

**AGE CONCERN (BANSTEAD)**

**FINANCIAL STATEMENTS**  
**for the YEAR ended**  
**31 MARCH 2021**

Davis, Burton, Williams & Co.  
Chartered Certified Accountants  
Unit B11  
Sutton Business Centre  
Restmor Way  
Wallington  
Surrey SM6 7AH

AGE CONCERN (BANSTEAD)

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FOR THE YEAR ENDED 31 MARCH 2021

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## AGE CONCERN (BANSTEAD)

### ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

Age Concern (Banstead) is a Charitable Incorporated Organisation registered as a charity under the Charities Act 2011 with registered number 1157342. Its address is at Banstead Centre, The Horseshoe, Banstead, Surrey SM7 2BQ. The governing document is a Constitution.

The charity trustees during the year were:

Mr N Pulsford (Chairman)

Mr P Tickle (Treasurer)

Mrs S Pulsford

Mr P Jobson

Mr M Owen

Mr C Batty

Mr D Crouch

Mr C Richold

Clr R Turner

Dr M Laffer

The current trustees include individuals with management and practical health care experience, as well as a retired police officer, retired company director, retired chartered accountant and individuals with a variety of relevant experience in the voluntary sector. Councillor R Turner was nominated as the representative of the Reigate & Banstead Council and joined the board of trustees in 2019. The charity's banker is Barclays Bank plc.

The object of the charity is to promote the welfare of the aged throughout the area formerly covered by Banstead UDC in any manner which is deemed by law to be charitable. The main activities and achievements during the year have been the dissemination of information, the provision of a visiting service to assess needs which are then channelled appropriately, a toe nail cutting service, the provision of transport by the hiring out of a minibus, the operation of a voluntary car scheme and the running of a number of clubs and support groups for the local elderly community.

The attached accounts show the financial activities for the year and the state of affairs at 31 March 2021. During the year under review there were net outgoing resources of £33,528 resulting in an decrease in total funds from £177,892 to £144,364.

The charity's activities in the financial year were severely impacted by the COVID-19 pandemic, resulting in a significant decrease in revenues, particularly from Fundraising and Donations and Minibus and Transport Scheme operations. Due to the healthy level of reserves (resulting from a significant donation received in December 2019), the Trustees took the decision to maintain as many services as possible during the pandemic (remotely in most cases), ensuring that as many of our elderly clients continued to receive support during this extremely difficult time. In addition, there were significant increase in costs: one-off COVID related (eg PPE and technology to facilitate working from home), increased investment in office equipment and the recruitment of a part-time office manager to cover tasks previously filled by volunteers. Total funds still remain at a healthy level and we expect the charity's finances to stabilise in the new financial year, as the pandemic subsides.

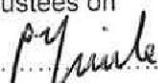
The charity's policy on reserves, which it has built up from significant legacies, donations and local fund raising activities, is to attempt to maintain sufficient funds which would allow the funding of a deficit equivalent to twelve months operation. Surpluses in excess of this minimum defensive reserve are then allocated to special expenditure items as agreed by the trustees. The trustees are considering how best to use the currently very high level of reserves resulting from the large legacy received in December 2019. A number of projects are under consideration, which the trustees hope to further develop in the new financial year, as the pandemic subsides.

All accumulated funds in excess of what's required for the day to day running of the charity are presently held in a deposit fund at CCLA, investment managers who specialise in managing investments for charities.

Our thanks are due to all those who have donated so generously to our funds during the year, and to our staff and volunteers for their co-operation and assistance throughout this period.

Approved by the Trustees on

(Date) ..... 21 July ..... 2021

(Signed)..... 

(Name) P Tickle - Treasurer

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**

### **AGE CONCERN (BANSTEAD)**

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 4 to 9.

#### **Respective responsibilities of the Trustees and Examiner**

As described on page 3 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 145(5)(B) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:-

- 1, examine the accounts under section 145 of the Charities 2011 Act;
- 2, to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145 (5)(b) of the 2011 Act;
- 3, 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 I do not express an audit opinion on the view given by the accounts.

#### **Independent Examiner's Statement**

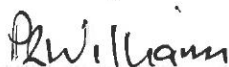
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

a, to keep accounting records in accordance with section 130 of the 2011 Act; and

b, to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met: or

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



P R Williams F.C.C.A  
Chartered Certified Accountants  
Davis Burton Williams & Co.  
Unit B11  
Sutton Business Centre,  
Restmor Way,  
Wallington,  
Surrey SM6 7AH

Date 21-7-2021

## AGE CONCERN (BANSTEAD)

### STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's incoming resources and application of resources during the year and of its state of affairs at the end of the year. In preparing those financial statements, the trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Society will continue in business.

The trustees are responsible for keeping proper accounting records which 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. They are also responsible for safeguarding the charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and breaches of law and regulations.

**AGE CONCERN (BANSTEAD)****STATEMENT OF FINANCIAL ACTIVITIES for the 31 MARCH 2021**

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
<b><u>INCOMING RESOURCES</u></b>				
<b>Incoming Resources from Generated Funds- Grants:-</b>				
Core Activities	16,554	-	16,554	22,400
Subscriptions	1,410	-	1,410	1,152
Donations and Fund Raising	10,256	-	10,256	142,344
Interest Received	122	-	122	489
<b>Incoming Resources from Charitable Activities -</b>				
Lunch Clubs and Other Support Groups	550	-	550	1,709
Car Scheme	3,483	-	3,483	6,716
Minibus	466	-	466	5,666
Footcare	120	-	120	240
Other	170	-	170	1,742
<b><u>Total Incoming Resources</u></b>	<b><u>33,131</u></b>	<b><u>-</u></b>	<b><u>33,131</u></b>	<b><u>182,458</u></b>
<b><u>RESOURCES EXPENDED</u></b>				
<b>Charitable Activities: -</b>				
Visiting Services	15,978	-	15,978	20,469
Community Garden	384	-	384	356
Information and Advice	20,172	-	20,172	8,023
Lunch Clubs and Other Support Groups	6,193	-	6,193	5,701
Footcare	-	-	-	619
Car Scheme	9,277	-	9,277	11,456
COVID specific related expenses	5,983	-	5,983	-
Minibus (including depreciation)	6,012	-	6,012	11,175
	<b><u>63,999</u></b>	<b><u>-</u></b>	<b><u>63,999</u></b>	<b><u>57,799</u></b>
<b>Governance Costs: -</b>				
Administration	755	-	755	1,548
Insurance	1,005	-	1,005	867
Independent Examiner's Fee	900	-	900	900
	<b><u>2,660</u></b>	<b><u>-</u></b>	<b><u>2,660</u></b>	<b><u>3,315</u></b>

**AGE CONCERN (BANSTEAD)**

**STATEMENT OF FINANCIAL ACTIVITIES for the 31 MARCH 2021 (continued)**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2021 Total Funds £</b>	<b>2020 Total Funds £</b>
<b><u>RESOURCES EXPENDED (continued)</u></b>				
<b><u>Total Expenditure</u></b>	<u>66,659</u>	<u>-</u>	<u>66,659</u>	<u>61,114</u>
<b><u>Net Incoming / (Outgoing) Resources for the year</u></b>	(33,528)	-	(33,528)	121,344
Total Funds brought forward	177,892	-	177,892	56,548
<b><u>TOTAL FUNDS CARRIED FORWARD</u></b>	<u>144,364</u>	<u>-</u>	<u>144,364</u>	<u>177,892</u>

All activities for the current and previous year derive from continuing operations.

There are no recognised losses and gains other than the surpluses / (deficits) for the current and previous year as shown above.

The notes on pages 7 to 9 form an integral part of these accounts.

AGE CONCERN (BANSTEAD)

BALANCE SHEET as at 31 MARCH 2021

	Note	2021	2020
		£	£
<b><u>FIXED ASSETS</u></b>			
Tangible Assets	3	9,067	12,089
<b><u>CURRENT ASSETS</u></b>			
Debtors	4	834	2,172
Cash at Bank and in Hand		7,263	15,263
CCLA Deposit Fund		130,000	150,000
		<u>138,097</u>	<u>167,435</u>
<b><u>CURRENT LIABILITIES</u></b>			
Creditors	5	<u>(2,800)</u>	<u>(1,632)</u>
<b><u>NET CURRENT ASSETS</u></b>		135,297	165,803
<b><u>NET ASSETS</u></b>		<u>144,364</u>	<u>177,892</u>
<b><u>RESTRICTED FUNDS</u></b>		-	-
<b><u>UNRESTRICTED FUNDS</u></b>			
General Purposes Fund		144,364	177,892
<b><u>TOTAL FUNDS</u></b>		<u>144,364</u>	<u>177,892</u>

Approved by the Trustees and signed on their behalf by:

Signed

(Name: N Pulsford)  
(Title: Chairman)

Signed

(Name: P Tickle)  
(Title: Treasurer)

Date 21 July 2021

The notes on pages 7 to 9 form an integral part of these accounts.



## AGE CONCERN (BANSTEAD)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

#### 1 Accounting Policies

##### (a) Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 2011.

##### (b) Depreciation of Fixed Assets

Depreciation is provided on tangible fixed assets at rates calculated to write off the cost of each asset over its estimated useful life as follows:-

Minibus	25% on reducing balance
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##### (c) Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

##### (d) Allocation of Overhead and Support Costs

Overhead and support costs have been allocated between charitable activities and governance costs in proportion to the estimated administrative burden applicable to each activity. The allocation of overhead and support costs is analysed in note 2.

##### (e) Governance Costs

Governance costs comprise all costs involved in the public accountability of the charity and its compliance with regulation and good practice.

#### 2 Allocation of Support Costs and Overheads

The breakdown of support costs and how these were allocated between Charitable Activities and Governance is shown in the tables below.

	2021	2020
Total Costs	£	£
Administration expenses	3,158	3,510
Salaries	25,529	21,685
Rent	5,108	5,108
Office Equipment	3,449	665
Bank And Transaction Expenses	515	-
	<u>37,759</u>	<u>30,968</u>

		2021		2020
Allocated as follows:		£		£
Charitable activities-				
Information and advice	52%	19,635	25%	7,743
COVID specific related expenses	12%	4,531	0%	-
Visiting service	3%	1,133	18%	5,575
Lunch clubs	9%	3,398	12%	3,716
Driving scheme	21%	7,929	30%	9,290
Minibus	1%	378	8%	2,477
Footcare	0%	-	2%	619
Governance	2%	755	5%	1,548
		<u>37,759</u>		<u>30,968</u>

# AGE CONCERN (BANSTEAD)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (continued)

### 3 Fixed Assets

	Minibus £	Total £
<b>COST</b>		
At 1.4.2020	39,655	39,655
Additions	-	-
Disposals	-	-
At 31.3.2021	<u>39,655</u>	<u>39,655</u>
<b>DEPRECIATION</b>		
At 1.4.2020	27,566	27,566
Charge for year	3,022	3,022
Disposals	-	-
At 31.3.2021	<u>30,588</u>	<u>30,588</u>
<b>NET BOOK VALUE</b>		
31.3.2021	<u>9,067</u>	<u>9,067</u>
31.3.2020	<u>12,089</u>	<u>12,089</u>

### 4 Debtors

	2021 £	2020 £
Debtors and Prepayments	834	2,172
	<u>834</u>	<u>2,172</u>

### 5 Creditors - falling due within one year

	2021 £	2020 £
Accruals	2,800	1,632
	<u>2,800</u>	<u>1,632</u>

### 6 Funds

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
At 1 April 2020	177,892	-	177,892	56,548
Incoming resources	33,131	-	33,131	182,458
Outgoing resources	(66,659)	-	(66,659)	(61,114)
At 31st March 2021	<u>144,364</u>	<u>-</u>	<u>144,364</u>	<u>177,892</u>
Represented by:				
Tangible Fixed Assets	9,067	-	9,067	16,118
Net Current Assets	<u>135,297</u>	<u>-</u>	<u>135,297</u>	<u>40,430</u>
	<u>144,364</u>	<u>-</u>	<u>144,364</u>	<u>56,548</u>

### Restricted Funds

These are amounts received by Age Concern Banstead to be expended on specific purposes.

## AGE CONCERN (BANSTEAD)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (continued)

#### **7 Employees' Remuneration**

Total remuneration (excluding employers' NI contributions) for the year amounted to £40,058.  
(2020 - £36,057)

The average number of paid staff for the year were:

Welfare Services	:	2 part-time employees
Administration	:	3 part-time employee

#### **8 Trustees Remuneration and Expenses**

No remuneration was paid or payable out of the funds of the charity to any trustee or to any person or persons known to be connected with any of them in the past year.

Trustees are reimbursed for any expenses incurred in the running of the charity, with approvals in line with the charity's financial control policies and procedures.

#### **9 Public Benefit Entity**

The Charity is a Public Benefit Entity.