



ANNUAL REPORT AND ACCOUNTS 2023



BURWELL & DISTRICT
DAY CENTRE

For the time of your life.

ORGANISATION DETAILS

Name:

Burwell & District Day Centre

Registered Charity No:

1003439

Address:

Ash Grove
Parsonage Close
Burwell
Cambridge
CB25 0DR

Telephone:

01638 743363

Email:

burwelldaycentre@btconnect.com

Day Centre Manager:

Elly A Catling

Trustees:

Hazel Williams MBE (Chairman)

Parish Council Member

Simon Rogers (Vice Chairman)

Sandy Cater (Treasurer)

Sue Elliott

Joan Lonsdale

Parish Council Member

Paul Webb

Parish Council Member

Liz Swift

Parish Council Member

Geraldine Tate

Parish Council Member

Sue Evans MBE

Bankers:

Barclays Bank PLC

9-11 St Andrew's St

Cambridge

CB2 3AA

TRUSTEES REPORT

Who we are

Burwell & District Day Centre was set up as a registered charity in 1989.

Objective

The Day Centre's objective is to provide facilities for the care, education and recreation of any person over 55 years of age or those with a disability. Priority is given to those residing in Burwell, Reach and Swaffham Prior.

Aims and Achievements

The charity is governed by a written Constitution in which its objects are set out. Our aim is to provide the best possible facilities for people of various age groups, cultures and abilities, with a focus on our core group as defined in our Constitution. Our Day Centre is available for private hire to all sections of the community. Our achievements are reflected in our continued service provision, particularly for Older Age Social Inclusion, as defined by Cambridgeshire County Council's funding agreement.

During 2023 we promoted a staff member to the role of Events & Entertainment Manager. Although the Day Centre was providing a range of in-house classes, singers and other entertainers, it was felt that more could be done. In particular, external events (e.g. Open Days, Fêtes, Fairs, Craft Stalls, etc.) would enable the Day Centre to charge entrance fees from the public, thus increasing income. It will take time to realise the gains from this project, but we believe the outcome will make a significant difference to our income moving forward. As noted in the Chair's letter and report, the Day Centre has found 2023 a challenge in finding financial support sufficient to pay for its operational costs as well as potential projects that require completion that we are unable to fund this year.

Structure Governance and Management

The Trustees confirm that the annual report and accounts comply with the requirements of the UK Accounting Standards, Charities Act 2011 and the Charities SORP 2005. The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

Governing Document

The Burwell and District Day Centre Trust is a registered Charity number 1003439 and governed by its Constitution, as updated in July 2023.

Recruitment and Appointment of Trustees

The appointment of Trustees is governed by the Day Centre's Constitution. This requires a majority of two Trustees to be nominated by the Parish Council and ten others to be selected for their skills and commitment to the management of the Day Centre.

Risk Management

The Day Centre carries out reviews of the major risks to which the charity is exposed. Where appropriate, policies have been established to mitigate the risks the charity faces. These policies are periodically reviewed to ensure they continue to meet the needs of the charity and compliant with all health and safety requirements.

Related Parties

Burwell Parish Council holds the lease of the Day Centre site from Cambridgeshire County Council. The current lease has a further 7 years to run at a nominal rent.

LETTER AND REPORT FROM OUR CHAIR

As I write, our Burwell Day Centre is celebrating its 34th year as a social care provider. Since 1989, we have been supporting those aged 55 and over in Burwell and surrounding areas who experience loneliness, social isolation, and despair every day of their lives.

Their plight may have been caused by the loss of a partner or dear friend. Sons and daughters may have moved away from the area and are no longer able to visit. Tragedies of all kinds have brought about their depression, low self-worth, and the feeling that for them there is no light at the end of the tunnel.

Thanks to our Day Centre, we help transform their heartache into happiness. We do this by providing a warm, safe environment where they can rebuild social connections and find joy in daily life.

Five days a week, we serve freshly-cooked, delicious hot meals and put on a variety of entertainment – everything from musicians to magicians. We offer chair-based exercises to strengthen mobility and flexibility, hold craft classes (pottery to painting), and run a host of other activities to keep our users engaged and content.

And for those who are housebound due to mobility problems, we deliver a meals-on-wheels service to their door. Most of all, we fill the biggest missing part of their lives – companionship.

Over the past few years, government and council funding has been cut drastically. Across the UK, over 300 Day Centres have closed since 2018 because they couldn't afford the running costs. Yet we are still here! In fact, our Day Centre remains the only five-day-a-week facility for elderly social care in our District.

But amidst our celebrations and successes, rising overheads and lower income levels have presented a major challenge in the years ahead.

We have taken significant steps to ensure our sustainability, such as cutting costs where possible, developing a new fundraising strategy, and also introducing innovative initiatives to expand our Day Centre services. Despite these efforts, 2023 has been a particularly challenging financial year. I have outlined

below some of the key financial factors that have impacted our position and how they have shaped the year's accounts.

I would also point out that due to changes in personnel in both the administrative and Trustee fields there were, during the course of 2023, some areas in which there were gaps in complete record keeping. The current Trustees have put in place robust training and updated protocols to support all staff and volunteers and ensure this is no longer an issue.

We are confident that this was an administrative error only and not indicative of a deeper or more troubling problem and that there is strength in depth to all such procedures and responsibilities going forward.

Overall Financial Review for Y/E 2023

We experienced a strong financial year in 2022, largely due to a generous bequest and additional grant funding. However, in contrast, the financial results for 2023 show a reported deficit of £50,382.

While this may initially seem concerning, it is primarily the result of accounting adjustments, timing differences in income recognition and expenditure, plus changes in external funding, rather than an ongoing operational issue.

The key factors contributing to this reported deficit are outlined below:

1. IT Project Grant Reversal

The charity was awarded a restricted grant from the Cambridge Community Fund for an IT project, received in two instalments – £7,941.50 in 2020 and £7,941.50 in 2022. Small amounts of £688.99 and £1,004.94 were spent in the respective years, with the remaining £14,189.07 carried forward.

However, after careful consideration, the project was deemed unworkable, and the unspent grant amount was returned to the funder in 2023.

As this grant income had already been recognised in 2020 and 2022, its repayment in 2023 is recorded as an outgoing expense, further impacting the year's reported figures.

**ACROSS THE UK, OVER 300 DAY CENTRES
HAVE CLOSED SINCE 2018 BECAUSE THEY
COULDN'T AFFORD THE RUNNING COSTS.**

LETTER AND REPORT FROM OUR CHAIR

2. Bequest Received in 2022, Spent in 2023

A legacy of £24,000 was received in 2022 and recorded as income in that year, in accordance with standard accounting practice.

However, the associated expenditure was not incurred until 2023, leading to an apparent financial shortfall in the current year's accounts.

3. Decline in Donations and Grant Funding

Donations fell from £32,556 in 2022 to £10,132 in 2023, mainly due to the inclusion of the £24,000 legacy in the previous year. Excluding this one-off amount, donation levels remain broadly in line with expectations.

In 2022, the charity also received a one-off voluntary income grant of £1,420.47 to support a Warm Hub facility, again contributing to a higher level of income.

4. Increased Costs in Key Areas

The charity also faced rising costs in several essential areas, including:

- **Food costs (£20,932)** – an increase from £15,389 in 2022 due to growing demand and inflation.
- **Repairs and renewals (£6,377)** – up from £2,938 in 2022, undertaken to ensure compliance with health and safety requirements and maintain a safe environment for service users and staff.
- **Entertainment (£3,660)** – an investment in service user well-being that was not required in the previous year.
- **Salaries and NI (£80,289)** – an increase from £69,322 in 2022, partly due to an average salary uplift of approximately 5% in 2023, reflecting broader economic trends such as a tight labour market and inflationary pressures.

This adjustment was necessary in order to retain key staff and ensure the continued delivery of high-quality services at our Day Centre.

Although the reported deficit for 2023 appears significant, it is important to understand that this is

primarily the result of accounting treatment across financial periods, one-off adjustments, and changes in external funding, rather than a sign of financial instability. I want to stress that the Day Centre's core financial position remains sound, and operational income continues to support ongoing activities.

The Trustees remain committed to prudent financial management, cost control, and securing future funding to sustain and develop the Day Centre's services in the long term.

As we look forward, we have exciting plans to expand our Day Centre activities to include service users from other Districts. We intend to operate a cafe, increase evening activities and much more.

Of course, it will take time, but I am positive that we can achieve extraordinary results. After all, it's what we've been doing for the past 34 years!

It just remains for me to thank our staff and volunteers for their tireless work. And of course, our supporters. Without their gifts, we would not be able to provide the social care the elderly deserve.

Hazel Williams MBE

Hazel Williams MBE
Chair
Burwell & District
Day Centre



SINCE 1989, WE HAVE BEEN SUPPORTING THOSE AGED 55 AND OVER IN BURWELL AND ALSO SURROUNDING AREAS WHO EXPERIENCE LONELINESS, SOCIAL ISOLATION, AND DESPAIR EVERY DAY OF THEIR LIVES.

BURWELL AND DISTRICT DAY CENTRE - YEAR TO 31ST DECEMBER 2023

STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	Total Funds	
	£	£	£	2023 £	2022 £
<u>Incoming Resources</u>					
<u>Generated Funds</u>					
Voluntary Income	10,132			10,132	32,556
Activities for Generating Funds	998			998	0
Investment Income	644			644	215
Other Voluntary Income	900		38,501	39,401	50,308
<u>Charitable Activities</u>					
Income from Charitable Activities	48,146			48,146	40,984
<u>Other Incoming Resources</u>					
Other Income	9			9	0
Total Incoming Resources	60,829	0	38,501	99,330	124,063
<u>Resources Used</u>					
<u>Charitable activities</u>					
Charitable activities	38,019	3,807	25,029	66,855	43,836
<u>Support Costs</u>					
Support Costs	69,385	0	13,472	82,857	69,086
Total Resources Used	107,403	3,807	38,501	149,712	112,922
Net Incoming/Outgoing Resources	(46,574)	(3,807)	(0)	(50,382)	11,141
<u>Transfers</u>					
<u>Gross Transfers between funds</u>					
Transfers In	8,652			8,652	8,775
Transfers Out		(8,652)		(8,652)	(8,775)
Other recognised gains/losses					
Net Movement in Funds	(37,922)	(12,459)	(0)	(50,382)	11,141
<u>Reconciliation of Funds</u>					
Total Funds Brought Forward	252,435	9,223	0	261,668	250,518
Total Funds Carried Forward	214,513	(3,226)	(0)	211,287	261,659

BURWELL AND DISTRICT DAY CENTRE - YEAR TO 31ST DECEMBER 2023

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	Total Funds	
				2023	2022
	£	£	£	£	£
<u>Incoming Resources</u>					
Voluntary income					
Membership	658			658	170
Donations & Bequests	9,474			9,474	32,386
	10,132	0	0	10,132	32,556
Activities for generating funds					
Shop sales	47			47	
Fund raising events	951			951	
Bonus Ball (was 100 Club)				0	
	998	0	0	998	0
Investment income					
Bank deposit interest	644			644	215
	900		38,501	39,401	50,308
Income from charitable activities					
Meals	44,066			44,066	37,114
Bookings	4,080			4,080	3,870
	48,146	0	0	48,146	40,984
Other incoming resources					
Other income	9			9	
	60,829	0	38,501	99,330	124,063
<u>Resources Used</u>					
Charitable activities					
Food	20,932			20,932	15,389
Heat and light			5,714	5,714	6,048
Other utilities			2,188	2,188	2,672
Telephone	666			666	810
Fuel for Minibus		240		240	223
Minibus insurance		493		493	1,309
Minibus repairs and service		74		74	876
Repairs and renewals	6,377			6,377	2,938
Cleaning			2,938	2,938	2,981
Entertainment	3,660			3,660	0
IT Software etc	367		14,189	14,556	1,080
Payroll Provider	2,489			2,489	2,109
Depreciation	2,892	3,000		5,892	6,440
Sundry expenses	635			635	961
	38,019	3,807	25,029	66,855	43,836
Support Costs					
Prior Year Adjustment				0	(2,459)
Postage and stationery	1,709			1,709	621
Insurance	176			176	1,602
Accountancy	683			683	0
Salaries and NI	66,817		13,472	80,289	69,322
	69,385	0	13,472	82,857	69,086
	107,403	3,807	38,501	149,712	112,922
NET RESOURCES FOR YEAR	(46,574)	(3,807)	(0)	(50,382)	11,141

BURWELL AND DISTRICT DAY CENTRE - YEAR TO 31ST DECEMBER 2023

BALANCE SHEET

	Unrestricted General Funds	Restricted Minibus Funds	Restricted CCC Grant Funds	Total Funds	
				2023	2022
	£	£	£	£	£
<u>Fixed Assets</u>					
Tangible Assets	134,308	-	-	134,308	126,051
Total Fixed Assets	134,308	-	-	134,308	126,051
<u>Current Assets</u>					
Stocks	400	-	-	400	400
Debtors	3,413	-	-	3,413	12,478
Bank Deposits	53,307	-	-	53,307	81,314
Cash at bank and in hand	35,772	-	-	35,772	43,371
Total Current Assets	92,891	-	-	92,891	137,563
<u>Liabilities</u>					
Creditors and Accruals	15,912			15,912	1,955
Total Current Liabilities	15,912	-	-	15,912	1,955
Total Net Assets	211,287	-	-	211,287	261,659
<u>Funds of the Charity</u>					
General Fund	214,513			214,513	252,435
Minibus Fund		(3,226)		(3,226)	9,224
Village Support Grant in Hand				-	-
Total Charity Funds	214,513	(3,226)		211,287	261,659

BURWELL AND DISTRICT DAY CENTRE - YEAR TO 31ST DECEMBER 2023

ASSETS

	Land (Nil)	Office Equipment (r.b.33%)	Leasehold Additons (s.l. over 50 years)	Furniture & Equipment (s.l. over 3 years)	Minibus (s.l. over 7 years)	TOTAL
	£	£	£	£	£	£
<u>Cost</u>						
At 1 January 2023	5,845	0	162,762	71,025	28,094	267,726
Additions	0	449	12,611	1,079	0	14,139
Disposals	0	0	0	0	0	0
At 31 December 2023	5,845	449	175,373	72,104	28,094	281,865
<u>Depreciation</u>						
At 1 January 2023	0	0	45,556	71,025	25,094	141,675
Charge for the year	0	12	2,608	261	3,000	5,882
Adjustment for disposal	0	0	0	0	0	0
At 31 December 2023	0	12	48,164	71,286	28,094	147,557
<u>Net Book Value</u>						
At 31 December 2023	5,845	437	127,209	818	0	134,308
At 31 December 2022	5,845	0	117,206	0	3,000	126,051

INDEPENDENT EXAMINER'S REPORT ON THE 2023 ACCOUNTS OF BURWELL & DISTRICT DAY CENTRE

The Trustees of Burwell & District Day Centre are responsible for the preparation of the accounts, and consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and
- to state whether particular matters have come to my attention

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also includes consideration of any unusual items of disclosure in the accounts, and seeking explanation from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In the course of my examination, and given the response to the accounting shortfalls referred to in the Trustees report, no matter has come to my attention which:

- gives me reasonable cause to believe that, in any material respect, the Trustees' efforts to locate and recreate records in accordance with section 130 of the Charities Act and
- to prepare accounts which accord with those accounting records and comply with the accounting requirements of the Charities Act have not been successful; or
- in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached

Name of Independent Examiner:

Sally Swann

Signature:



Address:

4 Newmarket Road

Burwell

Cambridge

CB25 0AE



'AFTER LOSING MY HUSBAND, I BECAME VERY DEPRESSED AND RARELY LEFT MY HOUSE. EACH DAY WAS A LONELY EXPERIENCE AND I THOUGHT IT WOULD BE LIKE THAT FOREVER. THEN I DISCOVERED THE BURWELL DAY CENTRE. IT HELPED ME MAKE NEW FRIENDS, JOIN IN WITH THE ENTERTAINMENT AND SO MUCH MORE. IT REALLY DID TURN MY LIFE AROUND.'

– A DAY CENTRE USER.



WE TURN LONELINESS INTO HAPPINESS.



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