

Registered Charity Number 246689

HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH 2016

Wellfield Close
Hatfield
Hertfordshire
AL10 0BU

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

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Bankers	HSBC 33 Town Centre Hatfield Herts AL10 0JX	
Independent Examiner	N.M. Heath, A.C.A. RPG Crouch Chapman LLP 62 Wilson Street London EC2A 2BU	
Registered Office	Friendship House Wellfield Close Hatfield Herts AL10 0BU	

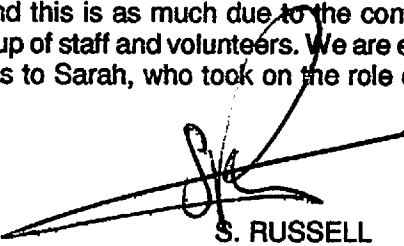
CHAIRMAN'S REPORT 2016

I am very pleased to be able to report that Friendship House continues to flourish and it is always a pleasure to visit the Centre.

Finances, as always, continue to be our prime concern and we have been very fortunate to continue to receive generous support from the local community. These, together with very tight controls over finances operated by our treasurer Ron Claxton and our grants from Welwyn Hatfield Borough Council and Hertfordshire County Council have meant that for this year we have managed to keep the utilisation of our reserves to around £4,500.

There has been much public rhetoric regarding the need to provide greater care in the community to support the elderly and enable them to live independently in their own homes but whilst funding to start new projects seems to be offered there does not appear to be any financial help to support the annual costs of the existing services. As a result, we do still heavily rely upon the financial support provided by Welwyn Hatfield Borough Council and Herts County Council in order to meet the very modest running costs of the centre.

I believe that we have a centre to be truly proud of and this is as much due to the contributions made by those who use the centre as our dedicated group of staff and volunteers. We are extremely fortunate in having a talented staff team and my thanks to Sarah, who took on the role of Centre manager from the start of the year, and her team.



S. RUSSELL
Chairman

HATFIELD & DISTRICT AGE CONCERN FRIENDSHIP HOUSE

REPORT OF THE TRUSTEES

The Trustees present their report and the financial statements for the year ended 31st March 2016. 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 for Smaller Entities (effective 1 January 2015) and the Constitution of the Charity.

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 two 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.

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.

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

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 within 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 describes how they have been met in the current year.

ACHIEVEMENTS AND PERFORMANCE

There are approximately 200 pensioners/carers using the facilities at Friendship House in one or more ways, and more than 5,600 lunches were provided during the year. Special lunches were organised to celebrate Easter, Halloween, Christmas and Valentine's Day.

During the year there have been a Ballroom Dancing demonstration, a visit to the Pantomime at Stevenage and a canal boat trip with afternoon teas served on board. A weekly exercise class for users started mid-year and is enjoyed by eight to 12 people. A bowls group meets weekly and there is also a weekly Bingo Club.

Friendship House is used by seven 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.

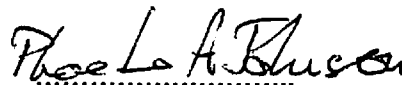
FINANCIAL REVIEW

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.

PLANS FOR FUTURE PERIODS

The future programme is to maintain our premises and facilities, and continue to provide a service to pensioners in the local community.

Wellfield Close
Hatfield
Hertfordshire
AL10 0BU


Signed on behalf of the Trustees

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements of Hatfield & District Age Concern Friendship House for the year ended 31st March 2016, which are set out on pages 6 to 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

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

18 Calder Avenue
Brookmans Park
Hertfordshire AL9 7AQ

19th September 2016

N. M. Heath

N.M. HEATH
Chartered Accountant

HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST MARCH 2016

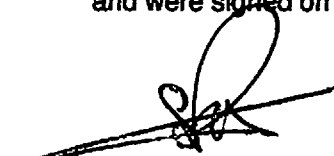
	Notes	General Fund £	Welfare Fund £	Reserve Fund £	Total 2016 £	Total 2015 £
Income						
Donations	1	5,872	-	1,300	7,172	18,661
Charitable Activities						
Lunches		27,739	-	-	27,739	30,147
Sale of goods		4,098	-	-	4,098	3,990
Rents	2	9,205	-	-	9,205	7,382
Raffles		510	-	-	510	697
Secondhand shop		4,282	-	-	4,282	4,509
Grant Shapps Fund		1,500	-	-	1,500	7,500
Sundry items	3	621	-	-	621	134
Welwyn Hatfield Borough Council		12,750	-	-	12,750	12,750
Hertfordshire County Council		15,478	-	-	15,478	15,250
Welfare donations/events		-	4,129	-	4,129	3,056
Investment income		21	-	73	94	59
Total Income	5	82,076	4,129	1,373	87,578	104,585
Expenditure						
Raising Funds						
Cost of Goods for Resale		656	-	-	656	606
Charitable Activities						
Friendship House costs	3	85,965	-	-	85,965	81,430
Building Reserve Fund		-	-	-	-	10,251
Depreciation		21	-	744	765	1,020
Welfare Fund	4	-	3,680	-	3,680	1,345
Total Expenditure		86,642	3,680	744	91,066	94,952
Net (Expenditure)/Income Before Transfers		(4,564)	449	629	(3,486)	9,633
Transfers between funds		-	-	-	-	-
Net Movement In Funds		(4,564)	449	629	(3,486)	9,633
Balances brought forward at 1 st April 2015		1,110	5,867	18,662	25,839	16,206
Balances carried forward at 31 st March 2016		(3,454)	6,316	19,491	22,353	25,839


HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE

BALANCE SHEET
31ST MARCH 2016

	Notes	General Fund £	Welfare Fund £	Reserve Fund £	Total 2016 £	Total 2015 £
FIXED ASSETS						
Tangible assets	6	63	-	2,231	2,294	3,059
CURRENT ASSETS						
Cash at bank		(1,985)	6,636	17,260	21,911	25,275
Debtors		-	-	-	-	184
CURRENT LIABILITIES						
Creditors and Accruals	7	(1,532)	(320)	-	(1,852)	(2,680)
NET CURRENT ASSETS		(3,517)	6,316	17,260	20,059	22,779
NET ASSETS		(3,454)	6,316	19,491	22,353	25,839
FUNDS						
Unrestricted		(3,454)	6,316	17,260	20,122	22,864
Restricted		-	-	2,231	2,231	2,975
Financial Statement balances		(3,454)	6,316	19,491	22,353	25,839

The accounts were approved by the Management Committee on 19th September 2016
and were signed on their behalf by:


-----) Chairman
S. RUSSELL


-----) Hon. Treasurer
R.J. CLAXTON

HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH 2016

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective 1 January 2015). The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

Basis of Accounting

The accounts have been prepared under the historical cost convention.

Income

Income is accounted for on an accruals basis. Grants are recognised when they are made to Friendship House.

Expenditure

Full provision is made in the accounts for costs incurred during the year.

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 their 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 accounts do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash Flow Statements".

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS
- continued**

2. WELFARE FUND INCOME	2016	2015
	£	£
Bonus Ball	1,850	1,877
Quiz Nights	-	1,059
Sundry organised events	202	85
Transport	1,566	-
Donations	186	485
Exercise income	325	-
	<u>4,129</u>	<u>3,506</u>

3. FRIENDSHIP HOUSE COSTS	2016	2015
	£	£
Wages	49,897	49,792
National Insurance costs	-	139
Provisions	16,764	18,139
Building maintenance	1,659	1,088
Cleaning and materials	1,500	1,036
Refuse collection	1,010	939
Equipment and equipment repairs	3,326	238
Telephone	766	705
Electricity and gas	5,608	4,984
Water rates	510	563
Postage and stationery	690	429
Miscellaneous	1,193	752
Insurance	2,742	2,626
Independent Examination	300	300
	<u>85,965</u>	<u>81,730</u>

The charity employed an average of five staff during the year 2015/16 (2014/15: 5), none of whom received remuneration at a rate in excess of £60,000 per annum.

4. WELFARE FUND EXPENDITURE	2016	2015
	£	£
Transport	1,203	-
Organised events	-	601
Retirement event	1,235	-
Sundries	242	57
Christmas gifts/supplies	250	687
Exercise classes	750	-
	<u>3,680</u>	<u>1,345</u>

HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE

NOTES TO THE FINANCIAL STATEMENTS
- continued

5. GOVERNANCE COSTS	2016 £	2015 £
Accountant's fee	300	300

The trustees did not claim any expenses or receive or waive any remuneration during the year.

6. FIXED ASSETS	General Fund Fixtures & Fittings £	Reserve Fund SunLounge £	Reserve Fund Dishwasher and Boiler £	Total 2016 £	Total 2015 £
COST					
At 1 st April 2015	36,614	23,778	10,565	70,957	70,957
Additions	-	-	-	-	-
At 31 st March 2016	36,614	23,778	10,565	70,957	70,957
DEPRECIATION					
At 1 st April 2015	36,530	23,025	8,343	67,898	66,878
Charge for year	21	188	556	765	1,020
At 31 st March 2016	36,551	23,213	8,899	68,663	67,898
NET BOOK VALUE					
At 31 st March 2016	63	565	1,666	2,294	
At 31 st March 2015	84	753	2,222	3,059	

7. CREDITORS	2016 £	2015 £
Wages and salaries	224	278
Provisions	864	1,414
Gas and electricity	444	988
	1,532	2,680

HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE

NOTES TO THE FINANCIAL STATEMENTS
- continued

8. BUILDING AND FITTING FUNDS

	Total Building Fund £	Restricted Funds Included £
Opening balance at 1 st April 2015	18,862	
Net book value of sun lounge at 1 st April 2015		753
Net book value of dishwasher and boiler at 1 st April 2015		2,222
Incoming Resources		
Investment income	73	
Donations	1,300	
Outgoing Resources		
Transfer from General Fund		
Depreciation on sun lounge	(188)	(188)
Depreciation on dishwasher and new boiler	(556)	(556)
	<u>19,491</u>	<u>2,231</u>