

John Bellany Day Centre

Scottish Charity No. SC024761

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

JOHN BELLANY DAY CENTRE

Chairperson's Report For the year to 31 March 2020

The current Board of Trustees are now completing their fifth year and are in a strong financial position despite the complications of Covid19. The refurbishment programme has continued and new projects have been agreed and are slowly progressing. The aim continues to be the provision of an Older People's Day Centre that provides safety, support for both clients and families/carers, create a happy and stimulating environment. It is vital that staff feel valued and have an environment that offers positive surroundings in which to do their work. It is also important to review salaries on a regular basis and attempt to provide a financial remuneration that meet staff needs. The Trustees bring a lot of business experience to the Board and together we believe we have achieved a great deal in these past five years.

Organisational STRENGTHS

We have been able to retain a strong group of Trustees over the past years, creating a strong bond with the staff, volunteers, stakeholders and local community. It continues to be our aim to retain Trustee strength and increase our volunteers.

The Board continue to look at new and innovative ways to strengthen its work.

It is financially strong and continues to attract donations and grant contributions for its projects.

The Day Centre has undergone three Care Inspections during the past five years and our most recent in August 2019 saw us achieve grades of 3 x 5 and 1 x 4 within its four graded categories.

Organisational WEAKNESSES

The Board believe that it has eliminated the weaknesses that were previously affecting the organisations functioning and can say positively that the Day Centre operates smoothly with all parties working closely together. We are always aware that we should never be complacent and that we need to evaluate our business planning and long term goals regularly.

Organisational OPPORTUNITIES

The Trustees have maintained its structure of carrying out specific roles within the organisation as this has been a clear means of ensuring that all parts of the business receives attention.

The report last year highlighted the constant upgrading of the interior and exterior of the building and we did in November complete our final major task of installing our new kitchen. This has been a large financial commitment but with the help of grants and the Local Authority it has been possible to ensure that the quality of the kitchen is of an excellent standard.

At the point of writing this report for this particular financial year we have only now entered the Covid19 lockdown stage with all east Lothian Day Centres having to lock their doors and consider how best to support our elderly clients whilst they reside in their own homes.

I noted in my 2018/19 report that JBDC would wish to consider providing a Home Visiting Service. It is likely that Covid19 will present an opportunity to develop this concept sooner than we anticipated.

The maintaining of community links and links to other care providing agencies will be important in the difficult times ahead to ensure that the clientele receive the supports they need.

JOHN BELLANY DAY CENTRE

Chairperson's Report For the year to 31 March 2020

We are fortunate that our Local Authority funding will remain in place for the forthcoming financial year which will ensure that our funding commitments can be managed. We are aware that there will be little room for error and that we will have to tighten our belts in 2020/21. We will have to explore grant options but we know that our usual fundraising options will not be possible. We have the support funding from the Association for Training and HR Resource Agency and this is a crucial element both for staff and Trustees. This funding will also be available in 2020/21.

In November 2019 the Trustees decided that this would be an opportunity to enhance our technological resources and alongside that use the next two financial years to begin our Paper Lite Project. We have now begun to gradually move to a computerised system dramatically reducing our use of paper. We are aware that this will be a very gradual process with staff and Trustee training required. All old records will also be computerised. We have contracted someone who has a wide knowledge of IT who will work on this project along with staff over the coming months. All the necessary IT protections, consents and safety matters will be addressed.

We have also been developing the John Bellany Day Centre website (johnbellanydaycentre.org.uk) and this is currently accessible. It is a developmental stage with several areas still to be completed. It is easy to manoeuvre through the various pages.

Overall we believe we are a progressive organisation who are seeing that the future needs a new approach when delivering services.

STAFF AND TRUSTEES

There are 6 staff and 4 Volunteers providing support to our elderly clients.

They are a very strong and knowledgeable group who have undergone considerable areas of training to be able to provide a high level of service.

There are 4 Trustees plus a Financial Adviser.

We continue to have quarterly Board Meetings plus our AGM.

We continue to attend meetings of the Association of East Lothian Day Centres which allows us to participate in or contribute to a wide range of national topics that affect older people.

CONCLUSION

John Bellany Day Centre continues to be a strong service delivery organisation and this is evidenced by its Care Inspectorate results, its ability to meet the targets set to develop its internal and external property commitments and strength in maintaining a good financial base.

There will of course be new challenges to face with the development of the Covid19 pandemic, of which we are only experiencing a very early stage.

We maintain our strong community links with Cockenzie/Port Seton and Longniddry and ensure we retain our relationships with a range of other services. The wellbeing of our service users is paramount and the next twelve months will be a very challenging time for everyone.

David Ferrier

10.8.2020

JOHN BELLANY DAY CENTRE

Report of the Trustees For the year to 31 March 2020

The trustees present their report with the financial statements of the association for the year ended 31 March 2020.

Reference and Administrative Details

Charity number: SC024761

Registered Office: 34 The Promenade, Port Seton, Prestonpans, East Lothian, EH32 0DF

Accountants Helen Lowe Ltd, 17-21 East Mayfield, Edinburgh, EH9 1SE

Bankers: Clydesdale Bank

Trustees: The trustees serving during the year were as follows:

David Ferrier (Chairperson)
Shelly Turnbull
Christine Thomson
Frances Cunningham

JOHN BELLANY DAY CENTRE
Trustees report
For the year to 31 March 2020

The Trustees present their annual report and financial statements of the charity for the year to 31 March 2020. The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Memorandum and Articles of Association and 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 (Charities SORP FRS102).

Objectives and Activities

Our purpose is to promote the benefit of older people and their carers in Port Seton, Cockenzie and the surrounding areas by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education. We also aim to provide social welfare, facilities for recreation and other leisure time activities to improve the lives of the aforementioned older people and their carers.

Achievements and Performance

The achievements and performance of the charity in the year are set out more fully in the chairperson's report.

Financial Review

The financial statements follow on pages 9 to 15. Total income in the year was £174,053 (2019 £164,966) and total expenditure £157,751 (2019 £154,636), resulting in a surplus of £16,302 (2019 £10,330). There were no significant events in the year which affected the charity's financial position. Total funds held at 31st March 2020 amounted to £104,957 (2019 £88,655), of which £23,752 (2019 £57,690) were held for specific purposes.

Reserves policy

The total reserves held at the end of the year were £104,957 (2019 £88,655). The trustees wish to build up the reserves to a level which is sufficient to cover any unanticipated increase in costs or a reduction in the grant received from East Lothian Council and which will enable the organisation to purchase assets to improve the quality of services provided.

Plans for Future Periods

The trustee's plans for future periods are set out more fully in the chairperson's report.

JOHN BELLANY DAY CENTRE
Trustees report
For the year to 31 March 2020

Reference and Administrative Details

The information relating to John Bellany Day Centre is contained on page 3. The trustees who served during the accounting period and to the date of this report are listed.

Structure Governance and Management

Governing Document

John Bellany Day Centre became a Scottish Charitable Incorporated Organisation (SCIO) on 10 August 2016 and is governed by its Constitution dated September 2010 (amended July 2015). It is a registered charity with the Office of the Scottish Charity Regulator (OSCR).

Director induction and training

New trustees are briefed on their legal obligations under charity law, the content of the Constitution, the committee and decision-making processes and the recent financial performance of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The Board of Trustees administers the charity and meets as required throughout the year.

Risk Management

The trustees are satisfied that the major risks to which the charity is exposed have been reviewed and procedures have been established to manage these risks. The major risks are set out more fully in the chairperson's report.

Statement of Trustees responsibilities

The Trustees of John Bellany Day Centre Association are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Accepted Accounting Practice).

Charity law 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 charitable organisation and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those 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 UK Accounting Standards 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 business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with The Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 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.

JOHN BELLANY DAY CENTRE

Independent Examiner's Report to the trustees For the year to 31 March 2020

I report on the accounts of the charity for the year to 31st March 2020 which are set out on pages 9 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10 (1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44 (1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationshave not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Louise Tobin – Chartered Accountant
Helen Lowe Ltd
Chartered Accountants
17-21 East Mayfield
Edinburgh
EH9 1SE

Date

John Bellany Day Centre

Statement of Financial Activities
(Incorporating Income and Expenditure Account)
For the year ended 31 March 2020

	Notes	Unrestricted				Total	Total
		Benevolent Funds	Designated Funds	General Funds	Restricted Funds	2020	2019
INCOME FROM:							
Donations	4	5,569	15,500	-	-	21,069	9,461
Charitable activities	5	758	-	152,063	-	152,821	155,394
Investments	6	163	-	-	-	163	111
Total		6,490	15,500	152,063	-	174,053	164,966
EXPENDITURE ON:							
Charitable activities	7	5,428	-	141,852	-	147,280	146,797
Other	8	-	5,204	5,267	-	10,471	7,839
Total		5,428	5,204	147,119	-	157,751	154,636
NET INCOME		1,062	10,296	4,944	-	16,302	10,330
Transfer between funds	-	35,000	-	-	35,000	-	-
Total funds brought forward		57,690	5,315	25,650	-	88,655	78,325
Total funds carried forward		23,752	15,611	30,594	35,000	104,957	88,655

John Bellany Day Centre

Balance Sheet

As at 31 March 2020

	Notes	2020 £	2019 £
Fixed Assets			
Tangible assets	10	26,895	16,154
Current Assets			
Bank Balance		88,068	76,070
Cash		200	292
		<u>88,268</u>	<u>76,362</u>
Creditors			
Amounts falling due within one year	11	<u>10,206</u>	<u>3,861</u>
Net current assets		<u>78,062</u>	<u>72,501</u>
Total Assets less Current Liabilities		<u>104,957</u>	<u>88,655</u>
Capital and Reserves			
<u>Unrestricted:</u>			
Benevolent Fund	13	23,752	57,690
Designated Fund	13	15,611	5,315
General Fund	13	30,594	25,650
Restricted Funds	13	<u>35,000</u>	<u>-</u>
Total Funds		<u>104,957</u>	<u>88,655</u>

Signed on behalf of the Trustees

David Ferrier
Chairperson

Date

1. Legal Status

John Bellany Day Centre is a charitable organisation limited by guarantee and is governed by its Constitution dated September 2010 (amended July 2015). The charity became a Scottish Charitable Incorporated Organisation on 10 August 2016.

According to the Constitution, every member undertakes to contribute to the assets of the Association in the event of its being wound up while he is a member, such amount as to be required and not exceeding £1.

2. Accounting Policies

a) Basis of Accounting

The financial statements have been prepared in accordance with 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 (Charities SoRP FRS102) (effective 1 January 2015) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

John Bellany Day Centre meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Income

Income is attributable to one charitable activity which is to provide care to elderly people. All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds. The charity's income consists of Revenue grants and donations.

c) Expenditure

All expenditure is included on the accruals basis and has been directly attributed to one of the financial categories of resources expended in the Income and Expenditure Account and Statement of Financial Activities. The expenditure also includes irrecoverable VAT.

d) Tangible Fixed Assets and Depreciation

Fixed Assets are written off over the expected life of the asset.

Depreciation is being charged as follows:

Fixtures and Fittings - 25% reducing balance

Computer Equipment - 25% straight line

Motor Vehicles - 25% reducing balance

e) Creditors and Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

f) Taxation

No provision for tax is necessary as the Association has charitable status and does not trade. The charity suffers input VAT on some of its expenditure which it does not recover.

3. Income

The charity's income consists of grants, donations, income from fundraising activities and contributions from the clients who use the services provided.

John Bellany Day Centre
Notes to the Financial Statements
For the year ended 31 March 2020

4. Donations	2020	2019
	£	£
<u>Benevolent Fund</u>		
Donations received	5,569	9,461
<u>Designated Funds</u>		
Donations received for Kitchen refurbishment	15,500	-

5. Charitable activities

<u>Benevolent Fund</u>		
Fundraising activities	758	1,060
<u>General Fund</u>		
East Lothian Council Grant	117,000	117,000
Scottish Executive for Transport	1,115	1,384
Client contributions	33,948	35,950
	<u>152,063</u>	<u>154,334</u>

6. Investment Income

Bank interest	163	111
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7. Charitable activities

<u>General Funds</u>		
Care fees	1,711	1,711
Disclosure Scotland fees	100	108
Staff costs	108,010	106,355
Staff mileage	223	138
Clients transport	5,371	4,376
Provisions	4,434	4,469
Insurance	714	821
Heat and light	2,947	2,966
Water rates	880	880
Repairs and maintenance	1,583	4,570
Equipment and replacement	2,181	-
Cleaning and household	1,638	1,365
Postage and stationery	857	924
Advertising	-	203
Telephone	1,327	1,637
Entertaining	80	10
Lunches	9,250	11,135
Sundry	311	378
Memberships	235	344
Total general fund costs	<u>141,852</u>	<u>142,390</u>

7. Charitable activities

<u>Benevolent Fund</u>		
Entertainment	4,635	3,975
Therapy	643	432
Fundraising costs	150	-
	<u>5,428</u>	<u>4,407</u>

John Bellany Day Centre
Notes to the Financial Statements
For the year ended 31 March 2020

	2020 £	2019 £
8. Other costs		
<u>General Fund</u>		
Accountancy fee	1,506	1,666
Depreciation	3,761	4,401
	<u>5,267</u>	<u>6,067</u>
 <u>Designated Funds</u>		
Depreciation	<u>5,204</u>	<u>1,772</u>

9. Staff costs

Salaries	101,960	101,129
Employers National Insurance	4,078	4,096
Pension contributions	1,928	1,268
Staff training and travel	44	300
	<u>108,010</u>	<u>106,793</u>

Allocated as follows:

Cost of direct activities - General Fund	<u>108,010</u>	<u>106,793</u>
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The average weekly number of employees during the year was:

Administration	6	6
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No payments were made to charity trustees during this year or the previous year.

The key management personnel of the charity comprise of a manger and assistant co-ordinator.

Their total benefits were:

	£	£
Total Benefits	<u>49,274</u>	<u>48,793</u>

10. Tangible Fixed Assets

	<u>Fixtures and Fittings</u>	<u>Computer Equipment</u>	<u>Motor Vehicles</u>	<u>Total</u>
	£		£	£
COST				
At 1 April 2019	27,118		12,600	39,718
Additions	18,700	1,005	-	19,705
Disposals	-		-	-
At 31 March 2020	<u>45,818</u>	<u>1,005</u>	<u>12,600</u>	<u>59,423</u>
 DEPRECIATION				
	25% RB	25% SL	25% RB	
At 1 April 2019	16,280		7,284	23,564
Charge for year	7,385	251	1,329	8,965
Charge on disposals	-		-	-
At 31 March 2020	<u>23,664</u>	<u>251</u>	<u>8,613</u>	<u>32,529</u>
 NET BOOK VALUE				
At 31 March 2020	<u>22,154</u>	<u>754</u>	<u>3,987</u>	<u>26,894</u>
 At 31 March 2019	<u>10,838</u>	-	<u>5,316</u>	<u>16,154</u>

Depreciation is charged to the funds as follows:

General Fund	3,761
Designated Fund	5,204

John Bellany Day Centre
Notes to the Financial Statements
For the year ended 31 March 2020

	2020	2019
	£	£
11. Creditors		
New kitchen	8,700	-
Accountancy	1,506	2,140
PAYE	-	1,721
	<u>10,206</u>	<u>3,861</u>

12. Statement of financial activities for the period to 31st March 2019

The Statement of Financial Activities for the year to 31 March 2019 on page 6 distinguishes between the different funds. The comparative breakdown for the previous year is as follows:

	Benevolent Fund	Designated Fund	General Fund	Total 2019
INCOME FROM:				
Donations	9,461	-	-	9,461
Charitable activities	1,060	-	154,334	155,394
Investments	111	-	-	111
Total	<u>10,632</u>	<u>-</u>	<u>154,334</u>	<u>164,966</u>
EXPENDITURE ON:				
Charitable activities	4,407	-	142,390	146,797
Other	-	1,772	6,067	7,839
Total	<u>4,407</u>	<u>1,772</u>	<u>148,457</u>	<u>154,636</u>
NET INCOME	6,225	- 1,772	5,877	10,330
Total funds brought forward	<u>51,465</u>	<u>7,087</u>	<u>19,773</u>	<u>78,325</u>
Total funds carried forward	<u>57,690</u>	<u>5,315</u>	<u>25,650</u>	<u>88,655</u>

13. Statement of Funds

	At 31-Mar-19	Incoming Resources	Resources Expended	Transfers	At 31-Mar-20
	£	£	£		£
Benevolent Fund	57,690	6,490	- 5,428	- 35,000	23,752
Designated Fund	5,315	15,500	- 5,204	-	15,611
General Fund	25,650	152,063	- 147,119	-	30,594
Restricted Fund	-	-	-	35,000	35,000
Total	<u>88,655</u>	<u>174,053</u>	<u>- 157,751</u>	<u>-</u>	<u>104,957</u>

The Benevolent fund represents income from fundraising activities and donations which are used for the benefit of clients.

The Designated fund represents funds received for the purchase of the minibus and kitchen refurbishment.

The General fund represents the grant received from East Lothian Council less running costs of the Day Centre.

The Restricted Access Fund represents funds set aside to cover salary costs for three months.

John Bellamy Day Centre
Notes to the Financial Statements
For the year ended 31 March 2020

14. Analysis of Net Assets between funds

	Tangible Fixed Assets	Net Current Assets	Total
	£	£	£
Benevolent Fund	-	23,752	23,752
Designated Fund	15,611	-	15,611
General Fund	11,283	19,311	30,594
Restricted Access Fund		35,000	35,000
Total	26,895	78,063	104,957

15. Related parties

No trustees received any remuneration or reimbursement of expenses during the year.