REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 FOR THE ODELL TRUST

CUTTER & CO LTD
CHARTERED ACCOUNTANTS
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CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6 to 7
Notes to the Financial Statements	8 to 13
Detailed Statement of Financial Activities	14 to 15

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

10371450 (England and Wales)

Registered Charity number

1170810

Registered office

The Odell Centre Plimsoll Street

Kidderminster

Worcestershire

DY11 6TZ

Trustees

T Burgess

Mrs G L Lane - resigned 4.10.19

Mrs A Masters Mrs S A Moreve Mrs S Nicholl

Mrs M J Passey - resigned 18.11.19

A Roberts

Mrs J D Perry - appointed 28.1.20
Mrs S Cowen - appointed 22.5.19

Independent examiner

Katherine Jones

Insititute of Chartered Accountants in England & Wales

CUTTER & CO LTD

CHARTERED ACCOUNTANTS

3 Lyttleton Court Birmingham Street

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B63 3HN

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a charitable company limited by guarantee, incorporated on 12th September 2016 and registered as a charity on 19th December 2016. The company was established, and is governed, under its Memorandum and Articles of Association which establishes the objects and powers of the charitable company.

In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

Recruitment and appointment of new trustees

Where there is a requirement for new trustees, these would be identified and appointed by the remaining trustees.

Related parties

One of the Trustees, M Passey, is also a Trustee of the Kate Wellings Trust. During the period the Kate Wellings Trust made donations of £4,821 (2019 £1,510) to the charity.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Trustees currently have a working group drawing up a risk register to mitigate known risks.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objective for which this charity is established is to provide a Recreational Day Centre to support individuals who live in Worcestershire or the surrounding area in recreation or other leisure time occupation. This provision sets out to improve the conditions of life for those who have need of such facilities through disability, age, youth, infirmity, financial hardship or social circumstances.

The objectives, aims and activities are reviewed each year. The review looks at what has been achieved and the outcome in the previous twelve months. The review looks at the success of each key activity and benefits they have brought those people the charity was set up to help. The review also helps to ensure that the objectives, aims and activities remain focused on the charity's stated purpose. The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the objectives and aims, and in planning activities.

The Odell Trust continues to meet its aims and objectives by providing facilities such as equipment, buildings and access to various community venues at which it provides social, recreational and leisure resources for people with disabilities and other disadvantages. To do so it employs a team of staff and manages volunteers.

Significant activities

To achieve its objectives the charity provides social and recreational activities at a day centre called the Odell Centre and outside in the wider community.

Volunteers

The charity is grateful for the unstinting efforts of its volunteers, who are involved in service provision and fund raising.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The charity's core client group is still those members with learning disabilities but we continue to strive to attract younger individuals with both learning disabilities and mental health issues. In order to achieve this, we attend a variety of local forums as well as events organised by local schools and colleges to bring our service to the attention of parents and carers. In addition, fundraising activities help to bring the work of the centre to the attention of the wider public which helps raise our profile and encourage younger referrals. Personal Development Plans for individuals who attend the centre continue to be reviewed and new activities are planned from the results. A successful funding application for E.S.F. money will enable us to introduce a new activity called Work Train starting in the Spring.

In order to achieve its aims, the charity provides;

- 1. A range of social, leisure and recreational activities both within the Odell Centre itself and also externally within the wider community. Activities include woodwork, arts and crafts, indoor games, music as well as touch screen computers for easy access to I.T. A particular focus is drama which includes in house productions as well as involvement in external plays and concerts.
- 2. Fitness activities to aid health and wellbeing include Zumba, Tai Chi and country dancing which are scheduled weekly. An annual sports day is also held in Bewdley.
- 3. Two allotment sites to provide produce for the kitchen one of which is being landscaped to provide a base for the new Work Train project. The Centre has an outside garden area to facilitate garden based activities in good weather.
- 4. External activities including fishing, golf, visits to garden centres, Open Door Clubs etc
- 5. A variety of seasonal trips and specialist visits especially at Christmas time. Activities are organised that reflect what is happening in the wider world such as significant anniversaries or memorial days.

FINANCIAL REVIEW

Financial position

Income continues to grow, and this has been achieved without the need for investment in additional staff. This has had the biggest contribution to the surplus in this year's accounts. The relatively high amount of unrestricted funds available to the charity have enabled the trustees to implement a new reserves policy, as outlined below. We are also pleased to report that the effects of Covid-19 have not had a detrimental impact on the charity.

These points, and the overall financial position of the charity has again led the trustees to have confidence in the charity continuing as a going concern.

Reserves Policy;

The Trustees have agreed a Reserves Policy based on nine months running costs plus an allowance for redundancy pay and other closure liabilities. For 2020 this figure has been set at £356,419.

Reserves have also been designated for building & vehicle purchase/renovation totalling £50,000.

Approved by order of the board of trustees on 12 November 2020 and signed on its behalf by:

Mrs A Masters - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE ODELL TRUST

I report on the accounts of the company for the year ended 31 March 2020, which are set out on pages five to thirteen.

Responsibilities and basis of report

As the charity's trustees (and also the directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

- 1. that accounting records were not kept as required by section 386 of the Companies Act 2006; or
- 2. that the accounts do not accord with those records; or
- 3. that the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the 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; or
- 4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

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

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Katherine Jones
Insititute of Chartered Accountants in England & Wales
CUTTER & CO LTD
CHARTERED ACCOUNTANTS
3 Lyttleton Court
Birmingham Street
Halesowen
West Midlands
B63 3HN

Date: 31 October 2020

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

				2020	2019
		Unrestricted funds	Restricted funds	Total funds	Total funds
	Not	£	£	£	£
INCOME AND ENDOWMENTS FROM	es				
INCOME AND ENDOWMENTS FROM					
Donations and legacies		58,834	_	58,834	6,781
Other trading activities	2	566	-	566	761
Investment income	3	(10,836)	-	(10,836)	6,319
Incoming resources from charitable activities					
Income from charitable activities		420,486	-	420,486	356,258
Other Income			2 407	2.407	1 200
Grants		-	2,497	2,497	1,200
Total incoming resources		469,050	2,497	471,547	371,319
RESOURCES EXPENDED Charitable activities					
Charitable expenditure		344,870	-	344,870	327,013
Other Expenditure		74,397	2,497	76,894	69,350
Total resources expended		419,267	2,497	421,764	396,363
NET INCOMING/(OUTGOING) RESOURCES		49,783	-	49,783	(25,044)
RECONCILIATION OF FUNDS					
Total funds brought forward		394,872	-	394,872	419,916
TOTAL FUNDS CARRIED FORWARD		444,655		444,655	394,872

BALANCE SHEET AT 31 MARCH 2020

		Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
	Not	£	£	£	£
FIXED ASSETS	es				
Tangible assets	7	39,539	14,147	53,686	52,961
CURRENT ASSETS					
Debtors	8	17,709	-	17,709	20,615
Investments	9	323,756	-	323,756	304,931
Cash at bank and in hand		<u>75,946</u>		75,946	39,215
		417,411	-	417,411	364,761
CREDITORS					
Amounts falling due within one year	10	(12,295)	(14,147)	(26,442)	(22,850)
NET CURRENT ASSETS/(LIABILITIES)		405,116	(14,147)	390,969	341,911
TOTAL ASSETS LESS CURRENT		444.655		444.655	204.072
LIABILITIES		444,655	-	444,655	394,872
NET ASSETS		444,655		444,655	394,872
FUNDS Unrestricted funds	11			444,655	394,872
Restricted funds					
TOTAL FUNDS				444,655	394,872

Page 6 continued...

BALANCE SHEET - CONTINUED AT 31 MARCH 2020

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 12 November 2020 and were signed on its behalf by:

Mrs A Masters -Trustee	

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities Sorp (FRS 102) '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 (FRS 102) (effective 1 January 2015)' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention,

Financial Reporting Standard 102 - Reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS I 02 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- The requirements of Section 7 Statement of Cash Flows

Incoming resources

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

The following specific policies are applied to particular categories of income:

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the Statement of Financial Activities.

Investment income is earned through holding assets for investment purposes such as bank deposit accounts. Interest income is recognised using the effective interest method and is recognised as the charity's right to receive payment is established.

Incoming resources from charitable activities are accounted for when earned.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT is charged as an expense against the activity for which the expenditure arose.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 15% on reducing balance
Motor vehicles - 20% on reducing balance

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2020

1. ACCOUNTING POLICIES - continued

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

2. INCOME FROM OTHER TRADING ACTIVITIES

	Odell generated income	2020 £ 	2019 £ <u>761</u>
3.	INVESTMENT INCOME		
	Deposit account interest Current asset investment income	2020 £ 536 (11,372) (10,836)	2019 £ 300 6,019 <u>6,319</u>
4.	NET INCOMING/(OUTGOING) RESOURCES		
	Net resources are stated after charging/(crediting):		
	Depreciation - owned assets Other pension costs	2020 £ 10,342 4,704	2019 £ 10,431 2,874

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2020

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

6. STAFF COSTS

2020 £ 270,739 19,398 4,704	2019 £ 260,173 15,839 2,874
294,841	278,886
2020 13 4 17	2019 12 4 16
	£ 270,739 19,398 4,704 294,841

No employees received emoluments in excess of £60,000.

7. TANGIBLE FIXED ASSETS

COST	Fixtures and fittings £	Motor vehicles £	Totals £
At 1 April 2019	50,235	23,374	73,609
Additions	11,067	23,374	11,067
raditions	11,007		11,007
At 31 March 2020	61,302	23,374	84,676
DEPRECIATION			
At 1 April 2019	12,021	8,627	20,648
Charge for year	7,392	2,950	10,342
At 31 March 2020	19,413	11,577	30,990
NET BOOK VALUE			
NET BOOK VALUE At 31 March 2020	41,889	11,797	53,686
			
At 31 March 2019	38,214	14,747	52,961

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2020

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Trade debtors Prepayments			2020 £ 10,766 6,943 17,709	2019 £ 18,700 1,915 20,615
9.	CURRENT ASSET INVESTMENTS				
	Investment accounts			2020 £ 3 <u>23,7756</u>	2019 £ 304,931
10.	CREDITORS: AMOUNTS FALLING DUE	WITHIN ONI	E YEAR		
	Trade creditors Social security and other taxes Other creditors Accruals and deferred income Accrued expenses			2020 £ 511 4,831 731 19,133 1,236 26,442	2019 £ 659 4,064 1,035 6,800 10,292
11.	MOVEMENT IN FUNDS				
	Unrestricted funds General fund Designated fund	At 1.4.19 £ 137,471 257,401 394,872	Net movement in funds £ 49,783 49,783	Transfers between funds £ (149,018) _ 149,018	At 31.3.20 £ 38,236 406,419 444,655
	TOTAL FUNDS	394,872	49,783		444,655

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2020

11. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

		Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund		469,050	(419,267)	49,783
Restricted funds Eveson Charitable Trust Lottery IT Grant		1,020 1,477	(1,020) (1,477)	-
		2,497	(2,497)	-
TOTAL FUNDS		471,547	<u>(421,764</u>)	49,783
Comparatives for movement in funds		Net movement	Transfers	
	At 1.4.18 £		between funds £	At 31.3.19 £
Unrestricted Funds General fund	223,083	(25,044)	(60,568)	137,471
Designated fund	196,833	(23,044)	60,568	257,401
	419,916	(25,044)	-	394,872
TOTAL FUNDS	419,916	(25,044)		394,872
Comparative net movement in funds, included in t	he above are	e as follows:		
		Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund		370,119	(395,163)	(25,044)
Restricted funds Eveson Charitable Trust		1,200	(1,200)	-
				<u> </u>
TOTAL FUNDS		371,319	<u>(396,363</u>)	(25,044)

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2020

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.18	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	223,083	24,739	(209,586)	38,236
Designated fund	196,833		209,586	406,419
TOTAL FUNDS	419,916	24,739		444,655

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	839,169	(814,430)	24,739
Restricted funds			
Eveson Charitable Trust	2,220	(2,220)	-
Lottery IT Grant	1,477	(1,477)	
	3,697	(3,697)	
TOTAL FUNDS	842,866	<u>(818,127</u>)	24,739

Transfers between funds

Designated funds are set at nine months running costs plus an allowance for redundancy pay and other closure liabilities. These have been increased to £356,419 from £257,401 in the previous year.

12. DEFERRED INCOME

Deferred income is the balance of the Eveson charitable trust grant, and Lottery funding for IT equipment, which are both being released as income at the same rate as the assets they were intended for - 15% reducing balance.

During the year a donation from the European Social Fund was received. This is specifically to support wages of the Work Train project, which will begin in the next financial year.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	2020 £	2019 £
INCOMING RESOURCES		
Income from donations and legacies Donations	58,834	6,781
Income from other trading activities Odell generated income	566	761
Investment income Deposit account interest Curr asset inv income	536 (11,372)	300 6,019
Curi usset inv income	(10,836)	6,319
Incoming resources from charitable activities Attendance income Grants	420,486 	356,258 1,200
	422,983	357,458
Total incoming resources	471,547	371,319
RESOURCES EXPENDED		
Charitable activities Wages Social security Pensions Food and consumables Trips, outings, activities Minibus running costs	270,739 19,398 4,704 18,232 25,726 6,071	260,173 15,839 2,874 18,861 24,628 4,638
Support costs Management Rent, rates and water Insurance Light and heat Telephone Advertising General and office expenses Repairs and renewals	19,555 2,271 4,145 3,692 1,677 10,516 14,552	19,441 1,948 3,252 3,075 1,431 7,141 12,343
HR, DBS and recruitment costs Fixtures and fittings Motor vehicles	7,556 7,392 2,949 74,305	6,340 6,744 3,687 65,402
	,	,

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	2020 £	2019 £
Finance	339	1,525
Investments service charges Bank charges	60	65
	399	1,590
Other 4 Accountancy and legal fees	2,190	2,358
Total resources expended	421,764	396,363
Net income/(expenditure)	49,783	(25,044)