

Charity registration number: 514092

Northwood Day Care Centre

Annual Report and Financial Statements

for the Year Ended 31 May 2023

Northwood Day Care Centre

Contents (continued)

Reference and Administrative Details	1
Trustees' Report	2 to 4
Statement of Trustees' Responsibilities	5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 14

Northwood Day Care Centre

Reference and Administrative Details

Chairman	Pauline Mitchell
Trustees	Pauline Mitchell C Ashworth E Walton G Walton S Rogers W Woodward Douglas Howle Anthony Thomas Mandy Machin June Sheldon
Senior Management / Leadership Team	Peter Hughes, Centre Manager Shaun Brereton, Assistant centre manager
Charity Registration Number	514092
Principal Office	Oak Street Stoke-on-Trent Staffordshire ST1 2NW
Independent Examiner	Winton Bath Group Ltd Chartered accountants First Floor 6 Ferranti Court Staffordshire Technology Park Stafford Staffordshire ST18 0LQ

Northwood Day Care Centre

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 May 2023.

Objectives and activities

Objects and aims

The objects of the charity are to provide for the elderly, the infirmed or people with compromised social or economic circumstance by the provision of facilities for social and recreational purposes that will improve their condition in life

Objectives, strategies and activities

The main activities of the the charity are set out below and are all undertaken to further the charitable activity for the public benefit.

- Transport of the infirm and elderley to and from the centre
- Provision of daily three course meals
- Bathing and hairdressing facilities
- Library services
- Laundry services
- Daily prescription services
- Transport to medical centres
- Comunity visits
- Organised activities

Public benefit

In planning the activities and objectivies of the charity the Charity Commissions guidance on public benefit has been considered.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Financial review

Policy on reserves

The charity policy on reserves is to hold approximately three months future expenditure as cash reserves.

Funds in deficit

The charity has no funds in deficit.

Principal funding sources

The charities principle funding source comes from receipts from local government and private individuals for provision day care services.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Northwood Day Care Centre

Trustees' Report (continued)

Trustees:	Pauline Mitchell C Ashworth E Walton G Walton S Rogers W Woodward Douglas Howle Anthony Thomas Mandy Machin June Sheldon
Chairman:	Pauline Mitchell
Senior Management / Leadership Team:	Peter Hughes, Centre Manager Shaun Brereton, Assistant centre manager

Structure, governance and management

Nature of governing document

The charity was set up by a deed of trust and is controlled by its constitution document dated 01 March 1983. The charity is unincorporated.

Recruitment and appointment of trustees

Trustees are recruited periodically from a pool of individuals with direct contact to the charity. Appointments are ratified by the executive committee.

Arrangements for setting key management personnel remuneration

Key management personell includes A. Thomas, P Hughes, and S Brereton. A. Thomas does not receive a salary. Salaries are set by the executive committee.

Organisational structure

The trustees meet two or three times per year to determine policyand to review performance.

The charity`s day to day operations are controlled by the executive committee who meet 10-12 per annum. The members of the executive committee are nominated and elected each year at the annual general meeting. All members must retire annually but are eligible for re-election.

The executive committee members in the year ended 31 May 2020 were;

P.Mitchel (Chairperson), C Ashworth, M Riley, W Woodward, D Howle, E Walton, G Walton.]

Northwood Day Care Centre

Trustees' Report (continued)

Relationships with related parties

Northwood Past Times

Northwood Past Times is a charity and a company limited by guarantee. The same trustees of this charity manage Northwood Past Time. The purpose of the limited company is to provide holiday's for those individuals with the same needs as this charity.

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Credit risk

The charity's principal financial assets are bank balances and cash and other receivables, The charity's credit risk is primarily attributable to its outstanding debt owed by its associated entity, Northwood Past Times.. The credit risk on liquid funds is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies. The charity has no significant concentration of credit risk other than that stated above

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments the charity maintains surplus cash balances Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

The annual report was approved by the trustees of the charity on 19 February 2024 and signed on its behalf by:

.....
W Woodward
Trustee

.....
Anthony Thomas
Trustee

Northwood Day Care Centre

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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 in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 proper accounting records that 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 Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 19 February 2024 and signed on its behalf by:

.....
W Woodward
Trustee

.....
Anthony Thomas
Trustee

Northwood Day Care Centre

Independent Examiner's Report to the trustees of Northwood Day Care Centre

I report to the trustees on my examination of the accounts of Northwood Day Care Centre for the year ended 31 May 2023.

Responsibilities and basis of report

As the charity trustees of Northwood Day Care Centre 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 Northwood Day Care Centre's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 Northwood Day Care Centre 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 accounting 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.

.....
Winton Bath Group Ltd
Chartered accountants
Institute of Chartered Accountants

First Floor
6 Ferranti Court
Staffordshire Technology Park
Stafford
Staffordshire
ST18 0LQ

19 February 2024

Northwood Day Care Centre

Statement of Financial Activities for the Year Ended 31 May 2023

	Note	Unrestricted funds £	Total 2023 £
Income and Endowments from:			
Charitable activities		199,933	199,933
Investment income	3	789	789
Total income		200,722	200,722
Expenditure on:			
Charitable activities		(230,787)	(230,787)
Total expenditure		(230,787)	(230,787)
Net expenditure		(30,065)	(30,065)
Net movement in funds		(30,065)	(30,065)
Reconciliation of funds			
Total funds brought forward		554,686	554,686
Total funds carried forward		524,621	524,621
	Note	Unrestricted funds £	Total 2022 £
Income and Endowments from:			
Charitable activities		311,048	311,048
Investment income	3	35	35
Total income		311,083	311,083
Expenditure on:			
Charitable activities		(247,509)	(247,509)
Total expenditure		(247,509)	(247,509)
Net income		63,574	63,574
Net movement in funds		63,574	63,574
Reconciliation of funds			
Total funds brought forward		491,112	491,112
Total funds carried forward		554,686	554,686

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 9 to 14 form an integral part of these financial statements.

Northwood Day Care Centre
(Registration number: 514092)
Balance Sheet as at 31 May 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	6	219,959	230,093
Current assets			
Stocks	7	300	300
Debtors	8	179,412	176,212
Cash at bank and in hand	9	131,717	155,490
		311,429	332,002
Creditors: Amounts falling due within one year	10	(6,767)	(7,409)
Net current assets		304,662	324,593
Net assets		524,621	554,686
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		524,621	554,686
Total funds		524,621	554,686

The annual report was approved by the trustees of the charity on 19 February 2024 and signed on its behalf by:

.....
W Woodward
Trustee

.....
Anthony Thomas
Trustee

Northwood Day Care Centre

Notes to the Financial Statements for the Year Ended 31 May 2023

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Northwood Day Care Centre meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

The charity receives income for the provision of day care services. Income is accounted for when it becomes receivable.

Investment income

Interest on cash and bank deposits is recognised once the interest has been paid.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes only costs that can be allocated directly to such activities. The charity does not have any central support costs.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examination, strategic management.

Tangible fixed assets

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Northwood Day Care Centre

Notes to the Financial Statements for the Year Ended 31 May 2023 (continued)

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and equipment	20% on reducing balance
Land and buildings	4% on cost
Plant and machinery	20% on reducing balance
Motor vehicles	25% on reducing balance

Stock

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

2 Income from charitable activities

Unrestricted funds General	Total 2023	Total 2022
£	£	£
199,933	199,933	311,048

3 Investment income

Northwood Day Care Centre

Notes to the Financial Statements for the Year Ended 31 May 2023 (continued)

	Unrestricted funds General £	Total funds £
Interest receivable and similar income; Interest receivable on bank deposits	<u>789</u>	<u>789</u>
Total for 2023	<u><u>789</u></u>	<u><u>789</u></u>
Total for 2022	<u><u>35</u></u>	<u><u>35</u></u>

4 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Northwood Day Care Centre

Notes to the Financial Statements for the Year Ended 31 May 2023 (continued)

5 Taxation

The charity is a registered charity and is therefore exempt from taxation.

6 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Motor vehicles £	Total £
Cost				
At 1 June 2022	<u>414,259</u>	<u>59,412</u>	<u>194,637</u>	<u>668,308</u>
At 31 May 2023	<u>414,259</u>	<u>59,412</u>	<u>194,637</u>	<u>668,308</u>
Depreciation				
At 1 June 2022	191,786	58,295	188,134	438,215
Charge for the year	<u>8,285</u>	<u>223</u>	<u>1,626</u>	<u>10,134</u>
At 31 May 2023	<u>200,071</u>	<u>58,518</u>	<u>189,760</u>	<u>448,349</u>
Net book value				
At 31 May 2023	<u>214,188</u>	<u>894</u>	<u>4,877</u>	<u>219,959</u>
At 31 May 2022	<u>222,473</u>	<u>1,117</u>	<u>6,503</u>	<u>230,093</u>

7 Stock

	2023 £	2022 £
Stocks	<u>300</u>	<u>300</u>

8 Debtors

	2023 £	2022 £
Other debtors	<u>179,412</u>	<u>176,212</u>

9 Cash and cash equivalents

	2023 £	2022 £
Cash on hand	100	100
Cash at bank	<u>131,617</u>	<u>155,390</u>
	<u>131,717</u>	<u>155,490</u>

Northwood Day Care Centre

Notes to the Financial Statements for the Year Ended 31 May 2023 (continued)

10 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	742	865
Other taxation and social security	2,366	2,887
Other creditors	659	537
Accruals	3,000	3,120
	<u>6,767</u>	<u>7,409</u>

11 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £2,741 (2022 - £1,999).

12 Related party transactions

During the year the charity made the following related party transactions:

Northwood Past Time

(Northwood Past Time is managed by the same trustees that manage this charity.)

Northwood Past Times has had invoiced paid by this charity totalling £2,985.

. At the balance sheet date the amount due from Northwood Past Time was £179,901 (2022 - £176,211).

13 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Independent examiner fees		
Examination of the financial statements	2,880	2,880
Total for 2023	<u>2,880</u>	<u>2,880</u>
Total for 2022	<u>3,300</u>	<u>3,300</u>

14 Staff costs

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

Northwood Day Care Centre

Notes to the Financial Statements for the Year Ended 31 May 2023 (continued)

	2023	2022
	No	No
Centre staff	<u>10</u>	<u>14</u>

Contributions to the employee pension schemes for the year totalled £2,808 (2022 - £2,687).

No employee received emoluments of more than £60,000 during the year

15 Expenditure on charitable activities

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Charitable activity	<u>227,907</u>	<u>227,907</u>	<u>244,209</u>

16 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2023	2022
	£	£
Private day care	87,329	62,349
Local authority	50,763	48,334
Organised services	61,841	67,601
UK government grants	-	132,764
Depreciation	(10,134)	(10,732)
Wages and salaries	(163,769)	(181,020)
Heat and light	(5,646)	(3,020)
Motor Expenses	(8,529)	(16,068)
Food	<u>(15,682)</u>	<u>(15,321)</u>

Northwood Day Care Centre

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

	Total 2023 £	Total 2022 £
Income and Endowments from:		
Charitable activities (analysed below)	199,933	311,048
Investment income (analysed below)	<u>789</u>	<u>35</u>
Total income	<u>200,722</u>	<u>311,083</u>
Expenditure on:		
Charitable activities (analysed below)	<u>(230,787)</u>	<u>(247,509)</u>
Total expenditure	<u>(230,787)</u>	<u>(247,509)</u>
Net (expenditure)/income	<u>(30,065)</u>	<u>63,574</u>
Net movement in funds	(30,065)	63,574
Reconciliation of funds		
Total funds brought forward	<u>554,686</u>	<u>491,112</u>
Total funds carried forward	<u><u>524,621</u></u>	<u><u>554,686</u></u>

Northwood Day Care Centre

Detailed Statement of Financial Activities for the Year Ended 31 May 2023 (continued)

	Total 2023 £	Total 2022 £
<i>Charitable activities</i>		
UK Government grants	-	132,764
Organised Services	61,841	67,601
Private Day Care	87,330	62,349
Contractual income from government or public authorities	50,762	48,334
	<u>199,933</u>	<u>311,048</u>
<i>Investment income</i>		
Interest on cash deposits	789	35
	<u>789</u>	<u>35</u>
<i>Charitable activities</i>		
Opening stock	(300)	(300)
Purchases	(550)	(790)
Closing stock	300	300
Sundry expenses	(693)	(678)
Wages and salaries	(163,769)	(181,020)
Staff pensions (Defined contribution)	(2,808)	(2,687)
Motor expenses	(8,529)	(16,068)
Telephone	(1,362)	(1,258)
Postage and stationery	(38)	(90)
Rent and rates	(2,991)	(1,787)
Food	(15,682)	(15,321)
Heat & Light	(5,646)	(3,020)
Repairs and renewals	(11,377)	(6,319)
Cleaning	(72)	(145)
Bank charges	(1,106)	(1,018)
Insurance	(2,208)	(2,590)
Computer software and maintenance costs	(942)	(686)
Depreciation of office equipment	(10,134)	(10,732)
Accountancy fees	(2,880)	(3,300)
	<u>(230,787)</u>	<u>(247,509)</u>

This page does not form part of the statutory financial statements.