

Age Concern (Cowplain) (OPW) Committee

Charity No. 251915

Trustees' Report and Unaudited Accounts

30 June 2019

Age Concern Cowplain

The Trustees present their report with the unaudited financial statements of the charity for the year ended 30 June 2019.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 251915

Principal Office

Borrow Day Centre

London Road

Cowplain

Hampshire

PO8 8DB

Trustees

The following Trustees served during the year:

David Allport

Eileen Gordon (Resigned 10 April 2019)

Sylvia Harris

Frances Kilby

Diane Legg (Resigned 10 April 2019)

Karen Randall (Resigned 10 April 2019)

Sandy Sanger

Ken White

Michael Wright (Resigned 10 April 2019)

Accountants

Stuart Hoare Chartered Accountants

87 London Road

Cowplain

Waterlooville

PO8 8XB

OBJECTIVES AND ACTIVITIES

The purpose of the charity as set out in its governing document, to promote the welfare of the aged in any manor which now or hereafter may deemed by law to be charitable within the Cowplain Ward and immediate vicinity.

The main activities undertaken in relation to those purposes with principal objective of providing services and facilities for the well being or the elderly in our ctachment area; comprising a lunch club (three days), keep fit, genealogy, ceramic painting, befriending service for the vulnerable elderly living in the cowplain ward and its surrounds.

ACHIEVEMENTS AND PERFORMANCE

We continue with our principal object of providing services and facilities for the well being of the elderly in the Cowplain area which has been extended to include Horndean and Clanfield areas through our befriending service. Referrals to this service come from a number of sources, such as Healthcare Professionals, Adult Services, Community Police, Relatives and Neighbours. With permission of the client our volunteers visit them and encourage them back into the community, We believe that early intervention can promote the well being of isolated older people in the community and help to alleviate the pressure on the Healthcare Specialists. Our Lunch clubs are popular providing a cooked meal and we have various sports activities and computer lessons and genealogy and bingo all of which encourage social interaction.

FINANCIAL REVIEW

The trustees consider the financial performance by the charity during the year to have been satisfactory. The charity has generated reserves which are held for the purpose of furthering the objectives of the charity, for the benefit of the those elderly persons within the area.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Model constitution adopted 26 June 1957 as amended 12 August 1980, 5 October 2000 & 20 October 2005
New trustees are recruited by the current committee from the community of Cowplain and surrounding areas.

Statement of trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Signed on behalf of the charity's trustees

Frances Kilby
Trustee
03 October 2019

Age Concern (Cowplain) (OPW) Committee
INDEPENDENT EXAMINERS REPORT

Independent Examiner's Report to the trustees of Age Concern (Cowplain) (OPW) Committee

I report to the trustees on my examination of the accounts of Age Concern (Cowplain) (OPW) Committee for the year ended 30 June 2019 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011('the Act'). The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Stuart Hoare
ICAEW
Stuart Hoare Chartered Accountants
87 London Road
Cowplain
Waterlooville

PO8 8XB
03 October 2019

Age Concern (Cowplain) (OPW) Committee

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 30 June 2019

	Notes	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Income and endowments from:				
Donations and legacies	3	8,407	8,407	13,770
Charitable activities	4	40,184	40,184	36,565
Other trading activities	5	13,470	13,470	14,457
Investments	6	355	355	252
Total		62,416	62,416	65,044
Expenditure on:				
Charitable activities	7	21,485	21,485	16,348
Other	8	50,581	50,581	45,308
Total		72,066	72,066	61,656
Net gains on investments		-	-	-
Net (expenditure)/income	9	(9,650)	(9,650)	3,388
Net (expenditure)/income before other gains/(losses)		(9,650)	(9,650)	3,388
Other gains and losses:				
Net movement in funds		(9,650)	(9,650)	3,388
Reconciliation of funds:				
Total funds brought forward		372,934	372,934	369,546
Total funds carried forward		363,284	363,284	372,934

Age Concern (Cowplain) (OPW) Committee

BALANCE SHEET

at 30 June 2019

Charity No. 251915		2019 £	2018 £
Fixed assets			
Tangible assets	11	299,017	297,759
		<u>299,017</u>	<u>297,759</u>
Current assets			
Debtors	12	711	368
Cash at bank and in hand		68,706	79,441
		<u>69,417</u>	<u>79,809</u>
Creditors: Amount falling due within one year	13	(5,150)	(4,634)
Net current assets		<u>64,267</u>	<u>75,175</u>
Total assets less current liabilities		<u>363,284</u>	<u>372,934</u>
Net assets excluding pension asset or liability		<u>363,284</u>	<u>372,934</u>
Total net assets		<u><u>363,284</u></u>	<u><u>372,934</u></u>
The funds of the charity			
Restricted funds	14		
Unrestricted funds	14		
General funds		363,284	372,934
		<u>363,284</u>	<u>372,934</u>
Reserves	14		
Total funds		<u><u>363,284</u></u>	<u><u>372,934</u></u>

Approved by the trustees on 03 October 2019

And signed on their behalf by:

Frances Kilby

Trustee

03 October 2019

Age Concern (Cowplain) (OPW) Committee

STATEMENT OF CASH FLOWS

for the year ended 30 June 2019

	2019 £	2018 £
Cash flows from operating activities		
Net (expenditure)/income per Statement of Financial Activities	(9,650)	3,388
Adjustments for:		
Depreciation of property, plant and equipment	925	1,467
Dividends, interest and rents from investments	(355)	(252)
Increase in trade and other receivables	(343)	(100)
Increase/(Decrease) in trade and other payables	516	(7,460)
Net cash used in operating activities	<u>(8,907)</u>	<u>(2,957)</u>
Cash flows from investing activities		
Purchases of property, plant and equipment	(2,183)	(2,443)
Dividends, interest and rents from investments	355	252
Net cash used in investing activities	<u>(1,828)</u>	<u>(2,191)</u>
Net cash from financing activities	<u>-</u>	<u>-</u>
Net decrease in cash and cash equivalents	(10,735)	(5,148)
Cash and cash equivalents at the beginning of the year	79,441	84,589
Cash and cash equivalents at the end of the year	<u>68,706</u>	<u>79,441</u>
Components of cash and cash equivalents		
Cash and bank balances	68,706	79,441
	<u>68,706</u>	<u>79,441</u>

for the year ended 30 June 2019

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with 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.

Fund accounting

Unrestricted funds These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

Designated funds These are unrestricted funds earmarked by the trustees for particular purposes.

Revaluation funds These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.

Restricted funds These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated services and facilities These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help The value of any volunteer help received is not included in the accounts.

Investment income This is included in the accounts when receivable.

Gains/(losses) on revaluation of fixed assets This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

Gains/(losses) on investment assets This includes any gain or loss on the sale of investments.

NOTES TO THE ACCOUNTS

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Tangible fixed assets and depreciation

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

Freehold property	0% No depreciation provided
Plant and Machinery	20% straight line

Trade and other debtors

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

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2 Statement of Financial Activities - prior year

	Unrestricted funds 2018 £	Total funds 2018 £
Income and endowments from:		
Donations and legacies	13,770	13,770
Charitable activities	49,114	49,114
Other trading activities	1,908	1,908
Investments	252	252
Total	<u>65,044</u>	<u>65,044</u>
Expenditure on:		
Charitable activities	16,348	16,348
Other	45,308	45,308
Total	<u>61,656</u>	<u>61,656</u>
Net income	<u>3,388</u>	<u>3,388</u>
Net income before other gains/(losses)	3,388	3,388
Other gains and losses:		
Net movement in funds	<u>3,388</u>	<u>3,388</u>
Reconciliation of funds:		
Total funds brought forward	369,546	369,546
Total funds carried forward	<u><u>372,934</u></u>	<u><u>372,934</u></u>

3 Income from donations and legacies

	Unrestricted £	Total 2019 £	Total 2018 £
Donations	5,578	5,578	7,369
Grants	-	-	4,083
Membership fees	2,829	2,829	2,318
	<u>8,407</u>	<u>8,407</u>	<u>13,770</u>

4 Income from charitable activities

	Unrestricted	Total 2019	Total 2018
	£	£	£
Lunch club takings	16,461	16,461	17,074
Lunch club transportation contributions	2,503	2,503	3,508
Befriending	6,680	6,680	-
Various clubs and groups contributions	14,540	14,540	15,983
	<u>40,184</u>	<u>40,184</u>	<u>36,565</u>

5 Income from other trading activities

	Unrestricted	Total 2019	Total 2018
	£	£	£
Fundraising sales and events	540	540	1,908
Rental of building	12,930	12,930	12,549
	<u>13,470</u>	<u>13,470</u>	<u>14,457</u>

6 Income from investments

	Unrestricted	Total 2019	Total 2018
	£	£	£
Bank interest on savings	355	355	252
	<u>355</u>	<u>355</u>	<u>252</u>

7 Expenditure on charitable activities

	Unrestricted	Total 2019	Total 2018
	£	£	£
<i>Expenditure on charitable activities</i>			
Lunch club takings	12,114	12,114	12,361
Lunch club transportation contributions	2,360	2,360	3,987
Befriending	7,011	7,011	-
	<u>21,485</u>	<u>21,485</u>	<u>16,348</u>

Age Concern (Cowplain) (OPW) Committee
NOTES TO THE ACCOUNTS

8 Other expenditure

	Unrestricted	Total	Total
		2019	2018
	£	£	£
Employee costs	31,003	31,003	31,531
Motor and travel costs	841	841	709
Premises costs	14,674	14,674	8,016
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	925	925	1,467
General administrative costs	2,398	2,398	2,835
Legal and professional costs	740	740	750
	<u>50,581</u>	<u>50,581</u>	<u>45,308</u>

9 Net (expenditure)/income before transfers

	2019	2018
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	925	1,467

10 Staff costs

Salaries and wages	<u>31,003</u>	<u>31,531</u>
	<u>31,003</u>	<u>31,531</u>

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

The average monthly number of full time equivalent employees during the year was as follows:

	2019	2018
	Number	Number
Administration	<u>2</u>	<u>2</u>
	<u>2</u>	<u>2</u>

11 Tangible fixed assets

	Land and buildings	Plant and Machinery	Total
	£	£	£
Cost or revaluation			
At 1 July 2018	295,804	29,774	325,578
Additions	-	2,183	2,183
At 30 June 2019	<u>295,804</u>	<u>31,957</u>	<u>327,761</u>
Depreciation and impairment			
At 1 July 2018	-	27,819	27,819
Depreciation charge for the year	-	925	925
At 30 June 2019	<u>-</u>	<u>28,744</u>	<u>28,744</u>
Net book values			
At 30 June 2019	<u>295,804</u>	<u>3,213</u>	<u>299,017</u>
At 30 June 2018	<u>295,804</u>	<u>1,955</u>	<u>297,759</u>

12 Debtors

	2019	2018
	£	£
Trade debtors	711	368
	<u>711</u>	<u>368</u>

13 Creditors:
amounts falling due within one year

	2019	2018
	£	£
Trade creditors	3,220	2,738
Other taxes and social security	1,259	1,226
Accruals and deferred income	671	670
	<u>5,150</u>	<u>4,634</u>

14 Movement in funds

	At 1 July 2018	Incoming resources (including other gains/losses) £	Resources expended £	At 30 June 2019 £
Restricted funds:				
Unrestricted funds:				
General funds	372,934	62,416	(72,066)	363,284
Revaluation Reserves:				
Total funds	<u>372,934</u>	<u>62,416</u>	<u>(72,066)</u>	<u>363,284</u>

15 Analysis of net assets between funds

	Unrestricted funds £	Total £
Fixed assets	299,017	299,017
Net current assets	64,267	64,267
	<u>363,284</u>	<u>363,284</u>

Age Concern (Cowplain) (OPW) Committee
 DETAILED STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 30 June 2019

	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Income and endowments from:			
Donations and legacies			
Donations	5,578	5,578	7,369
Grants	-	-	4,083
Membership fees	2,829	2,829	2,318
	<u>8,407</u>	<u>8,407</u>	<u>13,770</u>
Charitable activities			
Lunch club takings	16,461	16,461	17,074
Lunch club transportation contributions	2,503	2,503	3,508
Befriending	6,680	6,680	-
Various clubs and groups contributions	14,540	14,540	15,983
	<u>40,184</u>	<u>40,184</u>	<u>36,565</u>
Other trading activities			
Fundraising sales and events	540	540	1,908
Rental of building	12,930	12,930	12,549
	<u>13,470</u>	<u>13,470</u>	<u>14,457</u>
Investments			
Bank interest on savings	355	355	252
	<u>355</u>	<u>355</u>	<u>252</u>
Total income and endowments	62,416	62,416	65,044
Expenditure on:			
Charitable activities			
Lunch club takings	12,114	12,114	12,361
Lunch club transportation contributions	2,360	2,360	3,987
Befriending	7,011	7,011	-
	<u>21,485</u>	<u>21,485</u>	<u>16,348</u>
Total of expenditure on charitable activities	21,485	21,485	16,348
Employee costs			
Salaries/wages	31,003	31,003	31,531
	<u>31,003</u>	<u>31,003</u>	<u>31,531</u>
Motor and travel costs			
Travel and subsistence	841	841	709
	<u>841</u>	<u>841</u>	<u>709</u>
Premises costs			

Age Concern (Cowplain) (OPW) Committee
 DETAILED STATEMENT OF FINANCIAL ACTIVITIES

Rates	169	169	478
Light, heat and power	4,024	4,024	3,302
Premises cleaning	1,473	1,473	1,250
Premises repairs and maintenance	9,008	9,008	2,986
	<u>14,674</u>	<u>14,674</u>	<u>8,016</u>
General administrative costs, including depreciation and amortisation			
Depreciation of Plant and Machinery	925	925	1,467
General insurances	1,141	1,141	1,098
Information and publications	165	165	120
Stationery and printing	27	27	188
Sundry expenses	399	399	761
Telephone, fax and broadband	666	666	668
	<u>3,323</u>	<u>3,323</u>	<u>4,302</u>
Legal and professional costs			
Accountancy and bookkeeping	740	740	750
	<u>740</u>	<u>740</u>	<u>750</u>
Total of expenditure of other costs	<u>50,581</u>	<u>50,581</u>	<u>45,308</u>
Total expenditure	72,066	72,066	61,656
Net gains on investments	-	-	-
	<u>(9,650)</u>	<u>(9,650)</u>	<u>3,388</u>
Net (expenditure)/income			
Net (expenditure)/income before other gains/(losses)	<u>(9,650)</u>	<u>(9,650)</u>	<u>3,388</u>
Other Gains	-	-	-
Net movement in funds	<u>(9,650)</u>	<u>(9,650)</u>	<u>3,388</u>