

Charity registration number: 229199

Chancery House

Annual Report and Financial Statements
for the Year Ended 31 December 2014

Chancery House
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Chancery House
Reference and Administrative Details

Charity name	Chancery House
Charity registration number	229199
Principal office	Chancery House Day Care Centre Chancery House Chancery Lane Bridport Dorset DT6 3JT
Trustees	Mrs Monica Burt Mrs Barbara Vousden Mr Keith Day Mr Ken Shirreff Mr Brian Hunt (resignation 21 May 2014) Mrs Susan Jenkin Mrs Irene Denton Mrs Jean Bryant Mr Roger Stoodley (resignation 6 June 2014) Mr Paul Bowditch Mrs Marion Way (resignation 11 April 2014) Mrs Susan Thomas (election 21 May 2014)
Solicitor	Austen, Whetham and Guest 21 South Street Bridport Dorset DT6 3NR
Bankers	TSB Bank plc 9 West Street Bridport Dorset DT6 3QL
Independent Examiner	Scott Vevers Ltd Chartered Accountants and Registered Auditors 65 East Street Bridport Dorset DT6 3LB

Chancery House

Trustees' Report

The trustees present their report and the financial statements for the year ended 31st December 2014. The trustees who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

The management of the registered charity (No. 229199) and its assets is vested in the trustees. The charity is governed by its constitution adopted 13th November 1985 and, during the period, as amended on 18th November 2003 and 18th November 2009.

The charity's constitution provides for an executive of President, Chairman, Vice-chairman, Honorary Secretary, Honorary Treasurer and eight trustees elected at the Annual General Meeting by members. The chairman, secretary and treasurer shall hold office for a period of three years and in order to maintain continuity will stand down in sequence over the three years. Of the remaining trustees three will be elected annually and then hold office for three years.

The trustees will annually review the risks that the charity faces and on a monthly basis review the operation, income and expenditure.

Objectives and activities

Chancery House was first established in 1973 and has developed over the years to promote the welfare of the aged in any manner which is now or hereafter may be deemed to be by law, charitable within the district of Bridport.

The Day Centre is open five days of the week, Monday, Tuesday, Wednesday and Friday, for day care, coffee and lunch and receives 10 referrals per week from Dorset County Council Adult Services. Other referrals come from Doctors and families. We provide an informal and relaxed atmosphere in which the over 50's can meet for a sociable chat and take advantage of the facilities of the Day Centre. Tea or coffee with biscuits or toast is followed by a freshly cooked lunch. A minibus provides transport for referrals AND non-referrals, within a twelve mile radius.

Entertainment and the occasional trip for clients is provided on Mondays, Tuesdays, Wednesdays and Fridays.

On Saturday mornings, volunteers provide a pop-in service for tea and coffee, with biscuits or toast.

Assisted bathing facilities are offered for the frail and disabled in our specially equipped bathroom equipped with hoist facilities. Private bathing is also available for those not requiring help.

We have our own hairdressers – with very competitive prices.

Achievements and performance

During a busy year, significant efforts have been made by trustees and staff to attract more clients and generally increase the use of the facilities.

Considerable efforts were put into fund raising including Tombola, Table Top Sales and introducing an Indoor Market – inviting other people to rent a Table. So far our two markets have raised over £400.00. Additionally the local awareness of Chancery House has been raised through many activities and reports published in the 'Bridport News' and 'View From Bridport'.

Our contract with Dorset County Council expired in August 2014 and has not been extended. We have received grants from Age UK, Bridport Town Council, West Dorset District Car Boot Fund plus local donations from Bridport Round Table, Bridport Rotary, Bridport Lions and also local businesses who have supported us.

We have sold the old building (to the east of Chancery Lane) at a good price and this has released a considerable amount of equity.

The Centre Administrators Office has been re-located in the Day Room.

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Trustees' Report

The bathroom is now re-located on the ground floor in the Main Building and the Hairdressers is now occupying what was the office.

Bridport Camera Club continue to rent the Main Room in the evenings and The Parkinsons Society rents the upstairs Coffee Room.

Financial review

The charity received a total income of £150,502 and our total expenditure was £162,198. This resulted in an operating deficit for the year of £11,696.

The total cost/valuation of fixed assets at the year end is £470,386.

Considerable efforts are still required to increase the use of the Day Centre and for general fund raising.

The Trustees would like to thank Dorset County Council, Magna, Bridport Town Council, Age UK, Bridport Older Peoples Forum, Bridport Rotary and Lions and the many local businesses and individuals who have supported Chancery House.

Fund accounting

Unrestricted funds are held at a level to cover 3 months expenditure plus the estimated costs of redundancies for the charity's staff.

Plans for future periods

As our client base is changing, we have introduced changes to the way we work on some mornings as a trial. On two mornings a week we are serving coffee in the upstairs coffee lounge to enable any of our clients that do not require care to have some quiet quality time to relax. This enables our trained Care Staff to devote their time to our clients with extra care needs. We plan to extend this arrangement if the trial proves a success.

Statement of trustee's responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

Chancery House
Trustees' Report

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 6 May 2015 and signed on their behalf by:

.....

Mrs Barbara Vousden
Trustee

Independent Examiner's Report to the Trustees of Chancery House

I report on the accounts of the Charity for the year ended 31 December 2014, which are set out on pages 6 to 15.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Mr. M. J. Cridland B.A.(Hons) F.C.A.
Scott Vevers Ltd

11 May 2015

Chartered Accountants
and Registered Auditors
65 East Street
Bridport
Dorset
DT6 3LB

Chancery House
Statement of Financial Activities for the Year Ended 31 December 2014

	Note	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Incoming resources				
Incoming resources from generated funds				
Voluntary income	2	23,096	23,096	19,707
Activities for generating funds	3	72,258	72,258	80,676
Investment income	4	15,374	15,374	18,578
Incoming resources from charitable activities	5	39,774	39,774	52,112
Total incoming resources		<u>150,502</u>	<u>150,502</u>	<u>171,073</u>
Resources expended				
Charitable activities	6	162,198	162,198	169,965
Total resources expended		<u>162,198</u>	<u>162,198</u>	<u>169,965</u>
Net movements in funds		(11,696)	(11,696)	1,108
Reconciliation of funds				
Total funds brought forward		528,312	528,312	527,204
Total funds carried forward		<u><u>516,616</u></u>	<u><u>516,616</u></u>	<u><u>528,312</u></u>

All incoming resources and resources expended derive from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

The notes on pages 8 to 15 form an integral part of these financial statements.

Chancery House
Balance Sheet as at 31 December 2014

		2014		2013	
Note	£	£	£	£	
Fixed assets					
Tangible assets	10		470,386		471,394
Current assets					
Stocks and work in progress		1,575		1,713	
Debtors	11	1,527		2,145	
Cash at bank and in hand		62,962		74,446	
		66,064		78,304	
Creditors: Amounts falling due within one year	12	(18,584)		(17,216)	
Net current assets			47,480		61,088
Total assets less current liabilities			517,866		532,482
Creditors: Amounts falling due after more than one year	13		(1,250)		(4,170)
Net assets			516,616		528,312
The funds of the charity:					
Unrestricted funds					
Unrestricted income funds			516,616		528,312
Total charity funds			516,616		528,312

Approved by the Board on 6 May 2015 and signed on its behalf by:

.....
Mrs Barbara Vousden
Trustee

The notes on pages 8 to 15 form an integral part of these financial statements.

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Notes to the Financial Statements for the Year Ended 31 December 2014

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting standards and the Charities Act 2011.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 15.

Incoming resources

Voluntary income including donations, legacies and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income derived from events is recognised as earned (that is, as the related goods or services are provided).

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation.

Chancery House

Notes to the Financial Statements for the Year Ended 31 December 2014

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Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Improvements to freehold buildings	Straight line over 20 years
Fixtures, fittings and equipment	10% straight line
Computer equipment	33 1/3% straight line
Plant and machinery including motor vehicles	25% straight line

Freehold buildings have been included in the accounts at a value in accordance with a valuation on 22nd February 2001. The trustees do not intend to revalue freehold buildings in future years.

The trustees consider that freehold buildings are maintained in such a state of repair that their residual value is at least equal to their net book value. As a result, the corresponding depreciation would not be material and therefore it is not charged in the statement of financial activities.

The trustees perform annual impairment reviews in accordance with the requirements of FRS15 and FRS11 to ensure that the carrying value is not lower than the recoverable amount.

Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

Hire purchase and finance lease contracts

Assets held under finance leases, which are leases where substantially all the risks and rewards of ownership of the asset have passed to the charity, are capitalised in the balance sheet as tangible fixed assets and are depreciated over their useful lives. The capital elements of future obligations under the leases are included as liabilities in the balance sheet. The interest element of the rental obligation is charged to the statement of financial activities over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding.

Assets held under hire purchase agreements are capitalised as tangible fixed assets and are depreciated over their useful lives. The capital element of future finance payments is included within creditors. Finance charges are allocated to accounting periods over the length of the contract.

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Notes to the Financial Statements for the Year Ended 31 December 2014

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2 Voluntary income

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Donations and legacies			
Legacies and bequests	2,449	2,449	11,000
Appeals and donations	19,897	19,897	5,457
	22,346	22,346	16,457
Grants			
Grants	750	750	3,250
	23,096	23,096	19,707

3 Activities for generating funds

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Fundraising activities	33,964	33,964	27,809
Dorset County Council receipts	38,294	38,294	52,867
	72,258	72,258	80,676

4 Investment income

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Rental income	15,048	15,048	18,426
Interest on cash deposits	326	326	152
	15,374	15,374	18,578

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Notes to the Financial Statements for the Year Ended 31 December 2014

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5 Incoming resources from charitable activities

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Unrestricted Funds			
Trading activities	39,774	39,774	52,112

6 Total resources expended

	Unrestricted Funds £	Total 2014 £	Total 2013 £
Direct costs			
Purchases	21,029	21,029	21,800
Wages and salaries	88,909	88,909	95,932
Staff training	883	883	414
Rates	374	374	-
Water rates	2,436	2,436	1,393
Light, heat and power	8,547	8,547	7,327
Insurance	3,112	3,112	4,163
Repairs and maintenance	9,720	9,720	9,846
Telephone and fax	1,240	1,240	1,150
Printing, postage and stationery	1,486	1,486	739
Sundry expenses	5,158	5,158	5,025
Cleaning, laundry & clothing	2,390	2,390	1,840
Transport costs	4,881	4,881	8,406
Accountancy fees	1,428	1,428	1,428
Legal and professional fees	1,107	1,107	-
Bank charges	42	42	103
Hire purchase interest	648	648	568
Depreciation (net)	8,808	8,808	9,831
	162,198	162,198	169,965

Support cost	Basis of allocation
Accountancy fees	Wholly in respect of an independent examination.

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Notes to the Financial Statements for the Year Ended 31 December 2014

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7 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

8 Net (outgoing)/incoming resources

Net (outgoing)/incoming resources is stated after charging:

	2014 £	2013 £
Depreciation of owned assets	<u>8,808</u>	<u>9,831</u>

9 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year was as follows:

	2014 No.	2013 No.
Charitable activities	<u>8</u>	<u>9</u>

The aggregate payroll costs of these persons were as follows:

	2014 £	2013 £
Wages and salaries	<u>88,909</u>	<u>95,932</u>

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Notes to the Financial Statements for the Year Ended 31 December 2014

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10 Tangible fixed assets

	Freehold building and improvements £	Plant and machinery including motor vehicles £	Fixtures, fittings and equipment £	Total £
Cost				
As at 1 January 2014	477,130	16,995	62,501	556,626
Additions	6,247	-	1,553	7,800
As at 31 December 2014	483,377	16,995	64,054	564,426
Depreciation				
As at 1 January 2014	28,781	7,436	49,015	85,232
Charge for the year	3,722	2,390	2,696	8,808
As at 31 December 2014	32,503	9,826	51,711	94,040
Net book value				
As at 31 December 2014	450,874	7,169	12,343	470,386
As at 31 December 2013	448,349	9,559	13,486	471,394

Hire purchase agreements

Included within the total net book value of tangible fixed assets is £7,169 (2013 - £9,559) in respect of assets held under finance leases and similar hire purchase contracts. Depreciation for the year on these assets was £2,390 (2013 - £3,187).

11 Debtors

	2014 £	2013 £
Trade debtors	586	224
Prepayments and accrued income	941	1,921
	1,527	2,145

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Notes to the Financial Statements for the Year Ended 31 December 2014

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12 Creditors: Amounts falling due within one year

	2014 £	2013 £
Trade creditors	2,342	1,639
Taxation and social security	1,814	93
Other creditors	3,000	3,000
Accruals and deferred income	11,428	12,484
	<u>18,584</u>	<u>17,216</u>

13 Creditors: Amounts falling due after more than one year

	2014 £	2013 £
Other creditors	<u>1,250</u>	<u>4,170</u>

Chancery House

Notes to the Financial Statements for the Year Ended 31 December 2014

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14 Related parties

Controlling entity

The charity is controlled by the trustees.

15 Analysis of funds

	At 1 January 2014	Incoming resources	Resources expended	At 31 December 2014
	£	£	£	£
General Funds				
Unrestricted income fund	528,312	150,502	(162,198)	516,616

16 Net assets by fund

	Unrestricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£
Tangible assets	470,386	470,386	471,394
Current assets	66,064	66,064	78,304
Creditors: Amounts falling due within one year	(18,584)	(18,584)	(17,216)
Creditors: Amounts falling due after more than one year	(1,250)	(1,250)	(4,170)
Net assets	<u>516,616</u>	<u>516,616</u>	<u>528,312</u>