



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

PURTON AND DISTRICT AGE CONCERN

On accounts for the year
ended

31ST MARCH 2019

Charity no
(if any)

1026670

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Brian Woodman

Date:

1/5/2019

Name:

BRIAN WOODMAN

Relevant professional
qualification(s) or body
(if any):

Address:

6 WITFIELD CLOSE, PULTON
SWINDON SN5 4HB

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

Purton and District Age Concern
Consolidated Income and Expenditure 2018/19

	<u>Income</u>	<u>Expenditure</u>	<u>Surplus/Deficit</u>
Main Fund	£19,463.90	£31,433.74	-£11,969.84
Minibus - Revenue	£7,172.43	£10,680.94	-£3,508.51
Minibus - Restricted	£36,385.42	£30,282.21	£6,103.21
Adj - Internal Transfer	-£11,085.93	-£11,085.93	
	<u>£51,935.82</u>	<u>£61,310.96</u>	<u>-£9,375.14</u>

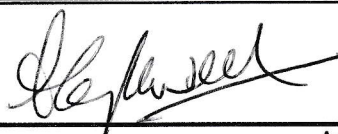
Purton and District Age Concern
Income and Expenditure - 1st April 2018 to 31st March 2019

General Fund Only (excludes Minibus transactions)

	<u>Income</u>	<u>Expenditure</u>	<u>Surplus / Deficit</u>	<u>Notes</u>
1. Charitable Events				
a. Outings	£4,786.90	£4,215.58	£571.32	
b. Christmas Parties / Carols	£518.60	£909.76	-£391.16	
c. Christmas Vouchers	£0.00	£8,399.27	-£8,399.27	
d. Tai Chi	£1,758.00	£1,810.45	-£52.45	
2. Fundraising				
a. 3B's	£1,721.00	£645.54	£1,075.46	
b. Cards and Calendars	£1,710.50	£885.00	£825.50	
c. Jumble Sales	£904.53	£108.00	£796.53	
d. Coffee Morning	£780.60	£0.00	£780.60	
e. Christmas Raffle	£1,200.00	£174.00	£1,026.00	
f. Burns Night	£1,929.00	£1,107.62	£821.38	
g. Market Stalls	£642.20	£0.00	£642.20	
h. Auction	£648.50	£202.50	£446.00	
i. Village Party	£480.00	£188.22	£291.78	
3. Other Income / Expenditure				
a. Donations	£2,160.24	£708.80	£1,451.44	
b. Bank Interest	£153.83	£0.00	£153.83	
c. New Minibus	£70.00	£11,085.93	-£11,015.93	3
4. Other Costs				
a. Meeting room hire	£0.00	£311.00	-£311.00	
b. Insurance	£0.00	£440.00	-£440.00	
c. Equipment purchased	£0.00	£16.94	-£16.94	
d. Training	£0.00	£43.20	-£43.20	
e. Printing and Postage	£0.00	£109.44	-£109.44	
f. Thank You gifts	£0.00	£50.00	-£50.00	
g. Other	£0.00	£22.49	-£22.49	
	£19,463.90	£31,433.74	-£11,969.84	

	Change in Funding			
	Opening Balance	Change during Year	Closing Balance	
Savings Account	£27,317.02	£153.83	£27,470.85	
Bank Account	£9,366.47	-£1,189.92	£8,176.55	1
Cash	£162.58	-£47.97	£114.61	2
Minibus Fund	£10,885.78	-£10,885.78	£0.00	3
	£47,731.85	-£11,969.84	£35,762.01	

Prepared by:



 Andrew Capewell

Audited by:



 Brian Woodman

Notes:

- Opening Bank Balance** - The B/F Balance of £9,833.96 included £467.49 of unpresented cheques for which the associated costs were included in last years accounts - restated balance £9,366.47
- Opening Cash Balance** - This balance has been restated to £162.58 to include the £100 float held for events not previous incorporated into the Accounts.
- Minibus Fund** - £11,085.93 was transferred to the Minibus fund for all donations received and half the profit from the sale of the 2017 Christmas cards (£130.15)

MINI-BUS STATEMENT OF ACCOUNTS FOR YEAR ENDING MARCH 2019

TRADING ACCOUNT

INCOME

Local trips etc.
Trips to Lorna Doone Daycare
Lydiard Luncheon Club
Purton Luncheon Club
Cedars Amenities
Donations
Fuel Duty Rebate
Interest Investment Account

£
1648.00
2543.00
672.00
1299.50
282.50
3.60
529.84
193.99

EXPENDITURE

Arval - Diesel
Service & repair to Tail Lifts
Monthly checks - both buses
Arval - Fuel Card Charge
MOT Service and Repairs - Grey Bus
DRB checks
Insurance
Phone top ups, stamps etc.
Co-ordinator's Allowance
Section 19 Permits
CTA UK Membership
Windscreen Covers
Repairs to Old Blue Bus

£
1,956.22
459.73
500.00
108.43
4,098.89
49.47
3,159.18
36.04
120.00
22.00
50.00
26.98
94.00

TOTAL

7,172.43

TOTAL

10,680.94

DEFICIT on TRADING
Less Depreciation charged in Year

-3,508.51
-3,230.00

LOSS ON YEAR

RESTRICTED FUNDS ACCOUNT

Balance Brought Forward
Grant from Clothworkers Foundation
Grant from Community First
Donation from Purton Carnival
Donation from Swindon Lions
Local Donations
Sale of Old Bus

15555.00
15000.00
1000.00
1000.00
1000.00
17285.42
1100.00
51940.42

Balance on Purchase of New Bus
Artwork for New Bus
Additional keys for New Bus

29,032.00
234.00
1,016.21

Balance transferred to 2019/2020

30282.21
21658.21

Prepared By Grace (Treasurer)

Certified correct from documentation provided Ben (Auditor)

MINI-BUS BALANCE SHEET YEAR ENDING MARCH 2019

ASSETS

	2018/2019 £	2017/2018 £
Mini-buses		
Peugeot (HX18AXD)	35282.21	5,000.00
Renault (WA10 AUT)	6460.00	9690.00
Lloyds TSB (Includes £272.79 of restricted funds)	5703.43	19688.14
Virgin B S.Investment (Includes £21385.42 of restricted funds)	49193.81	32614.40
Restricted Fund Balance	-21658.21	-15555.00
	<u>74981.24</u>	<u>51,437.54</u>
2018/2019 Profit/Loss		-6738.51
2018/2019 Capital Expenditure		30282.21
		<u>74,981.24</u>

Prepared By Grace.....(Treasurer)

Certified correct from documentation provided.....(Auditor)

PURTON & DISTRICT AGE CONCERN
Minutes of AGM Meeting on Tuesday 4 June 2019
7.30pm at the Silver Threads Hall

Agenda:

- 1) Apologies
- 2) Minutes of last AGM
- 3) Updates:
 - President's Report
 - Chairman's Report
 - Secretary's Report
 - Treasurers Report
 - Minibus Treasurers Report
- 4) Election of Officers

Present:

Peter Berry (Chair)
Maureen Griffin
Laura Phillips
Jean Totterdell

Andrew Capewell (Treasurer)
Mick Looker
Tony Price (Pres.)
Andy White

Georgina Colman (Sec)
Richard Parks
Graham Price (MB Treasurer)

1. Apologies:

Jenny Barnes (V.Chair)
Arthur Griffin

Ali Bunce (Asst sec)
Charlotte Griffin

Colin Freemantle
Sheila Price

2. Minutes of the last meeting:-

The minutes were approved and signed by Peter: Proposed by Tony Price, seconded by Andy White.

3. Updates

President's report:

I feel very honoured and proud to be President of Purton & District Age Concern having seen it grow to what we have today. I doubt if there is a better run organisation than ours, especially with the new officers keeping us up to date with all this modern technology – the new blending in with the old perfectly. I am not going to mention anybody individually as it is one great team which I can see continuing well into the future.

This is very rewarding for us older ones like Jenny, Maureen, Arthur and Shelia who have seen great advancements from what it was in days gone by.

So, congratulations to you all, general committee, minibus personnel, street wardens and those outside Age Concern who are always willing to help us.

Thank you one and all.
Tony Price B.E.M.

Chairman's report:

When I was asked to take over as Chairman, I knew very little about how this committee organised so many fund-raising events within the village. I knew most of the committee members from other organisations I had been involved with and knew that the work they did was highly beneficial to the success of this charity.

I soon realised how efficient the committee are and how easy it is to get volunteers for each of the fund-raising events we showcase each year.

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Mick Looker had to stand down due to pressure of work, and I thank him for his tenure and his legacy. Charlotte was also beginning to feel the pressure as Treasurer and her work commitments and decided to stand down, both of them staying on the committee, thank goodness!

We also lost Derek Lee who had been on the committee for many years and has now moved back to Ireland, another stalwart who was involved in all of our projects.

Welcome now to Andrew Capewell who has taken over as treasurer, he was under the illusion that retirement from work meant taking it easy, fortunately we got hold of him before he had a chance to find out. He has had the task of sorting right through the accounts in order to comply to the money laundering laws and has introduced new software to replace the old, much more difficult software, that Charlotte managed to use but was most confusing.

Settling down to the work in front of us, we have another bombshell when Louise Tidman, our secretary, informed us that she is leaving the village to move back to her home town of Ashby de la Zouch, this was on the run up to Christmas which is a busy time of the year for us, but she sorted through all of the relevant bookings etc to make it easier for us to continue smoothly. Come January and at the Burns Night dinner I asked, hopefully, for somebody to replace her.

Step forward Georgina (George) Colman, who came up to me and said she could be interested. I invited her to the next meeting and we were delighted to hear that she would be happy to do the job, talk about jumping in at the deep end! She has the organisational skills and software knowledge which has enabled us to now have our own website and Facebook and Twitter accounts. Yes I expect some of you are just as confused as I am, but at last we have joined the 21st century!

Both Andrew and George are key members of the committee and have brought a new dimension to the meetings and general running of the charity. I couldn't be more pleased.

Unfortunately in the last year there have been some deaths in our group. Brenda Lilley died the day after the 3B's evening last October where her husband John was the bingo caller, she had insisted he go even though she was very ill, she has been greatly missed and did so much good work for Age Concern over many years. More recently Susan Pagett died after a long illness that saw her have good and bad days, she was a street warden for many years, and a committee member for a short period. We send our condolences to both Richard and John at these sad times for them.

I have really enjoyed my first year on the committee, and as Chairman, and I hope you will allow me to do so.

Peter Berry - Chairman

Secretary's report:

I have only been Purton & District Age Concern Secretary since March and I know that I have big shoes to fill since Louise left the position.

I would like to thank all the committee for making me feel so welcome and to Louise & Lucy for all their help with various notes and instructions on how to carry out the role effectively.

Unfortunately I do not live in the village so my opportunities to meet with all of the Street Wardens and residents is limited but it is my intention to do my best to attend all the various functions we have planned so I can meet as many of you then. I am always available to be contacted via email with any concerns or issues. (georgina@acolman.com). Perhaps later in the year there will be an opportunity for Peter and I to meet all the Street Wardens and discuss and catch up on all the excellent work they are doing on their patches.

Sadly, we lost Susan Pagett this year. I didn't personally know Susan, but Tony has told me how Susan worked in the community as one of our Street Wardens and how she was committed to Age Concern. She will be sorely missed, and our thoughts are with Richard at this difficult time.

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With the committee's approval I have introduced this year a Purton & District Age Concern Webpage, Facebook page and Twitter account. Facebook & Twitter will be used to promote our events and to get a wider circulation to maximum fundraising potential. The Website has been developed to share information about the services we offer, events and trips planned, contact details and any other relevant information for our residents.

I look forward to the rest of 2019 working with Age Concern and I am sure we can make it an ever-successful year.

Georgina Colman

Treasurer's report:

2018/19 has been a good year for the Charity. However, when reviewing the Accounts there is one significant adjustment you need to take into account; over the last two financial years the General Fund has collected donations on behalf of the new minibus and this has now been transferred to the minibus account. To avoid double accounting, these transactions need to be removed from the main fund as they will be reported in the minibus Accounts.

This means the summary figures change from:

Reported Accounts

	2017/18	2018/19
Income	£27570.21	£19463.90
Expenditure	£20201.77	£31433.71
Surplus/Deficit	£7368.44	-£11969.84

To:

Adjusted Accounts (to remove Minibus Donations)

	2017/18	2018/19
Income	£16684.43	£19393.90
Expenditure	£20201.77	£20347.81
Surplus/Deficit	-£3517.34	-£953.91

Once the minibus adjustment has been made you can see that the General Fund has been running with a deficit over the last couple of years, but this has reduced from £3517 to £954. This is not a concern at this time, as the focus has been to raise funds for the minibus during this period.

In real terms (after removing the minibus transactions) the expenditure from the General Fund has been fairly static over the last 2 years, but we have seen a growth of over £2700 extra income. 70% of the income growth has come from the outings arranged, with other increases in Tai Chi, Jumble Sales, Coffee Morning, 3B's and general donations. The income areas that have dropped have been Burns Night, Market Stalls, Christmas Cards and Calendars and Auction.

The value of £10 Christmas Vouchers given out increased by £281.78 to £8399.27 (841 Vouchers). 88.1% of the vouchers issued were used. In addition to the Vouchers we have made two significant donations during the year: £500 to Purton Surgery towards the Dermatoscope and £209 to the Purton Lunch Club (provision of potatoes).

After over four years of the Tai Chi classes running at a deficit there was a small price increase during the year and a move to term time classes only. This has seen a positive change in the financial operation of the classes during the second half of the year. We still come in with a deficit of £52 for the year, but this is a vast improvement to the deficit of £369 in the previous year. We expect to operate with a small surplus moving forward.

Interest on Savings account was £153.83, savings rates are very low at this time, especially for Charity Accounts.

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We have seen a vast improvement this year with the outings / Mystery trips arranged

	2017/18	2018/19
Income	£2876.50	£4786.90
Expenditure	£3575.80	£2415.58
Surplus/Deficit	-£699.30	£571.32

Other events made the following surpluses to contribute towards the Christmas Vouchers:

3B's	£1075
Christmas Raffle	£1026
Cards & Calendars	£826
Burns Night	£821
Jumble Sales	£797
Coffee Morning	£781
Market Stalls	£642

Andrew Capewell - Treasurer (Designate)

Minibus Treasurers Report:

Usage of the mini buses declined again last year, with the mileage being lower than the previous year and the operating deficit being higher.

Total mileage for the 3 buses in the Year was 7997 (last Year 8471) of which the old blue bus did 1057 miles before being sold, the grey bus did 4024 miles and the new blue bus travelled 2916 miles. Total mileage for the 9 year old grey bus is 51175.

Total income for the Year (excluding donations to the restricted funds account) of £7172 was £161 higher than last year, while expenditure (excluding purchase of the new bus) of £10681 was £771 higher than the previous year.

On trading alone there was a deficit of £3706 (£3441 last year) but interest received of £194 and a donation of £4 left us with a reduction of £3508 in our reserves.

Principal differences on income compared to last year were Purton Lunch Club journeys (up £376), trips for The Cedars (up £183) and Donations to the General Minibus Account (down £375). The full effect of the decision by White Horse Care to use their own vehicle for day care from February will be felt in the current Year.

Despite there being less activity total expenditure increased by £702.

The average price paid for diesel during the year was £1.30 per litre, up 8p per litre from last year and the usage was 1491 litres, down 37 litres from last year.

Last year there was exceptional expenditure of almost £2000 on repairs to the old blue bus and this year we had to have major repairs to the grey bus which cost just over £4000.

During the year our Section 19 permit, which we need in order to carry fare paying Passengers, was renewed. In order to meet the conditions of the permit we had to implement a couple of changes to our procedures. On the plus side we have to charge individual fees/donations as opposed to a group booking fee, hence the increase in the income from Purton Lunch Club. On the down side we now have to have full safety checks carried out on both vehicles every 10 weeks at a cost of £60 per vehicle each visit. Unfortunately these checks are compulsory irrespective of mileage travelled and the age of the vehicle.

At 31st March 2019 the Unrestricted bank balances totalled £33240, however this will reduce as losses are incurred in the coming years. Although we have picked up a couple of new clients for transporting to day-care, since losing the

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White Horse Care business, our income for this year will still be lower than last years and we will have a deficit on the year.

From a purely financial view, it would be difficult to justify a 2 bus operation as each vehicle incurs just over £2000 of annual costs for insurance and servicing before it leaves the car park. However, as we have 2 buses it makes sense to continue to keep them both.

The total held in the Restricted Funds account of 31st March was £27658 which will be used to purchase the next new bus when that becomes necessary.

Graham Price – MB Treasurer

4. Election of Officers

Position	Elected	1 st	2 nd
President	Tony Price	Andy White	Laura Phillips
Chairman	Peter Berry	Andy White	Laura Phillips
Vice Chair	Laura Phillips	Tony Price	Andrew Capewell
Secretary	Georgina Colman	Andy White	Laura Phillips
Ass. Secretary	Ali Bunce	Andy White	Laura Phillips
Treasurer	Andrew Capewell	Andy White	Laura Phillips
General Committee	Confirmed on block	Andy White	Laura Phillips

Jenny Barnes has stepped down as Vice Chair. Laura Phillips kindly offered to take up the role. This was proposed by Tony and Seconded by Andrew. All were in agreement.

Jenny will be missed and is thank very much for all her work with Purton Age Concern over the years.