

THE OVER DAY CENTRE

ANNUAL REPORT 2015



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ANNUAL REPORT 2015

The Over Day Centre is situated in the village of Over, Cambridgeshire, and the correspondence address is 1 Dring's Close, Over, CB24 5NZ

The Over Day Centre Association is an unincorporated charity registered with the Charity Commission of England under Registration No. 800829.

Trustees elected at the 2015 Annual General Meeting are:

Ex-officio Members:

Peter Hudson	County Council Representative
Pippa Corney	District Council Representative
Cynthia Bidwell	Parish Council Representative
Dr. Susan Gillard	GP Over Surgery

Elected Members:

Shona Johnstone	Chairman Chairman Governance Sub-Committee
Claire Blewett	Vice Chairman Human Resources Sub-Committee
Nigel Poulter	Treasurer Finance Sub-Committee
Anne Ninham	Secretary
Lynda Harford	
Peter Hynes	
Corinne Lloyd	

Co-opted Members:

Graham Waters	Staff Representative
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AIMS AND ACTIVITIES

The Over Day Centre was established in 1989 to provide care for the frail and elderly. Clients come from Over and many of the surrounding villages, including Bar Hill, Cottenham, Girton, Histon, Longstanton, Oakington, Swavesey and Willingham.

The aim of the Day Centre is to promote and maintain the quality of life for the clients through social contact, recreation and informative activities. It offers a resource through which appropriate medical and social services can be provided, provides relief for carers, and a focus through which the people of Over and surrounding villages can take an active part in care in the community.



The Day Centre

The Day Centre is a charitable, independent organisation, denoted as The Over Day Centre Association. The Association is managed by an elected body of approximately twelve members with varied backgrounds ensuring a balanced approach in decision making. These members are the Trustees of the Day Centre and are responsible for ensuring its long term viability, while supporting and promoting its aims. It is a self-funded organisation and although it is in receipt of some grants, the Association is continually looking for innovative ways to raise funds.

Since 2000 the Day Centre has been housed in purpose built premises, adjacent to the GP surgery and sheltered housing complex at Elm Court.

The charity has a Centre Manager, Head of Care and 2 full time and 4 bank care assistants, a minibus driver and about 70 dedicated volunteers. These volunteers perform a wide

variety of very valuable roles at the Day Centre including driving, escorting on the minibus, cooking, and importantly washing up and preparing afternoon tea. Clients are charged a reasonable fee that provides, among other things, morning refreshments, a freshly cooked midday meal and afternoon tea.

Facilities available for clients by arrangement are hairdressing, foot care and baths, in a specially adapted bath for use by those with mobility problems.

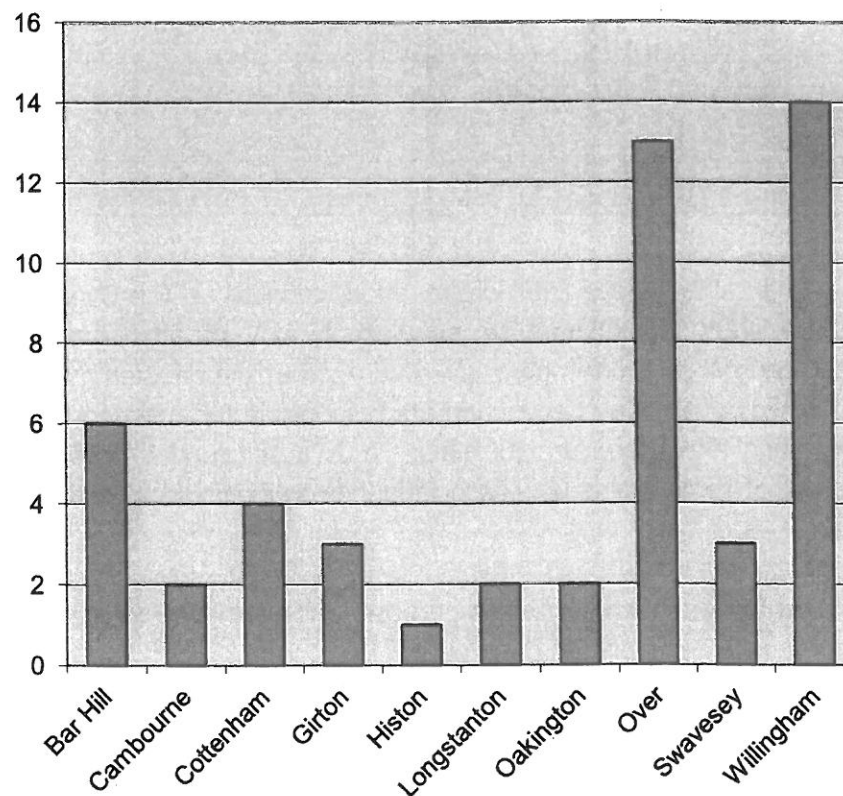
Activities at the Day Centre include:- seasonal fairs, chair based exercises, active games, singing, crafts, quizzes, themed talks, raffles, bingo, and visits from clothes and shoe shops. Regular outings are organised and this year have included trips to Hunstanton in the July and Wicksteed Park Show in the December.

We have also increased our community based work and offered free trips to Tesco's Bar Hill for residents of Over village.

Transport is arranged via relatives, taxi services, the Social Services minibus or our own minibus which is maintained by the ODCA Trustees.

The Centre has a full set of policies and procedures which management, staff and volunteers are required to be aware of and follow. They incorporate the legal requirements of organisations looking after vulnerable adults as well as the aims and objectives of the Day Centre. Staff training and professional development is also offered.

Distribution of clients across the villages:



The following reports were presented at the 2015 Annual General Meeting which record the achievements and performance of the Charity over the last year.

CHAIRMAN'S REPORT

SHONA JOHNSTONE

First, the highlights; in September we celebrated our 25th anniversary by welcoming many former volunteers and members of staff to join us as we celebrated our achievements; the past year has been dominated by our fundraising efforts to buy a new minibus for our clients. You will see the results sitting outside; it has been a massive effort by very many people and I am hugely grateful to you all. I don't want to name individuals, but particular thanks to the members of the development committee – Corinne, Peter, Graham and Sarah, without you we would still be wondering how to keep Bluebell on the road. I must also thank the very many people who responded so wonderfully to our pleas for money, from a few pennies to thousands of pounds.



Enjoying a game of Scrabble

Our offer to clients and the community has been extended in the last twelve months. Last summer we provided a meals on wheels service to an elderly couple in the village who needed our help on a short term basis. We have started a monthly shopping trip to Tesco's, not limited to clients, and we make our bus available to the Methodist church on a monthly basis. Our numbers on the second Saturday have increased greatly in the last year and is a popular meeting place. Recently we have started loaning wheelchairs and walking frames to

those in the community who need them. It is all part of our offer to give to a community that gives to us so generously.

We were very sorry to say farewell to our Head of Care, Danny, who has left us after four years. Danny was instrumental in ensuring that we adopted a more professional approach, while still maintaining the voluntary ethos that makes our Day Centre what it is.

And now to the challenges; the numbers referred to us by social services have dropped alarmingly in the past twelve months and with only another year of our contract, we need to think about a future where we have less money from the County Council; this will take a great deal of work by Trustees, our role is changing and we can no longer assume that clients will simply turn up on our doorstep. Sadly, most of our work is carried out by just a few – and a few that already have many other commitments. For the Day Centre to thrive, we need to share that burden more equitably and we need a new approach to financing our role in the community. I have now been a Trustee for 18 years, and chairman since 2009 (only the third chairman in the centre's history); I was not around at the start, and I don't want to be responsible if we do not meet that challenge. While I am willing to service one more year as chairman, I do not intend to continue beyond 2016, or as a Trustee beyond 2017, when I will have been here for 20 years. The time is coming for a fresh face at the helm and new ideas.

Finally, it is time to say farewell to some longstanding Trustees. Anne Ninham has announced her intention to step down as soon as another Secretary has been appointed. Cynthia Bidwell has been the parish council representative for many years – longer than I care to remember – and as she heads off into the sunset – literally – I would like to thank her for the enormous contribution she has made to the life of the Centre.



Winner of the Easter Bonnet Competition

TREASURER'S REPORT

NIGEL POULTER

There was a loss for the year of £2,209 however we still have £110,384.53 going forward in general funds. Whilst this is disappointing it is not too bad given the money that has been raised in other areas.

Last year we raised money for a new minibus which put a strain on finances but we managed it at a cost of £68,486. We have in excess of £10,000 for the next minibus as one of our plans was to ensure that we start saving for the next one sooner rather than later.

Currently it costs about £2,650 per week to run the Day Centre and at present we get just over £53,000 annually from the Cambridgeshire County Council. We have less than one year left to go on the 3 year contract with the County Council and the next contract is likely to be significantly less than previously. Nowadays their clients are given an amount to spend on a variety of things and may choose not to come to the Day Centre and spend their money elsewhere. This is known as self funding and will have an effect going forward.

We are raising money to replace some of the chairs as many have been around since we moved to the current building in 2000. At the year ended we had £4,100 towards them, £2,000 from Over Town Land Trust, £1,000 from Willingham Parish Council and from Pye Foundation and £100 from Longstanton. We are gradually getting there we require a target of £8,500 to do this.

During the year the amount received from Over Parish Council £3,000 and this was treated as a general fund donation as last year. We received £700 from the Cabaret Nights and £1,300 was received from the sale of the minibus. During the year we received £3,331 in the form of donations.

On the expenditure side, wages were £87,902 for the year: representing 64% of our costs.

The food was broadly in line with the previous year at £14,790 and this is 11% of costs. The gas and electricity account represents 4% of all costs. The minibus accounts for 5% of our costs but does not include the depreciation.

The depreciation for the year amounted to just over £3,300, excluding the minibus, which represents approximately 2.5%. The smaller items that last more than 1 year are spread over a two years. The kitchen is being spread over 4 years and we are now on the 3rd year. In the year just gone there is the conversion of the atrium completed in December and this being depreciated over 10 years. Finally the minibus is being depreciated on a 25% reducing balance basis this means the first year it will reduce by 25% then it will be depreciated by 18.75% going down each year. Other costs amount to a total of 13.50%.

HEAD OF CARE REPORT

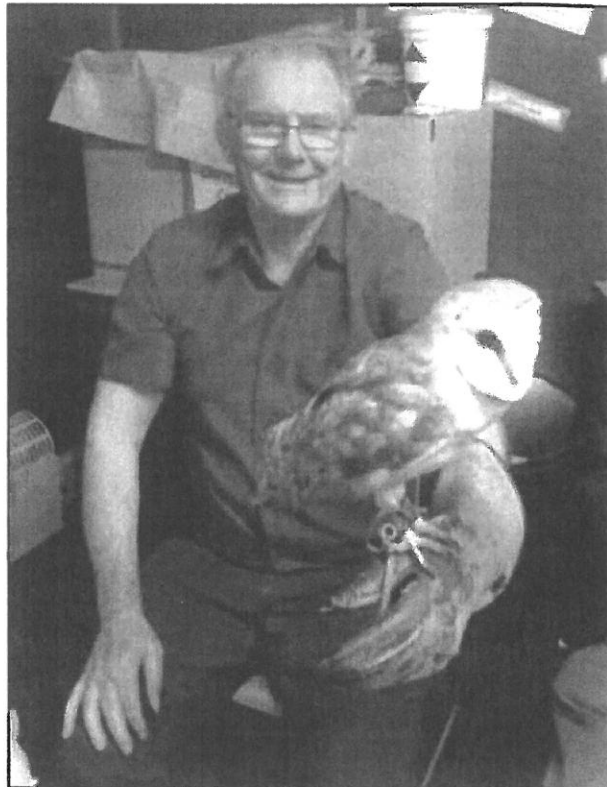
HAYLEY SMITH

The Day Centre continues to provide a high standard of service for the clients of Over and surrounding villages.

Having the doctor's surgery next door, we now have in place a repeat prescription box which is collected daily and returned the same day. The Day Centre also provides a chiropodist, hair salon, and bath/shower facility.

We have enjoyed many things over the past year. We have regular visits from a volunteer who comes in and sings for us. The Over Primary School Orchestra has been in to play. Ian from the local school also comes to sing, play the piano, and provide instruments for client use. We also have regular visits from our new local vicar, who provides a short service.

We spent our summer trip at Hunstanton where we enjoyed fish and chips near the sea front, followed by an ice cream. There was also time for a little shopping. We had our Christmas show and meal at Wicksteed Park again this year. Clients also enjoyed their Christmas dinner at the Community Centre in Over.



Trip to the Raptor Foundation, St. Ives

HEAD OF ADMINISTRATION REPORT

SARAH PECK

Last year was a busy, but exciting year for the Day Centre.

September was our 25th Birthday and we held a party to celebrate. Cream tea's were enjoyed by all and it was good to see some of the old faces from the past.

Our main focus was choosing and organising delivery of a new minibus. A sub-committee focused on extra fund raising which was necessary to raise £65k. Potential donors were contacted, grants applied for and new events took place, some organised by local groups supporting our cause. We engaged all the local villages and had successful campaigns with The Cambridge Building Society and Lloyds Bank, gaining first place in both. The response from everyone was amazing and it just shows the volume of support behind us. The new minibus arrived in March and was put to work immediately. We celebrated its arrival with a party which had around 100 guests and Dame Mary Archer cut the ribbon.

Other fund raising events included our usual BBQ stall at the Over Carnival and regular Fayres took place at the Centre. We held two music events, a Bee Gee's tribute at the Over Community Centre and a 60's Night at the Willingham Social Club. Both were very successful. Our biggest event continues to be our "5 Pub Challenge" sponsored walk and last year 240 people took part.

The community use of the minibus expanded this year, with participants including Over Methodist Church, Over Baptist Church and Elm Court. Community shopping trips to Tesco were also introduced on a trial basis.

Improvements were made to our building, with the conversion of the internal garden area into an interview and meetings room. We have found this extra space very useful especially for client consultations.

We are looking forward to another successful year.

MINUTES OF THE OVER DAY CENTRE ASSOCIATION ANNUAL GENERAL MEETING

TUESDAY 23RD JUNE 2015

PRESENT

Shona Johnstone	Chairman
Claire Blewett	Vice Chairman & Ordinary Council Member
Anne Ninham	Secretary & Ordinary Council Member
Nigel Poulter	Treasurer & Ordinary Council Member
Hayley Smith	Ex. Officio Management Committee Member (Head of Care)
Sarah Peck	Ex. Officio Management Committee Member (Head of Administration)
Cynthia Bidwell	Ex. Officio Council Member (P.Cllr)
Pippa Corney	Ex. Officio Council Member (D.Cllr)
Lynda Harford	Ordinary Council member
Corinne Lloyd	Ordinary Council member
Peter Hynes	Ordinary Council member
Rosie Ashwell	Minute Secretary

Members of the Public

1. APOLOGIES

Apologies were received and accepted from C.Cllr Peter Hudson and Graham Waters.

2. APPROVAL OF MINUTES OF THE LAST AGM 24th JUNE 2014

The minutes of the meeting had been circulated prior to this meeting and were approved and passed as a true record.

3. REPORTS

The AGM continued with reports (included above) given by the Chairman, the Treasurer, the Head of Care and the Head of Administration. The following comments were noted:

A member of the public, Vicky Utteridge, began by speaking very highly of the Day Centre where her mother attends 3 days a week with personally arranged transport. She went on to state that she was disappointed about the 20% increase in the rate for clients after such well-supported sponsorship monies had been received for the minibs and that she felt some re-structuring was necessary. NP explained that the amount charged to clients does not include the running costs of the minibs; VU explained that this needed to be communicated in a better way. PH stated that the costs of the ODC had not increased properly over a period of time. SJ accepted the comments about communication and said that she had empathy with VU position and informed VU of the recently established carers' forum. VU re-iterated that she was not unhappy with the costs of the ODC but the way that clients are charged. SJ further explained that the ODC had three main assets – the huge

contribution that the staff and volunteers make, the building and the minibus – the latter two which we need to make more use of. SJ said that the charging structure was currently being looked at – e.g. starting to charge for particular services like baths, but that the overall advantage and disadvantages needed to be examined. SJ also stated that Trustees were aware that they needed to look forward to the next five years for income sources. SJ also invited VU to help the Trustees gain more leverage with local agencies/Social Services in her capacity as a local business woman with personal interest in the ODC.

4. APPOINTMENT OF INDEPENDENT EXAMINER

Sarah Rutherford was proposed as the 2015-2016 Independent Examiner by NP, seconded by CB and accepted unanimously.

5. ELECTION OF COUNCIL

a) Four Ex-Officio Members:

County Councillor	C.Cllr Peter Hudson
District Councillor	D.Cllr Pippa Corney
Over Parish Councillor	To be confirmed
GP Over Surgery	Dr Susan Gillard

b) Six Elected Members:

Nigel Poulter, Claire Blewett, Anne Ninham, Corinne Lloyd, Lynda Harford and Peter Hynes.

c) Three Co-opted members:

Sarah Peck, Hayley Smith and Graham Waters.

All proposed by PC, seconded by CB and accepted unanimously.

It was noted that Janet Skinner should, if interested, contact SJ about becoming a Trustee.

6. ELECTION OF CHAIRMAN

SJ was proposed by CL, seconded by LH and accepted unanimously.

7. PROPOSED CHANGES TO THE CONSITUTION

The proposed changes to the Constitution were outlined – namely for a change of terminology, with regard to composition, for simplification such that "Council" representing one body of Trustees will replace "Standing Management Committee". In practical terms nothing will change with regard to the management of the Day Centre and the Trustees involved. There is also a change in terminology from Head of Administration to Day Centre Manager.

8. ANY OTHER BUSINESS

None.

9. MEETNG CLOSURE

The meeting closed at 8.15pm.



Over Day Centre		Charity No (if any)	800829	CC17a
Annual accounts for the period				
1st April 2014	To	31st March 2015		

Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year £	Total last year £
			Unrestricted funds £	income funds £	Endowment funds £		
			F01	F02	F03	F04	F05
Incoming resources (Note 3)							
Incoming resources from generated funds			-	-	-	-	-
Voluntary income	6351	S01	6,351	74,639	-	80,990	17,685
Activities for generating funds	11403	S02	11,403	-	-	11,403	16,629
Investment income	679	S03	679	-	-	679	672
Incoming resources from charitable activities	116091	S04	116,091	-	-	116,091	117,794
Other incoming resources		S05	-	-	-	-	-
Total incoming resources		S06	134,524	74,639	-	209,163	152,780
Resources expended (Notes 4-8)							
Costs of Generating Funds			-	-	-	-	-
Costs of generating voluntary income		S07	-	-	-	-	-
Fundraising trading costs	794	S08	23	771	-	794	2,748
Investment management costs		S09	-	-	-	-	-
Charitable activities	136733	S10	136,710	1,426	-	138,136	139,846
Governance costs		S11	-	-	-	-	-
Other resources expended		S12	-	-	-	-	-
Total resources expended		S13	136,733	2,197	-	138,930	142,594
Net incoming/(outgoing) resources before transfers		S14	- 2,209	72,442	-	70,233	10,186
Gross transfers between funds		S15	-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)		S16	- 2,209	72,442	-	70,233	10,186
Other recognised gains/(losses)							
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-	-
Net movement in funds		S19	- 2,209	72,442	-	70,233	10,186
Total funds brought forward		S20	112,593	9,557	-	111,965	111,965
Total funds carried forward		S21	110,384	81,999	-	182,198	122,151

Section B

Balance sheet

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
		F01	F02	F03	F04	F05
Fixed assets						
Tangible assets (Note 9)	B01	13,322	67,060	-	80,382	6,963
	B02	-	-	-	-	-
Investments (Note 10)	B03	-	-	-	-	-
Total fixed assets	B04	13,322	67,060	-	80,382	6,963
Current assets						
Stock and work in progress	B05	-	-	-	-	-
Debtors (Note 11)	B06	9,370	-	-	9,370	10,511
(Short term) investments	B07	-	-	-	-	-
Cash at bank and in hand	B08	89,545	14,939	-	104,484	110,628
Total current assets	B09	98,915	14,939	-	113,854	121,139
Creditors: amounts falling due within one year (Note 12)	B10	1,853	-	-	1,853	5,981
Net current assets/(liabilities)	B11	97,062	14,939	-	112,001	115,158
Total assets less current liabilities	B12	110,384	81,999	-	192,383	122,121
Creditors: amounts falling due after one year (Note 12)	B13	-	-	-	-	-
Provisions for liabilities and charges	B14	-	-	-	-	-
Net assets	B15	110,384	81,999	-	192,383	122,121
Funds of the Charity						
Unrestricted funds	B16	110,384			110,384	112,594
	B17	-			-	-
Restricted income funds (Note 13)	B18		81,999		81,999	9,557
Endowment funds (Note 13)	B19			-	-	-
Total funds	B20	110,384	81,999	-	192,383	122,151

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
S. F. Johnstone	S. F. Johnstone	
N. M. Poulter	N.M. Poulter	

Section C**Notes to the accounts****Note 1 Basis of preparation**

This section should be completed by all charities.

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with* Accounting Standards;
- or ☒ Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

[** except for the following].

Give details in this box if a different standard has been followed.

* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

** - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

Give details in this box of any material changes that have been made.

§ if no changes have been made to accounting policies then delete these words.

1.3 Changes to previous accounts

No changes have been made to accounts for previous years (§§ except for the following).

Give details in this box of any material changes that have been made.

§§ if no changes have been made to accounts for previous periods then delete these words.

Note 2 Accounting policies

This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.

INCOMING RESOURCES

Recognition of incoming resources	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.
Incoming resources with related expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
Tax reclaims on donations and gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual income and performance related grants	This is only included in the SoFA once the related goods or services have been delivered.
Gifts in kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
Donated services and facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
Investment income	This is included in the accounts when receivable.
Investment gains and losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance costs	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without performance conditions	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
Stocks and work in progress	These are valued at the lower of cost or market value.

**POLICIES ADOPTED
ADDITIONAL TO OR
DIFFERENT FROM THOSE
ABOVE**

Note 3

Analysis of incoming resources

Incoming resources may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
Voluntary income	Donations	3,331	3,875
	Grants from councils and trusts	3,000	5,850
	Minibus Fund	75,039	10,388
	Chair Fund	4,100	-
		-	-
	Total	85,470	20,113
Activities for generating funds	Fundraising	6,885	12,964
	Income from clients' shopping trolley	1,454	1,530
	Minibus sponsorship	500	458
		-	-
		-	-
	Total	8,839	14,952
Investment income	Bank interest	679	672
		-	-
		-	-
		-	-
		-	-
	Total	679	672
Incoming resources from charitable activities	Cambs CC Social Services contract places	52,896	52,896
	Client daily charges	62,995	62,353
	Client trips and activity charges	737	1,030
	Dept of Transport fuel duty refund	747	813
	Sale of old Minibus	1,300	-
	Total	118,675	117,092

Note 4 Analysis of resources expended

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
Costs of generating voluntary income		-	-
		-	-
		-	-
		-	-
	Total	-	-
Fundraising trading costs	Fundraising costs	23	2,961
	Stock for clients' shopping trolley	1,454	1,530
	Minibus Fund	771	781
		-	-
	Total	2,248	5,272
Investment management costs	Bank charges	-	-
		-	-
	Total	-	-
Charitable activities	Staff wages and taxes	87,902	91,796
	Maintenance, utilities, cleaning, premises improvements	6,989	10,425
	Training, office costs, insurance	12,996	10,861
	Food, client entertainment & activities	15,668	14,890
	Client transport	6,878	7,276
	Depreciation of Assets	4,774	2,805
	Total	135,207	138,053
Governance costs	Cambridge Council for Voluntary Service subscription	50	50
	CRB checks	-	-
	Accountancy	-	-
	Total	50	50

Section C

Notes to the accounts

(cont)

Note 5 Support Costs

Please complete this note if the charity has analysed its expenses using activity categories and has support costs.

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	-	-	-	-

Note 6 Details of certain items of expenditure**6.1 Trustee expenses**

Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
0	0
0	Postage & stationery. Staff small gratuities e.g. at Xmas
0	£0

6.2 Fees for examination or audit of the accounts

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
0	0

Section C	Notes to the accounts	(cont)
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Note 7 **Paid employees**
Please complete this note if the charity has any employees.

7.1 Staff Costs

	This year £	Last year £
Gross wages, salaries and benefits in kind	85,550	87,552
Employer's National Insurance costs	2,352	4,244
Pension costs	-	-
Total staff costs	87,902	91,796

	This year Number	Last year Number
The parts of the charity in which the employees work		
Fundraising	-	-
Charitable Activities	5	5
Governance	-	-
Other	-	-
Total	5	5

7.3 Defined contribution pension scheme

Please complete if a defined contribution pension scheme is operated.

Brief details of the scheme

	This year £	Last year £
The costs of the scheme to the charity for the year		
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		

Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.

Purpose for which grants made	Grants to institutions Total amount £	Grants to individuals Total amount £
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
Total	-	-

If the charity's accounts are prepared on the "activity basis" please give details of any support cost associated with grantmaking. Please enter "Nil" if the charity does not identify and/or allocate support costs.

£

If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution supported, purpose of the grant and total paid to each institution listed. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.

Names of institutions	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
Total grants to institutions		-

Note 9 Tangible fixed assets*Please complete this note if the charity has any tangible fixed assets***9.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	9,766	-	9,766
Additions	9,517	-	68,486	190	-	9,707
Revaluations	-	-	-	-	-	68,486
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	9,517	-	68,486	9,956	-	87,959

9.2 Accumulated depreciation and impairment provisions

**Basis	SL or RB	SL or RB	SL or RB	SL	SL or RB
** Rate	10% straight line		25% reducing balance	20% and 33.335	

Balance brought forward	-	-	-	2,803	-	2,803
Depreciation charge for year	274	-	1,426	3,074	-	4,774
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	274	-	1,426	5,877	-	7,577

9.3 Net book value

Brought forward	-	-	-	6,963	-	6,963
Carried forward	9,243	-	67,060	4,079	-	80,382

9.4 Revaluation*If any fixed assets have been revalued please give details of the valuer and method of valuation*

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* The "transfers" row is for movements between fixed asset categories.

** Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

Note 10 Investment assets

Please complete this note if the charity has any investment assets.

10.1 Fixed assets investments

	£
Carrying (market) value at beginning of year	-
Add: additions to investments at cost	-
Less: disposals at carrying value	-
Add/(deduct): net gain/(loss) on revaluation	-
Carrying (market) value at end of year	-

Please provide below:

10.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.

10.3 A breakdown of the income from investments agreeing with SOFA row S03.

Analysis of investments

	10.2 Market value at year end £	10.3 Income from investments for the year £
Investment properties	-	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-	-
Investments in subsidiary or connected undertakings and companies	-	-
Securities not listed on a recognised Stock Exchange	-	-
Cash held as part of the investment portfolio	-	-
Other investments	-	-
Total	-	-

10.4 Material investment holdings

If any single investment is material in terms of its value (for example represents more than 5 per cent of the value of the charity's total investments) please provide details.

Investment held

Market Value

Note 11 Debtors and prepayments

Please complete this note if the charity has any debtors or prepayments.

Analysis of debtors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	7,781	9,202	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	-	-	-	-
Prepayments and accrued income	1,589	1,308	-	-
Total	9,370	10,510	-	-

Note 12 Creditors and accruals

Please complete this note if the charity has any creditors or accruals.

12.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	-	86	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	1,853	3,697	-	-
Accruals and deferred income	-	2,168	-	-
Total	1,853	5,951	-	-

12.2 Security over assets

If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.

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Note 13 Endowment and restricted income funds

Please complete this section if the charity has any endowment or restricted income funds.

13.1 Funds held

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions
Minibus Fund	EE	Minibus Replacement
Chair Fund	EE	Chair Replacement

13.2 Movements of major funds

Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £	Fund balances carried forward £
Minibus Fund	9,557	69,768	- 1,426	-	-	77,899
Chair Fund	-	4,100	-	-	-	4,100
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total Funds	9,557	73,868	- 1,426	-	-	81,999

13.3 Transfers between funds

Please give details of any transfers between funds.

From Fund (Name)	To Fund (Name)	Reason	Amount

Note 14 Transactions with related parties

If the charity has any transactions with related parties (other than the trustee expenses explained in note 6) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.

14.1 Remuneration and benefits

Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £

14.2 Loans

Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.

	Name of trustee or connected party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties				
Due from trustees and related parties				

14.3 Other transaction(s) with trustees or related parties

Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £

Note 15**Additional Disclosures**

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.

Fixed Assets - The Charity occupies premises at 1 Drings Close, Over, Cambridge attached to the South Cambs District Council sheltered housing scheme. The building was completed in 2000 . The building itself is owned by the Over Day Centre Association. It cost £160,199 of which £80,000 was a grant from South Cambs District Council. The other £80,199 was raised by the Over Day Centre Association with the assistance of the Community Fund. The land occupied by the building is leased from South Cambs District Council on a 999 year lease.

The Centre also owns a minibus for the transport of clients this was replaced in March 2015. There is just over over £10,000 left in the minibus fund and this will be a good start when the minibus has to be replaced.

The Centre has furniture and fittings bought since 2000 which are estimated to have negligible value at the balance sheet date and are therefore written off. In the past year the Centre has bought a new kitchen, a washing machine, a computer, new chairs and a freezer which are being deprecation at 2 years and 5 years. Finally there is £4,100 to go towards the replacement of the chairs.