
THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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THE HAMLET CENTRE TRUST
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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2020

Trustees

Stuart Marpole, Acting Chair
Caron Betts, Acting Vice Chair (appointed 24 July 2019)
Ann Way
Gary Pearce
Hester Coutanche
Susan Coombe
Stephen Riley-Elliott (appointed 24 July 2019)
Tania Davies (resigned 1 January 2020)
Emma Randall (resigned 24 July 2019)
Nicholas Hancox (resigned 8 May 2020)

Company registered number

02518973

Charity registered number

1000653

Registered office

221 St Leonards Road, Norwich, Norfolk, NR1 4JN

Company secretary

Pauline Morgan

Chief executive

Pauline Morgan

Independent auditors

MA Partners Audit LLP, 7 The Close, Norwich, Norfolk, NR1 4DJ

Bankers

CAF Bank Limited, PO Box 289, West Malling, Kent, ME19 4TA

Lloyds TSB Bank plc, 16 Gentleman's Walk, Norwich, Norfolk, NR2 1LZ

THE HAMLET CENTRE TRUST
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2020

The Trustees present their annual report together with the audited financial statements of the The Hamlet Centre Trust for the year 1 April 2019 to 31 March 2020. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Trustees

The Trustees who have served during the year are shown on page 1. Two trustees resigned during the year.

Emma Randall resigned in July 2019 and Tania Davies in January 2020. We welcomed new trustees, Caron Betts and Steve Riley Elliot in July.

In January Nick Hancox stood down from his position as Chair and, as Vice-Chair, Stuart Marpole became Acting Chair. Caron Betts took on the role of Acting Vice-Chair with effect from 2nd April 2020. An election will take place at the Board meeting in July 2020, after the AGM, to elect a new Chair and Vice Chair.

Objectives and activities

a. Objects

The objectives of The Hamlet Centre Trust as set out in our Memorandum and Articles of Association are 1) the relief of persons with special needs and 2) the advancement of education of children and young persons with special needs within the areas of Norwich and Norfolk.

b. Strategies for achieving objectives

The strategic direction to meet the charity's objectives includes the following:

- To promote inclusion and integration;
- To maximise the use of The Hamlet at the two sites and our Head Office;
- To increase the provision of services over the week to meet the needs of the people we support;
- To increase options and choices for those who use our services;
- To become more financially sustainable;
- To provide a seamless move from Children's to Adult Services and beyond through supporting transition services;
- To provide support for families and carers; and
- To explore opportunities for working with other groups and agencies.

c. Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. Within the report there is detailed information on the services provided and the benefits to those who use them.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

Objectives and activities (continued)

d. Risk management

The strategic risk register is reviewed yearly and is a standing agenda item at each full board meeting. An opportunity is given to adjust the register following the meeting. Policies and procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors at all our centres. Policies are reviewed by staff and trustees at a review group on a bi-monthly basis. Policies are published on our website. The leadership team regularly reviews all the major risks to which the charity is or may be, exposed.

e. Activities undertaken to achieve objectives

The objectives have been met by providing the following services:

- The Hive and Little Bees Support for Families and Children under 5 with disabilities and complex health needs;
- Short Breaks for children with disabilities from 5 to 17 years inclusive;
- City Breaks for children from 15 years of age with a disability;
- Pre-school for children from 2 years with and without disabilities;
- Ella Road Day Service for Young Adults from 18 to 29 years of age with a disability;
- Out of Hours Club in the evenings and at weekends for people from 16 years of age with a disability; and
- Saturday Club for people from 16 years of age with disabilities.

f. The Hamlet Charter

Our belief is that everyone at the Hamlet...

- Should be happy and safe;
- Is unique valued and respected;
- Can explore choice and opportunities;
- Is encouraged to unlock their potential;
- Can communicate in their own way; and
- Be part of the wider community.

Achievements and performance

a. Review of activities

2019/20 was another very busy and productive year for the organisation. As in previous years the board of trustees and staff have ensured that we are aware of charitable and legislative requirements, respond to changing needs of service users and plan for the future.

With continued strong financial management and robust monitoring of spending and reporting we have been able to increase our level of free reserves. As well as being able to purchase some essential equipment including upgrading computers, we have invested in more training and development of staff with the addition of more tutors, recruited from the staff team, who have undertaken training to deliver in house and external training. We have increased the training offer to all staff. Maintaining quality is paramount with the exceptional needs of the children and adults we support.

Our small HR department of two part time staff have successfully worked on recruitment and induction processes over the year so that we recruit in anticipation of busy periods like the summer playscheme. We have also improved the recruitment and support of volunteers. Staffing is always a challenge in the sector, but we have been able to recruit staff with skills and expertise to add to the staff teams.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

Achievements and performance (continued)

We have repeated the 'Do Something Amazing this Summer' recruitment drive for the summer playscheme in the hope that we will be operating over the summer, despite the current pandemic, and have embraced a virtual recruitment process with good success.

We continue to receive external funding from trusts and foundations to support the costs of specialist staff posts which enable us to provide the unique and high-quality service to our families. Grants have been awarded as follows:

Specialist Play Leader (Children's Centre) – BBC Children in Need (a Bridging Grant for a further year of funding).

Lead Practitioner Supporting Families, Children and Young People – Lady Hind Trust; Grey Court Charitable Trust and Anne French Memorial Trust.

Communication and Behaviour Support Worker (Adult Centre) – The Sobell Foundation; Paul Bassham Charitable Trust; Nigel Bertram and Goldcrest Charitable Trusts; Laura Stuart Memorial Trust; R S Brownless Charitable Trust; Lynn Foundation; John Henderson McGregor Charitable Trust; Douglas Arter Foundation; Alchemy Foundation; Pinching Family Trust; Mickleham Charitable Trust; J & D Hambro Charitable Trust; Mr and Mrs P Rackham Charitable Trust.

Core Costs and Redecoration – Elladale Trust; Woodmill Trust; Garfield Weston Foundation; Norfolk Community Foundation (Theodore Agnew CF Revenue Fund) and Ellerdale Trust.

Training continues to be a growing and important part of our work. We have been awarded funding from Awards for All (National Lottery) to enable us to train families and carers. This has been a long term plan and we hope to have this implemented when the pandemic has subsided. We will be offering a range of courses including Signalong (Sign Language), Positive Behaviour and Sensory Play.

We are also very pleased to be able to implement the Me Font that was developed by Mencap for people with disabilities and is an accessible font suitable for everyone. This has been possible through funding from the David Family Foundation.

The Children's Centre has developed its services to increase the offer to families with sessions for parents being available each day of the week, including infant massage sessions and play and stay sessions, indoors and outdoors. The family support work has increased during the last 12 months including additional funding that has enabled us to start a project working with fathers. This project is led by Hamlet staff and one of our trustees. The pre-school continues to be in demand and we still have more families wanting to access the service than we have places, despite having increased our capacity over the last year. We are really pleased to welcome our new Early Years Manager to the team. The Early Years pre-school has seen increased demand for places and, from April 2019, a new room offered four more places to children from 2 years of age.

Saturday Clubs at Ella Road have increased in number with more young adults accessing this service. We held one of our two annual holidays before the pandemic with a successful trip to Blackpool. Ella Road continues to offer a high-quality day service for complex young adults throughout the year.

Once again, we held our whole staff development day in September which was attended by staff, volunteers, and trustees. This is an important date in the year being the only time that the whole charity has time together to celebrate and learn.

Our Communications, Marketing and Development Lead has had a significant impact on our online presence with a big increase in our followers on Facebook and Twitter. The website has been updated and reflects the

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

Achievements and performance (continued)

energy and enthusiasm of the charity. All our marketing materials have been refreshed to ensure we present the charity positively and clearly to supporters, families, and donors. A new animation reflecting on the role of the charity in supporting families was commissioned and launched online in May.

At the beginning of the year we embarked on a singing and signing project with a local 'a capella' chorus, Norwich Harmony, and 3rd year students studying film at Norwich University of the Arts. 'This is Me' from the Greatest Showman was chosen as the song to use, and over a hundred staff, volunteers, children, and adults with their families came together to record, sing and sign over one day in November. The film we produced reached over 40,000 people through social media channels and was a highlight of the year for everyone involved.

This year we did not focus on fundraising activities but on the raising of our profile and establishing our online and social media presence as well as updating the website. Despite this we had some very successful activities including a staff skydive and our annual Winter Fair as well as individual fundraising efforts.

b. Fundraising activities and income generation

The Hamlet is always striving to provide the best possible support to the people who use our services. To provide a high-quality service, we need to secure funds to support the purchase of equipment, building improvements and to fund salary costs of specialist posts. The Hive Family Support and Little Bees activities are entirely supported by charitable giving.

To meet these aims we do not have a dedicated fundraising team but work closely with our fundraising consultant who has worked with The Hamlet for 18 years and supports us in our applications for funding alongside our CEO and Senior Managers. Our central office team supports individual voluntary fundraisers and our Marketing and Communications Lead develops relationships with local businesses and other interested parties in the community. There have been no complaints about fundraising activity.

All fundraisers, families and others interested in our work are given the option of signing up to our newsletters and information on events and how to opt out of this should they wish to do that.

In accordance with our Fundraising Strategy we have signed up to the Fundraising Regulator's Code of Fundraising Practice. Voluntary fundraisers are given a pack which includes our Fundraising Ethics Policy.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies, as well as "Covid 19" and "Plans for future periods" later in this report.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

Financial review (continued)

b. Reserves policy

The trustees, having considered the potential risks facing The Hamlet and assessed the future plans, wish to retain reserves sufficient to ensure an orderly withdrawal from operations, meeting contractual obligations and covering redundancy payments. On this basis, the trustees consider that the unrestricted reserves should fall in the range of two to four months' forward total expenditure (£200,000 - £400,000) with the desired level being set at three months' forward total expenditure. Funds of £300,000 have been designated for this purpose.

The charity also has designated funds for Buildings (£40,000) and development and strategy (£5,568), further details of which are given in note 15 of the Accounts.

At 31 March 2020, the charity had £150,693 free reserves (unrestricted funds which have not been designated and are not represented by fixed assets). The Board is mindful of the need to determine an application of these free reserves. Given the decision in principle to seek a replacement for Ella Road, one option would have been to apportion a significant part of the free reserves to a 'Building Fund' for the acquisition or adaptation of new premises for the Adult Service. However, the impact of the Covid 19 pandemic has necessitated the need for caution in taking on any new financial commitments and it is, as yet, too early to know if our reserves may be needed to sustain our operational capacity.

c. Principal funding

The Hamlet has three main fundraising sources: Norfolk County Council (Personal / Individual budgets, Early Education Grant) and Norfolk Community Health and Care (Continuing Health Care); Charitable Trusts and Foundations and fundraising.

d. End of year results

The below are the headline results of the charity for the year:

Total incoming resources: £1,413,169 (2019: £1,356,544)

Total resources expended £1,375,476 (2019: £1,268,420)

Net surplus for the year £37,693 (2019: £88,124)

The full results can be found in the Statement of Financial Activities, on page 14.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

Financial review (continued)

e. Development Plan

As stated in last year's report, the Ella Road site has limitations and during the year we explored how and what the charity needs in terms of a new building for the young adults. It has been established that the option to be pursued is that of a new site, possibly a building that is in existence being adapted to suit our needs. We have not ruled out the option of a new build, but the trustees are mindful of the current funding situation and difficulty of raising capital in the current climate, further exacerbated by the Covid 19 pandemic. We are currently working with other organisations to source a suitable property as well as exploring other options. However, work is on hold while the pandemic continues.

We will be continuing to look at how we can both develop our services in accordance with the plan as well as trying to increase our revenue funding. We have reached capacity in each area of work in terms of delivery to children and young adults but continue to focus on increasing our offer to families making the most of the space and resources at our disposal, illustrated by the development of the work with families, in particular fathers.

f. Covid 19

During the pandemic, the services at the centres were temporarily suspended on government advice and for the safety of the students and children. Staff who can are working well from home and everyone has embraced a new way of working. Zoom meetings have become part of the new normal and trustee meetings have moved to this format with good effect.

The nature of the work of The Hamlet means that a number of our families are vulnerable or high need and as such we have been able to offer a limited service to children at Johnson Place, following all guidelines for social distancing and wearing appropriate PPE. The adult service has been supporting students in a variety of ways including some home visits where it is necessary and safe to do so. The use of video calls, Zoom activities and weekly phone calls have all been implemented across all services. Toy loaning and interest boxes for children and activity packs for adults have been distributed. Overall, the teams have responded with positivity and enthusiasm to make the best of a very difficult situation.

Structure, governance and management

a. Constitution

The company is constituted under a Memorandum of Association and is a registered charity number 1000653. The organisation was set up as a charity in 1972 under the name of the Norfolk and Norwich Toy Library. It changed its name to The Hamlet Centre Trust in 1984. It became a company limited by guarantee with charitable status, incorporated on 5 July 1990. Its Memorandum of Association establishes the objects and powers of the Company and the organisation is governed under its Articles of Association. The Memorandum and Articles of Association were revised in 1993. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

Structure, governance and management (continued)

b. Methods of appointment or election of Trustees

The management of the company is the responsibility of the trustees, who are elected and co-opted under the terms of the Trust deed. The trustees who served during the year are shown under Legal and Administrative Information on page 1 of the Annual Accounts. The Directors of the company are the trustees. Under the requirements of the Memorandum and Articles of Association the three longest standing trustees, or up to one third of the total number, must resign at each AGM. They are eligible for re-election.

The Hamlet works with children and young people with disabilities and their families. The trustees seek to ensure that their needs are reflected through the diversity of the trustee body. To this end, some trustees come from the families of children or young people with disabilities and their experience assists the aims of the charity. The more traditional business, professional, educational and social care skills are well represented. In the event of particular skills being lost to the Council, because of the retirement of trustees, new trustees are sought from a range of sources.

c. Organisational structure and decision-making policies

The board of trustees have six full board meetings a year as well as holding an annual awayday. There is a standing group for policy review. Task groups meet to work on different aspects of activity as required throughout the year.

Staffing Structure: The charity employs 100 staff across the different sites. The day to day operation of the charity is delegated to the Chief Executive. The Chief Executive is supported by 3 Senior Managers heading up each service. The managers' report to the board of trustees at board meetings. The teams consist of contracted staff and casual workers; over 50 staff are casual workers. The teams at the Children and Adults Centres are supported by the HR and Finance Team at our Head Office.

Volunteers: The charity has a long history of engaging volunteers to work with both children and adults. Currently there are a total of 40 volunteers, engaged in various activities across the organisation.

d. Policies adopted for the induction and training of Trustees

New trustees experience a programme of briefings, visits to services and formal presentations, such as on the responsibilities of a charity trustee. The website has a trustee Login with information for new and established board members. Information can be accessed about the policies in use, staffing, information such as that available from the charity commission and other items that are considered to be of interest to the trustees. All board meeting papers are published on the login for trustees to access and an archive is kept of previous meetings.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

Plans for future periods

The Board agreed last year that the centre at Ella Road does not have the capacity to continue to be fit for purpose in the long term. The building has been adapted as much as it can be, given the constraints of the structure, and cannot be expanded or adapted further to meet the needs of Adult Service students with complex health conditions or those with behaviour that can challenge. The site also lacks sufficient outdoor space for students and adequate car parking space for students and staff alike.

It has, therefore, been decided in principle to actively seek a replacement (or possibly an additional) site. Initial consideration has been given to a range of options, including: purchasing a new site and building new premises; and purchasing or renting existing premises, which may or may not need adapting.

As well as endeavouring to meet the needs of future students as fully as possible, and suitably furthering the objectives of the Hamlet Centre Trust, the Board has been mindful of the importance of living within its means and not incurring onerous capital expense.

As has been noted in the Reserves Policy section, the Trust does have significant free reserves which could be designated towards the establishment of a 'Building Fund'. However, the impact of the Covid 19 pandemic has necessitated the need for caution in taking on any new financial commitments and it is, as yet, too early to know if our reserves may be needed to sustain our operational capacity.

So, whilst the Trust does have plans for the future, current circumstances make it prudent for it to progress cautiously. Fortunately, it is in a healthy financial position with a good level of reserves so, if there is a need to reshape services, the Trust has the capacity to be flexible and responsive, without recourse to loans or borrowing of any kind.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

MA Partners Audit LLP, are the appointed auditors and shall be deemed to be reappointed under section 487(2) of the Companies Act 2006.

Approved by order of the members of the board of Trustees and signed on their behalf by:



.....
Stuart Marpole
(Acting Chair of Trustees)
Date: 15 July 2020

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HAMLET CENTRE TRUST

Opinion

We have audited the financial statements of The Hamlet Centre Trust (the 'charitable company') for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Emphasis of matter

We draw attention to the narrative in note 2.2 of the financial statements which describes the charity's assessment of the pandemic on its operational activities and financial position. Our opinion is not modified in respect of this matter.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HAMLET CENTRE TRUST
(CONTINUED)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HAMLET CENTRE TRUST
(CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

MA Partners Audit LLP

MA Partners Audit LLP

Chartered Accountants and Statutory Auditor

7 The Close

Norwich

Norfolk

NR1 4DJ

17 July 2020

MA Partners Audit LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

THE HAMLET CENTRE TRUST
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2020**

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Income from:					
Donations and legacies	3	67,087	178,367	245,454	193,869
Charitable activities	4	1,122,815	24,260	1,147,075	1,142,218
Fundraising	5	18,821	1,089	19,910	17,886
Investments	6	251	-	251	104
Other income		479	-	479	2,467
Total income		1,209,453	203,716	1,413,169	1,356,544
Expenditure on:					
Raising funds	7	12,559	-	12,559	10,574
Charitable activities	8	1,148,598	214,319	1,362,917	1,257,846
Total expenditure		1,161,157	214,319	1,375,476	1,268,420
Net income/(expenditure)		48,296	(10,603)	37,693	88,124
Transfers between funds	15	171	(171)	-	-
Net movement in funds		48,467	(10,774)	37,693	88,124
Reconciliation of funds:					
Total funds brought forward		914,217	997,473	1,911,690	1,823,566
Net movement in funds		48,467	(10,774)	37,693	88,124
Total funds carried forward		962,684	986,699	1,949,383	1,911,690

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 18 to 36 form part of these financial statements.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)
REGISTERED NUMBER: 02518973

BALANCE SHEET
AS AT 31 MARCH 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	12	1,395,539	1,457,412
		<u>1,395,539</u>	<u>1,457,412</u>
Current assets			
Debtors	13	110,072	117,310
Cash at bank and in hand		483,193	398,049
		<u>593,265</u>	<u>515,359</u>
Creditors: amounts falling due within one year	14	(39,421)	(61,081)
Net current assets		<u>553,844</u>	<u>454,278</u>
Total assets less current liabilities		<u>1,949,383</u>	<u>1,911,690</u>
Total net assets		<u><u>1,949,383</u></u>	<u><u>1,911,690</u></u>
Charity funds			
Restricted funds	15	986,699	997,473
Unrestricted funds	15	962,684	914,217
Total funds		<u><u>1,949,383</u></u>	<u><u>1,911,690</u></u>

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2020

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



.....
Stuart Marpole
(Acting Chair of Trustees)
Date: 15 July 2020

The notes on pages 18 to 36 form part of these financial statements.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2020

		2020	2019
		£	£
Cash flows from operating activities	Note		
Net cash used in operating activities	18	89,646	173,379
		<hr/>	<hr/>
Cash flows from investing activities			
Purchase of tangible fixed assets		(4,502)	(32,216)
		<hr/>	<hr/>
Net cash used in investing activities		(4,502)	(32,216)
		<hr/>	<hr/>
Change in cash and cash equivalents in the year		85,144	141,163
Cash and cash equivalents at the beginning of the year		398,049	256,886
		<hr/>	<hr/>
Cash and cash equivalents at the end of the year		483,193	398,049
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 18 to 36 form part of these financial statements

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

1. General information

The charity is a company limited by guarantee. The members of the company are the Trustees and named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The principal accounting policies are summarised below.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Hamlet Centre Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The Trustees have considered the operational and financial impact of the Covid 19 pandemic and are satisfied that the charity will have adequate resources to meet its liabilities as they fall due for a period of at least twelve months from the date of approval of the financial statements. The Trustees therefore consider it appropriate to prepare the financial statements on the basis that the charity will continue as a going concern.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

2. Accounting policies (continued)

2.3 Income

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

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the charity, can be reliably measured.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

2. Accounting policies (continued)

2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Freehold property	- 2.5% straight line
Plant and machinery	- 10% - 20% straight line
Motor vehicles	- 25% reducing balance
Office equipment	- 20% straight line
Computer equipment	- 25% straight line

2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.8 Cash at bank and in hand

Cash at bank and in hand includes 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.

2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.10 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

2. Accounting policies (continued)

2.11 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

2.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

3. Income from donations and legacies

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Donations	67,087	60,246	127,333
Legacies	-	-	-
Grants	-	118,121	118,121
	<u>67,087</u>	<u>178,367</u>	<u>245,454</u>
	<u><i>Unrestricted funds 2019 £</i></u>	<u><i>Restricted funds 2019 £</i></u>	<u><i>Total funds 2019 £</i></u>
Donations	43,595	49,264	92,859
Legacies	3,226	-	3,226
Grants	-	97,784	97,784
	<u>46,821</u>	<u>147,048</u>	<u>193,869</u>

4. Income from charitable activities

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Service level agreements	-	24,260	24,260
Service provision	37,964	-	37,964
Personal budgets	1,084,851	-	1,084,851
	<u>1,122,815</u>	<u>24,260</u>	<u>1,147,075</u>

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

4. Income from charitable activities (continued)

	<i>Unrestricted funds 2019 £</i>	<i>Restricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Service level agreements	-	24,260	24,260
Service provision	31,258	-	31,258
Personal budgets	1,086,700	-	1,086,700
	<u>1,117,958</u>	<u>24,260</u>	<u>1,142,218</u>

5. Income from other trading activities

Income from fundraising events

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Fundraising	5,300	1,089	6,389
Training	13,521	-	13,521
	<u>18,821</u>	<u>1,089</u>	<u>19,910</u>

	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Fundraising	5,414	5,414
Training	12,472	12,472
	<u>17,886</u>	<u>17,886</u>

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

6. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Bank interest receivable	251	251	104

7. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Fundraising consultancy	9,199	9,199	9,102

Fundraising trading expenses

	Unrestricted funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Activities to generate income	3,360	3,360	1,472

		Total funds 2020 £	<i>Total funds 2019 £</i>
Total expenditure on raising funds		12,559	10,574
		12,559	10,574

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

8. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £
Charitable activities	990,981	371,936	1,362,917

	<i>Activities undertaken directly 2019 £</i>	<i>Support costs 2019 £</i>	<i>Total funds 2019 £</i>
Charitable activities	946,744	311,102	1,257,846

Analysis of direct costs

	Total funds 2020 £	<i>Total funds 2019 £</i>
Staff costs	900,503	851,075
Depreciation	59,258	72,254
Administration	31,220	23,415
	990,981	946,744

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

8. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2020 £	<i>Total funds 2019 £</i>
Staff costs	189,882	153,718
Establishment	76,420	71,600
Legal and professional	2,822	4,710
Administration	87,653	70,991
Technology	10,659	5,583
Governance - auditor's costs	4,500	4,500
	371,936	311,102

9. Auditors' remuneration

The auditors' remuneration amounts to an auditor fee of £4,500 (2019 - £4,500).

10. Staff costs

	2020 £	<i>2019 £</i>
Wages and salaries	1,013,055	932,557
Social security costs	53,448	51,838
Contribution to defined contribution pension schemes	23,882	20,398
	1,090,385	1,004,793

The average number of persons employed by the charity during the year was as follows:

	2020 No.	<i>2019 No.</i>
Direct charitable activities	90	93
Management and administration of the charity	12	10
	102	103

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

10. Staff costs (continued)

No employee received remuneration amounting to more than £60,000 in either year.

The total remuneration for key management personnel for the year totalled **£46,163** (2019: £44,610).

11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 March 2020, no Trustee expenses have been incurred (2019 - £NIL).

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

12. Tangible fixed assets

	Freehold property £	Plant and machinery £	Motor vehicles £	Office equipment £	Computer equipment £	Total £
Cost or valuation						
At 1 April 2019	1,903,473	27,397	31,999	84,120	48,857	2,095,846
Additions	-	3,073	-	718	711	4,502
Disposals	(8,373)	-	-	(7,926)	(12,339)	(28,638)
At 31 March 2020	<u>1,895,100</u>	<u>30,470</u>	<u>31,999</u>	<u>76,912</u>	<u>37,229</u>	<u>2,071,710</u>
Depreciation						
At 1 April 2019	489,935	3,941	26,266	77,444	40,848	638,434
Charge for the year	47,125	3,427	1,434	3,127	4,145	59,258
On disposals	(1,256)	-	-	(7,926)	(12,339)	(21,521)
At 31 March 2020	<u>535,804</u>	<u>7,368</u>	<u>27,700</u>	<u>72,645</u>	<u>32,654</u>	<u>676,171</u>
Net book value						
At 31 March 2020	<u><u>1,359,296</u></u>	<u><u>23,102</u></u>	<u><u>4,299</u></u>	<u><u>4,267</u></u>	<u><u>4,575</u></u>	<u><u>1,395,539</u></u>
At 31 March 2019	<u><u>1,413,538</u></u>	<u><u>23,456</u></u>	<u><u>5,733</u></u>	<u><u>6,676</u></u>	<u><u>8,009</u></u>	<u><u>1,457,412</u></u>

Included in freehold property is freehold land at cost of £10,000 (2019 - £10,000) which is not depreciated.

On 30 July 2010 the charity entered into an agreement with St Raphael Club, Charity number 209103, whereby St Raphael Club agreed to transfer 50% of its legal and equitable interest in the freehold property known as St Raphael Club, Johnson Place, Norwich ("the property") to The Hamlet Centre Trust. Under the agreement, St Raphael Club will transfer the remainder of its interest in the property to The Hamlet Centre Trust on 30 July 2025 or earlier by arrangement. Due to the condition of the property on the date of transfer, the Trustees considered that it had negligible gross value to the charity and have therefore not included a value for this gift in kind in the financial statements.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

13. Debtors

	2020 £	2019 £
Due within one year		
Trade debtors	85,145	52,439
Prepayments and accrued income	24,927	64,871
	110,072	117,310
	110,072	117,310

14. Creditors: Amounts falling due within one year

	2020 £	2019 £
Trade creditors	18,188	38,447
Other taxation and social security	13,990	11,834
Accruals and deferred income	7,243	10,800
	39,421	61,081
	39,421	61,081

	2020 £	2019 £
Deferred income at 1 April 2019	1,167	25,154
Resources deferred during the year	95	1,167
Amounts released from previous periods	(1,167)	(25,154)
	95	1,167
	95	1,167

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Unrestricted funds					
Designated funds					
Contractual obligations	300,000	-	-	-	300,000
Buildings	40,000	-	-	-	40,000
Development and strategy	5,568	-	-	-	5,568
	<u>345,568</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>345,568</u>
General funds					
Reserves	568,649	1,209,453	(1,161,157)	171	617,116
	<u>914,217</u>	<u>1,209,453</u>	<u>(1,161,157)</u>	<u>171</u>	<u>962,684</u>
Restricted funds					
Conversion (Johnson Place)	786,313	-	(23,489)	-	762,824
Sensory room (Johnson Place)	172,187	-	(5,895)	-	166,292
Externally funded salaries - Children's Services	23,556	24,675	(36,402)	-	11,829
Externally funded salaries - Adult's Services	-	19,500	(20,104)	604	-
Educational grant	-	83,174	(83,174)	-	-
Global's Make Some Noise	12,612	-	(12,612)	-	-
Norfolk CCG's	-	24,260	(24,260)	-	-
MG Classics	1,356	-	(581)	(775)	-
IT grants	-	3,000	-	-	3,000
Sleep programme	1,449	-	(1,449)	-	-
Co-op tablets	-	2,095	(2,095)	-	-
Minibus fundraiser	-	32,258	(300)	-	31,958
New Adult Services centre	-	24	-	-	24
National Lottery training bursary	-	7,010	-	-	7,010
Johnson Place decoration	-	1,998	(1,998)	-	-
Johnson Place Dad's Wellbeing group	-	3,762	-	-	3,762
This Is Us	-	1,960	(1,960)	-	-

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

15. Statement of funds (continued)

Statement of funds - current year (continued)

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
	997,473	203,716	(214,319)	(171)	986,699
Total of funds	1,911,690	1,413,169	(1,375,476)	-	1,949,383

Designated funds

The charity has the following designated funds:

Contractual obligations - these funds are to carry out contractual obligations to staff and other parties in the event of the charity ceasing to be able to continue as a viable organisation.

Buildings - these funds have been set aside for emergency and essential property repairs and expenditure that is outside the scope of the ordinary budget for such expenditure.

Development and strategy - these funds are for the costs associated with the ongoing development of the trust and its work with its charitable aims and objectives.

Restricted funds

The restricted funds are for the following purposes:

Conversion Johnson Place - this represents funding received to go towards capital building costs for the children's services development. The resources expended in the year represent the depreciation charge on assets purchased and capitalised from the funds received.

Sensory Room Johnson Place - this represents funding received toward the cost of adaptations and sensory equipment at the Children's Service at Johnson Place. The resources expended in the year represent the depreciation charge on assets purchased and capitalised from the funds received.

Externally funded salaries - Children's Services - this represents funding received towards specialist salaries as part of the appeal process.

Externally funded salaries - Adult's Services - this represents funding received towards specialist salaries as part of the appeal process.

Educational grant - this represents a grant from Norfolk County Council for Early Education for the provision of early education for 3 and 4 year olds, disadvantaged 2 year olds and children with special educational needs.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

15. Statement of funds (continued)

Global's Make Some Noise - this fund represents grant funding toward the cost of the lead practitioner at the Hive for 2 years commencing in 2017/18, and funding for a new soft play equipment set and staff costs to deliver an active under 5's children's play programme.

Norfolk CCGs provided funding towards the cost of the Senior Manager at the Children's Services.

MG Classics - this fund represents donations for sensory and specialist equipment for our children's service.

IT grants - This represents funds received for the charity's IT purposes, including the cost of creating a new specialised font in the year

Sleep Programme - this represents funding from National Lottery Awards For All for a 10 week sleep coaching programme for families.

Co-op tablets - the Co-op community fund raised money for the charity to purchase new tablet computers for use in the centres.

Minibus fundraiser - the minibus fund represents monies raised for a new minibus for the adults at Ella Road

New Adult Services centre - this fund has been set up for monies donated towards a new centre for the adults service users.

National Lottery training bursary - this fund has been set up to provide training for parents and carers of children and adults who access The Hamlet. It will enable the charity to offer free places on training courses for parents to attend.

Johnson Place decoration - this fund represents funding received for the decoration of Johnson Place.

Johnson Place Dad's Wellbeing group - This fund supports the work of Parenting Practitioners aimed specifically at fathers. The fund will pay for specialist training for staff to work with fathers and a series of workshop events and other activities involving fathers.

This Is Us - This fund was set up for the This is Me project, involving all Hamlet families, staff and a local Community Chorus. The fund paid for all costs associated with the project including the licensing, film crew and recordings.

Transfers have been made to unrestricted funds where the restrictions on funds have been fully satisfied.

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

15. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2018</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers in/out</i>	<i>Balance at 31 March 2019</i>
	£	£	£	£	£
Unrestricted funds					
Designated funds					
Contractual obligations	270,000	-	-	30,000	300,000
Buildings	40,000	-	-	-	40,000
Development and strategy	5,568	-	-	-	5,568
	<u>315,568</u>	<u>-</u>	<u>-</u>	<u>30,000</u>	<u>345,568</u>
General funds					
Reserves	476,612	1,185,236	(1,064,265)	(28,934)	568,649
	<u>792,180</u>	<u>1,185,236</u>	<u>(1,064,265)</u>	<u>1,066</u>	<u>914,217</u>
Restricted funds					
Conversion (Johnson Place)	809,802	-	(23,489)	-	786,313
Sensory room (Johnson Place)	178,082	-	(5,895)	-	172,187
Externally funded salaries - Children's Services	11,904	46,738	(35,086)	-	23,556
Externally funded salaries - Adult's Services	6,966	24,000	(30,966)	-	-
Educational grant	-	63,867	(63,867)	-	-
Global's Make Some Noise	22,556	3,429	(13,373)	-	12,612
Norfolk CCG's	-	24,260	(24,260)	-	-
MG Classics	2,076	1,525	(2,245)	-	1,356
Royal Warrant Holders	-	2,000	(934)	(1,066)	-
ACT Foundation	-	2,100	(2,100)	-	-
Sleep programme	-	1,449	-	-	1,449
City Breaks	-	500	(500)	-	-
Almary Green	-	1,440	(1,440)	-	-
	<u>1,031,386</u>	<u>171,308</u>	<u>(204,155)</u>	<u>(1,066)</u>	<u>997,473</u>

THE HAMLET CENTRE TRUST
(A Company Limited by Guarantee)

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

15. Statement of funds (continued)

Statement of funds - prior year (continued)

	<i>Balance at 1 April 2018</i> £	<i>Income</i> £	<i>Expenditure</i> £	<i>Transfers in/out</i> £	<i>Balance at 31 March 2019</i> £
Total of funds	<u>1,823,566</u>	<u>1,356,544</u>	<u>(1,268,420)</u>	<u>-</u>	<u>1,911,690</u>

16. Summary of funds

Summary of funds - current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Designated funds	345,568	-	-	-	345,568
General funds	568,649	1,209,453	(1,161,157)	171	617,116
Restricted funds	997,473	203,716	(214,319)	(171)	986,699
	<u>1,911,690</u>	<u>1,413,169</u>	<u>(1,375,476)</u>	<u>-</u>	<u>1,949,383</u>

Summary of funds - prior year

	<i>Balance at 1 April 2018</i> £	<i>Income</i> £	<i>Expenditure</i> £	<i>Transfers in/out</i> £	<i>Balance at 31 March 2019</i> £
Designated funds	315,568	-	-	30,000	345,568
General funds	476,612	1,185,236	(1,064,265)	(28,934)	568,649
Restricted funds	1,031,386	171,308	(204,155)	(1,066)	997,473
	<u>1,823,566</u>	<u>1,356,544</u>	<u>(1,268,420)</u>	<u>-</u>	<u>1,911,690</u>

THE HAMLET CENTRE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
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17. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	466,423	929,116	1,395,539
Current assets	535,682	57,583	593,265
Creditors due within one year	(39,421)	-	(39,421)
Total	962,684	986,699	1,949,383

Analysis of net assets between funds - prior period

	<i>Unrestricted funds 2019 £</i>	<i>Restricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Tangible fixed assets	497,807	959,605	1,457,412
Current assets	477,491	37,868	515,359
Creditors due within one year	(61,081)	-	(61,081)
Total	914,217	997,473	1,911,690

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2020 £	2019 £
Net income for the period (as per Statement of Financial Activities)	37,693	88,124
Adjustments for:		
Depreciation charges	59,258	72,254
Loss on the sale of fixed assets	7,117	-
Decrease in debtors	7,238	27,326
Decrease in creditors	(21,660)	(14,325)
Net cash provided by operating activities	89,646	173,379

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19. Analysis of cash and cash equivalents

	2020 £	2019 £
Cash in hand	483,193	398,049
Total cash and cash equivalents	483,193	398,049

20. Analysis of net debt

	At 1 April 2019 £	Cash flows £	At 31 March 2020 £
Cash at bank and in hand	398,049	85,144	483,193
	398,049	85,144	483,193

21. Pension commitments

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pensions cost charge represents contributions payable by the charity to the fund and amounted to **£23,882** (2019: £20,398).

22. Related party transactions

No transactions with related parties took place during the financial year.

23. Controlling party

There is no controlling party.