

FELIXSTOWE OLD PEOPLES WELFARE ASSOCIATION

A Charitable Incorporated (Foundation model) Organisation Registration No. 1,160,222

14, Princes Gardens, Felixstowe, Suffolk IP11 7RH

Email - richolland1@btinternet.com Website - www.fopwa.onesuffolk.net

Trustees Annual Report in respect of year ended 31st December 2018

This is the fourth annual report after C.I.O. Charity Registration was awarded on 29th January 2015.

The Trustees at the start of the year were (in alphabetical order) Peter Finbow, Jon Garfield, Jack Gradwell, Val Gradwell, Roy Gray, Jenny Holland, Richard Holland, Tony Horrocks, and Chris Strang, with Richard Holland appointed as Chairman, Roy Gray as Vice-Chairman, Tony Horrocks as Treasurer and Jenny Holland as Secretary. Three more Trustees could be appointed to reach the maximum number permitted of twelve.

The method to be adopted for the recruitment and appointment of new Trustees is not formalised, but will continue to be based on personal recommendation of existing trustees and local knowledge of any potential new trustee.

Appointment is entirely within the remit of the remaining Trustees with no other person or body external to the charity entitled to appoint a Trustee.

Management of the Association is achieved by occasional Trustee committee meetings, and much day to day liaison between individual Trustees. In accordance with C.I.O. Constitution clause 26, at the first Trustee meeting in March 2016, five Rules were adopted covering; Frequency and purpose of the (minimum) three Trustee meetings per annum; Title and Roles of Officers; Honorary President role and appointment, and invitations to Felixstowe Town Council and Suffolk Coastal District Council each to have one non-voting representative observer at meetings of Trustees. Trustees agreed that the Association's financial year end be brought forward from 31st March 2018 to 31st December 2017 and that thereafter the financial year runs 1st January to 31st December.

Polices covering day and evening lettings of "the Hut" and the Senior Citizens Centre are in accordance with the overall objective(s) of the Association being for "the relief of the elderly being those aged 60 or over....by providing facilities which meet their needs and improve their wellbeing...." regardless of their personal background, faith, gender, race or personal circumstances.

Adequate reserves are maintained to cover anticipated expenses and contingencies with complete financial reports given at all Trustee meetings and quarterly between meetings. A detailed reserves policy has not yet been formalised, while in the meantime an understanding between Trustees persists that we will not increase prices unnecessarily. The Association does not hold funds as custodian trustee on behalf of others.

The three main activities of the Association are -

Senior Citizens Centre in Broadway House operated under an annual licence from Felixstowe Town Council.

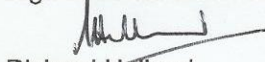
Negotiations to replace the licence with a new Lease are completed with just the final documents being prepared for signature. A Defibrillator has been fitted on the outside to be available to the general public. Thanks to the team of volunteers and the continued support of the Town Council it has been another successful year. We have in the region of 500 daytime users every week in the Centre which is also in use most evenings for the benefit of local clubs.

"the Hut" beach-front facility which we operate as lessees from Suffolk Coastal District Council at a nominal rent.

Thanks to the team of volunteers, it is open for about 200 days each summer for groups of elderly visitors from Care, Nursing and Residential homes, elderly people's groups and the like. Any unbooked days and evenings "the Hut" is hired to a wider range of users to provide useful additional income to supplement the normal day time booking revenue. In accordance with the terms of the Lease, we continue to use our best endeavours to repair and improve the state and condition of the building. Since taking on occupancy of "the Hut" we have made major improvements including new toilets, a new kitchen, creation of a much larger hall for general use, a D.D.A. access ramp, new windows and external security roller shutter blinds and replacement of badly eroded bricks and replacing external woodwork with UpVC cladding. A Defibrillator has been fitted on the outside to be available to the general public.

Donations /Grants. Our Policy was revised in October 2018 and money given to local senior citizen focussed clubs and organisations in accordance with that Policy.

Signed on behalf of the Trustees


Richard Holland

FELIXSTOWE OLD PEOPLES WELFARE ASSOCIATION

Registered Charity No. 1160222

FINANCIAL STATEMENT JAN - DEC 2018

2017 £	INCOME CENTRE	2018 £	2017 £	EXPENDITURE CENTRE	2018 £
8,296.10	Refreshments	10,330.59	2,978.99	Tea / Biscuits	3,287.00
1,650.00	Bookings	4,020.00	290.75	Milk	342.21
267.50	Donations / Raffle	1,080.00		Flowers	83.39
243.50	Events	-	270.19	Phone	381.30
138.52	Book sales	109.60	636.56	Electricity	866.45
182.52			763.17	Gas	1,152.57
			353.26	Water	957.39
			365.91	Insurance	370.25
			632.88	Maintenance	1,417.99
			140.00	Window Cleaning	200.00
				Equipment	2.00
			230.57	Misc	326.57
			2,000.00	Donations	1,950.00
			4.50	Admin	446.19
			2,000.00	Licence Fee(FTC)	2067.26
				Refurbishment	268.64
10,778.14	TOTAL	15,540.19	10,666.78	TOTAL	14,119.21
			111.36	Gain/Loss	1,420.98

THE HUT

1,253.00	Booking Fees	12,037.00	1,264.26	Maintenance	7,083.61
910.50	Donations / Fundraising	1,459.00	2,805.00	Cleaning charges	3,250.00
182.52	Bank Interest	228.24		Equipment	-
	Refund	-	355.23	Electricity	369.10
4,500.00	FTC Grant	-	59.94	Phone	76.15
			458.08	Water	808.47
			60.00	Refunds	-
			63.45	Miscellaneous	21.49
			319.16	Admin	52.15
			2,020.00	Net Transfer	-
6,846.02	TOTAL	13,724.24	7,405.12	TOTAL	11,660.97
			- 559.10	Gain / Loss	2,063.27
			- 447.74	Total Gain/Loss	3,484.25

BANK / BUILDING SOCIETY

<u>CENTRE</u>		Difference		<u>HUT</u>		Difference	
2,171.48	Current A/C	1,965.56	- 205.92	5,669.05	Current A/C	1,504.08	- 4,164.97
1,373.10	Nationwide		- 1,373.10	23,393.10	Nationwide	23,568.55	175.45
83.13	Virgin	9,135.92	9,052.79				
3,627.71	Total	11,101.48	7,473.77	29,062.15		25,072.63	- 3,989.52
							-
				32,689.86	TOTAL FUNDS	36,174.11	3,484.25

Tony Horrocks Treasurer

Certified correct according to records presented to me by the Treasurer

Brian Davies Independent Examiner

[Handwritten signatures and dates]
28/1/19

FOPWA - TREASURERS REPORT (Jan-Dec) 2018

Please find attached the Financial Statement of our Accounts for 2018 (Jan-Dec) which have been audited and approved. Please remember figures for 2017 are for 9 months only.

CENTRE

- Despite increase in drinks price the refreshment income has fallen some £1000 from average of previous 10 years: with a gradual monthly fall from June onwards. Obviously, fewer customers.
- Booking fees appear much higher than normal but this is due to a full year income from Activ Lives who paid the whole of their 2017 accounts this year – now bill them on monthly basis to ensure this does not happen again.
- Donations increased due to several bereavement gifts
- Refreshment costs reduced again which may be due to less customers.
- Utility costs were as expected and will remain at this level until 2020. (new contracts)
- Maintenance costs were primarily (£540) due to paper products for toilets / kitchen.
- Donations to other Charities were as agreed at £1950.
- CPR documentation (incl. postage) for all people associated with FOPWA resulted in a high admin charge £446.19.
- The major refurbishment of the Centre organised by FTC resulted in a “one off” cost to us of £268.54.

HUT

- Booking fees are slightly higher than previously.
- Increase in donations/ fundraising
- Maintenance costs were for new doors, shutters etc
- Utility costs have reduced as expected but will remain at this level in the future.
- Question of water leakage – pipe or faulty meter is still on going
- Admin costs reduced due to emailing of booking forms -thus saving on postage and stationery.

FINANCIAL

- **The Centre** produced a small operating surplus which is overstated due to Activ lives rental and additional donations. Expected to be a breakeven position in future – if not a small loss - unless more customers use Centre
- **The Hut** had major capital expenditure but still produced an operating gain.
- **Banks** – Even after HUT expenditure the operating gain was such as to increase total levels of funds to £36,174. (£3469 at Bank and £32,529. in Interest bearing accounts.
- Interest earned £365

ITEMS FOR CONSIDERATION

1. **Centre Income** – do we attempt to increase customer base at Centre.? There is no need for immediate concern as we still give £2000 p.a. to other charities – which could be reduced.
2. **Centre Costs** – Request FTC pay window cleaning costs of £200 p.a. (equal to 1 week's income!!)
3. **Hut Costs** – attempt to have more clients using email for booking and invoices?
4. **Financial** - Decide to maintain “ring fenced” amount for Hut Maintenance at £25K?

Any questions please let me know

Tony

28th January 2019

FELIXSTOWE OLD PEOPLES WELFARE ASSOCIATION

Registered Charity No. 1160222

Independent Examiner's Report to the Trustees in respect of year ended 31st December 2018

Respective responsibilities of Trustees and Examiner

As the charity's Trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of my 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 I do not express an audit opinion on the view given by the accounts.

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
 - a) to keep accounting records in accordance with section 41 of the Act; and
 - b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.



Brian Davies
Independent Examiner
No 5, Cautley House,
Undercliff Road East,
Felixstowe IP11 7SF
August 2019