

COMPANY NO:7800233

CHARITY REGISTERED NUMBER:1148958

AGE CONCERN - ORPINGTON & DISTRICT

DIRECTORS' AND TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

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

AGE CONCERN - ORPINGTON & DISTRICT

LEGAL AND ADMINISTRATIVE INFORMATION

Company Number: 7800233

Registered Charity Number: 1148958

Chairman and Director: D. Moore

Vice Chairwoman: Mrs D Campbell

Treasurer: Mrs Ann Downes

Trustees: Mrs B. Newman
Mrs S. Williams
Mr A. Wontumi
Ms C. Bentley
Mrs.A.Custis

Secretary: Mrs.J.Haysom

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
Hgh Street,
Orpington,
Kent

AGE CONCERN - ORPINGTON & DISTRICT

FOR THE YEAR ENDED 31 MARCH 2016

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AGE CONCERN - ORPINGTON & DISTRICT

DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2016

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2016.

Structure, Governance and Management

Governing document

The charity is governed by its Trust deed dated 14 September 2012.

Organisation

The charity is run by a Committee of members with a Secretary and Treasurer who administer and manage the day-to-day operations of the charity.

Objectives and activities

The principal activity of the company is the care of the elderly.

Share capital

The company does not have a share capital and is limited by guarantee.

Financial review

Trustees' responsibilities in relation to the financial statements

Charity 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 its financial position at the end of that year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and 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; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993. 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.

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FOR THE YEAR ENDED 31 MARCH 2016

Aims and Objectives

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 throughout Orpington and the Orpington district and to help make their lives more secure, dignified and enjoyable.

During the client's visit to the day Centre we aim to provide them 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 provide a bathing service, assisted personal care and for those on a rehabilitation programme following a hospital admission or stroke, 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 have a positive attitude to both equality and diversity. No one is prevented from attending by reason of race, religion, colour or gender.

Committee meetings are used to review the methods we employ to achieve our aims and to consider changes as appropriate. Our client base is recruited from the elderly physically frail and 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 maintain high levels of staff training and any new recruits are advised that further training will be mandatory.

The Trustees, in conjunction with the Centre Manager, will consider how planned activities will contribute to the aims and objectives they have set but the Centre Manager and her team are responsible for their daily implementation.

Our previous contractual arrangements with the London Borough of Bromley concluded at the end of March 2015. We no longer received any direct funding by way of the block grant and our income is now generated by our ability to attract private clients and referrals from Social Services. Our Legacy clients, clients who had a Borough place prior to the change of funding, continue to decline but at a slower than expected rate. Referral rates from Social Services continue to cause concern being both fewer in number and more spasmodic. The London Borough of Bromley is statistically ageing, as a care provider we are concerned at the people who do not qualify for financial support and who are required to pay for care. Some older clients are reluctant to use limited savings for this purpose even though it would prevent isolation and any further deterioration in their health and wellbeing. The Government and local authority cutbacks, means that clients with "moderate needs" only come to the attention of the available services at the time of crises, when earlier intervention may well have been preventive, this in turn impinges on other services, doctors, A and E departments and hospital beds.

Our clients are assessed both for the level of required care and their financial circumstances and are "banded" according to care needs. Each band generates income, the higher the band the greater the income. We have been able to accommodate Band 1 and Band 2 clients very successfully since April 2013 but with a declining client base and increased overheads we needed to develop our income stream. Band 3 clients are mainly people with higher levels of confirmed dementia. If their deterioration has occurred over a period of time and they remain happy and integrated within the Saxon Centre, and the care staff are able to manage their needs, we aim to retain them and support them for as long as possible. In the past when these clients reached a level of need that we are unable to fulfil, we would refer them forward to more appropriate centres.

At the beginning of 2015 the Borough of Bromley offered finance in the form of a grant to assist in the development of their Care Service and our previous ideas for a dedicated Dementia unit fell within this remit.

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FOR THE YEAR ENDED 31 MARCH 2016

We applied for and were successful in obtaining a grant, and with permission from our Landlord, were able to make alterations to the building to accommodate all the requirements necessary for the safety and smooth running of the new unit within the Centre. Memory Lane opened in May 2015 for the provision of Band 3 Dementia clients. This is a secure unit for up to 8 clients daily, currently staffed by existing staff members working on a rota basis.

Dementia takes many forms and each client will be assessed as to their own needs and whether they are able to socialise easily or whether they would prefer a quieter environment on a more one to one level. We have to be mindful of not only these vulnerable clients but also of the welfare of our staff in these sometimes challenging surroundings. We have funding for an extra member of staff as and when required but currently, with client numbers being fairly low, this is not necessary. Being within the Saxon Centre, Memory Lane is able to utilise the other in house facilities, the staff, administration and catering etc. Having our own unit we are able to transfer clients from within should the need arise with little or no disruption to their daily routine.

We continue to meet with the Contractual Officer from the local Council both in isolation and in conjunction with other Care organisations within the Borough. We conform to a Service Specification agreed mutually between both parties. The Centre is monitored quarterly by an officer from the Council and any concerns on both sides can be aired and resolved at these meetings. Social Service staff and interested Council Members are welcome to visit at any time without prior notice and we welcome their continued interest. We are registered with the Data Protection Agency, all staff, volunteers and Trustees are vetted via the Disclosure and Barring Service and we are inspected by the local Environmental Health Authority. Fire evacuation procedures are regularly updated and reviewed relevant to the needs of the clientele present on that particular day of the week.

Chairman's report.

Again the past year has proved to be a challenge. All efforts were made to stabilize our client base. The introduction of our small Dementia Centre has enabled us to expand our type of client base.

We attended meetings with the council and received some support from them. However the overall situation remains the same, high overheads and few client referrals.

Our outreach efforts have improved our private client database.

Our concerns for the future are highlighted by one of our associated organisations having to give notice to cease providing day care due to financial constraints.

We will continue to look at ways and means to continue to provide day care in Orpington.

Trustees.

We are all mindful of our commitments as Trustees, but are very aware that in running an Incorporated Charity our obligations have altered considerably in recent years. We are Trustees and Directors of a caring business and as such have to understand and enact relevant Company and Charity law.

At the end of the 2014/2015 financial year, the Trustees reviewed our position, both for client numbers and for future financial planning. By taking on the contract with the Borough, the element of risk had been transferred from the Council to ourselves and we were mindful of the commitment we had to both staff and clients. We were determined to continue to offer the service of which we are justly proud and known, and, as in previous years, agreed to use our financial reserves as necessary. With extremely judicious management of our income and expenditure we have succeeded in reaching the end of the year with only a small deficit. We are reaching out into the community and have been supported in our endeavours by positive responses from local supermarkets and the Committee of a local fair, planned for June 2016, have agreed that we should be their headline charity for this year. By making our presence felt and our name known, we hope to engender interest from families who may need our support now and in the future.

We continue to market ourselves whenever the opportunity occurs. Local businesses offer support and help maintain a high profile within our target area for recruitment of private clients. Leaflets and newsletters are continuously being distributed around local venues and social groups for the elderly, prominent notice boards,.

AGE CONCERN - ORPINGTON & DISTRICT

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FOR THE YEAR ENDED 31 MARCH 2016

Doctor's surgeries, mobility centres as well as Citizen Advice Bureau. Our website is a source for new enquiries and advertises our services as well as future events. We publish a newsletter which has attracted advertisements, for a small charge, from organisations and companies from within the care community and allied services. Organising events throughout the year not only reaps a financial contribution for the Centre but have also been good opportunities to raise further awareness of the Centre and the services we provide.

All new Trustees are guided through the aims and objects of the charity usually by a senior member of the Trustee Committee and are encouraged to read "The Essential Trustee" a publication issued by the Charity Commissioners. We are all aware of the continuing changes being incorporated into legislation relating to Care for the Elderly, Charity Law and Company Law and strive to keep ourselves abreast of such legislation. As of April 2015 we have to understand the issues attached to the Care Act and the implications for us as an organisation.

Mr Albert Wontumi tendered his resignation as a Trustee in November 2015 as his business commitments prevented him from giving as much time to the Centre as he had hoped.

All members of the Trustee Committee give their time voluntarily and receive no benefits from the charity.

Governing Document.

The organisation is a charitable company limited by guarantee, incorporated on 11th October 2011 and registered as a charity in September 2012. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount of £1.

Facilities.

We continue to offer bathing and hair washing to those clients unable to manage for themselves and the hairdresser is on hand and is much in demand for her services. We arrange regular visits from the optician, and the chiropodist attends weekly for any foot care problems. Both will advise clients onwards for more specialist care if it is considered necessary.

The kitchen can accommodate various dietary needs as requested and a choice of meal is offered on a daily basis. We have little current need for ethnic foods but these would be served as required.

Our breakfast club and sandwich service remain popular.

We provide a sweet trolley and a card carousel enabling clients to purchase these items for themselves and the staff arrange a Christmas Fair selling small gifts, the proceeds of which are returned to the Centre for use during the following year.

We maintain a leaflet information service which is regularly up dated. Additional information or service is referred to the Help Line at Age UK Bromley and Greenwich.

Members.

We have seen a drop in referred clients coming direct from Social Services. With personalisation, all clients are assessed and then offered a care package but need not be referred to a Day Centre but have a degree of choice as to how they feel they would benefit from the available finance. The level of finance can be limited and the degree of choice is determined by both physical and mental impairment. Private clients are sourced by word of mouth and our extensive advertising. No Social Service referral is required and the client may not necessarily meet the criteria of critical and substantial need as laid down by the Borough. Bereavement and loneliness have a debilitating effect and the family may feel that the client would benefit from some social interaction and mental stimulus. The placement can also offer much needed respite for a stressed and anxious carer. In time clients could have an assessment from Social Services that may determine a change in their level of need and could then become a Social Service client with funding according to a financial profile. Day Care is usually required initially in an emergency or crisis situation following hospitalisation or acceptance and diagnosis of mental deterioration.

It has been evident for some time that the level of need required by the clients is increasing with a greater proportion of our referrals having a degree of confusion and, in some cases, a confirmed diagnosis of Dementia.

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FOR THE YEAR ENDED 31 MARCH 2016

Age Concern Orpington endeavours to create an atmosphere within the Centre for the benefit of all, but on occasions, individual expectations can exceed the need to accommodate for all

On Christmas day we combine with Churches Together in providing transport and volunteers to collect, entertain and serve a Christmas meal to those in the area who would otherwise be on their own over the festive period. Funding, in the form of a donation, is given to help cover the cost of the meal and gift. Sadly we believe that this last Christmas, 2015, may be the last time this event will take place.

During inclement winter weather, when transporting the clients to the Centre would be inadvisable, the staff and volunteers take out parcels of basic foodstuffs to those who have no familial support and will offer reassurance and care as needed.

Human Resources.

Staff.

Manager	Mrs Elissa Fenlon
Deputy Manager	Mrs Patricia Owen
Day Care Officer	Miss Susan Mulryan
Care Assistants	Mrs Susan Mills Mrs Sandra Berry Mrs Jacqueline Supple Mrs Petrina Scacchi Mrs Jan Collier Miss Tracy Banks
Administrator	Mrs Rachna Condon
Kitchen Staff	
Chef	Mr Steve Lock
Assistant Cook	Mrs Beverly Brown
Kitchen Assistant	Mr John Stiles

Trainings.

All the staff completed trainings throughout 2015-2016, details follow.

Mrs Elissa Fenlon	Moving and Handling
Mrs Patricia Owen	Moving and Handling Safe Administration of Medication
Miss Susan Mulryan	Moving and Handling Safe Administration of Medication First Aid
Mrs Susan Mills	Food Hygiene Moving and Handling Safe Administration of Medication
Mrs Sandra Berry	Moving and Handling Safe Administration of Medication
Mrs Jacqueline Supple	Moving and Handling Food Hygiene Safe Administration of Medication

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FOR THE YEAR ENDED 31 MARCH 2016

Mrs Petrina Scacchi	Moving and Handling Safe Administration of Medication
Mrs Jan Collier	Moving and Handling Safe Administration of Medication First Aid
Miss Tracy Banks	Moving and Handling First Aid Safe Administration of medication
Mrs Beverley Brown	First Aid

We aim for all the staff to carry out trainings relevant to their job descriptions and anything required by current legislation and courses we feel would benefit our members and the Saxon Day Centre. The Management continue to monitor the levels of expertise attained by the staff and encourage each member to increase their skill base with advantages both for themselves and the Day Centre.

Our core team remain in place and work well together, and despite all the uncertainties for our future, have stayed loyal and remained with us.

Volunteers.

Age Concern Orpington is a well respected organisation within its environs and we are able to recruit volunteers on a regular basis. As any caring organisation will report, without volunteer support and commitment, the care and activities offered to our elderly clients would be greatly diminished. We have been able to attract younger volunteers who bring renewed enthusiasm and energy to the Centre and have integrated well with our existing team and with the challenges ahead of us, a strong team of volunteers is a sound base to build on for the future.

We submit names for volunteer awards presented by the Borough each year, a more formal recognition for the hard work and loyalty given by our volunteers. During 2015, the Secretary to the Trustee Committee was presented with an award by the Mayor of Bromley, in recognition of her services to the Centre.

Volunteering works on two levels, we gain help within the Centre but we also offer help and support to the volunteers. It is not just the elderly who are lonely and isolated, many younger people following bereavement or family break up need active support and a new focus in their lives. We aim to be as supportive as possible.

Each Christmas the staff prepare and serve lunch as a "thank you" to the volunteers and the Trustees for their continuing support. This is a much enjoyed social event and one of the few times most of the volunteers and Trustees can all be together. This year was no exception.

Outreach.

We need to continue to make ourselves known within the area as we have an ongoing need to attract private clients for the long term viability of the Centre. Our position within the area is challenging. We are away from the main shopping and business area and have no direct links to the public transport system and have no passing footfall.

A local supermarket has "adopted us" as one of the local charities it chooses to support, not only generously donating funds which enabled us to offer a Christmas meal without charge for all the clients, but from time to time encouraging their staff to assist in the day to day running of the Centre. Much is gained by both parties and the clients enjoy the attention lavished upon them.

We were fortunate enough to be able to access the Community Fund managed and arranged by Santander Bank, by completing an application form picked up in a local branch, we requested sufficient funds to allow us to provide gifts and entertainment for the clients during the Christmas festivities. It was viewed positively and shortly afterwards the full funding arrived. It is very rewarding to be able to treat our clients to "something extra". Our thanks must go to Santander for their generosity.

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FOR THE YEAR ENDED 31 MARCH 2016

We have forged links with the local Community College and the students have created many craft projects for the benefit of the clients while producing course work for their examination portfolio Sixth form students from local schools give their time and energy to the Centre, helping volunteers and clients while undertaking community service for both the Duke of Edinburgh Award scheme and their personal statement on their University application.

Treasurer's Report.

The opening of Memory Lane at the start of the financial year was welcomed as an extension to our commitment to day care services. It was funded by an Innovation Grant from Bromley Council for the necessary building work and expenses associated with the project. As a result the number of private clients has increased bringing in more revenue.

As always the major expenses are salaries and pension contributions, rent and all utilities which have increased from last year. Our cleaning contractor increased the pay of their staff to the new National Living Wage- an increase of 50p per hour, adding several hundred pounds to our bill over the year.

Pension auto enrolment commenced in March 2016 and one member of staff has taken advantage of having an occupational pension with contributions from the Company.

The contract for the provision of broadband has been changed from BT resulting in a saving of some £500 annually. Two other contractors agreed to lower their charges for services and, albeit a small reduction in costs, overall it helps.

Income was boosted by the Grant and Rent relief from Bromley Council and the income exceeded expenses last year on the Legacy account but, overall for the Company, the deficit is lower than expected and this is a direct result of the ongoing support from the staff, volunteers, Trustees and suppliers who in their own way have contributed to the ongoing success of the Company and to them I offer my grateful thanks.

We have two current accounts, the Legacy account deals with the finances pertaining to the continuation of running the Centre. This covers such items as salaries, pensions and all the expenses of our commitments in maintaining the building. This account is ably managed by the Treasurer. The second account, the Saxon account, relates to the finance generated within and for the client base and covers activities, meals and donations and is overseen by the Chairman and that report is as follows:

AGE CONCERN - ORPINGTON & DISTRICT

DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2016

Saxon Account Financial Report 2015 to 2016.

As projected our income has reduced for the year due to fewer referrals and the reduction of our original "Legacy" clients. This has been partly redressed by the increase in our "Private" clients. However we still managed our finances with a small credit balance of £4,657. An increase in clients' payments was deferred for six months.

Attendance:

	PBM	Legacy	Private	Sitting service	
April 2014/15	63	66	49	1	179 per week
April 2015/16	52	36	63	1	152 per week

Income:

	2014/15	2015/16	Difference
	£	£	£
Meals etc	45,894	39,295	(6,599)
Activities	8,298	6,748	(1,550)
Total overall income	£70,518	£62,630	(£7,888)

Expenditure:

Food, kitchen, staff etc	48,573	45,547	(3,026)
Total overall expenditure	59,195	57,973	(1,222)
Balance at year end	£11,323	£4,657	(£6,666)

A full financial analysis is appended at the conclusion of this report.

JEAN HAYSOM

Secretary to the Trustee Committee

8th September 2016

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF AGE CONCERN - ORPINGTON & DISTRICT

FOR THE YEAR ENDED 31 MARCH 2016

I report on the accounts which are set out on pages 10 to 15

Respective responsibilities of the Trustees and Examiner

The director and trustees are responsible for the preparation of the accounts. The 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. Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

Examine the accounts under section 145 of the 2011 Act; follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and 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 Commission. 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 Act have not been met; or

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

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

Dated: 8th September 2016

COMPANY NUMBER: COMPANY NO:7800233

AGE CONCERN - ORPINGTON & DISTRICT

BALANCE SHEET

AT 31 MARCH 2016

	Note	2016		2015	
		£	£	£	£
Tangible fixed assets					
Tangible assets	3		27,900		20,520
Current assets					
Debtors	4	6,289		5,125	
Bank accounts		310,083		327,359	
		<u>316,372</u>		<u>332,484</u>	
Creditors					
Amounts falling due within one year	5	8,541		13,051	
		<u>8,541</u>		<u>13,051</u>	
Net current assets			307,831		319,433
			<u>307,831</u>		<u>319,433</u>
Total assets less current liabilities			335,731		339,953
			<u>335,731</u>		<u>339,953</u>
Net assets			£335,731		£339,953
			<u>£335,731</u>		<u>£339,953</u>
			=====		=====
Capital funds					
Unrestricted funds			335,731		339,953
			<u>335,731</u>		<u>339,953</u>
Total funds			£335,731		£339,953
			<u>£335,731</u>		<u>£339,953</u>
			=====		=====

Approved by the trustees on 8th September 2016 and signed on its behalf.

.....
DENNIS MOORE - Chairman

The annexed notes form part of these financial statements.

AGE CONCERN - ORPINGTON & DISTRICT

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2016

	Unrest'd Funds £	Total Funds 2016 £	Total Funds 2015 £
Incoming resources			
Incoming Resources from generated funds:			
Voluntary income	149,912	149,912	196,428
From charitable activities	118,476	118,476	92,913
Other incoming resources	2,970	2,970	5,588
Total incoming resources	271,358	271,358	294,929
Resources expended			
Costs of generating funds	268,587	268,587	279,876
Governance costs	6,993	6,993	7,301
Total resources expended	275,580	275,580	287,177
Net movement in funds	(4,222)	(4,222)	7,752
Total funds brought forward	339,953	339,953	332,201
Total funds carried forward	£335,731	£335,731	£339,953

Details of Incoming resources and resources used are given in the notes to the financial statements.

AGE CONCERN - ORPINGTON & DISTRICT

STATEMENT OF FINANCIAL ACTIVITIES

DETAILED ANALYSIS OF MOVEMENTS IN FUNDS

FOR THE YEAR ENDED 31 MARCH 2016

	2016		2015	
	£	£	£	£
Day Centre Fund				
Opening balance	339,953		332,201	
(Deficit)/surplus for the year	<u>(4,222)</u>		<u>7,752</u>	
		335,731		339,953
Total funds at 31 March 2016		<u>£335,731</u> =====		<u>£339,953</u> =====

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

1. **Accounting policies**

The financial statements are prepared under the historical cost convention (as modified the revaluation of certain assets) and in accordance with the Financial Reporting Standard for Smaller Entities (Effective March 2000). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (Sorp 2000) issued in October 2000.

Cashflow statement

The Company has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cashflow statement on the grounds that it is a small company.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation

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.

Leasing

Rentals paid under operating leases are charged to the profit & loss when they are payable.

Pension costs

The company operates a defined benefits pension scheme and pension contributions are charged to profit and loss account to spread the cost of the pensions over the employees working lives.

The Pension Trust has informed the company that there is a small deficit in the Fund of £5,588 as at 31st March 2016. This deficit is being funded at £305 per year.

Grants received

A grant is receivable from the London Borough of Bromley for the costs of running the Saxon Centre.

Equipment and fittings

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

AGE CONCERN - ORPINGTON & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

2. **Operating loss**

	2016	2015
	£	£
This is stated after charging:		
Accountancy	2,760	2,580
Depreciation of owned assets	6,993	6,885
	=====	=====

3. **Tangible fixed assets**

	Land and Buildings £	Plant and Machinery £	Total £
Cost:			
At 1 April 2015	-	28,325	28,325
Additions	14,373	-	14,373
	-----	-----	-----
At 31 March 2016	14,373	28,325	42,698
	-----	-----	-----
Depreciation:			
At 1 April 2015	-	7,805	7,805
Charge for the year	1,796	5,197	6,993
	-----	-----	-----
At 31 March 2016	1,796	13,002	14,798
	-----	-----	-----
Net book value:			
At 31 March 2016	£12,577	£15,323	£27,900
	=====	=====	=====
At 31 March 2015	£ -	£20,520	£20,520
	=====	=====	=====

4. **Debtors and prepayments**

	2016	2015
	£	£
Amounts falling due within one year:		
Prepayments	1,046	512
Other debtors	5,243	4,613
	-----	-----
	£6,289	£5,125
	=====	=====

AGE CONCERN - ORPINGTON & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

5. **Creditors**

Amounts falling due within one year:-

	2016	2015
	£	£
Accrued expenses	8,541	13,051
	<u>£ 8,541</u>	<u>£13,051</u>
	=====	=====

6. **Incoming resources**

	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Voluntary Income			
Grant receivable	30,474	30,474	130,379
Personal Budget - Managed	119,438	119,438	66,049
	<u>149,912</u>	<u>149,912</u>	<u>196,428</u>
Incoming resources from charitable activities			
Meals receipts	40,644	40,644	47,339
Less; Purchases	(17,334)	(17,334)	(20,334)
Donations, raffles & jumble etc.	9,838	9,838	12,476
Hairdressing and activities etc.	8,936	8,936	10,458
Private clients	76,392	76,392	42,974
	<u>118,476</u>	<u>118,476</u>	<u>92,913</u>
Other incoming resources			
Sundry other income	663	663	316
Bank interest received	2,307	2,307	5,272
	<u>2,970</u>	<u>2,970</u>	<u>5,588</u>

7. **Costs of generating funds**

	2016 £	2016 £	2015 £
Rent	27,832		36,000
Lighting heating and water	15,172		13,399
Entertainment	2,926		3,647
Repairs and property maintenance	3,001		4,057
Transport running costs	4,950		3,633
Salaries and wages	174,059		175,154
Pension deficit arrears	315		-
Music and movement	2,480		2,660
Contract waste expenses	1,175		1,053
Caretaking & cleaning	21,010		22,952
Legal & professional charges	511		1,275
Bad debts	35		-
Sundry expenses	590		3,516
Office running costs	9,751		9,950
Advertising	2,020		-
Accountancy charges	2,760		2,580
		<u>£ 268,587</u>	<u>£279,876</u>
		=====	=====

AGE CONCERN - ORPINGTON & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

8. Governance costs	2016	2015
	£	£
Depreciation	6,993	7,301
	=====	=====

AGE CONCERN - ORPINGTON & DISTRICT

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2016

	2016		2015	
	£	£	£	£
Turnover				
Grant receivable		30,474		130,379
Personal Budget - Managed		119,438		66,049
Meals receipts		40,644		47,339
Less; Purchases		(17,334)		(20,334)
Donations, raffles & jumble etc.		9,838		12,476
Hairdressing and activities etc.		8,936		10,458
Private clients		76,392		42,974
Sundry other income		663		316
		<hr/>		<hr/>
		269,051		289,657
Miscellaneous Other Operating Income				
Bank interest received	2,307		5,272	
	<hr/>		<hr/>	
		2,307		5,272
		<hr/>		<hr/>
		271,358		294,929
Other Administrative Costs				
Rent	27,832		36,000	
Lighting heating and water	15,172		13,399	
Entertainment	2,926		3,647	
Repairs and property maintenance	3,001		4,057	
Transport running costs	4,950		3,633	
Salaries and wages	174,059		175,154	
Pension deficit arrears	315		-	
Music and movement	2,480		2,660	
Contract waste expenses	1,175		1,053	
Caretaking & cleaning	21,010		22,952	
Legal & professional charges	511		1,275	
Bad debts	35		-	
Sundry expenses	590		3,516	
Office running costs	9,751		9,950	
Advertising	2,020		-	
Accountancy charges	2,760		2,580	
Depreciation	6,993		7,301	
		<hr/>		<hr/>
		(275,580)		(287,177)
Net expenditure over income for the year		£ (4,222)		£ 7,752
		<hr/> <hr/>		<hr/> <hr/>