TENTERDEN AND DISTRICT DAY CENTRE REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

Charity Registration No. 1122971 Company No. 6478170 (England and Wales)

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LEGAL AND ADMINISTRATIVE INFORMATION

Principal address The Day Centre

Church Road Tenterden

Trustees The trustees who served during the period and since then were

Mr Peter Costain (Chairman)
Mr Tony Buttler (Treasurer)

Mrs Rosanne Corben Dr David Dodds Dr James Golob Mr Peter Head Mr Tony Horton Mrs Jill Hutchinson Mr Colin Kinloch Mrs Kathleen Klemen

Chief Executive Mrs Jennie Double

Independent Examiner M A Wilkes FCA

Wilkins Kennedy FKC Stourside Place Station Road Ashford Kent

Bankers HSBC Bank PLC

59 High Street Tenterden

Investment advisors J O Hambro Investment Management Limited

21 St James's Square

London

Solicitors Whitehead Monckton

37 High Street Tenterden

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2012

The trustees of Tenterden and District Day Centre present their report, together with the financial statements of the charitable company for the year ended 31 March 2012

Structure, governance and management

The charitable company was incorporated on 21 January 2008 as Tenterden & District Day Centre with company number 6478170 and is limited by guarantee. The charitable company was registered with the Charity Commission on 27 February 2008 with charity number 1122971.

The charitable company is governed by its Memorandum and Articles, as adopted on 4 February 2008

The trustees who served during the period and since then were

Mr Peter Costain

Chairman

Mr Tony Buttler

Treasurer

Mrs Rosanne Corben

Dr David Dodds

(appointed 1 December 2011)

Dr James Golob Mr Peter Head Mr Tony Horton Mrs Jill Hutchinson Mr Colin Kinloch Mrs Kathleen Klemen

Purpose of the charitable company

The purpose of the charitable company is to promote the relief of elderly people and of disabled people in and around the district of Tenterden

Recruitment of trustees

Trustees are recruited from a wide range of backgrounds to ensure an appropriate mix of skills and experience Trustees are encouraged to spend time at the Day Centre helping and observing the charity's day to day operations Trustees are also encouraged to attend appropriate training courses, for which we pay

The chairman and trustees are elected on rotation by the members attending the charitable company's annual general meeting. One third of the trustees are required to retire at each annual general meeting. The board of trustees has the power to appoint persons to fill any casual vacancies, and to co-opt persons to the board.

Trustees indemnity

The charitable company has arranged qualifying indemnity insurance for the Trustees

Investment Powers

The charitable company has general powers of investment under the provision of the Trustee Act 2000

Review of developments

The ordinary activities and pleasures of life are made difficult, due to agility and health, for elderly and disabled people. We are pleased to report that at Tenterden Day Centre we do all we can to help them overcome those difficulties and give them the opportunity to take part in as many and varied activities as possible. The core activities ensure that the clients maintain their independence through informed choices whilst retaining their individuality, dignity, privacy and confidentiality in a safe, friendly and happy environment through the provision of personal care, social interaction, entertainment, quality meals, transport and so on

TRUSTEES' REPORT - CONTINUED FOR THE YEAR ENDED 31 MARCH 2012

Review of developments (continued)

The Day Centre responsibilities are divided into three divisions, each with its own specialist area

Age Concern Day Centre

The Day Centre provides a host of invaluable services for the elderly, including transport, hot lunches, baths, hairdressing, chiropody, laundry, hearing tests and library facilities. In addition activities for the elderly include Medau exercise to music, board and other games, crafts, quizzes and sing-along's. Outings are arranged throughout the year to theatres, pub lunches, seaside and shopping trips. Holidays are arranged each year to the English tourist beauty centres. The Day Centre currently has over 100 clients.

Tenterden Disabled in Action (TDIA)

TDIA provides transport for disabled to the Day Centre from Tenterden, surrounding villages, Ashford and Wye It has its own dedicated area at the Day Centre where clients can meet friends and other people in a similar situation. Many activities are arranged including arts and crafts, cookery and computer activities. Monthly outgoings include theatre trips, local events, shopping and day visits. There is also an annual holiday to a fully equipped hotel with excursions most days. Tenterden Disabled In Action currently has over 50 clients.

Helping Hands

Helping Hands is a domestic agency providing care and support for the elderly in their own homes. The main object is to encourage people to remain in their own homes for as long as they choose. Examples of the services provided include general housework, washing and ironing, cooking, shopping, collecting pensions and prescriptions, escort to surgeries, dentists and hospitals. The agency workers are carefully selected for their caring attributes. Helping Hands currently has over 120 clients in the district.

Review of the year

The changes to our funding from Kent CC, that I referred to in last year's report, have continued to present challenges for management during the year. As mentioned TDIA were at the forefront of these changes and during the year had to prepare for the ending of block grants and the introduction of personal budgets from 1 April 2012. This put a great deal of extra load on management. They achieved the change with seamless efficiency and have responded to the change by introducing more attractions for those that attend. Their future now seems established.

The funding from Social Services of the elderly continues on block grant until 31 March 2014 but will then probably be changed to personal budgets. Uncertainty still exists in this area. The merger of Age Concern with Help the Aged (to become Age UK) has had an impact in the way Day Centres are organized and we are looking into the impact of this and other changes in providing assistance to the elderly on our operations.

Helping Hands has had another successful year

To the trustees who freely give of their time and expertise, to our management and staff I would like to thank them. To our donors and in particular to Pierre Edmonds and London Beach Hotel I would like to express our grateful thanks. Your support to our fund raising appeals has been truly exceptional and transforms the way the Charity is able to continue to help others.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities

TRUSTEES' REPORT - CONTINUED FOR THE YEAR ENDED 31 MARCH 2012

Reserves Policy

The trustees have reviewed the reserves of the charitable company and have established a policy under which the free reserves held by the charitable company should be between 3 and 6 months of the resources expended, that is between £115,000 and £230,000 This provides working capital and would enable the charitable company to continue operations in the event of a significant drop in funding long enough to reduce or cease its activities in an orderly manner

Free reserves amounted to £95,496 at 31 March 2012 (2011 £448,799)

Risk Management

The trustees assess the major risks to which the charitable company is exposed and have satisfied themselves that systems are in place to mitigate its exposure to major risks

The charitable company is exempt from taxation on its charitable activities

Organisation

The charitable company is administered by the trustees and managed by its chief executive

Statement of responsibilities of the trustees

The directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (UK GAAP)

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law) The financial statements are required to give a true and fair view of the charity's financial activities during the year and of its position at the end of the year. In preparing those financial statements the directors are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006 and applicable regulations. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

For and on behalf of the trustees

Mr Peter Costain

Chairman Date 31 July 2012

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2012

		Unrestricted	Restricted	Total	Total
		Fund	Fund	Funds	Funds
	Note	•		2012	2011
1		£	£	£	£
Incoming resources					
Incoming resources from generated funds	2	51,071		51,071	97.815
Voluntary income Activities for generating funds	3	61,890	_	61.890	46,058
Investment income	4	18,144	_	18,144	16,686
Incoming resources from charitable activities	5	314,333	16,079	330,412	266,403
Total incoming resources	•	445,438	16,079	461,517	426,962
Resources expended					
Costs of generating funds					
Fundraising trading		17,245	-	17,245	14,143
Costs of charitable activities	6	427,192	16,665	443,857	412,293
Governance costs	7	2,648	•	2,648	3,940
Total resources expended		447,085	16,665	463,750	430,376
Net resources expended before transfers		(1,647)	(586)	(2,233)	(3,414)
Transfers between funds	14	432	(432)	-	-
Net resources expended before other recognised gains and losses	•	(1,215)	(1,018)	(2,233)	(3,414)
Other recognised gains and losses (Losses) / gains on investments	10	(7,003)	-	(7,003)	15,857
Net movement in funds for the year	•	(8,218)	(1,018)	(9,236)	12,443
Fund balances at 1 April 2011		748,799	2,878	751,677	739,234
Fund balances at 31 March 2012		740,581	1,860	742,441	751,677
	:	,			

The charity has no recognised gains or losses other than those disclosed in the above Statement of Financial Activities

BALANCE SHEET AS AT 31 MARCH 2012

	Note	2012	2012		
		£	£	£	£
Fixed assets					
Tangible assets	9		173,739		204,590
Investments	10		446,346		487,425
			620,085		692,015
Current assets					
Stocks		200		165	
Debtors	11	26,654		19,513	
Cash at bank and in hand		127,533		68,137	
		154,387		87,815	
Creditors	12	32,031		28,153	
Net current assets			122,356		59,662
Total assets less current liabilities		_	742,441		751,677
Represented by					
Unrestricted fund	14		95,496		448,799
Designated funds	14		645,085		300,000
Restricted fund	14		1,860		2,878
			742,441		751,677

For the financial year ended 31 March 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved and authorised for issue signed on its behalf by

Peter Costain (Chairman)

ony Buttler (Treasurer)

by the Board of Trustees on 31 July 2012 and

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

1 Accounting Policies

11 Basis of accounting

The accounts have been prepared under the historical cost convention and are in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities issued in March 2005, the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Charities Act 2011

12 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- Donations are credited in the period in which they are received
- Legacies are credited when there is reasonable certainty that they will be received and of their amount
- Income arising from fundraising activities is recognised when received
- Grants are recognised when the conditions for receipts have been complied with. Grants relating to future periods are deferred and accounted for in those periods.
- Incoming resources from charitable activities include payments of goods and services provided for the benefit of the charitable company's beneficiaries
- Dividends and interest on listed investments are accounted for when receivable. Other interest is taken into account on an accrual basis. All investment income is stated inclusive of any related taxation recoverable.
- Interest on bank deposits is taken into account on an accrual basis

13 Resources expended

Expenditure is accounted for on an accruals basis. The irrecoverable element of VAT is included with the item of expense to which it relates.

- Costs of generating funds are those costs incurred in attracting voluntary income
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs allocated directly to such activities and those costs of an indirect nature necessary to support them
- Governance costs include those incurred in the governance of the charity and are primarily associated with the constitutional and statutory requirements

1.4 Funds accounting

Unrestricted general funds are funds which can be used in accordance with the charitable objects at the discretion of the Trustees

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

Designated funds represent funds invested in fixed assets. The designated fund balance has been represented to ensure that fund balance stated accurately reflects the designation policy adopted by the Trustees

15 Fixed Assets

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives as follows.

Leasehold Property

over the period of the lease

Vehicles

20% straight line

Equipment

10% or 20% straight line

All assets costing more than £250 are capitalised and a full year's depreciation is charged in the year of acquisition

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2012

1 Accounting Policies - continued

16 Stock

Stock is included at the lower of cost or net realisable value

1.7 Fixed asset investments

Fixed asset investments are stated at market value. Gains and losses on the revaluation and disposal of investments are reflected in the Statement of Financial Activities.

2 Voluntary income

	Day	Disabled	Helping	2012	2011
	Centre	In Action	Hands	Total	Total
	£	£	£	£	£
Donations received	30,290	-	110	30,400	21,501
Gift aid donations receivable	6,990	•	-	6,990	10,140
Legacies and bequests	13,681	-	-	13,681	66,174
	50,961	-	110	51,071	97,815

3 Activities for generating funds

u u	Day Centre £	Disabled In Action £	Helping Hands £	2012 Total £	2011 Total £
Fundraising	56,485	5,330	-	61,815	41,001
200 Club	-	-	-	-	(129)
Nearly New	-	-	-	-	4,519
Bingo	75	-	-	75	135
Outings	-	-	-	-	532
	56,560	5,330	-	61,890	46,058

4 Investment income and other interest receivable

	Day	Disabled	Helping	2012	2011
	Centre	In Action	Hands	Total	Total
	£	£	£	£	£
Interest receivable	5	-	-	5	16
Dividend income	18,139	-	-	18,139	16,670
	18,144		-	18,144	16,686

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2012

	Day	Disabled	Helping	2012	2011
	Centre	In Action	Hands	Total	Total
	£	£	£	£	£
KCC service level agreements	71,097	40,000	-	111,097	129,046
Grants	16,349	•	-	16,349	-
KCC self directed support receipts	-	38,364	-	38,364	-
Attendance fee	7,395	-	•	7,395	-
Carers	-	-	37,772	37,772	44,322
Minibus revenue	18,255	7,959	-	26,214	15,108
Holidays & trips	8,910	18,202	-	27,112	26,492
Service charges	-	7,610	-	7,610	4,863
Sales Meals	29,609	9,563	-	39,172	29,810
Hairdressing rent	1,566	-	-	1,566	1,677
Shop	7,479	-	-	7,479	3,252
Laundry	976	-	-	976	944
Bath	3,808	-	-	3,808	2,832
Chiropody and foot clinic	1,486	-	-	1,486	1,211
Crafts	-	400	-	400	310
Room hire	600	-	•	600	1,135
Luncheon club	-	-	1,427	1,427	2,312
Other	950	46	589	1,585	3,089
	168,480	122,144	39,788	330,412	266,403

6.1 Resources expended on charitable activities

	Day	Disabled	Helping	2012	2011
	Centre	In Action	Hands	Total	Total
	£	£	£	£	£
Staff salaries	132,002	75,572	36,298	243,872	213,341
Other staff costs	8,638	4,954	1,114	14,706	13,749
Minibus running costs	23,163	4,591	-	27,754	24,740
Minibus depreciation	8,350	9,447	•	17,797	17,797
Items for resale	2,501	-	•	2,501	2,897
Food	22,504	1,688	-	24,192	23,793
Bingo	79	-	-	79	-
Luncheon club	-	•	1,417	1,417	1,859
Crafts	118	1,775	-	1,893	-
Holidays & trips	13,757	15,538	•	29,295	28,139
Postage, stationery & advertising	2,507	4,782	551	7,840	6,846
Telephone	1 ,601	513	917	3,031	2,970
Legal & professional	5,804	-	-	5,804	3,196
Depreciation	4,831	573	-	5,404	6,850
Other	4,490	1,200	2,585	8,275	6,688
Support costs	43,104	6,823	670	50,597	59,428
Profit on disposal of assets	(600)	_=	-	(600)	
	272,849	127,456	43,552	443,857	412,293

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2012

6 2	Support costs included in resources e	expended on cha	rıtable activıtı	es		
	• •	Day	Disabled	Helping	2012	2011
		Centre	In Action	Hands	Total	Total
		£	£	£	£	£
	Rent and service charges	500	150	17	667	800
	Water rates	1,560	468	52	2,080	1,930
	Light & heat	6,249	1,413	201	7,863	7,093
	Premises repairs & maintenance	25,137	1,895	61	27,093	33,887
	Depreciation of property	8,674	2,602	289	11,565	11,565
	Insurance	984	295	50	1,329	4,153
		43,104	6,823	670	50,597	59,428
7	Governance costs	Day Centre £	Disabled In Action £	Helping Hands £	2012 Total £	2011 Total £
	Accountancy and payroll fees	2,486	63	99	2,648	3,940
	The charge for the year in respect of the	2012 independen	t examination	amounted to £	1,910 (2011 £	1,840)
8	Staff costs				2012	2011
8	Staff costs					
8	Staff costs Wages and salaries				2012	2011
8					2012 £	2011 £

The average number of employees for the year was 19 (2011 18)

There are no employees with emoluments above £60,000 (2011 Nil)

None of the Trustees received remuneration or reimbursed expenses during the year (2011 Nil)

9	Tangible Fixed Assets	Land and Buildings £	Motor Vehicles £	Equipment £	Total £
	Cost				
	At 1 April 2011	152,374	118,723	43,985	315,082
	Additions	-	-	3,915	3,915
	Disposals	-	(2,944)		(2,944)
	At 31 March 2012	152,374	115,779	47,900	316,053
	Depreciation				
	At 1 April 2011	34,695	59,473	16,324	110,492
	Charge for the year	11,565	17,797	5,404	34,766
	Elimination on disposal	-	(2,944)	-	(2,944)
	At 31 March 2012	46,260	74,326	21,728	142,314
	Net book value				
	At 31 March 2012	106,114	41,453	26,172	173,739
	At 31 March 2011	117,679	59,250	27,661	204,590

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2012

Market value at 1 April 2011 487,425 474,388 Additions 91,909 98,932 Disposals (120,001) (80,163) (Loss) / Gain on revaluation (7,003) 15,857 Movement on cash balances (5,984) 7,511 Market value at 31 March 2012 446,346 487,425 Investments at market value comprised 138,626 151,702 Bonds 138,626 151,702 UK Strategic Bond Funds 95,404 56,179 UK Equities 9,604 56,179 UK Equities 150,034 169,293 Overseas Equities -9 71,448 Other 9,905 54,442 Cash 2,377 8,381 Histonical cost 446,346 487,425 Histonical cost 433,880 448,979 All investments are listed UK securities 56,039 448,979 Significant investments held at 31 March 2012 which are material in value are invesco Peripetual CBF Income Bonds 56,039 56,039 Feight and the peripetual CBF Income Corporate Bonds <th>10</th> <th>Investments</th> <th>2012 £</th> <th>2011 £</th>	10	Investments	2012 £	2011 £
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Bonds		Market value at 31 March 2012	440,346	467,425
Bonds		Investments at market value comprised		
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Significant investments held at 31 March 2012 which are material in value are Invesco Perpetual CBF Income Corporate Bonds		Historical cost	433,880	448,979
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Invesco Perpetual CBF Income Corporate Bonds 56,039 Henderson Strategic BF Income Bonds 53,455 Psigma Income Fund Income Bonds 56,217 11 Debtors 2012 2011 £ £ £ £		Significant investments held at 31 March 2012 which are material in value are		
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13 Future financial commitments Leases expiring after more than five years £ £		Other taxation and social security costs		
Leases expiring after more than five years £ £				••••
Leases expiring after more than five years £ £	13	Future financial commitments	2012	2011
Zadasa aribir ing a mara mang and a pagasa				

Subsequent to the year end, the charity have entered into a new lease on its current premises. The new lease will run until 2112 and the annual commitment is £1

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2012

14	Funds analysis Unrestricted funds	Opening Balances	Incoming Resources	Outgoing Resources	Unrealised Losses	Transfers	Closing Balances
	General fund	448.799	445,438	(447,085)	(7,003)	(344,653)	95,496
	Designated funds	440,783	445,436	(447,000)	(7,003)	(344,033)	99,490
	Fixed assets fund	200,000	-	-	-	(26,261)	173,739
	Investment fund	-	-	-	-	446,346	446,346
	Dilapidations fund	25,000	-	-	-	•	25,000
	Redundancy fund	75,000	-	-	_	(75,000)	
	•	748,799	445,438	(447,085)	(7,003)	432	740,581
	Restricted funds						
	Holidays and trips	2,878	-	(2,878)	-	-	-
	BSOG	-	3,620	(3,620)	-	-	•
	Bathing grant	-	8,158	(8,158)	-	-	-
	PQASSO	-	1,860	-	-	-	1,860
	Ross Papineau Memorial Fund	-	1,000	(568)	-	(432)	-
	Information & Advice Officer	-	1,441	(1,441)	-	-	
		2,878	16,079	(16,665)	-	(432)	1,860
	Total funds	751,677	461,517	(463,750)	(7,003)		742,441

14.1 Designated Funds

Fixed assets fund

The fixed asset fund has been set up to assist in identifying those funds which are not free funds and represents the net book value of tangible fixed assets

Investment fund

The investment fund has been set up to assist in identifying those funds which are not free funds and represents the market value of fixed asset investments

Dilapidations fund

The dilapidations fund is for any dilapidation costs on the vacation of leased property

Redundancy fund

The redundancy fund has been set up to identify those funds which would be required to meet the charity's statutory redundancy obligations in the event of it ceasing operation. The trustees consider that this fund is no longer required.

14.2 Restricted Funds

Holidays and trips

This fund was to go towards holidays and trips for people at the centre

BSOG

This represents a claim made to Bus Service Operators Grant for miles travelled in the minibus

Bathing grant

This fund is for the provision of In Centre Bathing Services

PQASSO

This fund is for the achievement of a quality accreditation

Ross Papineau Memorial Fund

This fund is for the recruitment, training etc for a new information and advice officer

Information & Advice Officer

This fund is for the recruitment, training etc for a new information and advice officer

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2012

15	Analysis of net assets between funds	Restricted £	Unrestricted £	Designated £	Total £
	Fixed Assets	_	-	173,739	173,739
	Investments	-	-	446,346	446,346
	Current assets	1,860	77,527	75,000	154,387
	Current liabilities	-	(32,031)	-	(32,031)
		1,860	45,496	695,085	742,441

16 Company status

The company is Limited by Guarantee and has no share capital

The liability of the members is limited to £1. In the event of a winding up or dissolution, surplus funds are to be distributed to a charitable institution having objects similar to those of the company