

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2018**

**Wellfield Close
Hatfield
Hertfordshire
AL10 0BU**

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

**LEGAL AND ADMINISTRATIVE INFORMATION
AS AT 31 MARCH 2018**

MANAGEMENT COMMITTEE

Chairman	Mr S P Russell	Paddock Hill House Sacombe Green Sacombe Herts SG12 0JH
Hon Treasurer	Mrs L Knox	28 Puddingstone Drive St Albans Herts AL4 0GY
Minute Secretary	Mrs R Basden	11 Birch Drive Hatfield Herts AL10 8NX
Users Committee Representatives	Mrs J Skeggs	Friendship House Wellfield Close Hatfield Herts AL10 0BU
WHC Representative	Councillor P Mabbott	124 Lemsford Lane Welwyn Garden City Herts AL8 6YP
Manager	Miss S A Swinden	49 Dellsom Kane Welham Green Herts AL9 7DX
Bankers	HSBC 33 Town Centre Hatfield Herts AL10 0JX	
Independent Examiner	Pomroy Associates Limited Weltech Centre Ridgeway Welwyn Garden City Herts AL7 2AA	
Registered Office	Friendship House Wellfield Close Hatfield Herts AL10 0BU	

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

CHAIRMAN'S REPORT 2018

I am very pleased to be able to report that our centre at Friendship House is flourishing and I do hope that for all it continues to be a great place to visit.

The credit for this very much goes to our manager Sarah and Tracey with the support of our highly valued group of volunteers. We are also very fortunate to have a great team in our kitchen and whilst we have had some changes with Emma returning from maternity leave on a part time basis, Jackie taking over the lead role and Paula now joining us, we are confident that they will continue to produce great food.

In this year we upgraded our fire, health and safety procedures, which involved the replacement of some of our electrical systems and new style signage. This did add significantly to our repair and maintenance costs but we received some very welcome donations to help with this from the Wellfield trust and the local Co-op Society through their Local Community Fund.

We also needed to extend our opening hours which has increased our salary costs and here two of our local town councillors helped us through their locality budgets and Grant Shapps also managed to raise us some help from local businesses.

However overall we did have a deficit for the year and needed to dip again into our reserves.

We do rely on our grants from Welwyn Hatfield Borough Council and Hertfordshire County Council but given the current economic climate we are not expecting any additional support from them. This does mean that a greater part of our funding needs to be met from our own activities and other donations that we receive.

It remains the case that whilst funds do seem to be available for new capital projects, it continues to be difficult to find support for day to day costs.

We are very conscious of costs affecting our users and we will endeavour to keep any increases to our charges as low as possible.

The future remains uncertain, even without Brexit, but I am confident that we will thrive and I thank everyone who is associated with the centre, all of whom contribute to its continuing success.



**S P Russell
Chairman**

HATFIELD & DISTRICT AGE CONCERN FRIENDSHIP HOUSE

REPORT OF THE TRUSTEES

The Trustees present their report and the financial statements for the year ended 31 March 2018. They have been prepared in accordance with the 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 (FRS102).

TRUSTEES

The Trustees of the Charity during this period were

Cllr M K Clarke O.B.E

R J Claxton

S P Russell

New trustees are recruited and appointed by the existing trustees. Trustee job descriptions are circulated in advance of the Annual General Meeting at which Trustees are elected.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Charity is governed under a constitution revised in April 2002 and approved by the Charity Commission. The Charity's objective is to promote the health and welfare of the elderly within the previous Rural District of Hatfield in any manner which now or hereafter may be deemed by law to be charitable.

The management committee are elected at the AGM except for the members representing User Groups who are elected annually by the users.

Risk Assessment

The Trustees have considered the risks to which Friendship House is exposed and consider that these will be mitigated by:

- Maintaining a trustee body with experience and skills appropriate for the organisation and supervision of the activities of Friendship House.
- Maintaining good relations with core funders to ensure continuing support.
- Ensuring financial systems are suitable to ensure funds received are properly secured, spent and recorded and comply with the Statement of Recommended Practice.

Statement of Responsibility of the Management Committee Acting as Trustee

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's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 operation.

HATFIELD & DISTRICT AGE CONCERN FRIENDSHIP HOUSE

REPORT OF THE TRUSTEES continued

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law and the trust deed. 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.

OBJECTIVES AND ACTIVITIES

Friendship House is a Leisure Centre serving pensioners in the Hatfield area and providing comfortable surroundings for socialising, morning coffee/tea and subsidised lunches five days a week with other facilities and activities to support their independence with the community. The Centre also provides relief for Carers on a daily basis.

The Trustees have considered the Charity Commission's general guidance on public benefit in relation to the objectives of the Charity within the community and this report sets out these objectives and described how they have been met in the current year.

ACHIEVEMENTS AND PERFORMANCE

There are approximately 150 pensioners/carers using the facilities at Friendship House in one or more ways, and more than 6,500 lunches were provided during the year. Special lunches were organised to celebrate Easter, Halloween, Christmas and Valentine's Day.

Friendship House is used by a number of other clubs/groups who meet regularly over the year.

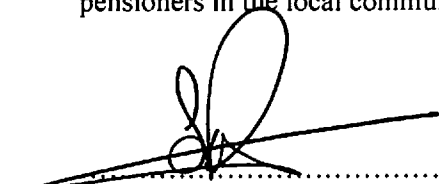
Facilities including hairdressing, chiropody, information display, benefits advice and a Seconds shop have continued to be provided at the Centre.

FINANCIAL REVIEW

The Trustees consider that adequate reserves need to be maintained to enable the work of the Charity to be continued in the event of short term fluctuations in income.

PLANS FOR FUTURE PERIODS

The future programme is to maintain our premises and facilities and continue to provide a service to pensioners in the local community.



.....
Signed on behalf of the Trustees

Wellfield Close
Hatfield
Herts AL10 0BU

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements of Hatfield & District Age Concern Friendship House for the year ended 31 March 2018, which are set out on pages 6 – 11.

This report is made solely to the Charity's Trustees, as a body, in accordance with Section 145 of the Charities Act 2011 and regulations made under Section 154 of that Act. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's 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;
- To follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- To 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 Commissioners. 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 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.have not been met; or

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES continued

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed..........

Date:.....7-2-20.....

Pomroy Associates Limited
Weltech Centre
Ridgeway
Welwyn Garden City
Herts AL7 2AA

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

**STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2018**

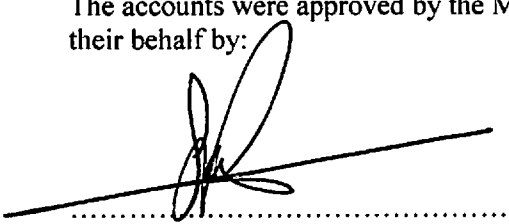
	Note	Unrestricted Funds			Restricted Reserve Fund	Total 2018	Total 2017
		General Fund	Welfare Fund	Reserve Fund		£	£
		£	£	£	£		
INCOME							
Donations		18,710				18,710	6,689
Charitable Activities							
Lunches		36,417				36,417	24,898
Sale of Goods		4,350				4,350	3,193
Rents		6,475				6,475	9,515
Raffles and fund raising		3,543				3,543	7,142
Second Hand Shop		2,511				2,511	4,135
Welwyn Hatfield Borough Council		11,000				11,000	12,750
Hertfordshire County Council		15,478				15,478	15,478
Investment Income		2		18		20	74
Total Income		98,486	-	18	-	98,504	83,874
EXPENDITURE							
Charitable Activities							
Friendship House Costs	2	101,181				101,181	80,302
Transport, events and classes		1,146				1,146	244
Building Reserve fund						-	1,394
Welfare fund						-	6,768
Depreciation		12			418	430	574
Total Expenditure		102,339	-	-	418	102,757	89,282
Net Income/ (Expenditure)		(3,853)	-	18	(418)	(4,253)	(5,408)
Funds transfers		5,528	(5,528)			-	-
		1,675	(5,528)	18	(418)	(4,253)	(5,408)
Balance brought forward		(3,534)	5,528	13,278	1,673	16,945	22,353
Balance carried forward		(1,859)	-	13,296	1,255	12,692	16,945

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

**STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2018**

	Note	Unrestricted General Fund £	Unrestricted Reserve Fund £	Restricted Reserve Fund £	Total 2018 £	Total 2017 £
FIXED ASSETS						
Tangible assets	6	35	-	1,255	1,290	1,720
CURRENT ASSETS						
Cash At Bank		7,551	13,296	-	20,847	19,032
Debtors		1,393	-	-	1,393	-
CURRENT LIABILITIES						
Creditors and Accruals	7	(10,838)	-	-	(10,838)	(3,807)
NET CURRENT ASSETS		(1,894)	13,296	1,255	11,402	15,225
NET ASSETS		(1,859)	13,296	1,255	12,692	16,945
FUNDS OF THE CHARITY						
Unrestricted		(1,859)	13,296	-	11,437	15,272
Restricted		-	-	1,255	1,255	1,673
Total Charity Funds		(1,859)	13,296	1,255	12,692	16,945

The accounts were approved by the Management Committee on 17 October 2018 and were signed on their behalf by:


.....
S P Russell
Chairman

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2018**

1. ACCOUNTING POLICIES

General Information

Hatfield and District Age Concern (Friendship House) is a charitable trust established to promote the health and wellbeing of the elderly by providing services, activities and social contact that will assist them to remain living independently in their own homes. It is registered with the Charity Commission and its principal place of business is Friendship House, Wellfield Close, Hatfield, Herts. AL10 0BU.

Basis of Accounting

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102 and the reporting currency is GBP.

Going Concern

The charity is dependent upon the financial support provided by Welwyn Hatfield Borough Council and Herts County Council and these grants are only announced 12 months in advance. The trustees have no reason to believe that these grants will not continue and therefore that the trust is able to continue as a going concern.

Income Recognition

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be reliably measured, and it is probable that income will be received.

Expenditure Recognition

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 settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

Restricted Funds

Restricted Funds reflect the written down values of the sun lounge and integral fixtures which are unlikely to be realisable at their carrying values.

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS (Cont'd...)
YEAR ENDED 31 MARCH 2018**

ACCOUNTING POLICIES cont'd

Land and Buildings

In accordance with the Charities SORP, land and property used for charitable purposes has not been revalued. However, the Sun Lounge is shown at cost less depreciation.

Depreciation and Fixed Assets

Assets with a cost of less than £2,000 are written off in the year of acquisition. Other assets are depreciated over the expected useful lives as set out below:

Land and buildings	10% on cost
Equipment	25% on net book value
Sun Lounge extension	25% on net book value

Cash Flow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirements to prepare such a statement by virtue of its early adoption of Update Bulletin 1 of the Charities SORP (FRS 102).

Financial instruments

The Charity only enters into basic financial instruments transactions that are initially recognized at transaction value and subsequently measured at their settlement value.

Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2. FRIENDSHIP HOUSE COSTS

	2018	2017
	£	£
Wages	61,522	52,559
Provisions	17,667	14,395
Building maintenance	5,765	1,681
Cleaning and materials	2,320	772
Refuse collection	1,250	1,078
Equipment and equipment repairs	450	393
Telephone	759	856
Electricity and Gas	5,054	3,839
Water rates	1,363	513
Postage and Stationery	593	559
Miscellaneous	1,321	404
Insurance	2,817	2,953
Independent Examination	300	300
	<u>101,181</u>	<u>80,302</u>

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS (Cont'd...)
YEAR ENDED 31 MARCH 2018**

3. STAFF

The charity employed six staff during the year (2016/17 five), none of whom received remuneration at a rate in excess of £60,000 per annum. A key management role is performed by the centre manager whose remuneration in 2017/18 was £17,720 (2016/17 £15,755)

4. GOVERNANCE COSTS

Accountants Fee	300	300
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The Trustees did not claim any expenses or receive or waive any remuneration during the year.

5. FIXED ASSETS

	General Fund Fixtures/ Fittings £	Reserve Fund Sun Lounge £	Reserve Fund Dishwasher & Boiler £	2018 Total £	2017 Total £
COST					
At 1 April 2017	36,614	23,778	10,565	70,957	70,957
Additions	-	-	-	-	-
At 31 March 2018	36,614	23,778	10,565	70,957	70,957
DEPRECIATION					
At 1 April 2017	36,567	23,354	9,316	69,237	68,663
Charge for year	12	106	312	430	574
At 31 March 2018	36,579	23,460	9,628	69,667	69,237
NET BOOK VALUE					
At 31 March 2018	35	318	937	1,290	

6. CREDITORS

	2018 £	2017 £
Wages and salaries	1,689	596
Provisions	2,539	1,174
Repairs and maintenance	1,829	-
Transport	3,284	920
Utilities	921	782
Overheads	576	335
	<u>10,838</u>	<u>3,807</u>

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS (Cont'd...)
YEAR ENDED 31 MARCH 2018**

8. FUNDS	2018	2017
	£	£
Unrestricted General Fund		
Opening balance at 1 April	(3,534)	(3,454)
Incoming Resources		
Charitable activities	53,296	42,303
Authority grants	26,478	28,228
Donations	18,710	6,939
Investment income	2	12
Transfer from Welfare fund	5,528	-
Transfer from building fund	-	3,000
Outgoing Resources		
Centre costs	(101,181)	(80,546)
Transport, events and classes	(1,146)	-
Depreciation	(12)	(16)
As at 31 March	<u>(1,859)</u>	<u>(3,534)</u>
 Unrestricted Reserve Fund		
Opening balance at 1 April	13,278	17,260
Incoming Resources		
Investment income	18	62
Donations	-	350
Outgoing Resources		
Window blinds and shop redecoration	-	(1,394)
Transfer to general fund	-	(3,000)
As at 31 March	<u>13,296</u>	<u>13,278</u>
 Restricted Funds		
Net book value of sun lounge at 1 April	424	565
Net book value of dishwasher and boiler at 1 April	1,249	1,666
	<u>1,673</u>	<u>2,231</u>
Outgoing Resources		
Depreciation on sun lounge	(106)	(141)
Depreciation on dishwasher and new boiler	(312)	(417)
As at 31 March	<u>1,255</u>	<u>1,673</u>