

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017**

Wellfield Close
Hatfield
Hertfordshire
AL10 0BU

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

**LEGAL AND ADMINISTRATIVE INFORMATION
AS AT 31 MARCH 2017**

MANAGEMENT COMMITTEE

Chairman	Mr S P Russell	Paddock Hill House Sacombe Green Sacombe Herts SG12 0JH Tel: 01920 438007
Vice-Chairman	Cllr M K Clarke O.B.E	39 Chantry Lane Hatfield Herts AL10 9HW Tel: 01707 262082
Hon Treasurer	Mr R J Claxton	14 Elmwood Welwyn Garden City Herts AL8 6LE Tel: 01707 326488
Correspondence Secretary	To be appointed	
Minute Secretary	Mrs R Basden	11 Birch Drive Hatfield Herts AL10 8NX Tel: 01707 266175
Users Committee Representatives	Mrs I Beckwith Mrs J Skeggs	Friendship House Wellfield Close Hatfield Herts AL10 0BU Tel: 01707 268961
WHC Representative	Cllr H Morgan	6 Break Road Hatfield Herts AL10 8FR Tel: 01707 257140
Chairman of Users Committee	Mrs P Johnson	90 Handside Lane Welwyn Garden City Herts AL8 6SN Tel: 01707 326457
Manager	Miss S A Swinden	49 Dellsom Kane Wellham Green Herts AL9 7DX Tel: 07806 879583
Bankers	HSBC 33 Town Centre Hatfield Herts AL10 0JX	

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

Independent Examiner

**N M Heath A.C.A
RPG Crouch Chapman LLP
62 Wilton Street
London EC2A 2BU**

Registered Office:

**Friendship House
Wellfield Close
Hatfield
Herts AL10 0BU**

CHAIRMAN'S REPORT 2017

Our centre at Friendship House has continued to flourish during this year and clearly demonstrates the need for such day centres to support the elderly and enable them to live independently in their own home.

We have again fallen a little short in balancing our income and expenses for the last financial year and have again needed to draw from our reserves. The indications seem to be that there will be continuing and increasing pressures on our finances and that smaller organisations will find it increasingly more difficult to secure grant funding. Consequently, 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.

A further symptom of the current economic climate and particular concern is the continuing erosion of free or reduced cost services provided to the voluntary sector and in the last year the introduction of a charge for the use of the bus service. The majority of our users need this assistance to travel to the Centre and therefore this is a further cost to their visits to us and one which we fear will continue to increase at an inflated rate.

At the last AGM our treasurer Ron Claxton retired from office and therefore this is the last set of financial statements under his care. Ron has diligently managed our finances for many years and we are deeply grateful to him.

I would like to take this opportunity to say a thank you to all who make working at Friendship House such a pleasure – the talented and committed staff, my supportive colleagues on the management committee and the dedicated volunteers who give so generously of their time, energy and expertise.



**S P Russell
Chairman**

27/1/18

HATFIELD & DISTRICT AGE CONCERN FRIENDSHIP HOUSE

REPORT OF THE TRUSTEES

The Trustees present their report and the financial statements for the year ended 31 March 2017. They have been prepared in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

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 with the community. The Centre also provides relief for Carers on a daily basis.

The Trustees have considered the Charity Commission's general guidance on public benefit in relation to the objectives of the Charity within the community and this report sets out these objectives and described how they have been met in the current year.

ACHIEVEMENTS AND PERFORMANCE

There are approximately 200 pensioners/carers using the facilities at Friendship House in one or more ways, and more than 4,400 lunches were provided during the year. Special lunches were organised to celebrate Easter, Halloween, Christmas and Valentine's Day.

Friendship House is used by a number of other clubs/groups who meet regularly over the year.


Facilities including hairdressing, chiropody, information display, benefits advice and a Second's 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.

A handwritten signature in black ink, consisting of a large, stylized 'R' or 'B' shape with a horizontal line extending to the right.

Signed on behalf of the Trustees

Wellfield Close
Hatfield
Herts AL10 0BU

27/1/18

**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 31 March 2017, which are set out on pages 6 – 11.

This report is made solely to the Charity's Trustees, as a body, in accordance with Section 145 of the Charities Act 2011 and regulations made under Section 154 of that Act. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under Section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

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

1. Which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed..... N M Heath.....
N M HEATH
Chartered Accountant

Date: 27/1/18.....

18 Calder Avenue
Brookmans Park
Herts AL9 7AQ

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

**STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2017**

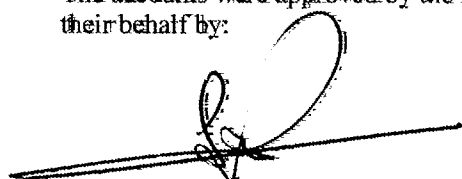
	Notes	General Fund £	Welfare Fund £	Reserve Fund £	Total 2017 £	Total 2016 £
INCOME						
Donations:	11	6,339		350	6,689	7,172
Charitable Activities						
Lunches:		24,898			24,898	27,739
Sale of Goods		3,492			3,492	4,098
Rents:	2	9,515			9,515	9,205
Raffles		562			562	510
Second Hand Shop		4,135			4,135	4,282
Grant-Shapps Fund		-			-	1,500
Sundry Items	3	-			-	621
Welwyn Hatfield Borough Council		12,750			12,750	12,750
Hertfordshire County Council		15,478			15,478	15,478
Welfare donations/events		600	5,980		6,580	4,129
Investment Income		12		62	74	94
Total Income	5	<u>77,781</u>	<u>5,980</u>	<u>412</u>	<u>84,173</u>	<u>87,578</u>
EXPENDITURE						
Raising Funds						
Cost of Goods for Resale:		299			299	656
Charitable Activities						
Friendship House Costs	3	80,546			80,546	85,963
Building Reserve Fund				1,394	1,394	-
Depreciation		116		558	574	765
Welfare Fund	4		6,768		6,768	3,680
Total Expenditure		<u>80,861</u>	<u>6,768</u>	<u>1,952</u>	<u>89,581</u>	<u>91,064</u>
Net Expenditure before Transfers		(3,080)	(788)	(1,540)	(5,408)	(3,486)
Transfers between funds		3,000		(3,000)	-	-
Net Movements in Funds		(80)	(788)	(4,540)	(5,408)	(3,486)
Balances brought forward at 1 April 2016		(3,454)	6,316	19,491	22,353	25,839
Balances carried forward at 31 March 2017		(3,534)	5,528	14,951	16,945	22,353

**HATEFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

BALANCE SHEET
31 MARCH 2017

	Notes	General Fund £	Welfare Fund £	Reserve Fund £	Total 2017 £	Total 2016 £
FIXED ASSETS						
Tangible assets:	6	47	-	1,673	1,720	2,294
CURRENT ASSETS						
Cash At Bank		(694)	6,448	13,278	19,032	21,911
Debtors:		-	-	-	-	-
CURRENT LIABILITIES						
Creditors and Accruals	7	(2,887)	(920)		(3,807)	(1,852)
NET CURRENT ASSETS		(3,581)	5,528	13,278	15,225	20,059
NET ASSETS		(3,534)	5,528	14,951	16,945	22,353
FUNDS OF THE CHARITY						
Unrestricted		(3,534)	5,528	13,278	15,272	20,122
Restricted		-	-	1,673	1,673	2,231
Total Charity Funds:		(3,534)	5,528	14,951	16,945	22,353

The accounts were approved by the Management Committee on 25 October 2017 and were signed on their behalf by:



S P Russell
Chairman.

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017**

1. ACCOUNTING POLICIES

General Information

Hatfield and District Age Concern (Friendship House) is a charitable trust established to promote the health and wellbeing of the elderly by providing services, activities and social contact that will assist them to remain living independently in their own homes. It is registered with the Charity Commission and its principal place of business is Friendship House, Wellfield Close, Hatfield, Herts. AL10 0BU.

Basis of Accounting

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102 and the reporting currency is GBP.

Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

Going Concern

The charity is dependent upon the financial support provided by Welwyn Hatfield Borough Council and Herts County Council and these grants are only announced 12 months in advance. The trustees have no reason to believe that these grants will not continue and therefore that the trust is able to continue as a going concern.

Income Recognition

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be reliably measured, and it is probable that income will be received.

Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS (Cont'd....)
YEAR ENDED 31 MARCH 2017**

ACCOUNTING POLICIES cont'd

Restricted Funds.

Restricted Funds reflect the written down values of the sun lounge and integral fixtures which are unlikely to be realisable at their carrying values.

Land and Buildings

In accordance with the Charities SORP, land and property used for charitable purposes has not been revalued. However, the Sun Lounge is shown at cost less depreciation.

Depreciation and Fixed Assets

Assets with a cost of less than £2,000 are written off in the year of acquisition. Other assets are depreciated over the expected useful lives as set out below:

Land and buildings	10% on cost
Equipment	25% on net book value
Sun Lounge extension	25% on net book value

Cash Flow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirements to prepare such a statement by virtue of its early adoption of Update Bulletin 11 of the Charities SORP (FRS 102).

Financial instruments

The Charity only enters into basic financial instruments transactions that are initially recognized at transaction value and subsequently measured at their settlement value.

Cash and cash equivalents.

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2. WELFARE FUND INCOME	2017	2016
	£	£
Bonus Ball	-	1,850
Sundry organised events	1,159	202
Transport	3,709	1,566
Donations	-	186
Exercise income	1,112	325
	<u>5,980</u>	<u>4,129</u>

**HATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

NOTES TO THE FINANCIAL STATEMENTS (Cont'd...)

3. FRIENDSHIP HOUSE COSTS	2017	2016
	£	£
Wages	52,559	49,897
Provisions	14,395	16,764
Building maintenance	1,681	1,659
Cleaning and materials	772	1,500
Refuse collection	1,078	1,010
Equipment and equipment repairs	393	3,326
Telephone	856	766
Electricity and Gas	3,839	5,606
Water rates	513	510
Postage and Stationery	559	690
Miscellaneous	648	1,193
Insurance	2,953	2,742
Independent Examination	300	300
	<u>80,546</u>	<u>85,963</u>

The charity employed an average of five staff during the year 2016/17, none of whom received remuneration at a rate in excess of £60,000 per annum. A key management role is performed by the centre manager whose remuneration in 2016/17 was £15,755 (2015/16 £15,386)

4. WELFARE FUND EXPENDITURE		
Transport	3,439	1,203
Organised events	1,315	-
Retirement event	-	1,235
Sundries	52	242
Christmas gifts/supplies	492	250
Exercise classes	1,470	750
	<u>6,768</u>	<u>3,680</u>

5. GOVERNANCE COSTS		
Accountants Fee	<u>300</u>	<u>300</u>

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

6. FIXED ASSETS	General Fund	Reserve Fund	Reserve Fund	2017	2016
	Pictures/	Fund	Fund	Total	Total
	Fittings	Sun	Dishwasher		
	£	Lounge	& Boiler	£	£
COST					
At 1 April 2016	36,614	23,778	10,565	70,957	70,957
Additions	-	-	-	-	-
At 31 March 2017	<u>36,614</u>	<u>23,778</u>	<u>10,565</u>	<u>70,957</u>	<u>70,957</u>
DEPRECIATION					
At 1 April 2016	36,551	23,213	8,899	68,663	67,898
Charge for year	16	141	417	574	765
At 31 March 2017	<u>36,567</u>	<u>23,354</u>	<u>9,316</u>	<u>69,237</u>	<u>68,663</u>
NET BOOK VALUE					
At 31 March 2017	<u>47</u>	<u>424</u>	<u>1249</u>	<u>1,720</u>	

**MATFIELD & DISTRICT AGE CONCERN
FRIENDSHIP HOUSE**

NOTES TO THE FINANCIAL STATEMENTS (Cont'd...)

7. CREDITORS	2017	2016
	£	£
Wages and salaries	596	224
Provisions	1,174	864
Gas and Electricity	782	444
Overheads	335	-
	<u>2,887</u>	<u>1,532</u>
8. BUILDING AND FITTING FUNDS	Total Building Fund	Restricted Funds Included
	£	£
Opening balance at 1 April 2016	119,491	
Net book value of sun lounge at 1 April 2016		565
Net book value of dishwasher and boiler at 1 April 2016		1,666
Incoming Resources		
Investment income	62	
Donations	350	
Outgoing Resources		
Window blinds	(1,000)	
Shop redecoration (net of insurance claim)	(394)	
Transfer to general fund	(3,000)	
Depreciation on sun lounge	(141)	(141)
Depreciation on dishwasher and new boiler	(417)	(417)
	<u>14,951</u>	<u>1,673</u>