

COMPANY NO: 7800233

CHARITY REGISTERED NUMBER: 1148958

AGE CONCERN - ORPINGTON & DISTRICT

DIRECTORS' AND TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

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

AGE CONCERN - ORPINGTON & DISTRICT
LEGAL AND ADMINISTRATIVE INFORMATION

Company Number: Company No:7800233

Registered Charity Number: 1148958

Chairman and Director Mr D. Moore

Vice Chairwoman: Mrs D. Campbell

Treasurer: Mrs A. Downes

Trustees: Mr.D.Moore
Mrs B. Newman
Mrs S. Williams
Mrs G. Clarke
Ms C. Bentley

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
High Street,
Orpington,
Kent, BR6 0LJ

AGE CONCERN - ORPINGTON & DISTRICT

FOR THE YEAR ENDED 31 MARCH 2017

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AGE CONCERN - ORPINGTON & DISTRICT

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

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.

Risk policy

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Our 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.

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.

AGE CONCERN - ORPINGTON & DISTRICT

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

Annual Review.

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. With the London Borough of Bromley 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. With the Government and local authority cutbacks, clients deemed to have "moderate needs" only come to the attention of the available services at the time of crises, when earlier intervention may well have been preventative. This in turn impinges on other services, doctors, A and E departments and then possible hospital admissions. We rarely attract private clients with this level of need and this category is usually considered by the local Borough as not qualifying for any social care provision.

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.

Memory Lane, our dedicated Dementia unit, can now accommodate our 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 requirements and whether they are able to socialise easily or whether they would prefer a quieter environment on a more one to one level.

With the appointment of a new Centre Manager in May 2016, her vision of Dementia clients has taken their care in a different direction. She has tried to integrate as many clients as possible into the main stream, enabling them to be as involved with all the activities and entertainments as they feel able to absorb. We have to be mindful of not only these vulnerable clients but also of the welfare of our staff in these sometimes challenging surroundings. 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 conform to a Service Specification agreed mutually between both Age Concern Orpington and the London Borough of Bromley. 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.

As in previous years our policies and procedures have been reviewed by a Trustee and revised to accommodate any changes we feel are necessary and also those dictated to us by legislation.

Transport is a major consideration. The London Borough of Bromley has outsourced their transport arrangements with a subsequent charge to the clients who use this service. They are predominantly social service referrals but they will transport our private clients if required but at an inflated charge to us. We now operate two minibuses utilising the goodwill of volunteer drivers and our care assistants. Such is our success that both vehicles are full most days and during 2017/2018 we will have to consider whether another vehicle is the way forward.

Sadly, during the last year, Age Concern Penge and Anerley took the decision to close their Day Centre and to terminate their day care contract with the London Borough of Bromley. Very generously, they donated one of their mini-buses to Age Concern Orpington and a portion of their residual finances.

AGE CONCERN - ORPINGTON & DISTRICT

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

Chairman's report.

This year completes four years with the current Bromley Council Day Care contract.

Our projections were correct in that we would require our generated reserves to sustain the contracted service. We have not needed to use our Deposit reserves, which owes much to the good management of both the Treasurer and the Centre Manager. Our year on year deficit was greater than anticipated due to using our staff as minibus escorts and incurring overtime payments. An associated organisation had to cease trading due to financial constraints. We benefited when they donated a minibus and £10,000, this allowed us to transport more clients to the Saxon Centre.

We have had a successful year in that we fulfilled all our service requirements. Our client numbers have risen slightly but we have a long way to go before we balance our finances. Along with our fellow Age Concern organisations we have made numerous appeals to Bromley Council for financial assistance but were unsuccessful.

At the end of the previous financial year our Manager of 10 years moved away from the area and tendered her resignation and, in the autumn, our Deputy Manager decided to join her husband in retirement. We were fortunate in recruiting Sharon Strouvalis as the new Centre Manager. She comes with a long history of care in the community and has a natural affinity with the clients. With changes at the top of the management chain, she was thrown in at the deep end and has responded with great skill and understanding. As a Trustee Committee we are always on a learning curve. The Treasurer has had to deal with the many faces of staff pensions. We continue to explore ways and means of cutting costs and increasing our income. We continue to increase our exposure to the general public.

I thank the Trustees, volunteers and staff for all the hard work they have carried out to ensure that the elderly who attend the Centre continue to have a happy and enjoyable experience with us.

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 2016/2017 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. Even with extremely judicious management of our income and expenditure we have unfortunately reached the end of the financial year with a considerable deficit. We have yet to use our long term reserves, funding the shortfall from the current account.

We are reaching out into the community and 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, Doctor's surgeries, mobility centres as well as Citizen Advice Bureau. Our website has been given a new format and we are able to advertise our services and this is a source for new enquiries 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.

AGE CONCERN - ORPINGTON & DISTRICT

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

At the beginning of 2016 Mrs Amanda Custis stood down from her role as Trustee but recommended a fellow solicitor, Mrs Grace Clarke, to assume her role on the Committee. We were delighted to welcome her as a Trustee in December of that year.

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

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 hearing aid specialists. The chiropodist attends weekly for any foot care problems. All 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 continued fall 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.

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. We had been advised that this service would finish as of Christmas 2015 but we were delighted when the organisation continued this much valued service for Christmas Day 2016. We again provided help in the way of drivers and escorts.

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.

AGE CONCERN - ORPINGTON & DISTRICT

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

Human Resources.

Staff.

| | |
|------------------|--|
| Manager | Mrs Sharon Strouvalis (appointed May 2016) (Mrs Elissa Fenlon resigned April 2016) |
| Deputy Manager | Ms Julie Claydon (appointed October 2016) (Mrs Patricia Owen retired September 2016) |
| Day Care Officer | Miss Susan Mulryan |
| Care Assistants | Mrs Susan Mills (retired January 2017) Mrs Sandra Berry Mrs Jacqueline Supple Mrs Petrina Scacchi Mrs Jan Collier Miss Tracy Banks Miss Susan Amner (appointed January 2017) |
| Administrator | Mrs Rachna Condon |

Catering Staff

| | |
|-------------------|-------------------|
| Chef | Mr Steve Lock |
| Assistant Cook | Mrs Beverly Brown |
| Kitchen Assistant | Mr John Stiles |

We had an “on the spot” kitchen inspection from the London Borough of Bromley and are delighted that we received a five star rating, which is the result of experience and good management from the catering team led by Steve Lock.

We have had various staffing issues this year with two members on long term sickness absence, one still on going, and some staff deciding to retire or move away from the area. With the increasing level of care and observation required with our clients we have recruited a new carer who started in January 2017. She has settled in well with the existing team who despite all the uncertainties for the future, have stayed loyal and remain with us.

Trainings.

All trainings need to be reviewed and updated regularly to conform with our Service Specification and the needs required within the Centre. To that end during the past twelve months staff have undertaken trainings in:- Food Hygiene, Health and Safety, First Aid, Moving and Handling, Dementia Training and Safe Administration of Medicines.

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.

Volunteers.

Age Concern Orpington is a well respected organisation within its environs but in recent years we have had more difficulty in recruiting volunteers. The demands on family time and longer working years for many have diminished our core area of the newly retired willing to give of their time to help others. We have been successful in recruiting drivers from our local U3A organisation. 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 some younger volunteers who bring renewed enthusiasm and energy to the Centre and they have integrated well with our existing team. With the challenges ahead of us, a strong team of volunteers is a sound base to build on for the future.

AGE CONCERN - ORPINGTON & DISTRICT

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

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. 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 a local charity it chooses to support, and in conjunction with a local secondary school, generously donated funds which enabled us to offer a Christmas meal without charge for all the clients. It also allowed the students to participate in a typical day at the Saxon Centre, encouraging them to join in with the clients thereby mixing the older generation with the younger. Everyone seems to benefit from the experience.

In June we were the delighted recipients of the fundraising carried out by a local organisation at an annual and very popular Summer Fair. They had nominated us as their headline charity and with the proceeds we replaced the curtains and cushions that are used throughout the building. Our thanks go to the Chelsfield Fair Committee for their kindness.

We have forged links with the local Community College and the several students have completed their work experience in Care with us. 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.

Financially this year has been a challenge as the expenses have far exceeded the income resulting in a deficit. This is due in part to staff being on long term sick leave and the necessity of extra expenses in covering their absence.

More staff have joined the pension auto enrolment scheme that commenced in March 2016 and are taking advantage of having an occupational pension with contributions from the Company.

The number of private clients has increased bringing in more revenue but it necessitated the need for a second mini bus to transport the clients to the Centre thus incurring the additional associated costs. As with all owners of vehicles we were affected by the increase in insurance tax and the price of fuel. With the generous donation of a mini bus the maintenance costs increased as there have been a number of major repairs necessary and despite owning the vehicle for only six months the expenses have increased five fold

As always the major expenses are salaries and pension contributions, rent and utilities which have all increased from last year. The cleaning contractor increased the pay of their staff to the National Living Wage and caretaking costs also increased adding a few thousands of pounds to the expenses over the year.

Public liability and other insurances more than doubled and maintenance of equipment increased by 50%.

The final instalment of the Grant and Rent relief from Bromley Council was received and donations from other organisations are much appreciated but as the expenses exceeded income last year, not only on the Legacy account but overall for the Company, the deficit is higher than I would like.

AGE CONCERN - ORPINGTON & DISTRICT

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

It would be a tremendous help to recruit more volunteers who could assist in driving the mini buses and escorting clients.

As always I offer my grateful thanks for the ongoing support from the staff, volunteers, Trustees and suppliers who, in their own way, have contributed to the continuing success of the Company.

Saxon Account Financial Report 2016 to 2017.

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

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company 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 the incoming resources and application of resources of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of directors and trustees on 25th August 2017 and signed on its behalf.

.....
JEAN HAYSOM

Secretary to the Trustee Committee

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF AGE CONCERN - ORPINGTON & DISTRICT

FOR THE YEAR ENDED 31 MARCH 2017

I report on the accounts which are set out on pages 9 to 15

Respective responsibilities of the Trustees and examiner

The 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 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 an understanding of the accounts to be reached.

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

Dated: 25th August 2017

AGE CONCERN - ORPINGTON & DISTRICT

STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2017

| | Unrestricted Funds £ | Total Funds 2017 £ | Total Funds 2016 £ |
|------------------------------------|-------------------------------------|---------------------------------------|---------------------------------------|
| Income and endowments from: | | | |
| Donations | 36,920 | 36,920 | 9,862 |
| Charitable activities | 234,050 | 234,050 | 261,162 |
| Investments | 2,767 | 2,767 | 2,307 |
| Total income | <u>273,737</u> | <u>273,737</u> | <u>273,331</u> |
| Expenditure on: | | | |
| Raising funds | 2,521 | 2,521 | 2,483 |
| Charitable activities | 16,569 | 16,569 | 11,867 |
| Other | 278,245 | 278,245 | 263,203 |
| Total resources expended | <u>297,335</u> | <u>297,335</u> | <u>277,553</u> |
| Net movement in funds | (23,598) | (23,598) | (4,222) |
| Total funds brought forward | <u>£335,730</u> | <u>£335,730</u> | <u>339,953</u> |
| Total funds carried forward | <u>£312,132</u> ===== | <u>£312,132</u> ===== | <u>£335,731</u> ===== |

All income and expenditure derives from continuing activities.

COMPANY NUMBER: COMPANY NO:7800233

AGE CONCERN - ORPINGTON & DISTRICT

BALANCE SHEET

AT 31 MARCH 2017

| | Note | 2017 | | 2016 | |
|--|------|----------------|-----------------|----------------|-----------------|
| | | £ | £ | £ | £ |
| Tangible fixed assets | | | | | |
| Tangible assets | 8 | | 22,549 | | 27,900 |
| Current assets | | | | | |
| Debtors | 9 | 15,426 | | 6,289 | |
| Bank accounts | | 286,387 | | 310,083 | |
| | | <u>301,813</u> | | <u>316,372</u> | |
| Creditors | | | | | |
| Amounts falling due within one year | 10 | 12,230 | | 8,541 | |
| | | <u>12,230</u> | | <u>8,541</u> | |
| Net current assets | | | 289,583 | | 307,831 |
| Total assets less current liabilities | | | <u>312,132</u> | | <u>335,731</u> |
| Net assets | | | <u>£312,132</u> | | <u>£335,731</u> |
| | | | ===== | | ===== |
| Capital funds | | | | | |
| Unrestricted funds | | | 312,132 | | 335,731 |
| | | | <u>312,132</u> | | <u>335,731</u> |
| Total funds | | | <u>£312,132</u> | | <u>£335,731</u> |
| | | | ===== | | ===== |

For the year ending 31 March 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

Trustees' responsibilities:

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to the small companies regime within Part 15 of the Companies Act 2006). Approved by the trustees on 25th August 2017 and signed on their behalf.

.....
D. MOORE - Chairman

The annexed notes form part of these financial statements.

AGE CONCERN - ORPINGTON & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

1. **Accounting policies**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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) issued on 16 July 2014 (as updated through Bulletin 1 published on 2 February 2016), the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical convention (modified to include certain items at fair value). The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years unless otherwise stated.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation and impairment.

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 income and expenditure when they are payable.

Pension costs

The company operates a defined contribution pension scheme, and the pension charge represents the amounts payable by the company to the fund in respect of the year.

AGE CONCERN - ORPINGTON & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

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.

2. **Income**

| | Unrestricted Funds 2017 £ | Total Funds 2017 £ | Total Funds 2016 £ |
|------------------------------------|--|---------------------------------------|---------------------------------------|
| Donations | | | |
| Donations, raffles and jumble etc. | 36,920 | 36,920 | 9,862 |
| | <hr/> 36,920 | <hr/> 36,920 | <hr/> 9,862 |
| Charitable activities | | | |
| Grant receivable | 10,500 | 10,500 | 30,472 |
| Personal Budget - managed | 85,378 | 85,378 | 119,438 |
| Meals receipts | 47,211 | 47,211 | 40,644 |
| Less: purchases | (18,355) | (18,355) | (17,334) |
| Hairdressing and activities | 4,157 | 4,157 | 10,887 |
| Private clients | 104,027 | 104,027 | 76,392 |
| Sundry other income | 1,132 | 1,132 | 663 |
| | <hr/> 234,050 | <hr/> 234,050 | <hr/> 261,162 |
| Investment income | | | |
| Bank interest received | 2,767 | 2,767 | 2,307 |
| | <hr/> 2,767 | <hr/> 2,767 | <hr/> 2,307 |

AGE CONCERN - ORPINGTON & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

| | | | |
|--|---------------------|--------------|--------------|
| 3. Expenditure on raising funds | 2017 | 2017 | 2016 |
| | £ | £ | £ |
| Fundraising costs | 1,627 | 1,627 | 463 |
| Advertising and marketing | 894 | 894 | 2,020 |
| | <hr/> | <hr/> | <hr/> |
| | 2,521 | 2,521 | 2,483 |
| | <hr/> | <hr/> | <hr/> |
| 4. Expenditure on charitable activities | Unrestricted | Total | Total |
| | Funds | Funds | Funds |
| | 2017 | 2017 | 2016 |
| | £ | £ | £ |
| Entertainment | 2,587 | 2,587 | 2,926 |
| Music and movement | 2,320 | 2,320 | 2,480 |
| Welfare | 1,042 | 1,042 | 1,511 |
| Transport running costs | 10,620 | 10,042 | 4,950 |
| | <hr/> | <hr/> | <hr/> |
| | 16,569 | 16,569 | 11,867 |
| | <hr/> | <hr/> | <hr/> |
| 5. Other costs | 2017 | 2017 | 2016 |
| | £ | £ | £ |
| Rent | 37,841 | 37,841 | 27,831 |
| Lighting, heating and water | 12,449 | 12,449 | 15,172 |
| Repairs and property maintenance | 3,962 | 3,962 | 3,001 |
| Caretaking and cleaning | 21,804 | 21,804 | 21,010 |
| Contract waste expenses | 1,222 | 1,222 | 1,175 |
| Office running costs | 9,325 | 9,325 | 9,751 |
| Legal and professional charges | 1,410 | 1,410 | 1,422 |
| Bad debts | 135 | 135 | 35 |
| Sundry expenses | 1,170 | 1,170 | 590 |
| Wages and salaries | 168,830 | 168,830 | 163,679 |
| Employers NIC | 5,787 | 5,787 | 6,017 |
| Pensions | 5,639 | 5,639 | 3,767 |
| Depreciation | 5,851 | 5,851 | 6,993 |
| Accountancy | 2,820 | 2,820 | 2,760 |
| | <hr/> | <hr/> | <hr/> |
| | 278,245 | 278,245 | 263,203 |
| | <hr/> | <hr/> | <hr/> |

AGE CONCERN - ORPINGTON & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

6. **Deficit for the year**

| | 2017 | 2016 |
|--------------------------------|-------------|-------------|
| | £ | £ |
| This is stated after charging: | | |
| Accountancy | 2,820 | 2,760 |
| Depreciation of owned assets | 5,851 | 6,993 |
| Pension costs | 5,639 | 3,767 |
| | ===== | ===== |

7. **Staff costs**

The average number of persons employed by the company during the year was as follows:

| | 2017 | 2016 |
|----------------|-------------|-------------|
| Administration | 4 | 4 |
| Carers | 7 | 6 |
| Catering | 3 | 3 |
| | ----- | ----- |
| | 14 | 13 |
| | ===== | ===== |

The aggregate payroll costs of these persons were as follows:

| | 2017 | 2016 |
|---------------------|-------------|-------------|
| | £ | £ |
| Wages and salaries | 168,830 | 163,679 |
| Social security | 5,787 | 6,017 |
| Other pension costs | 5,639 | 3,767 |
| | ----- | ----- |
| | £180,256 | £173,463 |
| | ===== | ===== |

AGE CONCERN - ORPINGTON & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

8. **Tangible fixed assets**

| | Land and Buildings £ | Plant and Machinery £ | Total £ |
|---------------------|---|--|--------------------|
| Cost: | | | |
| At 1 April 2016 | 14,373 | 28,325 | 42,698 |
| Additions | - | 500 | 500 |
| | <hr/> | <hr/> | <hr/> |
| At 31 March 2017 | 14,373 | 28,825 | 43,198 |
| | <hr/> | <hr/> | <hr/> |
| Depreciation: | | | |
| At 1 April 2016 | 1,796 | 13,002 | 14,798 |
| Charge for the year | 1,796 | 4,055 | 5,851 |
| | <hr/> | <hr/> | <hr/> |
| At 31 March 2017 | 3,592 | 17,057 | 20,649 |
| | <hr/> | <hr/> | <hr/> |
| Net book value: | | | |
| At 31 March 2017 | £10,781 | £11,768 | £22,549 |
| | ===== | ===== | ===== |
| At 31 March 2016 | £12,577 | £15,323 | £27,900 |
| | ===== | ===== | ===== |

9. **Debtors and prepayments**

Amounts falling due within one year:

| | 2017 £ | 2016 £ |
|---------------|-------------------|-------------------|
| Prepayments | 3,228 | 1,046 |
| Other debtors | 12,198 | 5,243 |
| | <hr/> | <hr/> |
| | £15,426 | £ 6,289 |
| | ===== | ===== |

10. **Creditors**

Amounts falling due within one year:-

| | 2017 £ | 2016 £ |
|-----------------|-------------------|-------------------|
| Other creditors | 2,852 | - |
| Accruals | 9,378 | 8,541 |
| | <hr/> | <hr/> |
| | £12,230 | £ 8,541 |
| | ===== | ===== |

AGE CONCERN - ORPINGTON & DISTRICT

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2017

| | 2017 | | 2016 | |
|---|---------|------------|---------|-----------|
| | £ | £ | £ | £ |
| Turnover | | | | |
| Donations, raffles and jumble etc. | | 36,920 | | 9,862 |
| Grant receivable | | 10,500 | | 30,472 |
| Personal Budget - managed | | 85,378 | | 119,438 |
| Meals receipts | | 47,211 | | 40,644 |
| Less: purchases | | (18,355) | | (17,334) |
| Hairdressing and activities | | 4,157 | | 10,887 |
| Private clients | | 104,027 | | 76,392 |
| Sundry other income | | 1,132 | | 663 |
| Bank interest received | | 2,767 | | 2,307 |
| | | <hr/> | | <hr/> |
| | | 273,737 | | 273,331 |
| | | | | |
| Resources Expended | | | | |
| Staff costs | 180,256 | | 173,463 | |
| Fundraising costs | 1,627 | | 463 | |
| Advertising and marketing | 894 | | 2,020 | |
| Entertainment | 2,587 | | 2,926 | |
| Music and movement | 2,320 | | 2,480 | |
| Welfare | 1,042 | | 1,511 | |
| Transport running costs | 10,620 | | 4,950 | |
| Rent | 37,841 | | 27,831 | |
| Lighting, heating and water | 12,449 | | 15,172 | |
| Repairs and property maintenance | 3,962 | | 3,001 | |
| Caretaking and cleaning | 21,804 | | 21,010 | |
| Contract waste expenses | 1,222 | | 1,175 | |
| Office running costs | 9,325 | | 9,751 | |
| Legal and professional charges | 1,410 | | 1,422 | |
| Bad debts | 135 | | 35 | |
| Sundry expenses | 1,170 | | 590 | |
| Accountancy charges | 2,820 | | 2,760 | |
| Depreciation | 5,851 | | 6,993 | |
| | | <hr/> | | <hr/> |
| | | (297,335) | | (277,553) |
| | | | | |
| Net expenditure over income for the year | | <hr/> | | <hr/> |
| | | £ (23,598) | | £ (4,222) |
| | | ===== | | ===== |