

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 March 2023  
for  
CAMEO

Ark Accountancy  
Chartered Certified Accountant  
31 Cheam Road  
Epsom  
Surrey  
KT17 1QX

CAMEO

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for the Year Ended 31 March 2023

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Reference and Administrative Details  
for the Year Ended 31 March 2023

**TRUSTEES**

A Ceruso (resigned 31.3.23)  
D M Williams (resigned 6.7.22)  
B Dow (resigned 30.4.23)  
S L Hannah  
L Di Pietro  
S Frazao (appointed 7.3.23)  
T Bowrey (appointed 7.3.23)  
Q M Arsalan (appointed 7.3.23)  
R N Nicholls (appointed 1.10.22)

**PRINCIPAL ADDRESS**

26 Harpesford Avenue  
Virginia Water  
Surrey  
GU25 4RD

**REGISTERED CHARITY  
NUMBER**

1053528

**INDEPENDENT EXAMINER**

Ark Accountancy  
Chartered Certified Accountant  
31 Cheam Road  
Epsom  
Surrey  
KT17 1QX

**INTERNET ADDRESS**

[www.CAMEOdaycentres.org.uk](http://www.CAMEOdaycentres.org.uk)

**BANKERS**

Metro Bank  
Barclays Bank  
Nationwide Building Society

## CAMEO

### Report of the Trustees for the Year Ended 31 March 2023

The trustees present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

To promote the welfare of elderly persons suffering from senile dementia and other forms of memory loss by the provision of advice in the care of such elderly persons and by the provision of respite care in the Borough of Spelthorne and beyond. We operate 5 days a week from St. Mary's Parish Hall in Lower Sunbury.

### **Our Mission**

With our strong reputation and experienced team, CAMEO connects and cares for people as individuals.

We provide stimulating activities for people impacted by dementia in a safe and engaging environment.

We reduce social isolation and improve the wellbeing of families so people can live where they want to, for as long as they can.

We provide respite opportunities for primary carers to take care of their own mental and physical health.

### **Our Vision:**

People with dementia, their families and friends continue to live in harmony in their local communities.

### **Our Goals:**

Accessible - CAMEO will be accessible to all, and always there when needed.

Leading - CAMEO is seen as a leader in the service and support it provides.

Influential - CAMEO is influential in driving improvements in dementia care.

## **ACHIEVEMENT AND PERFORMANCE**

### **Internal and external factors**

Although the effects of COVID19 have reduced, we are still impacted as an organisation in two ways:

1. There are continuous waves of illness that impact our employees and clients, which has resulted in lower numbers of clients attending than we had expected during the year. The notice that a client cannot attend our centre is often only given on the day, which has led to occasions where the employee level has been higher than required without the revenue from the clients to help cover the costs. We experienced this challenge repeatedly during the year.
2. Since the pandemic and lockdown, people living with dementia and their carers, who are mostly in the vulnerable category, have struggled to get back to 'normal' and feel comfortable being in social environments. This has made reaching and encouraging potential new clients to seek help more difficult. This has made the challenge of increasing client numbers more difficult.

Despite these challenges we have been able to maintain a consistent level of clients, replaced clients we have lost due to increased care needs, and built a more flexible approach to managing employee levels.

## **FINANCIAL REVIEW**

### **Financial position**

This year direct income increased by 5% from £140,422 to £147,356. However, grants and donations reduced from £18,427 to £9,862 primarily due to a reduction in covid related government grants. Expenditure increased by 18% from £151,490 to £178,581, most of this increase being attributable to increased salary and room hire costs. Overall, the charity had a deficit of £20,894 (2022 surplus of £7,361).

### **Reserves policy**

The reserves policy is considered annually as the trustees review the work of the charity and its future plans.

The consensus of the trustees is for CAMEO to maintain sufficient financial reserves to protect the existing level of services and remain solvent for a period of 12 months, with a contingency of 15% added to this amount.

This is to ensure sufficient funds are available in case of a prolonged period of the charity running at low capacity.

## CAMEO

### Report of the Trustees for the Year Ended 31 March 2023

#### **FINANCIAL REVIEW**

##### **Going concern**

The financial statements of the charitable company have been prepared on an ongoing basis as the trustees have assessed the going concern position and have no reason to believe that there are any material uncertainties that would affect the ability of the charitable company to continue as a going concern for the foreseeable future.

Increases in costs of livings and inflation are a material uncertainty, resulting in an increase in rent, salary, and food preparation costs. However, the trustees do not find sufficient evidence to believe this will cause insolvency, particularly given the current level of CAMEO's reserves.

The trustees have carefully considered this, both in the short and longer term, by running and reviewing cashflow forecasts and putting in place a solid governance framework to approve any further investments or changes in the operational costs.

##### **FUTURE PLANS**

CAMEO's future plans will focus on

1. Increasing the charity's accessibility, with greater diversity and inclusion, improved services and enhanced digital communication.
2. Strengthening the governance framework using independent advisors and a wide range of expertise from new trustees and volunteers.
3. Sustaining operational excellence through staff training and more efficient ways of working.
4. Improving facilities.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity. CAMEO policy and procedures are assessed and reviewed on an annual basis to ensure alignment with emerging law and regulation.

##### **Policy for Trustee recruitment**

CAMEO follows a formal recruitment process:

- CAMEO always advertises Trustee vacancies on multiple external job boards.
- Candidates are shortlisted based on relevant skills and experience.
- In the interest of Diversity and Inclusion we promote this vacancy and encourage applications from underrepresented groups and advertise via the Young Trustee Movement.
- Shortlisted candidates will have a short screening call. Any candidates that reach the final stage interview will be interviewed by two trustees and the Charity Manager.
- Any trustee appointment must be agreed by the CAMEO Board of Trustees.
- All trustees must attend Trustee training via a recognised and certified Trustee training provider.

##### **Trustees**

Barry Dow, Simon Hannah, Adriana Ceruso, Lauren Di Pietro, Shaun Frazao, Thomas Bowrey, Qazi Arsalan and Rudi Nicholls.

##### **Staff**

Annette Pointon (Manager), Julia (Fitzpatrick) Hayes (Deputy Manager), Cheryl Bruce (Deputy Manager), Julia Ash, Maria Santos Dieguez, Karen Cole, Natalie Wiltshire, Yolande Gauthier-Thornton, Janice Thornton, Sue Hewson, Diane Odysseos, Pat White.

##### **Volunteers**

Sylvia Pilgrim, David Richens, Shirley Constable, Diane McNeil, Graham Bruce, Debbie Giles, Mark Hewson, Barbara Nunn, Sylvia Aspden, Linda Keats.

##### **Risk management**

The trustees have examined the operational and business risks which the charity faces and confirm that they are satisfied that systems and controls are established to mitigate any significant risks. CAMEO has regular reviews of the governance framework to ensure the risks are understood and monitoring and controls remain appropriate.

CAMEO

Report of the Trustees  
for the Year Ended 31 March 2023

Approved by order of the board of trustees on 12 January 2024 and signed on its behalf by:

S L Hannah - Trustee

**Independent examiner's report to the trustees of CAMEO**

I report to the charity trustees on my examination of the accounts of CAMEO (the Trust) for the year ended 31 March 2023.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mary E Ryan

Ark Accountancy  
Chartered Certified Accountant  
31 Cheam Road  
Epsom  
Surrey  
KT17 1QX

15 January 2024

CAMEO

Statement of Financial Activities  
for the Year Ended 31 March 2023

	Notes	Unrestricted fund £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		3,277	6,585	9,862	18,427
<b>Charitable activities</b>					
Care of people with dementia		147,356	-	147,356	140,422
Investment income	2	469	-	469	2
<b>Total</b>		<u>151,102</u>	<u>6,585</u>	<u>157,687</u>	<u>158,851</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Care of people with dementia		<u>173,581</u>	<u>5,000</u>	<u>178,581</u>	<u>151,490</u>
<b>NET INCOME/(EXPENDITURE)</b>		(22,479)	1,585	(20,894)	7,361
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		218,147	-	218,147	210,786
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>195,668</u></u>	<u><u>1,585</u></u>	<u><u>197,253</u></u>	<u><u>218,147</u></u>

The notes form part of these financial statements

CAMEO

Balance Sheet  
31 March 2023

	Notes	Unrestricted fund £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
<b>FIXED ASSETS</b>					
Intangible assets	6	8,550	-	8,550	4,275
Tangible assets	7	1,292	-	1,292	1,682
		<u>9,842</u>	<u>-</u>	<u>9,842</u>	<u>5,957</u>
<b>CURRENT ASSETS</b>					
Debtors	8	21,620	-	21,620	17,185
Cash at bank and in hand		165,241	1,585	166,826	200,160
		<u>186,861</u>	<u>1,585</u>	<u>188,446</u>	<u>217,345</u>
<b>CREDITORS</b>					
Amounts falling due within one year	9	(1,035)	-	(1,035)	(5,155)
		<u>185,826</u>	<u>1,585</u>	<u>187,411</u>	<u>212,190</u>
<b>NET CURRENT ASSETS</b>					
		<u>185,826</u>	<u>1,585</u>	<u>187,411</u>	<u>212,190</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>195,668</u>	<u>1,585</u>	<u>197,253</u>	<u>218,147</u>
<b>NET ASSETS</b>					
		<u>195,668</u>	<u>1,585</u>	<u>197,253</u>	<u>218,147</u>
<b>FUNDS</b>					
	10				
Unrestricted funds				195,668	218,147
Restricted funds				1,585	-
				<u>197,253</u>	<u>218,147</u>
<b>TOTAL FUNDS</b>					
				<u>197,253</u>	<u>218,147</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 12 January 2024 and were signed on its behalf by:

S L Hannah - Trustee

## **1. ACCOUNTING POLICIES**

### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### **Income**

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

### **Expenditure**

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

### **Tangible fixed assets**

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

Plant equipment - over 6 years straight line

Computer equipment - over 4 years straight line

### **Taxation**

The charity is exempt from tax on its charitable activities.

### **Fund accounting**

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

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

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

### **Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## CAMEO

### Notes to the Financial Statements - continued for the Year Ended 31 March 2023

#### 2. INVESTMENT INCOME

	31.3.23	31.3.22
	£	£
Deposit account interest	469	2
	<u>469</u>	<u>2</u>

#### 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

##### Trustees' expenses

Expenses of £526 (2022 £716) were reimbursed to 2 trustees

#### 4. STAFF COSTS

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

	31.3.23	31.3.22
Direct staff	12	10
	<u>12</u>	<u>10</u>

No employees received emoluments in excess of £60,000.

The charity has a defined contribution pension scheme, which all employees are entitled to join. In accordance with UK Government regulations, the company contributes 3% of salary and employees 5% of their salary. During the year ended 31 March 2023 the charity's total contributions amounted to £1,478 (2022 £1,965)

#### 5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	10,399	8,028	18,427
<b>Charitable activities</b>			
Care of people with dementia	140,422	-	140,422
Investment income	2	-	2
<b>Total</b>	<u>150,823</u>	<u>8,028</u>	<u>158,851</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Care of people with dementia	143,462	8,028	151,490
<b>NET INCOME</b>	7,361	-	7,361
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	210,786	-	210,786
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>218,147</u>	<u>-</u>	<u>218,147</u>

CAMEO

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023

**6. INTANGIBLE FIXED ASSETS**

	Website design costs £
<b>COST</b>	
At 1 April 2022	5,700
Additions	5,700
	<hr/>
At 31 March 2023	11,400
	<hr/>
<b>AMORTISATION</b>	
At 1 April 2022	1,425
Charge for year	1,425
	<hr/>
At 31 March 2023	2,850
	<hr/>
<b>NET BOOK VALUE</b>	
At 31 March 2023	8,550
	<hr/> <hr/>
At 31 March 2022	4,275
	<hr/> <hr/>

**7. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2022	1,822	1,391	3,213
Additions	-	284	284
	<hr/>	<hr/>	<hr/>
At 31 March 2023	1,822	1,675	3,497
	<hr/>	<hr/>	<hr/>
<b>DEPRECIATION</b>			
At 1 April 2022	927	604	1,531
Charge for year	200	474	674
	<hr/>	<hr/>	<hr/>
At 31 March 2023	1,127	1,078	2,205
	<hr/>	<hr/>	<hr/>
<b>NET BOOK VALUE</b>			
At 31 March 2023	695	597	1,292
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2022	895	787	1,682
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

CAMEO

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.23	31.3.22
	£	£
Trade debtors	21,620	17,185

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.23	31.3.22
	£	£
Taxation and social security	-	4,225
Other creditors	1,035	930
	<u>1,035</u>	<u>5,155</u>

**10. MOVEMENT IN FUNDS**

	At 1.4.22	Net movement in funds	At 31.3.23
	£	£	£
<b>Unrestricted funds</b>			
General fund	218,147	(22,479)	195,668
<b>Restricted funds</b>			
Giving Force Foundation - toilet upgrade	-	885	885
Miki Bonavotona - toilet upgrade	-	500	500
Lynn Derrington - toilet upgrade	-	200	200
	<u>-</u>	<u>1,585</u>	<u>1,585</u>
<b>TOTAL FUNDS</b>	<u>218,147</u>	<u>(20,894)</u>	<u>197,253</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	151,102	(173,581)	(22,479)
<b>Restricted funds</b>			
Giving Force Foundation - toilet upgrade	885	-	885
Miki Bonavotona - toilet upgrade	500	-	500
Lynn Derrington - toilet upgrade	200	-	200
Community Foundation - poverty grant	5,000	(5,000)	-
	<u>6,585</u>	<u>(5,000)</u>	<u>1,585</u>
<b>TOTAL FUNDS</b>	<u>157,687</u>	<u>(178,581)</u>	<u>(20,894)</u>

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Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023

**10. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
<b>Unrestricted funds</b>			
General fund	210,786	7,361	218,147
<b>TOTAL FUNDS</b>	<u>210,786</u>	<u>7,361</u>	<u>218,147</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	150,823	(143,462)	7,361
<b>Restricted funds</b>			
CFS grant	6,000	(6,000)	-
Surrey County Council	1,564	(1,564)	-
ICF5 covid	303	(303)	-
RTF4 covid	161	(161)	-
	<u>8,028</u>	<u>(8,028)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u>158,851</u>	<u>(151,490)</u>	<u>7,361</u>

**11. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2023.

CAMEO

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2023

	31.3.23 £	31.3.22 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	3,277	4,208
Grants	6,585	14,219
	<hr/>	<hr/>
	9,862	18,427
<b>Investment income</b>		
Deposit account interest	469	2
<b>Charitable activities</b>		
Direct income	144,651	125,527
Lunches/transport	2,705	14,895
	<hr/>	<hr/>
	147,356	140,422
<b>Total incoming resources</b>	<hr/>	<hr/>
	157,687	158,851
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	121,702	104,777
Social security	2,190	2,033
Pensions	1,478	1,965
Sundries	-	272
Room hire	29,820	21,854
Activities	5,528	2,600
Craft materials	95	35
Refreshments	651	181
Lunches	4,365	5,090
Equipment	612	454
	<hr/>	<hr/>
	166,441	139,261
<b>Support costs</b>		
<b>Management</b>		
Insurance	361	300
Telephone	205	367
Postage and stationery	803	726
Advertising	1,260	56
Sundries	1,947	1,786
Training	83	108
Plant & machinery depreciation	200	392
	<hr/>	<hr/>
	4,859	3,735
<b>Information technology</b>		
Website & software	175	612
Carried forward	175	612

This page does not form part of the statutory financial statements

CAMEO

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2023

	31.3.23	31.3.22
	£	£
<b>Information technology</b>		
Brought forward	175	612
Amortisation of website costs	1,425	1,425
Computer equipment	474	293
	<hr/>	<hr/>
	2,074	2,330
<b>Human resources</b>		
Health & safety	301	740
<b>Governance costs</b>		
Accountancy and legal fees	3,780	3,671
Independent examiner fee	600	600
Trustee training	-	437
Trustee travel	489	585
Trustee miscellaneous	37	131
	<hr/>	<hr/>
	4,906	5,424
Total resources expended	<hr/>	<hr/>
	178,581	151,490
<b>Net (expenditure)/income</b>	<hr/>	<hr/>
	(20,894)	7,361
	<hr/> <hr/>	<hr/> <hr/>