

**HATFIELD & DISTRICT AGE CONCERN  
FRIENDSHIP HOUSE**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2020**

**Wellfield Close  
Hatfield  
Hertfordshire  
AL10 0BU**

**HATFIELD & DISTRICT AGE CONCERN  
FRIENDSHIP HOUSE**

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**LEGAL AND ADMINISTRATIVE INFORMATION  
AS AT 31 MARCH 2020**

**MANAGEMENT COMMITTEE**

<b>Chairman</b>	<b>Mr S P Russell</b>	<b>Paddock Hill House Sacombe Green Sacombe Herts SG12 0JH</b>
<b>Hon Treasurer</b>	<b>Mrs L Knox</b>	<b>28 Puddingstone Drive St Albans Herts AL4 0GY</b>
<b>Minute Secretary</b>	<b>Mrs R Basden</b>	<b>11 Birch Drive Hatfield Herts AL10 8NX</b>
<b>Manager</b>	<b>Miss S A Swinden</b>	<b>49 Dellsome Lane Welham Green Herts AL9 7DX</b>
<b>Bankers</b>	<b>HSBC 33 Town Centre Hatfield Herts AL10 0JX</b>	
<b>Independent Examiner</b>	<b>Pomroy Associates Limited Weltech Centre Ridgeway Welwyn Garden City Herts AL7 2AA</b>	
<b>Registered Office</b>	<b>Friendship House Wellfield Close Hatfield Herts AL10 0BU</b>	

**HATFIELD & DISTRICT AGE CONCERN  
FRIENDSHIP HOUSE**

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**CHAIRMAN'S REPORT 2020**

Having had a good year with much improved finances we then entered into the uncertainty of the Covid pandemic and were required to close our doors in March for what was the first lockdown period.

During the year to 31 March 2020 we continued to receive generous support from our local community in addition to our annual grants from Welwyn Hatfield Borough Council and Hertfordshire County Council. We received a number of donations from individuals and businesses which significantly boosted our income for the year and meant that we were able to show a good surplus in the year to recover some of the deficits of previous years.

It is 70 years since the Centre opened and in a year when we were expecting to celebrate this we are instead faced by the issues raised by the Covid pandemic and an uncertain future.

In the new year our costs have remained constant, however our income is reduced due to the Covid closure and whilst some costs can be covered by the Government support, there is a steady erosion of our funds. As a result it was decided that we needed to make our paid staff redundant and mothball the Centre until such time we can re-open again.

Despite these difficulties, everyone associated with the Centre have continued to maintain its welcoming atmosphere and my thanks to our wonderful staff, my colleagues on the management committee and the dedicated volunteers who give so generously of their time – and of course our very supportive users.



**S P Russell  
Chairman**

# **HATFIELD & DISTRICT AGE CONCERN FRIENDSHIP HOUSE**

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## **REPORT OF THE TRUSTEES**

The Trustees present their report and the financial statements for the year ended 31 March 2020. 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 Trustee of the Charity during this period was  
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**

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**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 140 pensioners/carers using the facilities at Friendship House in one or more ways, and more than 5,000 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.

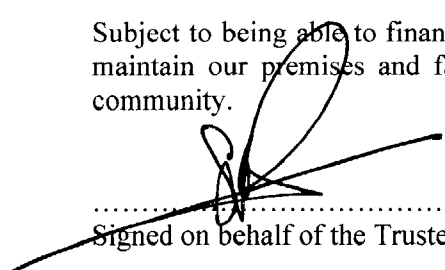
Facilities including hairdressing, chiropody, information display, benefits advice and a Seconds shop have continued to be provided at the Centre.

**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. The impact of the COVID-19 pandemic is such that subsequent to the year end these reserves have been substantially reduced and caused uncertainty as to the future sustainability of the charity's activities.

**PLANS FOR FUTURE PERIODS**

Subject to being able to finance the charity through the pandemic period, 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**

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**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 2020, 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**

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**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 other than the disclosures made in Accounting Policies – Going Concern.

Signed.....

Date:.....16.4.21.....

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

**HATFIELD & DISTRICT AGE CONCERN  
FRIENDSHIP HOUSE**

Page 5

**STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 MARCH 2020**

	Note	Unrestricted Funds General Fund £	Reserve Fund £	Restricted Reserve Fund £	Total 2020 £	Total 2019 £
<b>INCOME</b>						
Donations		42,800			42,800	21,585
<b>Charitable Activities</b>						
Lunches		30,498			30,498	37,189
Sale of Goods		3,159			3,159	3,958
Rents		6,571			6,571	5,085
Raffles and fund raising		2,049			2,049	2,919
Second Hand Shop		645			645	1,112
Welwyn Hatfield Borough Council		15,000			15,000	10,000
Hertfordshire County Council		15,478			15,478	15,478
Investment Income		0			0	54
<b>Total Income</b>		<u>116,200</u>	<u>-</u>	<u>-</u>	<u>116,200</u>	<u>97,380</u>
<b>EXPENDITURE</b>						
<b>Charitable Activities</b>						
Friendship House Costs	2	98,737			98,737	101,324
Transport, events and classes		-			-	866
Depreciation		6		236	242	323
<b>Total Expenditure</b>		<u>98,979</u>	<u>-</u>	<u>236</u>	<u>98,979</u>	<u>102,513</u>
Net Income/(Expenditure)		17,457	-	(236)	17,221	(5,133)
Provision for redundancy costs		(20,305)		-	(20,305)	-
		(2,848)	-	(236)	(3,084)	(5,133)
Balance brought forward		(1,715)	8,333	941	7,559	12,692
Balance carried forward		(4,563)	8,333	705	4,475	7,559

Page 6



**HATFIELD & DISTRICT AGE CONCERN  
FRIENDSHIP HOUSE**

**STATEMENT OF FINANCIAL POSITION  
AS AT 31 MARCH 2020**

	Note	Unrestricted General Fund £	Unrestricted Reserve Fund £	Restricted Reserve Fund £	Total 2020 £	Total 2019 £
<b>FIXED ASSETS</b>						
Tangible assets	5	20	-	705	725	967
<b>CURRENT ASSETS</b>						
Cash At Bank		22,279	8,333	-	30,612	11,750
Debtors		451	-	-	451	440
<b>CURRENT LIABILITIES</b>						
Creditors and Accruals	6	(7,008)	-	-	(7,008)	(5,598)
<b>NET CURRENT ASSETS</b>		15,722	8,333	-	24,055	6,592
Provisions	7	(20,305)	-	-	(20,305)	-
<b>NET ASSETS</b>		(4,563)	8,333	705	4,475	7,559
<b>FUNDS OF THE CHARITY</b>						
Unrestricted		(4,563)	8,333	-	3,770	6,618
Restricted		-	-	705	705	941
Total Charity Funds		(4,563)	8,333	705	4,475	7,559

The accounts were approved by the Management Committee on 9 April 2021 and were signed on their behalf by:

.....  
S P Russell  
Chairman

**HATFIELD & DISTRICT AGE CONCERN  
FRIENDSHIP HOUSE**

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Page 7

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

**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 trustees have reviewed the potential impact of the COVID-19 pandemic on the financial position of the charity and consider that this will have a significant impact on the charity's activities and income such that it is not prudent to prepare these accounts on a going concern basis and provision has therefore been made for staff redundancy costs.

**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**

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Page 8

**NOTES TO THE FINANCIAL STATEMENTS (Cont'd...)  
YEAR ENDED 31 MARCH 2020**

**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**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Wages	63,166	62,203
Provisions	16,019	19,379
Building maintenance	4,192	2,332
Cleaning and materials	1,052	2,273
Refuse collection	1,392	1,407
Equipment and equipment repairs	74	1,971
Telephone	691	703
Electricity and Gas	6,171	6,289
Water rates	934	727
Postage and Stationery	356	558
Miscellaneous	1,674	981
Insurance	2,696	2,201
Independent Examination	200	300
	98,737	101,324

**HATFIELD & DISTRICT AGE CONCERN  
FRIENDSHIP HOUSE**

Page 9

**NOTES TO THE FINANCIAL STATEMENTS (Cont'd...)  
YEAR ENDED 31 MARCH 2020**

**3. STAFF**

The charity employed six staff during the year (2018/19 six), 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 2019/20 was £19,873 (2018/19 £20,200)

**4. GOVERNANCE COSTS**

Accountants Fee	200	300
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The Trustees did not claim any expenses or receive or waive any remuneration during the year.

**5. FIXED ASSETS**

	<b>General Fund Fixtures/ Fittings £</b>	<b>Reserve Fund Sun Lounge £</b>	<b>Reserve Fund Dishwasher &amp; Boiler £</b>	<b>2020 Total £</b>	<b>2019 Total £</b>
<b>COST</b>					
At 1 April 2019	36,614	23,778	10,565	70,957	70,957
Additions	-	-	-	-	-
At 31 March 2020	36,614	23,778	10,565	70,957	70,957
<b>DEPRECIATION</b>					
At 1 April 2019	36,588	23,540	9,862	69,990	69,667
Charge for year	6	60	176	242	323
At 31 March 2020	36,594	23,600	10,038	70,232	69,990
<b>NET BOOK VALUE</b>					
At 31 March 2020	20	178	527	725	

**6. CREDITORS**

	<b>2020 £</b>	<b>2019 £</b>
Wages and salaries	528	568
Provisions	1,010	977
Repairs and maintenance	1,550	2,025
Transport	1,848	471
Utilities	589	726
Overheads	1,483	831
	<u>7,008</u>	<u>5,598</u>

**7. PROVISIONS**

Staff redundancy costs	20,305	-
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**HATFIELD & DISTRICT AGE CONCERN  
FRIENDSHIP HOUSE**

Page 10

**NOTES TO THE FINANCIAL STATEMENTS (Cont'd...)  
YEAR ENDED 31 MARCH 2020**

<b>8. FUNDS</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Unrestricted General Fund</b>		
Opening balance at 1 April	(1,715)	(1,859)
<b>Incoming Resources</b>		
Charitable activities	42,922	50,263
Authority grants	30,478	25,478
Donations	42,800	21,585
Investment income	-	17
Transfer from building fund	-	5,000
<b>Outgoing Resources</b>		
Centre costs	(98,737)	(101,324)
Transport, events and classes		(866)
Depreciation	(6)	(9)
	<u>15,742</u>	<u>(1,715)</u>
Provision for redundancy costs	(20,305)	-
<b>As at 31 March</b>	<u>(4,563)</u>	<u>(1,715)</u>
 <b>Unrestricted Reserve Fund</b>		
Opening balance at 1 April	8,333	13,296
<b>Incoming Resources</b>		
Investment income	-	37
<b>Outgoing Resources</b>		
Transfer to general fund	-	(5,000)
<b>As at 31 March</b>	<u>8,333</u>	<u>8,333</u>
 <b>Restricted Funds</b>		
Net book value of sun lounge at 1 April	238	318
Net book value of dishwasher and boiler at 1 April	703	937
	<u>941</u>	<u>1,255</u>
<b>Outgoing Resources</b>		
Depreciation on sun lounge	(60)	(80)
Depreciation on dishwasher and new boiler	(176)	(234)
<b>As at 31 March</b>	<u>705</u>	<u>941</u>

Page 11