



CHARITABLE INCORPORATED ORGANISATION

ANNUAL REPORT AND ACCOUNTS FOR THE YEAR 1 MAY 2019 TO 30 APRIL 2020

Charity Number 1151711

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CONSTITUTION AND OBJECTIVES

Spectrum Days operates as a Charitable Incorporated Organisation whose only voting members are its charity Trustees. It is registered as a charity (No. 1151711).

The object of Spectrum Days is to promote and protect the physical and mental health of people with profound and multiple learning disabilities (PMLD) in Worcestershire and surrounding areas.

ACTIVITIES AND ACHIEVEMENTS 2019-20

Service Delivery

Spectrum Days is a charitable incorporated organisation founded to support people with profound and multiple learning disabilities. The building is based in Droitwich where members attend for daytime activities. We also provide domiciliary care providing support in the home and community. Our reach is across Worcestershire for all services and includes a specialist transport system and hot mid-day meals.

During the year our transport fleet reduced from 5 to 2 vehicles. In order to maintain this service, we used hire vehicles. This led to a review of our transport fleet and a strategic plan for this essential aspect of our service. Over the years we had developed a relationship with an organisation, who provide low interest loans to charities. We re-established the relationship to investigate our options and whether this could be a viable funding solution.

Hot meals are equally important, but due to building regulations, we had to close the kitchen. We raised sufficient funds to refit the kitchen, but in the short term we used outside caterers. We also needed an alternative area whilst the kitchen was being re-furnished, so we can continue to prepare food and focus on the Cabin kitchenette.

Governance

Mary Walters (Treasurer) resigned from the organisation in December 2019. She had been in post for six years and had supported the charity from start up to the thriving organization we are today. We are very grateful for her support through some of the most demanding years. We welcomed Di Hughes who stepped into Mary's shoes and has done great job taking up the reins. Maggie Allen resigned as a trustee in July 2020 to concentrate on her role as Chief Executive Officer and as such remains an advisor to the board. The core team remains in place, with Derek Radcliffe as Chair.

Via our work with Resonance, we were lucky enough to receive a grant with the Reach Foundation. This was used to contract a specialist to work with the charity in

areas needing development. Mainly preparing Spectrum Days to be 'investment ready'. The work continues and promises to place us in a strong position going forward.

The Charity Excellence Framework was adapted as a monitoring tool. This is a major piece of work and we began with assessing our governance. This is likely to continue for the months to come but will audit our compliance and provide a checklist of 'best practice.'

When setting the pay of key management personnel the Trustees take into account:

- the salaries for similar roles at charities of a similar size, and
- the financial position of Spectrum Days

Rates are reviewed annually.

Roles and Responsibilities:

Towards the end of 2019 a range of activities took place to assess and to improve parent/carer satisfaction. We reviewed the roles and responsibilities within the management team and worked on staff retention. The staff are vital to the success of the charity. Time and money are devoted to the training and preparation for working with our fantastic members. We need to ensure they are well motivated and have a clear career path and that we reward them for the challenging work they do.

Linked to this is the work on impact. This is also under review and will provide an indicator of the organisation's success in meeting the key aims for our members.

Care Quality Control

In September 2019 we had a CQC inspection. CQC regulate the domiciliary service and our rating was overall good.

- **Safe** Good

"So safe, they [staff] know [family member] so well."

- **Effective** Good

"The care for [family member] is tailored to meet their needs."

- **Caring** Good

"They [staff] are all fantastic at helping [family member]."

- **Responsive** Good

"They [people who used the service] have all got their own different needs and it's about helping them in ways they prefer."

- **Well-led** Good

"I can't thank them [management and staff] enough. Absolutely impeccable at looking after my [family member]."

Technology

Using outdated technology without any professional support continued to affect efficiency. During the year we benefitted from some pro-bono advisory support. This led to a contractual arrangement with TechTeam who supported us with an overhaul of our technology and infrastructure. Having worked with old acquired

computers for many years, to have new technology was a great boost. Compliance with GDPR became possible and we have become much more efficient in all area related to I.T. Associated with this we have a new phone system, which gives a much better experience for our stakeholders and our staff.

Building Development

Building works to comply with building regulation have been completed. We await a further inspection to check the works. Due to the cost of these works, we successfully applied to the county council for financial support, and we are very grateful for their support.

Community Engagement

At the beginning of the year we hosted our patrons Antony and Patricia Waye. It was the first time they had visited during operational hours. They took part in an event to celebrate Easter and judged the best bonnet competition. It was great to have them involved in our activities and we are very grateful for their support.

We held our first public musical performance in October, thanks to the support of Ray Mitton who provides music sessions for our membership. He introduced us to Gordon Giltrap, an English guitarist and composer. Gordon agreed to play for us to raise funds. It was a magical evening. We now have a blueprint for future performances. We are very grateful to Gordon for his voluntary work.

Nigel Huddleston our regional M.P visited Days. This was a great opportunity to introduce our charity and share the impact we are having on his constituency. By developing a relationship, we may attract support with our future development and meet the demands of any challenges.

Summary

We run a charity for people with PMLD with a complex, but innovative approach to service delivery. This is always going to be very rewarding but at times difficult, this year has been no exception. We have responded with typical resourcefulness; building our skills to support our families to include issues around mental capacity and the legal position of an adult with PMLD. We are well equipped to manage some of the most difficult scenarios and we developed a network of excellent professional advisers. Where there is an issue, but we lack the knowledge, we acquire it and if we don't have the skills, we find someone who has. This approach makes Spectrum Days so much more than a provider of services.

Whatever we have faced this year, it was capped by the unprecedented pandemic of the Coronavirus COVID 19. This forced a shutdown in March 2020 towards the end of our financial year.

FINANCIAL REVIEW

For the year ended 30 April 2020 Spectrum Days achieved an overall profit of £33,784, increasing it's overall surplus for the second time. The carried forward balance into 2020/21 is £44,002. Spectrum remains on a sound financial footing going forward.

RESERVES POLICY

The objective of the Trustees is to hold reserves to cover 4 months' worth of expenditure. The Trustees aim to achieve this in the future as the financial position of the charity continues to improve. The position at 30 April 2020 is restricted funds of £13,817, unrestricted funds of £30,185 and total funds of £44,002.

PLANNED ACTIVITIES FOR 2020-21

As the Coronavirus struck the U.K and we went into lockdown, our main objective was to remain sustainable. Looking forward we will need to manage the effects on our community and associated risks. We cannot predict what these will be and we will need resilience and creativity to manage the impact.

The following activities will take place moving into the new financial year:

Technology

Continue to investigate technological solutions to simplify complex activities and save the time of our management team. This will allow them to focus on service development.

During the last few years our online filing system has become untidy and there is a lack of discipline in the storage of documents. This needs some work and training for the management team.

Human Resources (H.R)

To provide a system and improved structure to give the staff consistency and the best experience of working with the charity to ensure:

- They get a consistent experience
- They work in a happy environment, where they feel supported and valued
- Training is managed to maximise skills and experience
- We tackle problems during probation before they become difficult to manage
- We devise a route through the employment experience

Charity Monitoring and Evaluation

Use the Charity Excellence Framework (CEF); this is a digital trustee and management toolkit & Coronavirus funder database to:

- Maximise our impact
- Identify any areas that require improvement, and any gaps in compliance
- Identify and implement good practice.
- Develop policies and procedures identified in the governance review

The following are identified as having the potential to be developed but are aspirational projects to follow the basic grounding of technology, H.R and CEF.

Service Delivery

There is an ambitious drive to extend services. The CEO is going to follow up any potential opportunities to follow the charities plans, with the support of the board and the management team:

Building Based Services

There is endless scope to the range of activities we can offer our members. We have seen the positive impact of engaging with a range of specialists. The team have creatively engaged with local resources and have developed the confidence to further extend provision.

Community Based Activities

These enrich our members' experience and we like to be actively involved in community activities. At this moment in time there is no way of knowing how these are going to be affected by the pandemic.

Domiciliary Care

There is a lot of potential for this aspect of service delivery. At the moment we serve young people and adults. There is potential to develop the age range to include younger children and older adults as well as expand the range of settings and increase the coverage. Domiciliary care is currently under resourced but has potential to be a great fundraising project. This would support the development of this vital aspect of service delivery.

Governance

With four members on the board of trustees, it is a little light. Although the trustees are very generous with their time there is a lot of work to spread out. We do have some skills gaps, so there is even greater impetus to attract new trustees.

We enter a phase when we need to consider the lease on the building. The main issue being the length of time left, before it expires. This will begin to make a difference to our future development and fundraising activities.

Complete the Cabin and Clare's Kitchen

Hot mid-day meals are an important part of service delivery. Unfortunately, the kitchen has been out of use due to compliance issues. We have tried a number of offsite caterers and this continues to be problematic due to the very specific needs of our members. This has established the need for our own catering facility and in-house chef. We are grateful to Awards for All (National Lottery), who have provided funding to refit the kitchen. This will be a priority in the coming year.

Community Engagement

With a focus on localized fundraising activities this year, we look forward to arranging a range of events. These naturally involve members of the local community and give opportunities to engage with the staff team.

This year saw us interacting with our sister organisation The Myriad Centre. With open communication there are opportunities to share experience and to the benefit of both organisations.

Summary

Next year will be about implementation. From sourcing management resources to actioning plans. Although this has been a time-consuming exercise, to action this work will be a rewarding exercise. The charity will be robust in compliance, with confidence in meeting any auditing activities. With the ultimate outcome of ensuring our members are:

- safe, comfortable and fulfilled
- part of the community and have the opportunity to build friendships
- able to partake of specialist activities bespoke to their needs

GOVERNANCE AND MANAGEMENT

As a Charitable Incorporated Organisation, Spectrum Days is governed by its constitution. The charity's management is the responsibility of the Trustee Board. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the charity in the way he or she decides in good faith would be most likely to further the purposes of the charity; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances.

Spectrum Days had five Trustees as at 30 April 2020. As referred to above, Maggie Allen resigned as a Trustee in July 2020 to concentrate on her role as CEO.

Every trustee is appointed by a resolution passed at a properly convened meeting of the charity Trustees. In selecting Trustees, the charity has regard to the skills, knowledge and experience needed for the effective administration of the charity.

PUBLIC BENEFIT COMPLIANCE

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit.'

TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

The charity Trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports & returns.

This Annual Report and Accounts is prepared in accordance with the "Accounting and Reporting by Charities: Statement of Recommended Practice 2019"

LEGAL AND ANMINISTRATIVE INFORMATION

TRUSTEES throughout the year and as at 30 April 2020

Derek Radcliffe – Chair
Maggie Allen (resigned July 2020)
Gill Clerici
Diane Hughes – Treasurer (appointed April 2020)
(Dorothy) Jane Roberts
James Brooks (appointed December 2020)

Charity Registered Number: 1151711

Registered Office

Droitwich Youth House,
Old Coach Road,
Droitwich Spa,
Worcestershire
WR9 8BB

Independent Examiner

Kendall Wadley LLP, Chartered Accountants, Granta Lodge, 71 Graham Road,
Malvern, WR14 2JS

Bankers

CAF Bank Limited - Kings Hill, West Malling, ME19 4JQ
HSBC - Broad Street, Worcester, WR1 2EJ

Approved by the Board of Trustees and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Derek Radcliffe', with a stylized flourish at the end.

Derek Radcliffe
Chair

Date: 20 Jan 2021

Independent Examiner's Report to the Trustees Spectrum Days CIO

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30 April 2020 which are set out on pages 12 to 21.

Responsibilities and basis of report

As the charity's trustees 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 charity's accounts carried out under section 145 of the 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

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.

Signed



Elizabeth Needham

Institute of Chartered Accountants in England and Wales

*Kendall Wadley LLP Chartered Accountants
Granta Lodge
71 Graham Road
Malvern
WR14 2JS*

Date 20 Jan 2021

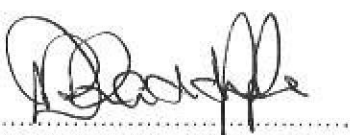
ANNUAL ACCOUNTS 1 MAY 2019 TO 30 APRIL 2020

SPECTRUM DAYS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR 1 MAY 2019 TO 30 APRIL 2020							
	Notes	Unrestricted Funds	2019/20 Restricted Funds	Total Funds	Unrestricted Funds	2018/19 Restricted Funds	Total Funds
		£	£	£	£	£	£
Income from:							
Donations and legacies							
- Voluntary Income	2	879	25,899	26,778	11,644		11,644
- Generated Income	2	139		139	324		324
Charitable activities	3	690,036		690,036	649,653		649,653
Other	4	2,921		2,921			
- Total income		693,975	25,899	719,874	661,621		661,621
Expenditure on:							
Raising funds	5	236	561	797	257		257
Charitable Activities	6	660,146		660,146	588,814		588,814
Other	6	13,626	11,521	25,147	17,899		17,899
- Total expenditure		674,008	12,082	686,090	606,970		606,970
Net income and net movement in funds		19,967	13,817	33,784	54,651		54,651
Reconciliation of funds:							
Total funds brought forward		10,218		10,218	(44,433)		(44,433)
Total funds carried forward		30,185	13,817	44,002	10,218		10,218

BALANCE SHEET AS AT 30 APRIL 2020

	Notes	30 April 2020			30 April 2019		
		Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed Assets							
Tangible Assets	11	27,262		27,262	18,783		18,783
Current Assets							
- Debtors and Prepayments	12	104,688		104,688	73,799		73,799
- Hire Purchase Interest Account		1,305		1,305	2,606		2,606
- Cash at bank and in hand		33,398	19,317	52,715	46,604		46,604
		139,391	19,317	158,708	123,009		123,009
Creditors							
- Amounts falling due within one year	13	(42,638)	(5,500)	(48,138)	(41,866)		(41,866)
Net current assets		96,753	13,817	110,570	81,143		81,143
Total assets		124,015	13,817	137,832	99,926		99,926
Creditors							
- Amounts falling due after one year	13	(75,201)		(75,201)	(89,708)		(89,708)
NET ASSETS		48,814	13,817	62,631	10,218		10,218
FUNDS	15						
Unrestricted Funds		30,185		30,185	10,218		10,218
Restricted Funds			13,817	13,817			
TOTAL CHARITY FUNDS		30,185	13,817	44,002	10,218		10,218



 Derek Radcliffe (Chair and Trustee)

20th Jan 2021



 Diane Hughes (Treasurer and Trustee)

20 Jan 2021

STATEMENT OF CASH FLOWS FOR THE YEAR 1 MAY 2019 TO 30 APRIL 2020

	Notes	2019/20 £	2018/19 £
Cash flow from operating activities	17	24,359	68,917
Interest paid		(3,031)	(4,409)
Net cash flow from operating activities		<u>21,328</u>	<u>64,508</u>
Cash flow from investing activities			
Receipts from sales of tangible fixed assets		4,492	-
Net cash flow from investing activities		<u>4,492</u>	<u>-</u>
Cash flow from financing activities			
Repayment of long term loans		(12,529)	(18,797)
Repayment of finance lease liabilities		(7,180)	(7,180)
Net cash flow from financing activities		<u>(19,709)</u>	<u>(25,977)</u>
Net increase / (decrease) in cash and cash equivalents		6,111	38,531
Cash and cash equivalents at 1 May 2019		46,604	8,073
Cash and cash equivalents at 30 April 2020		<u>52,715</u>	<u>46,604</u>
Cash and cash equivalents consists of:			
Cash at bank and in hand		52,715	46,604
Short term deposits			
Cash and cash equivalents at 30 April 2020		<u>52,715</u>	<u>46,604</u>

SPECTRUM DAYS

NOTES FORMING PART OF THE ANNUAL ACCOUNTS FOR THE PERIOD 1 MAY 2019 TO 30 APRIL 2020

Note 1 - Principal Accounting Policies

a) Charity Information

Spectrum Days is a Charitable Incorporated Organisation, charity number 1151711.

b) Accounting convention

These accounts have been prepared in accordance with the Charities Act 2011 and "Accounting and Reporting by Charities" the Statement of Recommended Practice applicable for charities preparing their account in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

c) Going concern

The Trustees adopt the going concern basis of accounting in preparing the accounts. The movement from deficit to surplus in the financial year fully supports this approach. There have been no issues during the year of being unable to meet liabilities and this will continue going forward. For further discussion regarding going concern, please see the Trustees Report.

d) Fund accounting

For Unrestricted Funds there is a General Fund with no restrictions on how the money is spent. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. There are three Restricted Funds in operation.

e) Income

Income is included in the Statement of Financial Activities in the year in which Spectrum Days becomes entitled to the income (not always the same year that it is received) and when its amount can be quantified with reasonable accuracy.

f) Expenditure

All expenditure is included on an accruals basis (being recognised when the liability has been legally or constructively incurred). No amounts are included for the resources provided by volunteers. "Cost of charitable activities" includes the costs of all employment, operating and property resources directly deployed to achieve the objectives of Spectrum Days. In addition, loan interest is shown separately. All costs are shown inclusive of VAT which is not recoverable.

g) Pensions

The pension cost shown in note 9 represents the employer's contributions to the personal pension funds of paid staff. For auto-enrolment, Spectrum Days' staging date was 1 July 2017 and the NEST provider was selected.

h) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. The fixed asset mini bus is depreciated over 5 years, being the length of the hire purchase agreement.

i) Debtors

Debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

j) Cash at bank and in hand

Cash at bank and cash in hand include cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

k) Creditors

Creditors are recognised where the charity has a present obligation arising 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 are normally recognised at their settlement value after allowing for any trade discounts due.

l) Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at settlement value.

m) Operating Leases – Note 14

There are three operating leases. Firstly, in respect of rentals payable by the charity for the accommodation in Droitwich; the lease was taken out for a period of 15 years. Secondly, in respect of a mini bus leased over 5 years. Thirdly, in respect of computers over 3 years.

n) Finance Leases – Note 14

These are in respect of 2 hire purchase mini bus agreements; one taken out over 5 years and the other 4 years.

Note 2 - Donations and Legacies

	Unrestricted Funds £	2019/20 Restricted Funds £	Total Funds £	Unrestricted Funds £	2018/19 Restricted Funds £	Total Funds £
Voluntary Income						
- Donations	879	2,620	3,499	11,644		11,644
- Fund Raising		23,279	23,279			
	879	25,899	26,778	11,644		11,644
Generated Income						
- Hire of Facilities	139		139	324		324
	139		139	324		324

Note 3 - Income from Charitable Activities

	Unrestricted Funds £	2019/20 Restricted Funds £	Total Funds £	Unrestricted Funds £	2018/19 Restricted Funds £	Total Funds £
Client Income	690,036		690,036	649,653		649,653
	690,036		690,036	649,653		649,653

Note 4 - Other Income

	Unrestricted Funds £	2019/20 Restricted Funds £	Total Funds £	Unrestricted Funds £	2018/19 Restricted Funds £	Total Funds £
Profit on Sale of Mini Buses	2,921		2,921			
	2,921		2,921			

Note 5 - Cost of Raising Funds

	Unrestricted Funds £	2019/20 Restricted Funds £	Total Funds £	Unrestricted Funds £	2018/19 Restricted Funds £	Total Funds £
Resources Expended	236	561	797	257		257
	236	561	797	257		257

Note 6 - Cost of Charitable Activities and Other Costs

	Unrestricted Funds £	2019/20 Restricted Funds £	Total Funds £	Unrestricted Funds £	2018/19 Restricted Funds £	Total Funds £
Staff costs	502,852		502,852	448,688		448,688
Operating costs	120,546		120,546	102,317		102,317
Property costs	33,717		33,717	33,400		33,400
Loan Interest	3,031		3,031	4,409		4,409
	660,146		660,146	588,814		588,814
Development Costs	13,626	11,521	25,147	17,899		17,899

Note 7 - Support Costs

No cost centre is used for "support" costs.

Note 8 - Net Income/(Expenditure) for the year

	2019/20 £	2018/19 £
Net income is stated after charging/(crediting)		
- Depreciation of tangible fixed assets	8,334	8,911
- (Gain) on sale of tangible fixed assets	(2,621)	-
- Operating lease rental	3,058	27,265

Note 9 - Staff Costs and Numbers Employed

	2019/20 £	2018/19 £
Staff Pay Costs (all activities)		
- Gross pay	452,448	411,977
- Employer's contributions:		
- National Insurance	18,392	14,418
- Personal Pension Scheme (NEST)	10,052	5,353
	480,892	431,748
Other Staff Costs	21,960	16,940
	502,852	448,688
 Number of Staff Employed		
- Average number of paid staff (actual)	36.7	37.1
- Average number of paid staff (full time equivalent)	26.1	25.9

There were no employees whose annual remuneration was £60,000 or more.
Maggie Allen is the Chief Executive.

Key management personnel of the Charity are deemed to be the Chief Executive and Service Manager. Total Key Management Remuneration was £59,148.

Note 10 - Trustees' Remuneration, Expenses and Donations

None of the Trustees received any remuneration or expenses during the year for acting as Trustees.

Maggie Allen, trustee, received income of £30,069 during the year for provision of services. Services provided were service development, project management, bidding for contracts, fund raising and networking.

Note 11 - Fixed Assets

	30 April 2020 £
<u>Mini Buses</u>	
Cost	
At 1 May 2019 - 3 Mini Buses	39,762
Additions	-
Disposals	(12,500)
At 30 April 2020 - 1 Mini Bus	27,262
 Depreciation	
At 1 May 2019	20,979
Charge for Year	8,334
Disposals	(10,684)
At 30 April 2020	18,629
 Net Book Value	
At 30 April 2020	8,633
At 30 April 2019	18,783

Note 12 - Debtors/Prepayments

	30 April 2020 £	30 April 2019 £
<u>Unrestricted Funds</u>		
- Client Income	101,353	71,300
- Other Debtors		31
- Prepayments	3,335	2,468
	<u>104,688</u>	<u>73,799</u>

Note 13 - Creditors/Loans

	30 April 2020 £	30 April 2019 £
<u>Amounts falling due after one year</u>		
<u>Unrestricted Funds</u>		
- Personal Loans (see Note 15 - Related Party Transactions)	72,139	80,261
- Mini Buses Hire Purchase Agreement (see Note 13 - Finance Leases)	3,062	9,447
	<u>75,201</u>	<u>89,708</u>
<u>Amounts falling due within one year</u>		
<u>Unrestricted Funds - Loans</u>		
- External Loan		4,590
- Personal Loans (see Note 15 - Related Party Transactions)	8,122	7,939
- Mini Buses Hire Purchase Agreement (see Note 13 - Finance Leases)	6,385	7,180
<u>Unrestricted Funds - Creditors</u>		
- Trade	9,064	15,149
- Other	19,067	7,008
<u>Restricted Funds - Creditors</u>		
- Other	5,500	
	<u>48,138</u>	<u>41,866</u>

Note 14 - Leases

	30 April 2020 £	30 April 2019 £
Operating		
Property < 1 year	20,000	20,000
Property 2-5 years	80,000	80,000
Property > 5 years	60,000	80,000
Mini Bus 2015 < 1 year	8,722	8,722
Mini Bus 2015 2 - 5 years	4,361	13,083
Mini Bus 2015 > 5 years	-	-
Computers < 1 year	5,653	-
Computers 2 - 5 years	9,265	-
Computers > 5 years	-	-
	188,001	201,805
Finance		
2 Mini Buses 2016 < 1 year	6,385	7,180
2 Mini Buses 2016 2 - 5 years	3,062	9,447
2 Mini Buses 2016 > 5 years	-	-
	9,447	16,627

Note 15 - Statement of Funds

	Balance as at 1 May 2019 £	Net Incoming Resources £	Balance 30 April 2020 £
Unrestricted Funds			
General Reserve	10,218	19,967	30,185
Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity.			
Restricted Funds			
Business Development		100	100
Kitchen		13,419	13,419
Cabin		298	298
		13,817	13,817

Restricted Funds are funds received as donations for specific purpose. The funds were received before 30 April 2020 but will be spent post 30 April 2020.

Note 16 - Related Party Transactions

Maggie Allen, Trustee and Chair, received £30,069 (2019: £21,600) during the year for provision of services (see note 10).

Maggie Allen, Trustee and her husband, Keith Allen, former Trustee have made personal loans to the charity. The value outstanding as at 30 April 2020 was £73,235 (2019: £80,610). Interest on these loans has been paid up to the date of the accounts totalling £1,352 (2019: £1,476) for the year.

A personal loan advanced in 2014 of £10,000 was made by the now deceased Stephen Carter, former Trustee and brother of Maggie Allen. This 15 year loan is being repaid to his estate at £91 per month and as at 30 April 2020 £7,026 (2019: £7,590) principal was outstanding.

Note 17 - Reconciliation of net income / (expenditure) to net cash flow from operating activities

	2019/20 £	2018/19 £
Net income / (expenditure) for year / period	33,784	54,651
Interest payable	3,031	4,409
Depreciation and impairment of tangible fixed assets	8,334	8,911
(Profit) / loss on disposal of tangible fixed assets	(2,676)	-
(Increase) / decrease in debtors	(29,588)	4,990
Increase / (decrease) in creditors	11,474	(4,044)
Net cash flow from operating activities	<u>24,359</u>	<u>68,917</u>

Net Debt Analysis

	1 May 2019 £	Cash flows £	30 April 2020 £
Cash at bank and in hand	46,604	6,111	52,715
Obligations under finance leases	(16,627)	6,730	(9,897)
Loans	(92,790)	12,529	(80,261)
	<u>(62,813)</u>	<u>25,370</u>	<u>(37,443)</u>