

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 2023

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 2023

Trustees	Stuart Marpole (resigned 7 June 2023) Ann Way (resigned 6 July 2023) Hester Coutanche (resigned 20 July 2022, re-appointed 22 June 2023) Susan Coombe, Acting Chairperson Caron Betts (resigned 20 July 2022, re-appointed 22 June 2023) Alexandra Lynch Jonathan Nelson (resigned 20 July 2022) Kim Owen (appointed 20 July 2022) Debbie Green (appointed 20 July 2022) Pauline Morgan (appointed 22 June 2023)
Company registered number	02518973
Charity registered number	1000653
Registered office	The Hamlet Charity Johnson Place Norwich Norfolk NR2 1SJ
Company secretary	Eleanor Coulson
Chief executive officer	Eleanor Coulson
Independent auditors	MA Partners Audit LLP Chartered Accountants 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 2023

The Trustees present their annual report together with the audited financial statements of the Charity for the year 1 April 2022 to 31 March 2023. 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) (effective 1 January 2019).

Since the Charity 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.

The Trustees who have served during the year are shown on page 1.

Objectives and activities

a. Policies and objectives

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.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

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 need
- Short Breaks for children with disabilities from 5 – 17 years inclusive
- 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

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Objectives and activities (continued)

c. 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 three 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
- 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.

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.

d. Volunteers

The Hamlet currently has 10 volunteers who work across the range of services which the Charity provides. Whilst we greatly value the contribution of our volunteers, they are not critical to the ongoing delivery of a particular service or activity.

e. Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims 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.

f. 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. Dependant on the nature of the policy, policies are reviewed by either the staff team or by Trustees and staff. 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 by request to our Registered Office. The Senior Management Team regularly reviews all the major risks to which the Charity is or may be exposed.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

a. Review of activities

We began 2022/23 in a much stronger financial position than anticipated, however the ongoing cost of living crisis meant that the cost of delivering our services increased. Therefore, the board agreed a budget with a predicted £59,000 deficit. The Board also agreed to committing unrestricted reserves to offsetting the deficit if necessary and, with the Senior Management Team, to re-negotiating with The Hamlet's main funders with an aim to achieving full cost recovery across all services. We were successful in securing an additional payment from Norfolk County Council of £66,830.03 to offset the increased costs associated with delivering our Adult Services across two sites. We were also successful in our bid to be included in the new Norfolk County Council Short Breaks Providers Framework with an associated increase in the fees we charge of 35% from 1 April 2024. This contract will run for a minimum of five years with an option to extend to ten.

We continued to be successful with funding applications supported by our contracted professional fundraisers, Felton Fundraising. The funding that we received has enabled us to complete ongoing work to maintain our specialist premises and mitigate most of the predicted funding shortfalls.

In March 2023 we engaged a Marketing and Development Officer who is working to broaden our funding portfolio by tapping into individual giving and corporate partnerships with a view to increasing the amount of unrestricted income we generate. The Board recognised that, in order for this strategy to be successful, work needed to be done to raise the profile of The Hamlet. Consequently, we engaged an external agency, Creativity Unbound, to work on a rebranding and fundraising campaign which will launch in September 2023, linked to our 50th Anniversary, with the aim of raising at least £50,000 of unrestricted income.

We continued our search for suitable premises for our Adult Services and, in mid-2022, identified a suitable building on Marion Road, which backs onto our existing premises on Ella Road. After undertaking appropriate financial and business planning, and risk assessments the Board voted to proceed with the purchase in January 2023. The purchase will be funded through a combination of reserves which have been allocated for this purpose and a loan from Charity Bank which has been secured on preferential terms. The purchase is due to complete at the end of May 2023. Consequently, we will be ending our tenancy of 1 – 5 Sovereign Way on or before the 29 September 2023.

We have continued to develop our CQC accredited service. This has been renamed Hamlet Community Support Services and is now included in the frameworks of both the adult and children's commissioning teams within Norfolk County Council. The service has been providing support to one individual and our first Direct Monitoring Activity meeting took place in October. This was successful with all questions answered to the inspector's satisfaction.

We have continued to roll out the use of laptops, tablets, and an online CRM system (Access to Care and Access People Planner) to support paperless and flexible working. Staff are now able to dispense with paper records and record service users' details digitally. Staff and families have easy, instant access to the records of those they care for and compliance with GDPR regulations has been made more straightforward.

We have ended 2022/23 with a very modest deficit which is an extremely positive result given the predicted budget. This means we will not have to draw on reserves to the degree that we anticipated. Having acquired a suitable additional premises for our Adult Services, our new strategic plan covering the next three years, which will focus on ensuring the ongoing financial sustainability of the organisation by diversifying our fundraising portfolio, negotiating full cost recovery across all contracted services, and maximising the use of all three sites by offering a wider range of services, and increasing the number of places we provide for adult service sessions.

COVID remained a factor throughout the majority of 2022/23 with testing and isolation of positive staff members still in place. Towards the end of the financial year regulations were progressively relaxed. Testing, isolation, and mask wearing are no longer requirements within the Health and Social Care sector.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance (continued)

HR and Recruitment

Recruitment continues to be very challenging with the number and quality of applicants across all posts reduced. Our foci for the year ahead are:

- Fill key posts across the organisation which remain vacant
- Trustee recruitment
- Salary benchmarking
- Review of policies and procedures
- Implementation of new staff wellbeing package

In the event of a shortage of support workers we will engage agency staff to backfill in order to ensure that service delivery is unaffected, and we can provide a service to the children and young people who are waiting to access our services. Trustee recruitment remains a priority and we will be advertising on appropriate forums/websites as well as continuing to cultivate individuals within our networks.

Staff in specific roles continue, where appropriate, to work from home for part of the week (no more than 40% of their total hours) and this hybrid approach is working well. Trustee meetings take place 50% online and 50% face to face.

In 2023/24 we will be completing a review of our policies and procedures as well as implementing a new wellbeing package for staff.

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 unrestricted funds. The deficit for 2022/23 was predicted to be £59,000. The monthly management accounts to March 2023 show an end of year deficit of £952. The Charity has performed significantly better than anticipated and it is reasonable to assume that the finance team continue to be prudent in their forecasting.

We have again budgeted for a deficit for the current financial year as we transfer from The Square to our new premises on Marion Road, and incur additional costs associated with this. The Board is satisfied that the 2023/24 budget is prudent and accepts that - given current circumstances - in the year 2023/24 The Hamlet may need to draw on some of its free reserves to mitigate the anticipated deficit.

Training

We continue to deliver training to external organisations both through our contract for Signalong with Norfolk County Council and through direct bookings. The sessions are a blend of face-to-face and online depending on the requirements of the client. We have a pool of 7 suitably qualified and experienced tutors who deliver a variety of sessions including mandatory training to Hamlet staff.

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FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance (continued)

Achievements and performance

We have had another successful year of grant income as follows:

IT resources - The Lord Cozens-Hardy Trust

Hamlet Community Support Services (formerly Hamlet at Home) - The Bailey Thomas Charitable Trust

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

Redecoration – The Strangward Trust, R S Brownless Charitable Trust, RC Snelling Charitable Trust, The Geoffrey Watling Charity, The Alchemy Foundation, The Lady Hind Charitable Trust, The David Solomons Charitable Trust, Candour.

Portage Training – Norfolk Community Foundation Sir Norman Lamb Coalition for Young People

Equipment for both centres – Real Consulting, Norfolk Community Foundation, The Hospital Saturday Fund

Nurture Group – Norfolk Community Foundation Paul Bassham Trust, Norfolk Community Foundation Vulnerable Families Fund, The D'Oyly Carte Charitable Trust

Yoga for Adult Services Users – Active Norfolk Sport England Together Fund

Core Costs – The Mickleham Trust, The Ellerdale Trust, The Nigel Bertram Charitable Trust, The PAR Charitable Trust, Barratt Development, The Pinching Family Trust, Crum & Forster, The Douglas Arter Foundation, Garfield Weston, The 29th May 1961 Charitable Trust, The Septagon Trust, The Steven Bloch Image of Disability Charitable Trust, Norwich Forum for the Construction Industry, Barratt & Cooke, Roche

b. Fundraising activities and income generation

The Hamlet is always striving to provide the best possible support to those 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 services are entirely supported by charitable giving.

To meet these aims we now have a dedicated fundraising team who work closely alongside Felton Fundraising, a professional fundraising organisation which has worked with The Hamlet for 19 years and supports us in our applications for funding alongside our CEO and Senior Managers. Felton Fundraising raised £153,803 in 2022/23 and a similar level of support is expected for 2023/24. As of 12 June 2023 of the forecast donations of £200,000 for 2023/24 The Hamlet has already received or had confirmed £30,659.

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 2023

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.

The Board accepts that, as the country adapts to new ways of living and working, there may be some fluctuation in The Hamlet's financial position over the next few months but is confident that its robust management and governance will maintain stability over the longer term.

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 2023). The Charity also has designated funds for Buildings £40,000, £300,000 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.

On 31 March 2023 the Charity had free reserves of £205,641 (2022: £210,562) (unrestricted funds which have not been designated and are not represented by fixed assets).

c. Principal risks and uncertainties

1. Cost of running additional premises
2. Ongoing challenging financial climate
3. Recruitment and retention

Fundraising continued at a healthy level during 2022/23, however it has fallen below the predicted budget figure. This is mainly due to the delay in recruiting a Marketing Development Officer in an extremely challenging employment market. We must also consider the additional increase to National Living Wage of 9.7% that comes in April 2023 (for which provision has been made in our 2023-4 budget), and an expected average inflation rate of 6.9% over the coming year.

The provision of sessions across Ella Road and our new site, Marion Road, are reliant on enrolling additional students and therefore, recruiting additional staff. In the event we are unable to recruit enough staff to deliver the service across two premises, operations for Adult Services could be contracted to one premises. The Board would then decide which of The Hamlet's buildings should be sold to ensure its ongoing financial viability.

Utilities prices have been fixed with suppliers. Gas prices are fixed until March 2024 for Ella Road and until December 2023 for Johnson Place. However, electricity prices at these sites are due for renewal in December 2023. Electricity prices for The Square are fixed until March 2024 but we will be leaving these premises by September 2023.

A key challenge in the year ahead is the ability to recruit and retain staff. The Hamlet has carried out an analysis of pay in the local sector and, as a result, has agreed a minimum salary uplift of at least £1,000 (pre-tax and deductions) for all of its staff in 2023/24. This, combined with a package of benefits, training, and the options of full and part-time working, will ensure the Charity remains a competitive employer in the marketplace.

The Hamlet's CEO will conduct a salary benchmarking exercise during 2023/24 to compare its remuneration

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FOR THE YEAR ENDED 31 MARCH 2023

package with other local third sector employers and the results will inform strategic planning moving forwards.

d. 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); and
- Charitable Trusts and Foundations and fundraising.

e. End of year results

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

Total incoming resources: **£1,618,292** (2022: £1,397,766)

Total resources expended: **£1,619,244** (2022: £1,372,719)

Net deficit for the year: **£(952)** (2022: £25,047 surplus)

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

f. Development Plan

We are mindful that careful strategic planning is of even greater importance in the current climate and with our planned acquisition of additional adult premises. The Board of Trustees and CEO attended two externally facilitated planning sessions in late 2022 which will form the basis of The Hamlet's new 3 year plan a draft of which will go before the Board in July 2023.

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 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.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management (continued)

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'. Policies are reviewed on a rolling basis. Task groups meet to work on different aspects of activity as required throughout the year.

Staffing structure: The Charity currently has 87 staff across the different sites. The day-to-day operation of the Charity is delegated to the CEO. The CEO is supported by the Operations Manager (Registered Manager) for Adult Services, the Children's Service Senior Manager and the Finance Managers. The workforce consists of contracted staff and casual workers. The teams at the Children's and Adult's Centres are supported by a central services team of Finance Managers, HR administrator, Marketing and Development Officer, Quality Assurance Officer, training team and administrators.

Volunteers: The Charity has a long history of engaging volunteers to work with both children and adults. Currently there are 10, 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.

e. Pay policy for personnel

The pay and remuneration of The Hamlet's personnel are reviewed by the senior management team and Board of Trustees on an annual basis. Salaries are benchmarked against other charities in the local market and are voted on and approved by the Board along with the annual budget. In the 2023/24 financial year the CEO of The Hamlet, Ellie Coulson, will complete a salary benchmarking exercise to ensure that salaries remain competitive within the local third sector and therefore support staff recruitment and retention.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Plans for future periods

Once the planned acquisition of our new Adult Services premises at Marion Road has been completed some immediate small-scale adaptations will be necessary on the property in order to ensure that it can meet the needs of Hamlet Users and Staff, with some longer-term plans for further improvements. Therefore, the Board is mindful that there will need to be an ongoing, phased fundraising campaign which will sit alongside robust financial monitoring to ensure that the cost of these works are met without incurring unfunded capital expenditure.

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 year. 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.

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

The auditors, MA Partners Audit LLP, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

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TRUSTEES' REPORT (CONTINUED)
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Approved by order of the members of the Board of Trustees and signed on their behalf by:



Susan Coombe
Acting Chairperson
Date: 26 July 2023

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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 2023 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 2023 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Charitable Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the 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 other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. 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 course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

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

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

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

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.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue 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 Charity.

Our approach was as follows:

- We obtained an understanding of the legal and regulatory requirements applicable to the Charity and considered that the most significant are the Companies Act 2006, UK financial reporting standards as issued by the Financial Reporting Council, and the Charities Act 2011.
- We obtained an understanding of how the Charity 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.

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

- 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.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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.

Use of our report

This report is made solely to the Charitable Company's Trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charitable Company's 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.



Alice Lynch BSc ACA DChA (Senior Statutory Auditor)

for and on behalf of
MA Partners Audit LLP

Chartered Accountants
Statutory Auditor

7 The Close

Norwich

Norfolk

NR1 4DJ

Date: 3 August 2023

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023**

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations, grants and legacies	3	193,702	107,780	301,482	294,504
Charitable activities	4	24,580	1,266,104	1,290,684	1,080,192
Income from fundraising	5	-	4,845	4,845	10,237
Investments	6	-	3,869	3,869	79
Other income	7	-	17,412	17,412	12,754
Total income		218,282	1,400,010	1,618,292	1,397,766
Expenditure on:					
Raising funds	8	-	12,300	12,300	9,562
Charitable activities		265,718	1,341,226	1,606,944	1,363,157
Total expenditure		265,718	1,353,526	1,619,244	1,372,719
Net (expenditure)/income		(47,436)	46,484	(952)	25,047
Transfers between funds	16	(8,768)	8,768	-	-
Net movement in funds		(56,204)	55,252	(952)	25,047
Reconciliation of funds:					
Total funds brought forward		960,515	1,280,475	2,240,990	2,215,943
Net movement in funds		(56,204)	55,252	(952)	25,047
Total funds carried forward		904,311	1,335,727	2,240,038	2,240,990

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 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	13	1,289,891	1,365,448
		<u>1,289,891</u>	<u>1,365,448</u>
Current assets			
Debtors	14	194,667	113,992
Cash at bank and in hand		833,531	840,105
		<u>1,028,198</u>	<u>954,097</u>
Creditors: amounts falling due within one year	15	(78,051)	(78,555)
Net current assets		<u>950,147</u>	<u>875,542</u>
Total assets less current liabilities		<u>2,240,038</u>	<u>2,240,990</u>
Total net assets		<u><u>2,240,038</u></u>	<u><u>2,240,990</u></u>
Charity funds			
Restricted funds	16	904,311	960,515
Unrestricted funds	16	1,335,727	1,280,475
Total funds		<u><u>2,240,038</u></u>	<u><u>2,240,990</u></u>

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

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2023

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:



Susan Coombe

Date: 26 July 2023

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 2023

	2023	2022
	£	£
Cash flows from operating activities		
Net cash used in operating activities	6,344	149,271
	<hr/>	<hr/>
Cash flows from investing activities		
Purchase of tangible fixed assets	(12,918)	(84,262)
Sale of tangible fixed assets	-	3,245
	<hr/>	<hr/>
Net cash used in investing activities	(12,918)	(81,017)
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	(6,574)	68,254
Cash and cash equivalents at the beginning of the year	840,105	771,851
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	833,531	840,105
	<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 2023

1. General information

The Charity is a company limited by guarantee. The Charity is both incorporated and domiciled in England and Wales. The address of its registered office is The Hamlet Charity, Johnson Place, Norwich, NR2 1SJ.

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 2019), 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 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 2023

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 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.

2.6 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 charged in full in the year of acquisition and no depreciation is charged in the year of disposal.

Depreciation is provided on the following bases:

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

2.7 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.

2.8 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.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

2. Accounting policies (continued)

2.9 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.

2.10 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.

2.11 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.

2.12 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 2023

3. Income from donations, grants and legacies

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Donations	84,146	107,780	191,926	178,968
Grants	109,556	-	109,556	115,536
Total 2023	193,702	107,780	301,482	294,504
<i>Total 2022</i>	<i>244,688</i>	<i>49,816</i>	<i>294,504</i>	

4. Income from charitable activities

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Service level agreements	24,580	-	24,580	24,580
Service provision	-	28,772	28,772	18,028
Personal budgets	-	1,237,332	1,237,332	1,037,584
Total 2023	24,580	1,266,104	1,290,684	1,080,192
<i>Total 2022</i>	<i>24,580</i>	<i>1,055,612</i>	<i>1,080,192</i>	

5. Income from fundraising

Income from fundraising events

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Fundraising	4,845	4,845	10,237

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

6. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Bank interest receivable	3,869	3,869	79
	<u>3,869</u>	<u>3,869</u>	<u>79</u>

7. Other income

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Training	13,807	13,807	11,035
Hire of facilities	3,605	3,605	1,719
	<u>17,412</u>	<u>17,412</u>	<u>12,754</u>

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

8. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Fundraising consultancy	11,502	11,502	9,402

Fundraising trading expenses

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Fundraising trading expenses	798	798	160

9. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Charitable activities	1,085,940	521,004	1,606,944	1,363,157
<i>Total 2022</i>	923,240	439,917	1,363,157	

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

9. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Total funds 2023 £	<i>Total funds 2022 £</i>
Staff costs	981,484	832,609
Depreciation	88,475	75,489
Other direct costs	15,981	15,142
	1,085,940	923,240

Analysis of support costs

	Total funds 2023 £	<i>Total funds 2022 £</i>
Staff costs	194,036	184,295
Establishment	191,828	153,975
Administration	98,278	80,219
Legal and professional	23,266	9,770
Governance costs	8,122	6,730
Technology	5,474	5,603
Bad debt write off	-	810
Profit on disposal of tangible fixed assets	-	(1,485)
	521,004	439,917

10. Auditors' remuneration

The auditors' remuneration amounts to an auditor fee of £5,040 (2022 - £4,860), and payroll services of £8,430 (2022 - £8,019).

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

11. Staff costs

	2023 £	2022 £
Wages and salaries	1,079,838	941,252
Social security costs	69,073	53,078
Contribution to defined contribution pension schemes	26,609	22,574
	<u>1,175,520</u>	<u>1,016,904</u>

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

	2023 No.	2022 No.
Direct charitable activities	78	76
Management and administration of the Charity	9	10
	<u>87</u>	<u>86</u>

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

The total remuneration for key management personnel for the year totalled **£186,753** (2022: £180,418). As at the year end, key management personnel consisted of **5 employees** (2022: 5 employees).

12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 March 2023, no Trustee expenses have been incurred (2022 - £NIL).

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

13. Tangible fixed assets

	Freehold property £	Fittings and equipment £	Motor vehicles £	Office equipment £	Computer equipment £	Total £
Cost or valuation						
At 1 April 2022	1,901,726	66,897	58,285	96,278	41,778	2,164,964
Additions	-	2,054	-	10,864	-	12,918
Disposals	-	-	-	(5,118)	(4,045)	(9,163)
At 31 March 2023	<u>1,901,726</u>	<u>68,951</u>	<u>58,285</u>	<u>102,024</u>	<u>37,733</u>	<u>2,168,719</u>
Depreciation						
At 1 April 2022	630,298	21,447	27,826	80,974	38,971	799,516
Charge for the year	47,291	25,349	7,615	6,727	1,493	88,475
On disposals	-	-	-	(5,118)	(4,045)	(9,163)
At 31 March 2023	<u>677,589</u>	<u>46,796</u>	<u>35,441</u>	<u>82,583</u>	<u>36,419</u>	<u>878,828</u>
Net book value						
At 31 March 2023	<u><u>1,224,137</u></u>	<u><u>22,155</u></u>	<u><u>22,844</u></u>	<u><u>19,441</u></u>	<u><u>1,314</u></u>	<u><u>1,289,891</u></u>
At 31 March 2022	<u><u>1,271,428</u></u>	<u><u>45,450</u></u>	<u><u>30,459</u></u>	<u><u>15,304</u></u>	<u><u>2,807</u></u>	<u><u>1,365,448</u></u>

Included in freehold property is freehold land at cost of **£10,000** (2022 - £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. The transfer is expected to take place by mutual agreement during 2023.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

14. Debtors

	2023 £	2022 £
Due within one year		
Trade debtors	138,710	53,857
Other debtors	3,000	3,000
Prepayments and accrued income	52,957	57,135
	194,667	113,992
	194,667	113,992

15. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	31,526	25,071
Other taxation and social security	14,516	10,973
Accruals and deferred income	32,009	42,511
	78,051	78,555
	78,051	78,555

	2023 £	2022 £
Deferred income at 1 April 2022	22,202	982
Resources deferred during the year	5,520	22,202
Amounts released from previous periods	(22,202)	(982)
	5,520	22,202
	5,520	22,202

Included in deferred income is £3,514 relating to a grant covering the post year end period to May 2023.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

16. Statement of funds

Statement of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Unrestricted funds					
Designated funds					
Contractual obligations	315,000	-	-	-	315,000
Buildings	40,000	-	-	-	40,000
New Building	200,000	-	-	100,000	300,000
The Square	50,000	-	-	-	50,000
	<u>605,000</u>	<u>-</u>	<u>-</u>	<u>100,000</u>	<u>705,000</u>
General funds					
Reserves	675,475	1,400,010	(1,353,526)	(91,232)	630,727
Total Unrestricted funds	<u>1,280,475</u>	<u>1,400,010</u>	<u>(1,353,526)</u>	<u>8,768</u>	<u>1,335,727</u>

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

16. Statement of funds (continued)

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Restricted funds					
Conversion (Johnson Place)	715,846	-	(23,489)	(416)	691,941
Sensory room (Johnson Place)	159,439	-	(6,565)	-	152,874
Externally funded salaries - Children's Services	5,310	22,250	(27,086)	-	474
Educational Grant	-	87,306	(87,306)	-	-
IT Fund	-	2,000	(2,000)	-	-
NCF Norman Lamb	-	10,000	(2,000)	-	8,000
Sleep Area	252	-	-	(252)	-
Minibus fundraiser	28,714	-	(7,178)	-	21,536
Real Consulting	-	1,500	(1,500)	-	-
National Lottery training bursary	3,172	-	(3,172)	-	-
NCF Children's Wellbeing	-	1,929	(568)	-	1,361
Nurture Group	-	8,917	(1,188)	-	7,729
Together Group	-	1,000	(425)	-	575
Norfolk & Waveney ICSs	-	24,580	(24,580)	-	-
Candour	-	10,000	-	-	10,000
Other restricted funds	-	6,100	(5,100)	-	1,000
HCSS (formerly Hamlet at Home)	18,107	10,000	(20,028)	-	8,079
Capital purchases	8,100	-	-	(8,100)	-
Reach Fund	11,575	-	(10,833)	-	742
Redecoration	10,000	18,700	(28,700)	-	-
NCC rent contribution	-	14,000	(14,000)	-	-
	<u>960,515</u>	<u>218,282</u>	<u>(265,718)</u>	<u>(8,768)</u>	<u>904,311</u>
Total of funds	<u><u>2,240,990</u></u>	<u><u>1,618,292</u></u>	<u><u>(1,619,244)</u></u>	<u><u>-</u></u>	<u><u>2,240,038</u></u>

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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.

Minibus fundraiser - the minibus fund represents monies raised for a new minibus for the Adult Service. The resources expended in the year represent the depreciation charge on the minibus purchased and capitalised from the funds received.

National Lottery training bursary - this fund was set up to provide training for parents and carers of children and adults who access The Hamlet. It has been used this year to provide free places to parents on Signalong courses.

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.

IT Fund - this fund is reserved for IT equipment such as tablets used by Support Workers purchased during the year.

Norfolk & Waveney ICSs - provides funding towards the cost of the Senior Manager at the Children's Services.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

16. Statement of funds (continued)

Hamlet Community Support Services (HCSS) (formerly known as Hamlet at Home) - this fund was set up for running Community Support Services and to cover costs associated with setting up the service.

Capital purchases - this fund was used for the purchase of new hoists in the Children's Centre.

Reach Fund - this fund is being used to support the acquisition of a new Adult Services Premises.

Redecoration – this fund was used for the redecoration of both the Adult and Children's Centres.

Sleep Area - this fund represents monies received to create a sleep area within the Early Years setting.

NCF Norman Lamb - this fund is being used for Portage Training.

Real Consulting - this fund was used for music/sensory and kitchen equipment for the children to use.

NCF Children's Wellbeing - this fund is being used to purchase equipment for the short break provision for children and young people with additional needs including ASD, learning disabilities, and neurodiverse needs.

Nurture Group - this fund will be used for costs related to delivering the Nurture Group for babies who have had a stay in NICU and their parents.

Together Group - this fund will be used to provide Yoga for Adult Services including any associated training of staff members.

Candour - this fund will be used to replace and improve the lighting at the Children's Centre in Johnson Place as part of the charity's Green Plan.

Other restricted funds - this fund includes £1,000 which will be used to purchase storage for Short Breaks and £5,100 to be used for specific legal fees incurred.

NCC rent contribution - this fund has been used for The Square rent payments.

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 2023

16. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2022 £</i>
Unrestricted funds					
Designated funds					
Contractual obligations	315,000	-	-	-	315,000
Buildings	40,000	-	-	-	40,000
New Building	200,000	-	-	-	200,000
The Square	50,000	-	-	-	50,000
	<u>605,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>605,000</u>
General funds					
Reserves	575,812	1,128,498	(1,063,359)	34,524	675,475
Total Unrestricted funds	<u>1,180,812</u>	<u>1,128,498</u>	<u>(1,063,359)</u>	<u>34,524</u>	<u>1,280,475</u>

THE HAMLET CENTRE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

16. Statement of funds (continued)

	<i>Balance at 1 April 2021</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers in/out</i>	<i>Balance at 31 March 2022</i>
	£	£	£	£	£
Restricted funds					
Conversion (Johnson Place)	739,335	-	(23,489)	-	715,846
Sensory room (Johnson Place)	160,397	7,471	(8,429)	-	159,439
Externally funded salaries - Children's Services	23,800	23,062	(41,552)	-	5,310
Educational Grant	-	92,873	(92,873)	-	-
New Adult Services centre	24	-	-	(24)	-
Johnson Place Dad's Wellbeing group	2,034	-	(2,034)	-	-
Sleep Area	-	1,500	(1,248)	-	252
Minibus fundraiser	38,286	-	(9,572)	-	28,714
COVID Lottery Fund	859	-	-	(859)	-
National Lottery training bursary	7,010	-	(3,838)	-	3,172
NCC Infection Control	6,072	36,406	(34,872)	(7,606)	-
Property rent	19,965	-	(19,965)	-	-
Julia & Hans Rausing Trust	11,367	-	(3,087)	(8,280)	-
Norfolk & Waveney ICSs	-	24,580	(24,580)	-	-
Garfield Weston	15,982	-	(12,028)	(3,954)	-
COMF Infection Control	-	5,080	(5,080)	-	-
HCSS (formerly Hamlet at Home)	10,000	32,000	(23,893)	-	18,107
Capital purchases	-	21,901	-	(13,801)	8,100
Reach Fund	-	14,395	(2,820)	-	11,575
Redecoration	-	10,000	-	-	10,000
NCC rent contribution	-	-	-	-	-
	<u>1,035,131</u>	<u>269,268</u>	<u>(309,360)</u>	<u>(34,524)</u>	<u>960,515</u>
Total of funds	<u><u>2,215,943</u></u>	<u><u>1,397,766</u></u>	<u><u>(1,372,719)</u></u>	<u><u>-</u></u>	<u><u>2,240,990</u></u>

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

17. Summary of funds

Summary of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Designated funds	605,000	-	-	100,000	705,000
General funds	675,475	1,400,010	(1,353,526)	(91,232)	630,727
Restricted funds	960,515	218,282	(265,718)	(8,768)	904,311
	<u>2,240,990</u>	<u>1,618,292</u>	<u>(1,619,244)</u>	<u>-</u>	<u>2,240,038</u>

Summary of funds - prior year

	<i>Balance at 1 April 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2022 £</i>
Designated funds	605,000	-	-	-	605,000
General funds	575,812	1,128,498	(1,063,359)	34,524	675,475
Restricted funds	1,035,131	269,268	(309,360)	(34,524)	960,515
	<u>2,215,943</u>	<u>1,397,766</u>	<u>(1,372,719)</u>	<u>-</u>	<u>2,240,990</u>

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	864,805	425,086	1,289,891
Current assets	43,020	985,178	1,028,198
Creditors due within one year	(3,514)	(74,537)	(78,051)
Total	904,311	1,335,727	2,240,038

Analysis of net assets between funds - prior year

	<i>Restricted funds 2022 £</i>	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Tangible fixed assets	900,535	464,913	1,365,448
Current assets	64,483	889,614	954,097
Creditors due within one year	(4,503)	(74,052)	(78,555)
Total	960,515	1,280,475	2,240,990

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

	2023 £	2022 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(952)	25,047
Adjustments for:		
Depreciation charges	88,475	75,489
Loss/(profit) on the sale of fixed assets	-	(1,485)
Decrease/(increase) in debtors	(80,675)	18,348
Increase/(decrease) in creditors	(504)	31,872
Net cash provided by operating activities	6,344	149,271

THE HAMLET CENTRE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

20. Analysis of cash and cash equivalents

	2023	2022
	£	£
Cash in hand	833,531	840,105
Total cash and cash equivalents	833,531	840,105

21. Analysis of changes in net debt

	At 1 April 2022	Cash flows	At 31 March 2023
	£	£	£
Cash at bank and in hand	840,105	(6,574)	833,531
	840,105	(6,574)	833,531

22. 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 **£26,609** (2022: £22,574).

THE HAMLET CENTRE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

23. Operating lease commitments

At 31 March 2023 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023	2022
	£	£
Not later than 1 year	12,054	22,298
Later than 1 year and not later than 5 years	1,431	74,511
Later than 5 years	-	-
	<u>13,485</u>	<u>96,809</u>

The following lease payments have been recognised as an expense in the Statement of Financial Activities:

	2023	2022
	£	£
Operating lease rentals	23,260	15,154

24. Related party transactions

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 31 March 2023.

25. Controlling party

There is no controlling party.