations. This included making enquiries of management and those charged with governance and obtaining additional corroborative evidence as required.

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 Auditors' Report.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HAMLET CENTRE TRUST
(CONTINUED)

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees 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 its members, as a body, for our audit work, for this report, or for the opinions we have formed.

MA Partners Audit LLP

MA Partners Audit LLP

Chartered Accountants and Statutory Auditor
7 The Close
Norwich
Norfolk
NR1 4DJ

Date: 27 July 2021

MA Partners Audit LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations, grants and legacies	3	70,566	364,831	435,397	245,454
Charitable activities	4	1,063,910	24,580	1,088,490	1,147,075
Fundraising	5	13,377	-	13,377	6,389
Investments	6	88	-	88	251
Other income	7	1,136	-	1,136	14,000
Total income		1,149,077	389,411	1,538,488	1,413,169
Expenditure on:					
Raising funds	8	10,116	-	10,116	12,559
Charitable activities	9	914,505	347,307	1,261,812	1,362,917
Total expenditure		924,621	347,307	1,271,928	1,375,476
Net income		224,456	42,104	266,560	37,693
Transfers between funds	16	(6,328)	6,328	-	-
Net movement in funds		218,128	48,432	266,560	37,693
Reconciliation of funds:					
Total funds brought forward		962,684	986,699	1,949,383	1,911,690
Net movement in funds		218,128	48,432	266,560	37,693
Total funds carried forward		1,180,812	1,035,131	2,215,943	1,949,383

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 20 to 39 form part of these financial statements.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)
REGISTERED NUMBER: 02518973

BALANCE SHEET
AS AT 31 MARCH 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	13	1,358,435	1,395,539
		<u>1,358,435</u>	<u>1,395,539</u>
Current assets			
Debtors	14	132,340	110,072
Cash at bank and in hand		771,851	483,193
		<u>904,191</u>	<u>593,265</u>
Creditors: amounts falling due within one year	15	(46,683)	(39,421)
Net current assets		<u>857,508</u>	<u>553,844</u>
Total assets less current liabilities		<u>2,215,943</u>	<u>1,949,383</u>
Total net assets		<u><u>2,215,943</u></u>	<u><u>1,949,383</u></u>
Charity funds			
Restricted funds	16	1,035,131	986,699
Unrestricted funds	16	1,180,812	962,684
Total funds		<u><u>2,215,943</u></u>	<u><u>1,949,383</u></u>

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)
REGISTERED NUMBER: 02518973

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2021

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

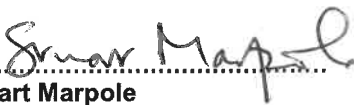
The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


.....
Stuart Marpole

Date: 21 July 2021

The notes on pages 20 to 39 form part of these financial statements.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2021

		2021 £	2020 £
Cash flows from operating activities	Note		
Net cash used in operating activities	18	311,046	89,646
		<hr/>	<hr/>
Cash flows from investing activities			
Purchase of tangible fixed assets		(22,388)	(4,502)
		<hr/>	<hr/>
Net cash used in investing activities		(22,388)	(4,502)
		<hr/>	<hr/>
Change in cash and cash equivalents in the year		288,658	85,144
Cash and cash equivalents at the beginning of the year		483,193	398,049
		<hr/>	<hr/>
Cash and cash equivalents at the end of the year		771,851	483,193
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 20 to 39 form part of these financial statements

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. General information

The charity is a company limited by guarantee. The members of the company are the trustees and named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The principal accounting policies are summarised below.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Hamlet Centre Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The trustees have considered the operational and financial impact of the COVID-19 pandemic and are satisfied that the charity will have adequate resources to meet its liabilities as they fall due for a period of at least twelve months from the date of approval of the financial statements. The trustees therefore consider it appropriate to prepare the financial statements on the basis that the charity will continue as a going concern.

2.3 Income

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

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Freehold property	- 2.5% straight line
Plant and machinery	- 10% - 20% straight line
Motor vehicles	- 25% reducing balance
Office equipment	- 20% straight line
Computer equipment	- 25% straight line

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2. Accounting policies (continued)

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.11 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.12 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

2.13 Fund accounting

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

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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

Investment income, gains and losses are allocated to the appropriate fund.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

3. Income from donations, grants and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Donations	53,051	242,991	296,042	127,333
Grants	-	121,840	121,840	118,121
Government grants	17,515	-	17,515	-
Total 2021	<u>70,566</u>	<u>364,831</u>	<u>435,397</u>	<u>245,454</u>
<i>Total 2020</i>	<u>67,087</u>	<u>178,367</u>	<u>245,454</u>	

Government grants have been received in the form of the Coronavirus Job Retention Scheme. There are no unfulfilled conditions or contingencies attached to these grants.

4. Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Service level agreements	-	24,580	24,580	24,260
Service provision	(363)	-	(363)	37,964
Personal budgets	1,064,273	-	1,064,273	1,084,851
Total 2021	<u>1,063,910</u>	<u>24,580</u>	<u>1,088,490</u>	<u>1,147,075</u>
<i>Total 2020</i>	<u>1,122,815</u>	<u>24,260</u>	<u>1,147,075</u>	

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

5. Income from fundraising

Income from fundraising events

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Fundraising	13,377	-	13,377	6,389
<i>Total 2020</i>	5,300	1,089	6,389	

6. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Bank interest receivable	88	88	251

7. Other income

	Unrestricted funds 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Hire of premises	-	-	479
Training	1,136	1,136	13,521
	1,136	1,136	14,000

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

8. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Fundraising consultancy	9,098	9,098	9,199

Fundraising trading expenses

	Unrestricted funds 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Fundraising trading expenses	1,018	1,018	3,360

		2021 £	<i>2020 £</i>
Total expenditure on raising funds		10,116	12,559
		10,116	12,559

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

9. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Charitable activities	827,161	434,651	1,261,812	1,362,917
<i>Total 2020</i>	990,980	371,937	1,362,917	

Analysis of direct costs

	Total funds 2021 £	<i>Total funds 2020 £</i>
Staff costs	760,154	900,502
Depreciation	59,492	59,258
Other direct costs	7,515	31,220
	827,161	990,980

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

9. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2021 £	<i>Total funds 2020 £</i>
Staff costs	191,238	189,882
Establishment	114,330	76,420
Legal and professional	18,671	2,822
Administration	87,775	87,654
Technology	17,897	10,659
Governance	4,740	4,500
	<u>434,651</u>	<u>371,937</u>

10. Auditors' remuneration

The auditors' remuneration amounts to an auditor fee of £4,620 (2020 - £4,500).

11. Staff costs

	2021 £	<i>2020 £</i>
Wages and salaries	880,675	1,013,055
Social security costs	47,997	53,448
Contribution to defined contribution pension schemes	22,720	23,882
	<u>951,392</u>	<u>1,090,385</u>

The average number of persons employed by the charity during the year was as follows:

	2021 No.	<i>2020 No.</i>
Direct charitable activities	68	90
Management and administration of the charity	13	12
	<u>81</u>	<u>102</u>

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

11. Staff costs (continued)

No employee received remuneration amounting to more than £60,000 in either year.

The total remuneration for key management personnel for the year totalled **£153,296** (2020: £46,163). As at the year end, key management personnel consisted of **5 employees** (2020: 1 employee). The amount for 2021 includes all Senior Managers, previously only the CEO was included.

12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, no Trustee expenses have been incurred (2020 - £NIL).

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

13. Tangible fixed assets

	Freehold property £	Plant and machinery £	Motor vehicles £	Office equipment £	Computer equipment £	Total £
Cost or valuation						
At 1 April 2020	1,895,100	30,470	31,999	76,912	37,229	2,071,710
Additions	3,052	9,008	-	5,068	5,260	22,388
At 31 March 2021	<u>1,898,152</u>	<u>39,478</u>	<u>31,999</u>	<u>81,980</u>	<u>42,489</u>	<u>2,094,098</u>
Depreciation						
At 1 April 2020	535,804	7,368	27,700	72,645	32,654	676,171
Charge for the year	47,202	4,328	1,075	2,834	4,053	59,492
At 31 March 2021	<u>583,006</u>	<u>11,696</u>	<u>28,775</u>	<u>75,479</u>	<u>36,707</u>	<u>735,663</u>
Net book value						
At 31 March 2021	<u><u>1,315,146</u></u>	<u><u>27,782</u></u>	<u><u>3,224</u></u>	<u><u>6,501</u></u>	<u><u>5,782</u></u>	<u><u>1,358,435</u></u>
At 31 March 2020	<u><u>1,359,296</u></u>	<u><u>23,102</u></u>	<u><u>4,299</u></u>	<u><u>4,267</u></u>	<u><u>4,575</u></u>	<u><u>1,395,539</u></u>

Included in freehold property is freehold land at cost of **£10,000** (2020 - £10,000) which is not depreciated.

On 30 July 2010 the charity entered into an agreement with St Raphael Club, Charity number 209103, whereby St Raphael Club agreed to transfer 50% of its legal and equitable interest in the freehold property known as St Raphael Club, Johnson Place, Norwich ("the property") to The Hamlet Centre Trust. Under the agreement, St Raphael Club will transfer the remainder of its interest in the property to The Hamlet Centre Trust on 30 July 2025 or earlier by arrangement. Due to the condition of the property on the date of transfer, the Trustees considered that it had negligible gross value to the charity and have therefore not included a value for this gift in kind in the financial statements.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

14. Debtors

	2021	2020
	£	£
Due within one year		
Trade debtors	67,849	85,145
Prepayments and accrued income	64,491	24,927
	132,340	110,072

15. Creditors: Amounts falling due within one year

	2021	2020
	£	£
Trade creditors	15,954	18,188
Other taxation and social security	8,747	13,990
Accruals and deferred income	21,982	7,243
	46,683	39,421

	2021	2020
	£	£
Deferred income at 1 April 2020	95	1,167
Resources deferred during the year	982	95
Amounts released from previous periods	(95)	(1,167)
	982	95

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

16. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Unrestricted funds					
Designated funds					
Contractual obligations	300,000	-	-	15,000	315,000
Buildings	40,000	-	-	-	40,000
Development and strategy	5,568	-	-	(5,568)	-
New Building	-	-	-	200,000	200,000
The Square	-	-	-	50,000	50,000
	<u>345,568</u>	<u>-</u>	<u>-</u>	<u>259,432</u>	<u>605,000</u>
General funds					
Reserves	617,116	1,149,077	(924,621)	(265,760)	575,812
	<u>617,116</u>	<u>1,149,077</u>	<u>(924,621)</u>	<u>(265,760)</u>	<u>575,812</u>
Total Unrestricted funds	<u>962,684</u>	<u>1,149,077</u>	<u>(924,621)</u>	<u>(6,328)</u>	<u>1,180,812</u>

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

16. Statement of funds (continued)

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Restricted funds					
Conversion (Johnson Place)	762,824	-	(23,489)	-	739,335
Sensory room (Johnson Place)	166,292	-	(5,895)	-	160,397
Externally funded salaries - Children's Services	11,829	44,175	(32,204)	-	23,800
Externally funded salaries - Adult's Services	-	2,000	(2,000)	-	-
Educational Grant	-	97,666	(97,666)	-	-
Norfolk CCGs	-	24,580	(24,580)	-	-
IT grants	3,000	-	(3,000)	-	-
Minibus fundraiser	31,958	-	-	6,328	38,286
New Adult Services centre	24	-	-	-	24
National lottery training bursary	7,010	-	-	-	7,010
Johnson Place Dad's Wellbeing group	3,762	-	(1,728)	-	2,034
COVID Response Fund	-	1,000	(1,000)	-	-
PPE Fund	-	10,000	(10,000)	-	-
COVID Lottery Fund	-	10,000	(9,141)	-	859
NCC Infection Control	-	28,234	(22,162)	-	6,072
Property rent	-	32,965	(13,000)	-	19,965
CAF Resilience	-	15,485	(15,485)	-	-
Julia & Hans Rausing Trust	-	88,306	(76,939)	-	11,367
Garfield Weston	-	25,000	(9,018)	-	15,982
Childwick Trust	-	10,000	-	-	10,000
	986,699	389,411	(347,307)	6,328	1,035,131
Total of funds	1,949,383	1,538,488	(1,271,928)	-	2,215,943

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

16. Statement of funds (continued)

Designated funds

The charity has the following designated funds:

Contractual obligations - these funds are to carry out contractual obligations to staff and other parties in the event of the charity ceasing to be able to continue as a viable organisation.

Buildings - these funds have been set aside for emergency and essential property repairs and expenditure that is outside the scope of the ordinary budget for such expenditure.

New Building - these funds are for the costs associated with the purchase of a new premises.

The Square - these funds are for the costs associated with a rental property for adult services.

Restricted funds

The restricted funds are for the following purposes:

Conversion Johnson Place - this represents funding received to go towards capital building costs for the children's services development. The resources expended in the year represent the depreciation charge on assets purchased and capitalised from the funds received.

Sensory Room Johnson Place - this represents funding received toward the cost of adaptations and sensory equipment at the Children's Service at Johnson Place. The resources expended in the year represent the depreciation charge on assets purchased and capitalised from the funds received.

Externally funded salaries - Children's Services - this represents funding received towards specialist salaries as part of the appeal process.

Externally funded salaries - Adult's Services - this represents funding received towards specialist salaries as part of the appeal process.

Educational grant - this represents a grant from Norfolk County Council for Early Education for the provision of early education for 3 and 4 year olds, disadvantaged 2 year olds and children with special educational needs.

Norfolk CCGs - provided funding towards the cost of the Senior Manager at the Children's Services.

IT grants - this represents funds received for the charity's IT purposes, including the cost of creating a new specialised font in the year.

Minibus fundraiser - the minibus fund represents monies raised for a new minibus for the adults at Ella Road.

New Adult Services centre - this fund has been set up for monies donated towards a new centre for the adults service users.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

16. Statement of funds (continued)

National Lottery training bursary - this fund has been set up to provide training for parents and carers of children and adults who access The Hamlet. It will enable the charity to offer free places on training courses for parents to attend.

Johnson Place Dad's Wellbeing group - this fund supports the work of Parenting Practitioners aimed specifically at fathers. The fund will pay for specialist training for staff to work with fathers and a series of workshop events and other activities involving fathers.

COVID Response Fund - this fund has been set up for funding towards the purchase of PPE and other associated costs of COVID-19 on the work of the charity.

PPE Fund - this fund has been set up for funding towards the purchase of PPE during the pandemic to allow activities with Hamlet users to continue safely within government guidelines.

COVID Lottery Fund - this fund has been set up for funding towards the purchase of PPE and other associated costs of COVID-19 on the work of the charity.

NCC Infection Control - this fund was set up to support staff costs incurred by Covid and adaptations to premises to enable infection control and social distancing, including rent for additional premises and equipment.

Property rent - this fund was set up to enable the charity to secure additional premises during the pandemic.

CAF Resilience - this fund was set up to support the development of The Hamlet at Home service and impact of Covid on the charity.

Julia & Hans Rausing Trust - this fund was set up to support losses in revenue incurred by Covid including the rent for additional premises, the salary costs of the Behaviour and Communication Specialist and IT improvement costs incurred during the pandemic.

Garfield Weston - this fund was set up for core costs impacted by the pandemic.

Childwick Trust - this fund was set up for running The Hamlet at Home.

Transfers have been made to unrestricted funds where the restrictions on funds have been fully satisfied.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

16. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2020 £</i>
Unrestricted funds					
Designated funds					
Contractual obligations	300,000	-	-	-	300,000
Buildings	40,000	-	-	-	40,000
Development and strategy	5,568	-	-	-	5,568
	<u>345,568</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>345,568</u>
	<i>Balance at 1 April 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2020 £</i>
General funds					
Reserves	568,649	1,209,453	(1,161,157)	171	617,116
	<u>914,217</u>	<u>1,209,453</u>	<u>(1,161,157)</u>	<u>171</u>	<u>962,684</u>
Total Unrestricted funds					

THE HAMLET CENTRE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

16. Statement of funds (continued)

Restricted funds

Conversion (Johnson Place)	786,313	-	(23,489)	-	762,824
Sensory room (Johnson Place)	172,187	-	(5,895)	-	166,292
Externally funded salaries - Children's Services	23,556	24,675	(36,402)	-	11,829
Externally funded salaries - Adult's Services	-	19,500	(20,104)	604	-
Educational Grant	-	83,174	(83,174)	-	-
Global's Make Some Noise	12,612	-	(12,612)	-	-
Norfolk CCG's	-	24,260	(24,260)	-	-
MG Classics	1,356	-	(581)	(775)	-
IT grants	-	3,000	-	-	3,000
Sleep programme	1,449	-	(1,449)	-	-
Co-op tablets	-	2,095	(2,095)	-	-
Minibus fundraiser	-	32,258	(300)	-	31,958
New Adult Services centre	-	24	-	-	24
National Lottery training bursary	-	7,010	-	-	7,010
Johnson Place decoration	-	1,998	(1,998)	-	-
Johnson Place Dad's Wellbeing group	-	3,762	-	-	3,762
This Is Us	-	1,960	(1,960)	-	-
	<u>997,473</u>	<u>203,716</u>	<u>(214,319)</u>	<u>(171)</u>	<u>986,699</u>
Total of funds	<u><u>1,911,690</u></u>	<u><u>1,413,169</u></u>	<u><u>(1,375,476)</u></u>	<u><u>-</u></u>	<u><u>1,949,383</u></u>

THE HAMLET CENTRE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

17. Summary of funds

Summary of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Designated funds	345,568	-	-	259,432	605,000
General funds	617,116	1,149,077	(924,621)	(265,760)	575,812
Restricted funds	986,699	389,411	(347,307)	6,328	1,035,131
	<u>1,949,383</u>	<u>1,538,488</u>	<u>(1,271,928)</u>	<u>-</u>	<u>2,215,943</u>

Summary of funds - prior year

	<i>Balance at</i> <i>1 April 2019</i> £	<i>Income</i> £	<i>Expenditure</i> £	<i>Transfers</i> <i>in/out</i> £	<i>Balance at</i> <i>31 March</i> <i>2020</i> £
Designated funds	345,568	-	-	-	345,568
General funds	568,649	1,209,453	(1,161,157)	171	617,116
Restricted funds	997,473	203,716	(214,319)	(171)	986,699
	<u>1,911,690</u>	<u>1,413,169</u>	<u>(1,375,476)</u>	<u>-</u>	<u>1,949,383</u>

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	439,850	918,585	1,358,435
Current assets	787,645	116,546	904,191
Creditors due within one year	(46,683)	-	(46,683)
Total	<u>1,180,812</u>	<u>1,035,131</u>	<u>2,215,943</u>

THE HAMLET CENTRE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

18. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Tangible fixed assets	466,423	929,116	1,395,539
Current assets	535,682	57,583	593,265
Creditors due within one year	(39,421)	-	(39,421)
Total	<u>962,684</u>	<u>986,699</u>	<u>1,949,383</u>

19. Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net income for the year (as per Statement of Financial Activities)	266,560	37,693
Adjustments for:		
Depreciation charges	59,492	59,258
Loss on the sale of fixed assets	-	7,117
Decrease/(increase) in debtors	(22,268)	7,238
Increase/(decrease) in creditors	7,262	(21,660)
Net cash provided by operating activities	<u>311,046</u>	<u>89,646</u>

20. Analysis of cash and cash equivalents

	2021 £	2020 £
Cash in hand	771,851	483,193
Total cash and cash equivalents	<u>771,851</u>	<u>483,193</u>

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FOR THE YEAR ENDED 31 MARCH 2021

21. Analysis of net debt

	At 1 April 2020	Cash flows	At 31 March 2021
	£	£	£
Cash at bank and in hand	483,193	288,658	771,851
	<u>483,193</u>	<u>288,658</u>	<u>771,851</u>

22. Capital commitments

	2021	2020
	£	£
Contracted for but not provided in these financial statements		
Acquisition of tangible fixed assets	<u>21,623</u>	<u>-</u>

23. Pension commitments

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pensions cost charge represents contributions payable by the charity to the fund and amounted to **£22,720** (2020: £23,882).

24. Related party transactions

No transactions with related parties took place during the financial year (2020: £nil).

25. Controlling party

There is no controlling party.

