

**COMPANY NO: 7800233**

**CHARITY REGISTERED NUMBER: 1148958**

**AGE CONCERN ORPINGTON AND DISTRICT**

**DIRECTORS' AND TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

**KEMPTON EMSDEN & CO.**  
**CHARTERED ACCOUNTANTS**  
**34 NAPIER ROAD**  
**BROMLEY**  
**KENT**  
**BR2 9JA**

**AGE CONCERN ORPINGTON AND DISTRICT**  
**LEGAL AND ADMINISTRATIVE INFORMATION**

**Company Number:** 7800233

**Registered Charity Number:** 1148958

**Chairman:** Mr D.E. Moore

**Vice Chairwoman:** Ms C.M. Bentley

**Treasurer:** Mr D.L. Leal

**Directors and Trustees:** Mr D.E. Moore  
Ms C.M. Bentley  
Mrs B.P. Newman  
Mr D.L. Leal  
Mr K. Evans  
Mrs A.J. Custis  
Mrs L. Price

**Registered Office:** The Saxon Centre,  
Lych Gate Road,  
Orpington,  
Kent.  
BR6 0TJ

**Accountants:** Kempton Emsden & Co.  
Chartered Accountants  
34 Napier Road  
Bromley  
Kent  
BR2 9JA

**Bankers:** Lloyds Bank PLC  
High Street,  
Orpington,  
Kent,  
BR6 0LJ.

Santander UK PLC  
High Street,  
Orpington,  
Kent,  
BR6 0NP.

**AGE CONCERN ORPINGTON AND DISTRICT**

**FOR THE YEAR ENDED 31 MARCH 2020**

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## **AGE CONCERN ORPINGTON AND DISTRICT**

### **TRUSTEES' ANNUAL REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2020**

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

#### **Chairmans Report**

This has been a frustrating year. We started with lots of optimism but staff problems slowed down our intended progress. Financially we struggled to meet the day to day income against expenditure. We were fortunate in receiving donations to help with the shortfall. We received assistance from the London Borough of Bromley in a rent rebate. We lost the opportunity to increase our client base, a Day Care Centre ceased trading, with the onset of the Corona 19 virus closing the Saxon Centre. I am pleased to announce that we met all our legal, financial and contractual commitments. My thanks to the Trustees, who are volunteers and have worked extremely hard and carry the burden to plan for the future, the staff, especially those who covered for vacant staff positions and the volunteers. We now have to look at the way we produce day care in the future and are currently preparing the Centre to open early Autumn.

#### **Objectives and Activities**

Age Concern Orpington is a voluntary organisation and is committed to improving the quality of life of all older people and promoting their rights as active, involved and equal citizens. We believe the older people in our community should be able to lead healthy and fulfilled lives, have access to high quality services and the opportunity to shape their own future. We feel that it is our role to help them achieve these goals. We aim to promote and encourage the wellbeing of the older members of our community and to help make their lives more secure, dignified and enjoyable.

We aim to achieve these objectives by offering thriving and affordable day care at the Saxon Day Centre and by providing valued services which meet the needs of older people, including those who may be physically or mentally frail, in the Orpington & District community.

Day Care Services are provided for our clients each weekday at the Saxon Day Centre by a team of qualified staff, aided by a dedicated group of volunteers and led by the Centre Manager. Overall Age Concern Orpington employs 15 members of staff including the Manager and Deputy Manager, with dedicated staff providing Care, Catering and Administrative support.

We aim to provide clients with an environment that is safe, friendly, caring and stimulating. With other members, new friendships are forged and new shared experiences undertaken. For the lonely or isolated we provide company and an opportunity to learn new skills, relive and share memories and participate in gentle exercise classes to assist with mobility. For clients with higher dependency, we offer a bathing service, assisted personal care and for those on a rehabilitation programme following a hospital admission or stroke, or needing additional support, help as required with feeding and moving. We aim to offer clients an environment that encourages the clients to actively contribute to their own wellbeing and, by doing so, delay as far as possible, onset of further mental and physical deterioration.

We aim to provide transport for those who require it and are able to do this for self-funded clients on two modified mini-buses purchased through donations which are driven by volunteers. Additionally we provide hot lunches for all clients and sandwiches to take home for those who request this service. All meals are prepared by our dedicated team of catering staff in our on-site kitchen.

The services and support we provide are for the public benefit and are available to all members of the Orpington and District community. Clients may be referred to us via social services or attend as self-funded clients. No one is prevented from attending by reason of age, gender, race, disability, sexual orientation or religious belief.

## **AGE CONCERN ORPINGTON AND DISTRICT**

### **TRUSTEES' ANNUAL REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2020**

Meetings of the Board of Trustees are used to review the methods employed to achieve our aims and to consider changes as appropriate. Our client base is recruited from the elderly physically frail and/or those suffering from mental frailty and dementia. This is a challenging group and high levels of care and understanding are required to ensure that their time at the Centre is well spent and rewarding. To this aim, we adopt and maintain high levels of training and supervision for both staff and volunteers.

The Trustees, in conjunction with the Centre Manager, consider how planned activities will contribute to the aims and objectives they have set. The Centre Manager is responsible for the day to day running of the Saxon Day Centre and with their team for daily implementation of activities.

#### **Achievements and Performance**

Age Concern Orpington and District continues to work hard to withstand the challenges to providing day care services to the local community. As with previous years, these include certain financial challenges but more recently we have also needed to focus on recruitment of suitable staff to key roles. Overall these challenges have been managed however with the onset of the Covid-19 pandemic at the start of 2020 we have had to change our plans swiftly and significantly.

As a result of the Covid-19 pandemic and in order to safeguard our clients, we decided to temporarily close the Saxon Day Centre to clients from 17<sup>th</sup> March 2020 and place the majority of our staff on furlough. We retained a minimal level of staff to carry out essential duties and especially to maintain contact with our clients and their families and carers, to ensure that they were not isolated. Unfortunately we were unable to retain one member of staff who had recently joined the organisation. Since that time we have also been developing and implementing a plan to reopen the Centre as soon as it is practical and safe to do so. Making the Centre Covid-secure is not without costs and so we have, and will continue to assess our ability to support this activity. We have also applied for grants and other support as available to cover costs and mitigate as far as possible the complete loss of income caused by the closure of the Centre. We continue to maintain close contact with the local council and other organisations involved with the care of the elderly to communicate our plans and to seek input and support as applicable.

Whilst open, we have continued to provide a wide range of services at the Saxon Day Centre, with day care the focus of these. The Manager and care staff, as well as catering and administration staff and volunteers, who give their time freely, all contribute to providing support and enjoyment to our clients. We are aware that the perception of 'day care' may be off putting to some and so new clients are encouraged to attend a free 'taster day' at the Centre where they can meet the team and other clients and participate in the activities we offer – from tea and conversation, to quizzes and exercise. A two course hot lunch is provided, which takes accounts of the needs of each individual and our catering team will also provide sandwiches to take home, for those who request this service.

Although our client numbers fluctuate through the year, they remain relatively steady year on year, although slightly lower than recent years. Our mini-bus transport continues to be heavily subscribed and our decision to employ a dedicated driver to co-ordinate transport activities has proved to be successful in facilitating this service. We continue to operate two mini-buses with additional volunteer drivers and staff members as escorts.

We have received a number of donations this year, including a further partial rent waiver from our landlord, the London Borough of Bromley. We also received a substantial donation from a family member of one of our clients, who raised funds by completing the Arch to Arc challenge in August 2019. His contiguous run from Marble Arch to Dover, swim across the English Channel and cycle ride to the Arc de Triomphe was achieved in a record breaking time and his donation has provided the opportunity to progress specific projects, which will facilitate services for our clients.

We continue to review expenditure and have introduced measures to streamline office activities, such as invoicing, ordering of catering and other supplies, in order to create efficiencies and reduce costs. We have

## **AGE CONCERN ORPINGTON AND DISTRICT**

### **TRUSTEES' ANNUAL REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2020**

also adapted certain care positions and combined administrative and transports roles to optimise the use of available staff. Furthermore, we have brought certain activities and services in house, including caretaking and exercise classes for clients, adapted certain care positions and combined administrative and transports roles to optimise the use of available staff.. This latter change was enabled in part by a donation of equipment from the local Rotary Club. Overall these efforts, as well as donations received, have enabled us to minimise the inevitable increase to charges to our clients which are needed to ensure that the Centre can remain viable.

We continue to reach out to the community directly and via our recently updated website and use of social media. We host visits and work placements for students from local schools and colleges, including those studying for qualifications in health and social care and were able this year to offer an apprenticeship to one of our placement students.

Recruitment has continued to challenge, however it has been helped by our procedures, which have been reviewed and updated. Although we were able to fill all outstanding positions in July 2019, it was necessary to replace the Centre Manager in December. A new manager was appointed in early 2020 and since joining the team in July is leading the efforts to reopen the Centre. Additionally, one of our longstanding Care Assistants retired and has been replaced. We are grateful to our Assistant Manager, who lead the team throughout the periods in 2019 and 2020 when we were without a Centre Manager, and to the whole team for their contribution.

One of our Trustees also decided to step down after many years of service to the charity. We have had interest from two potential applicants but so far have been unable to find a replacement. The Board recognise that recruitment of Trustees will continue to be a major issue for the charity.

Progress has been made with our landlord regarding the fabric of the building, including resolution of ongoing issues with heating, lighting and kitchen extraction system ducting. We continue to work with our landlord for other repairs and maintenance, including repairs resulting from a spate of vandalism to the building in 2019. We continue to explore opportunities to ensure best use of the facility for the benefit of our clients and staff and following a review of equipment and consultations with staff are working to update and upgrade IT equipment and software at the Saxon Day Centre.

#### **Financial Review**

##### **Financial Position**

The overall financial out-turn for 2019-20 was positive at a surplus of £42,762 as per the accounts. However, this benefited from donations of £62,000 and a rent rebate from our landlord (London Borough of Bromley) of £20,000. An operating deficit of £40,000 would have been unsustainable if we continued at that level and were unable to attract donations or rebates in the future.

We continue to work on cost-reduction measures with our suppliers and seek support from our landlord, especially since we were forced to close due to the pandemic. The new challenge is, of course, how we cope with reduced revenues as a result of limitations on Centre occupancy due to Covid-19. Inevitably, we will need to review our prices as part of the solution, for at least as long as Covid-19 restrictions and challenges apply. In addition, our financial reserves have taken, and will continue to take a big hit. At the time of writing, the cost for this new financial year already sits at £61,000 and will increase to at least £99,000 by the end of October. We are urgently pursuing a National Lottery Community Fund grant to offset at least some of these losses.

##### **Reserves Policy**

The use of reserves held has been reviewed by the trustees and a new policy for their use was approved at the close of the financial year. The charity does not hold any property or restricted funds therefore all funds are available for use. The principle allocation of reserves of £150 000 is based on a total unexpected reduction in income for up to 6 months which cannot be mitigated without jeopardising the ability to continue to provide day

## **AGE CONCERN ORPINGTON AND DISTRICT**

### **TRUSTEES' ANNUAL REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2020**

care services. £50 000 has also been set aside to cover losses, calculated before the start of the Covid-19 pandemic, which are anticipated for the 2020-21 financial year. Further contingencies have been set aside to cover such things as the possible relocation of the Centre if the building lease is not renewed in 2023 (£75,000); the cost of permanently closing the Centre (£60,000) and additional or unexpected staff (£25,000) and professional or legal costs (£10,000). Additionally amounts have been considered to cover costs of increasing or extending services (£55 000), including funds for equipment and facilities such as replacement of mini-buses used for transporting clients to the Centre (£50, 000). The total amount of reserves held as of 31<sup>st</sup> March 2020 is £399,412 and is less than the cost of all of the potential uses of available funds (£475,000). However as some of the scenarios considered are mutually exclusive the trustees are assured that there are sufficient funds available in reserve. Nonetheless, the trustees will continue to monitor the use of reserves and especially the scale of the potential impact on income of the Covid-19 pandemic and will act accordingly to secure the future of the charity.

### **Structure, Governance and Management**

#### **Governing Document**

Age Concern Orpington & District is a company limited by guarantee, governed by its Memorandum and Articles of Association dated 6th October 2011. It is a charity, registered with the Charity Commission on 14th September 2012. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

#### **Organisation**

The board of trustees administers the charity and normally meets every 1-2 months to consider items relating to the aims and objectives of the charity and to address issues or items brought to its attention by the Centre Manager, board members or other groups or individuals, as appropriate. In addition to the Chair of Trustees, members hold the positions of Treasurer and Vice Chair. The board may appoint special or standing committees as required.

The Day Centre Manager is employed by the charity to manage the day-to-day running of the Saxon Day Centre and may at the discretion of the board, have the right to attend, comment, advise and make recommendations but not to vote at meetings of the board.

#### **Appointment of Trustees**

The Board of Trustees is made up of volunteers from the local community who wish to contribute and who have experience and skills which can enable and support Age Concern Orpington and District to achieve its aims and objectives.

Individuals wishing to become trustees of Age Concern Orpington & District are guided through the aims and objectives of the charity, usually by a senior or experienced member of the board. They are also encouraged to read "The Essential Trustee", a guidance document issued by the Charity Commission and are asked to spend some time volunteering at the Saxon Day Centre so that they can familiarise themselves with the activities which take place there. They are invited to attend one or more board meetings as an observer and in order to formally introduce themselves to the other board members, however until they are formally appointed to the board they do not have voting rights. New members are appointed as Trustees at the Annual General Meeting. Additional training is provided as necessary, particularly with respect to safeguarding. Trustees are encouraged to seek information and other appropriate training where this will facilitate the undertaking of their role.

**AGE CONCERN ORPINGTON AND DISTRICT**

**TRUSTEES' ANNUAL REPORT**

**FOR THE YEAR ENDED 31 MARCH 2020**

**Trustees' responsibilities in relation to financial statements**

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).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of directors and trustees on 2020 and signed on its behalf.

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**DENNIS MOORE** - Chairman



**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF AGE CONCERN ORPINGTON AND DISTRICT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2020 which are set out on pages 7 to 16.

**Responsibilities and basis of report**

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

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since the company's gross income exceeded £250,000, your examiner must be a member of a body listed in Section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....  
Kempton Emsden & Co.  
Chartered Accountants  
34 Napier Road  
Bromley  
Kent  
BR2 9JA

Dated: 2020

**AGE CONCERN ORPINGTON AND DISTRICT**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 MARCH 2020**

	<b>Unrestricted Funds £</b>	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
<b>Income and endowments from:</b>			
Donations and Legacies	89,021	89,021	107,152
Charitable activities	300,461	300,461	275,101
Investments	2,540	2,540	2,215
Other trading activities	5,519	5,519	6,514
<b>Total income and endowments</b>	<u>397,541</u>	<u>397,541</u>	<u>390,982</u>
<b>Expenditure on:</b>			
Raising funds	3,283	3,283	3,766
Charitable activities	157,171	157,171	136,848
Other	194,325	194,325	212,331
<b>Total resources expended</b>	<u>354,779</u>	<u>354,779</u>	<u>352,945</u>
<b>Net movement in funds</b>	42,762	42,762	38,037
<b>Total funds brought forward</b>	£356,650	£356,650	318,613
<b>Total funds carried forward</b>	<u>£399,412</u> =====	<u>£399,412</u> =====	<u>£356,650</u> =====

All income and expenditure derive from continuing activities.

**AGE CONCERN ORPINGTON AND DISTRICT**

**STATEMENT OF FINANCIAL ACTIVITIES**

**DETAILED ANALYSIS OF MOVEMENTS IN FUNDS**

**FOR THE YEAR ENDED 31 MARCH 2020**

	2020		2019	
	£	£	£	£
<b>General Fund</b>				
Balance brought forward	323,618		318,613	
Surplus for the year	42,762		5,005	
	<u>          </u>	366,380	<u>          </u>	323,618
<b>Transport Replacement Fund</b>				
Opening balance	33,032		-	
Donations - transport replacement	-		33,032	
	<u>          </u>	33,032	<u>          </u>	33,032
<b>Total funds at 31 March 2020</b>		<u>£399,412</u> =====		<u>£356,650</u> =====

**COMPANY NUMBER: 7800233**

**AGE CONCERN ORPINGTON AND DISTRICT**

**BALANCE SHEET**

**AT 31 MARCH 2020**

2019	Note	2020			
		£	£	£	£
<b>Tangible fixed assets</b>					
Tangible assets	8		25,462		34,573
<b>Current assets</b>					
Debtors	9	34,125		20,205	
Bank accounts		361,593		312,013	
		<u>395,718</u>		<u>332,218</u>	
<b>Creditors</b>					
Amounts falling due within one year	10	21,768		10,141	
		<u>21,768</u>		<u>10,141</u>	
<b>Net current assets</b>			<u>373,950</u>		<u>322,077</u>
<b>Total assets less current liabilities</b>			<u>399,412</u>		<u>356,650</u>
<b>Net assets</b>			<u>£399,412</u>		<u>£356,650</u>
			=====		=====
<b>Capital funds</b>					
Unrestricted funds			<u>399,412</u>		<u>356,650</u>
<b>Total funds</b>			<u>£399,412</u>		<u>£356,650</u>
			=====		=====

For the year ending 31 March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

**Directors' responsibilities:**

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to the small companies regime within Part 15 of the Companies Act 2006. Approved by the trustees on 2020 and signed on their behalf.

.....  
**DENNIS MOORE** - Chairman

The annexed notes form part of these financial statements.

**AGE CONCERN ORPINGTON AND DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

1. **Accounting policies**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 (FRS102) issued on 16 July 2014 (as updated through Bulletin 1 published on 2 February 2016 and Update Bulletin 2 published on 5 October 2018) the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Companies Act 2006 and UK Generally Accepted Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical convention (modified to include certain items at fair value). The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years unless otherwise stated.

**Incoming resources**

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Donated facilities and services are recognised as income, with an equivalent amount recognised as an expense in the SOFA, based on the open market value of the gift. The market rate rental charge on the premises used by the charity was reduced in the financial year and £18,774 has been treated both as a donation received and rent payable, (2019: £39,022).

The charity benefits from the contribution of unpaid general volunteers, although this contribution has not been included in income as it cannot be measured reliably.

**Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

**AGE CONCERN ORPINGTON AND DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

**Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation and impairment.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles	25% reducing balance basis
Computer equipment	33% straight line basis

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees for particular purposes.

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 aim and use of restricted funds are as set out in the notes to the financial statements.

**Leasing**

Rentals payable under operating leases are charged to the income and expenditure account on a straight line basis over the period of the lease.

**Pension costs**

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

**Fixtures and fittings**

Expenditure on sundry fixtures and fittings is written off in the year of purchase.

**Financial instruments**

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

**AGE CONCERN ORPINGTON AND DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

2. **Income**

	<b>Unrestricted Funds 2020 £</b>	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
<b>Donations and legacies</b>			
Donations and legacies - unrestricted	89,021	89,021	74,120
Donations - transport replacement	-	-	33,032
	<hr/>	<hr/>	<hr/>
	89,021	89,021	107,152
	<hr/>	<hr/>	<hr/>
<b>Charitable activities</b>			
Personal Budget - managed	58,639	58,639	59,769
Meals receipts	53,118	53,118	51,615
Less: purchases	(19,995)	(19,995)	(23,149)
Hairdressing and chiropody rent	2,740	2,740	3,568
Private clients	195,194	195,194	175,231
Activities	8,396	8,396	8,067
Job Retention Scheme Grant	2,369	2,369	-
	<hr/>	<hr/>	<hr/>
	300,461	300,461	275,101
	<hr/>	<hr/>	<hr/>
<b>Other trading activities</b>			
Fundraising events	5,519	5,519	6,514
	<hr/>	<hr/>	<hr/>
	5,519	5,519	6,514
	<hr/>	<hr/>	<hr/>
<b>Investment income</b>			
Bank interest received	2,540	2,540	2,215
	<hr/>	<hr/>	<hr/>
	2,540	2,540	2,215
	<hr/>	<hr/>	<hr/>

3. **Expenditure on raising funds**

	<b>2020 £</b>	<b>2020 £</b>	<b>2019 £</b>
Fundraising costs	3,188		3,046
Advertising and marketing	95		720
	<hr/>		<hr/>
		3,283	3,766
		=====	=====

**AGE CONCERN ORPINGTON AND DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

<b>4. Expenditure on charitable activities</b>	<b>2020</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Carers' salaries and related costs	103,374		85,778
Catering salaries and related costs	35,494		32,995
Entertainment	2,040		3,237
Welfare	3,484		2,185
Transport running costs	10,892		12,308
Staff training	1,887		345
	<hr/>		<hr/>
		157,171	136,848
		=====	=====
<b>5. Other costs</b>	<b>2020</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Rent	39,024		39,022
Lighting, heating and water	22,207		16,699
Repairs and property maintenance	4,979		3,851
Caretaking and cleaning	23,661		22,804
Contract waste expenses	877		748
Office running costs	7,663		8,407
Legal and professional charges	1,851		4,955
Doubtful debts	827		2,229
Sundry expenses	717		388
Entertainment and gifts	1,710		2,233
Recruitment advertising	1,512		-
Wages and salaries - administration	73,120		90,755
Employer's NIC - administration	1,973		3,688
Pension contributions - administration	2,153		2,238
Depreciation	8,900		11,194
Loss on disposal of fixed asset	211		-
Accountancy	2,940		3,120
	<hr/>		<hr/>
		194,325	212,331
		=====	=====
<b>6. Profit before tax</b>		<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
This is stated after charging:			
Accountancy		2,940	3,120
Depreciation of owned assets		8,900	11,194
Loss on disposal of fixed asset		211	-
Pension costs		6,014	5,255
		=====	=====



**AGE CONCERN ORPINGTON AND DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

7. **Staff costs**

The average number of persons employed by the company, including directors, during the year was as follows:

	<b>2020</b>	<b>2019</b>
Administration	4	4
Carers	8	8
Catering	3	3
	<u>15</u>	<u>15</u>
	=====	=====

The aggregate payroll costs of these persons were as follows:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Wages and salaries	202,953	202,969
Social security	7,147	7,230
Other pension costs	6,014	5,255
	<u>£216,114</u>	<u>£215,454</u>
	=====	=====

**AGE CONCERN ORPINGTON AND DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

8. **Tangible fixed assets**

	<b>Land and Buildings £</b>	<b>Plant and Machinery £</b>	<b>Total £</b>
Cost:			
At 1 April 2019	14,373	66,180	80,553
Disposals	-	(500)	(500)
	<hr/>	<hr/>	<hr/>
At 31 March 2020	14,373	65,680	80,053
	<hr/>	<hr/>	<hr/>
Depreciation:			
At 1 April 2019	7,184	38,796	45,980
Charge for the year	1,796	7,104	8,900
On disposals	-	(289)	(289)
	<hr/>	<hr/>	<hr/>
At 31 March 2020	8,980	45,611	54,591
	<hr/>	<hr/>	<hr/>
Net book value:			
At 31 March 2020	£ 5,393	£20,069	£25,462
	=====	=====	=====
At 31 March 2019	£ 7,189	£27,384	£34,573
	=====	=====	=====

9. **Debtors and prepayments**

Amounts falling due within one year:

	<b>2020 £</b>	<b>2019 £</b>
Prepayments	8,069	5,450
Other debtors	26,056	14,755
	<hr/>	<hr/>
	£34,125	£20,205
	=====	=====

**AGE CONCERN ORPINGTON AND DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

10. **Creditors**

Amounts falling due within one year:-

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Other creditors	12,118	2,253
Accruals	9,650	7,888
	<u>£ 21,768</u>	<u>£ 10,141</u>
	=====	=====

11. **Related party transactions**

The trustees do not receive remuneration, benefits or expenses from the charity.

12. **Financial Commitments**

The charity had total commitments at the balance sheet date of £39,240 (2019: £30,976).

**AGE CONCERN ORPINGTON AND DISTRICT**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2020**

	<b>2020</b>		<b>2019</b>	
	£	£	£	£
<b>Turnover</b>				
Donations and legacies - unrestricted		89,021		107,152
Personal Budget - managed		58,639		59,769
Meals receipts		53,118		51,615
Less: purchases		(19,995)		(23,149)
Hairdressing and chiropody rent		2,740		3,568
Private clients		195,194		175,231
Activities		8,396		8,067
Job Retention Scheme Grant		2,369		-
Fundraising events		5,519		6,514
Bank interest received		2,540		2,215
		<hr/>		<hr/>
		397,541		390,982
<b>Resources Expended</b>				
Staff costs	77,246		96,681	
Fundraising costs	3,188		3,046	
Advertising and marketing	95		720	
Carers' salaries and related costs	103,374		85,778	
Catering salaries and related costs	35,494		32,995	
Entertainment	2,040		3,237	
Welfare	3,484		2,185	
Transport running costs	10,892		12,308	
Staff training	1,887		345	
Rent	39,024		39,022	
Lighting, heating and water	22,207		16,699	
Repairs and property maintenance	4,979		3,851	
Caretaking and cleaning	23,661		22,804	
Contract waste expenses	877		748	
Office running costs	7,663		8,407	
Legal and professional charges	1,851		4,955	
Doubtful debts	827		2,229	
Sundry expenses	717		388	
Entertainment and gifts	1,710		2,233	
Recruitment advertising	1,512		-	
Accountancy charges	2,940		3,120	
Depreciation and loss on disposal of fixed asset	9,111		11,194	
		<hr/>		<hr/>
		(354,779)		(352,945)
<b>Net income over expenditure for the year</b>		<hr/> <b>£ 42,762</b> <hr/>		<hr/> <b>£ 38,037</b> <hr/>