

**Company Number: 07428157**

**Charity Number: 1139928**

**Age UK Selby District**

**(A company Limited by Guarantee)**

**Trustees' Annual Report and Financial Statements**

**for the year ended 31 March 2019**

# Age UK Selby District

## General Information

### Trustees

I White	(Resigned 10 February 2019)
R H Drew	(Chair) (Appointed as Chair on 10 February 2019)
R E Sayner	(Vice Chair) (Appointed as Vice Chair on 10 February 2019)
M J Meanwell	(Resigned 1 January 2019)
J Thurlow	
K Haggerty	(Resigned 16 January 2019)
C Shepherd	(Appointed as a Trustee 5 February 2019)
P Watson	(Appointed as a Trustee 5 February 2019)

### Secretary

J Mook

### Registered Company number

07428157

### Registered Charity number

1139928

### Registered Office

50 Micklegate  
Selby  
YO8 4EQ

### Independent Examiner

Laura Masheder FCA DChA  
Garbutt & Elliott LLP  
Triune Court  
Monks Cross Drive  
York  
YO32 9GZ

### Bankers

Yorkshire Bank  
16 Market Street  
Selby  
YO8 0NU

CAF Cash Limited  
Kings Hill  
West Mallings  
Kent  
M19 4TA

Santander  
15 Gowthorpe  
Selby  
YO8 4HE

NatWest  
1<sup>st</sup> Floor  
1 Humber Quays  
Wellington Street West  
Hull  
HU1 2BN

# Age UK Selby District

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# **Age UK Selby District**

## **Report of the Trustees for the year ended 31 March 2019**

The Trustees, who are also Directors of the charity for the purposes of the Companies Act 2006, submit their report and independently examined financial statements for the year ended 31 March 2019 and confirm they comply with current statutory requirements.

These 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) (effective 1 Jan 2015) as detailed in the accounting policies.

### **Structure, governance and management**

Age UK Selby District is a company limited by guarantee (company number: 07428157) incorporated on 3 November 2010 and a charity established by Constitution and registered with the Charity Commission (charity number: 1139928). The charitable company commenced activities on 1 April 2011.

### **Charitable Objectives**

The aim and objective of the Charity is to promote the welfare of frail older people, together with their families and carers, within Selby and the surrounding district.

### **Trustees**

The following Trustees have held office since 1 April 2018:

I White	(Resigned 10 February 2019)	R H Drew	(Chair)
R E Sayner	(Vice Chair)	M J Meanwell	(Resigned 1 January 2019)
J Thurlow		K Haggerty	(Resigned 16 January 2019)
C Shepherd	(Appointed 5 February 2019)	P Watson	(Appointed 5 February 2019)

These Trustees constitute Directors of the Charitable Company for the purposes of the Companies Act 2006. None of the Trustees had an interest in any of the Charity's contracts either during or at the end of the financial year.

### **Registered Office**

50 Micklegate  
Selby  
YO8 4EQ

### **Independent Examiner**

Laura Mashedier FCA DChA  
Garbutt & Elliott LLP  
Triune Court  
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Yorkshire Bank  
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Kent  
M19 4TA

Santander  
15 Gowthorpe  
Selby  
YO8 4HE

# Age UK Selby District

## Report of the Trustees for the year ended 31 March 2019 (Contd)

### Reserves Policy

The 50 Micklegate, Selby fund holds the additional costs made in purchasing the building along with the revaluation reserve required to recognise the value of the property at the time of transfer to the company structure.

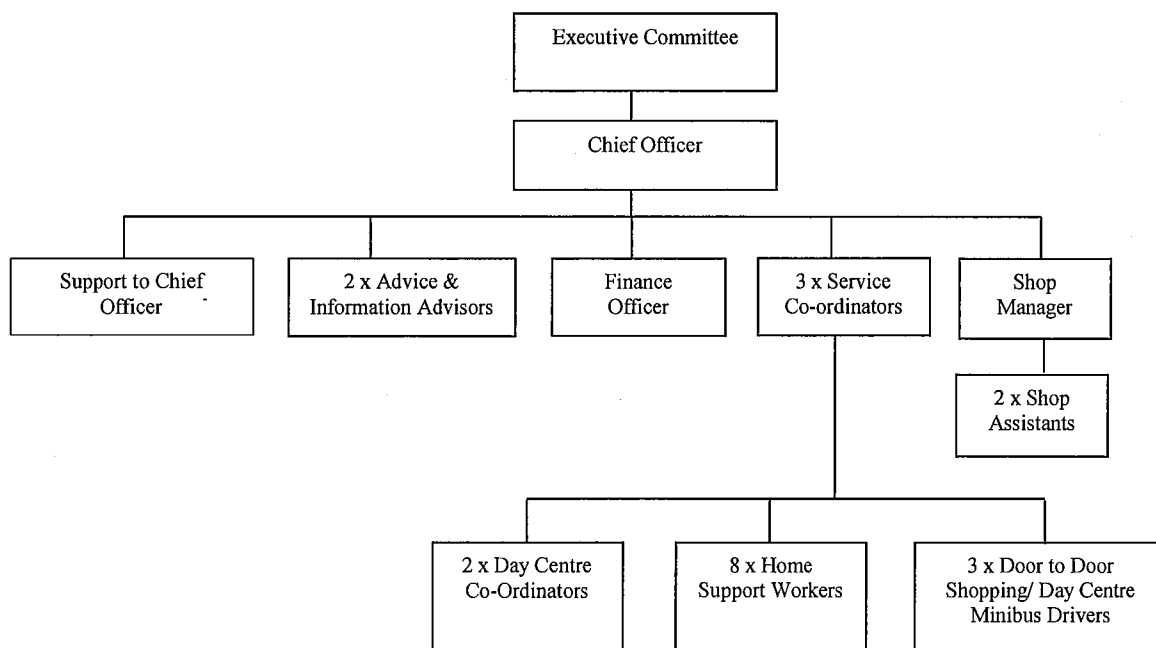
The 53 Micklegate, Selby fund represents the purchase price of the building to be used for the replacement tearoom.

As stated in last year's report, having taken possession of the new minibus and with no replacement being seen as required for at least five years, the opportunity has been taken to transfer the £25,000 back to the general fund.

The Information and Advice fund has been kept at £30,000 to reflecting the annual cost of providing this service.

Overall the organisation's increased unrestricted fund of £169,546 consists of the unspent accumulated profit from the charity shop. This sum represents over 6 months normal running costs, which is in line with the Charity Commission recommended level of free reserves.

### Organisational Structure



All the above Services are supported by Age UK Selby District Volunteers.

# **Age UK Selby District**

## **Report of the Trustees for the year ended 31 March 2019 (Contd)**

### **Trustees**

All Trustees are required to retire at the Charity's annual general meeting but being eligible, those who wish to can offer themselves for re-election. New Trustees are either elected at the annual general meeting or appointed by the Board for the period to the next annual general meeting.

### **Review of Activities**

A significant step in the development of the organisation was taken by acquiring the building at 53 Micklegate using £90,000 of accumulated funds as well as a mortgage of £100,000, to relocate the tearoom from the rented building in Ousegate which suffered from a poor footfall. It is pleasing to report that this has resulted in a significant increase in business.

### **Core Activities**

Each year, we continue to see the organisation grow in terms of requests for service provision and general office enquiries for advice and information. It is a well-known fact that older people are living longer and need more support to enable them to live a comfortable and independent lifestyle. Core-funding is still an issue with our funders, who are reluctant to financially support this area of our work, without creating new innovative services.

The temporary post of Community Navigator Co-ordinator created to handle the work arising from the District funded project signposting clients to services available was removed during the year and subsequently replaced by a post fulfilling a Support role to the Chief Officer.

### **External Partnership**

Age UK Selby District works with many other voluntary and statutory organisations to promote the welfare of older people living locally. With the award of the NYCC contract on a locality basis it was recognised that the REACT Cooperative was no longer required so steps were taken to dissolve the organisation. However the value of working with our sister Age UK organisations in North Yorkshire, and lessons learnt, should not be forgotten in the future.

### **Advice and Information**

The two fully trained staff members continue to raise over £1million for elderly clients from advice and information which boosts spending in the local economy. Partial funding by NYCC and use of Age UK Brand Partnership grant has put activity on a firmer financial footing. Advice to elderly clients on how to use computers and other devices, particularly to communicate with relatives, friends and service providers, is offered by one of the advisers under the separate activity of Connecting You. This is an area of work where small grants are being found from numerous sources to help fund this innovative and much needed service.

### **Rural Social Centres**

The two day centres run at Drax Power Station Sports and Social Club continue to be well supported. The Selby centre previously run in the rear room at the Tearoom, and now relocated, is growing in popularity.

### **Door-to-Door Shopping Trips**

Using our two minibuses, a mixture of paid and voluntary drivers collect and escort older people from their homes and take them to the supermarket and then take them home and assist in carrying their shopping to their door. We now operate six separate services including four from the rural areas. Often older people cannot access the bus services or carry their shopping. For some elderly people this outing is the only one that they will have all week. Partial support from NYCC as part of the day activities funding has enabled these services to be put on a firmer financial footing.

The new minibus – for which a substantial grant was received in 2017/18, was finally delivered and again has been well received by clients and drivers.

# **Age UK Selby District**

## **Report of the Trustees for the year ended 31 March 2019 (Contd)**

### **Home Support**

This expanding Social Enterprise activity is meeting a need not previously recognised in Selby District. Workload has steadily increased during the year with staff numbers rising to eight (including a relief position) to match the demand. Though much of the work relates to cleaning, shopping is also undertaken for the housebound while a dog walking service is also offered.

A regular exercise is carried out in order to ensure that the hourly rate that staff are being paid is in excess of the minimum wage when taking into account travelling time. As new clients come forward work rotas are adjusted to ensure that travelling time is kept to a minimum.

### **Telephone Befriending**

This service, which was declining in usage, has now ceased following the reduction in funding from NYCC under the new contract. The accumulated surplus has been transferred to help fund the innovative Community Hub activity which has been enthusiastically received by NYCC.

### **Wheelchair Loan**

These are loaned out on a short-term basis to assist older people to have days out and holidays.

### **Financial Review**

Overall, net current assets reduced by £15,387 to £188,144 of which cash accounted for £184,580.

Overall income was virtually unchanged at £301,403. Income from contracts (£69,758) and grants (£47,684) account for 39.0% of the total while service users, including the growing social enterprise work, now contribute income of £102,826 which is 34.1% of the total. Income from the charity shop takings have recovered to £45,539 which accounts for 15.1% of total income.

Excluding depreciation of £21,628, expenditure for the year was £277,406. Staff cost (£212,556) now account for 70.9% of the cash expenditure. The amount of cash now equates to 30.4% of the balance sheet value, down from 31.6% the previous year.

The charity shop continued to trade profitably with takings rising by 4.6% to £45,539. With costs increasing by 9.8% to £29,311 the net profit of £16,228 fell by £588 (3.5%).

The unrestricted reserves of £169,546 represents over 6 months expenditure of the organisation including the charity shop. This is in line with the target that is recommended by the Charity Commission.

### **Pay policy for senior staff**

The pay of the Senior Management Team is reviewed annually and is normally increased in line with inflation and comparable roles within the sector.

### **Fundraising**

Our general approach is to raise funds ourselves and not to use third parties. We use techniques that are ethical, legal, do not inconvenience the public, and are not detrimental to our good name or standing in the local community. We do not use general solicitation techniques by telephone or door-to-door, and all fundraising activities undertaken follow the Fundraising Regulators Code of Fundraising Practice. We have received no complaints about fundraising during the year.

### **Risk Management**

Internal controls for the handling of cash receipts, in the charity shop and the office (for service user contributions and home support payments) along with the processing of timesheets and expenses claims for payroll costs, were reviewed and the systems were found to be working well.

Age UK Selby District, knowing that its substantial contract with NYCC – which has been awarded but at a reduced contract price – was up for review, set off on a path of reducing its reliance on public finance. This has been done by introducing its home support service and latterly its tearoom to generate income from users and customers. These measures are proving successful.

Insurances are reviewed annually for both of the buildings and the two minibuses. Health and Safety reviews are carried out annually for all activities that are operated by the organisation's staff who are encouraged to attend training sessions on matters such as moving and handling, food hygiene and first aid.

# **Age UK Selby District**

## **Report of the Trustees for the year ended 31 March 2019 (Contd)**

### **Risk Management (cont..)**

It was agreed that the experienced firm of consultants, Acton Jennings, continues to be used to review and update our Health and Safety policies and procedures, which were found to be very good and comprehensive. They have produced staff handbooks and given us advice on all staff matters related to employment issues to ensure we meet current legislation requirements.

The Trustees believe that the organisation is a safe and secure place to work but acknowledge that there is no room for complacency and that vigilance must be the watch word.



# Age UK Selby District

## Report of the Trustees for the year ended 31 March 2019 (Contd)

### Statement of Trustees Responsibilities

The Trustees (who are also directors of Age UK Selby District for the purposes of company law) are responsible for preparing the Trustees' 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 charitable company and of the income and expenditure including of the charitable group for that year. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that 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 Trustees on 7/10/19 and signed on its behalf by:



R Sayner  
Vice Chairperson

# Age UK Selby District

## Independent Examiner's report to the Trustees of Age UK Selby District

I report to the charity Trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2019.

This report is made solely to the Charity's Trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My independent examination 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 independent examination work, for this report, or for the opinions I have formed.

### Responsibilities and basis of report

As the charity's Trustees (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charitable Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent Examiner's Statement

Since the Charitable Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. Accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.



Laura Masheder FCA DChA

**Garbutt & Elliott LLP**  
Chartered Accountants

9 October 2019

Triune Court  
Monks Cross Drive  
York  
YO32 9GZ

# Age UK Selby District

## Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2019

	2019 Unrestricted Funds £	2019 Restricted Funds £	2019 Designated Funds £	2019 Total Funds £	2018 Unrestricted Funds £	2018 Restricted Funds £	2018 Designated Funds £	2018 Total Funds £
<b>Income from:</b>								
<b><u>Grants and donations</u></b>								
Donations	9,977	1,084	3,441	14,502	5,594	1,157	-	6,751
Grants	10,300	24,500	12,884	47,684	21,655	38,086	-	59,741
<b><u>Charitable activities</u></b>								
Contracts	2,873	49,385	17,500	69,758	913	66,874	-	67,787
Service users	278	102,548	-	102,826	541	102,195	-	102,736
<b><u>Other trading activities</u></b>								
Retail income – sale of donated goods	45,539	9,378	-	54,917	48,258	-	-	48,258
Fundraising activities	1,124	31	-	1,155	3,612	4,972	-	8,584
<b><u>Investments</u></b>								
Bank interest	8	-	-	8	801	-	-	801
Dividends	389	-	-	389	689	-	-	689
Rental income	8,117	-	-	8,117	-	-	-	-
<b><u>Other income</u></b>								
Sundry	832	1,215	-	2,047	7,977	1,152	-	9,129
<b>Total income</b>	<b>79,437</b>	<b>188,141</b>	<b>33,825</b>	<b>301,403</b>	<b>90,040</b>	<b>214,436</b>	<b>-</b>	<b>304,476</b>

## Age UK Selby District

### Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2019 (cont..)

	Notes	2019 Unrestricted Funds £	2019 Restricted Funds £	2019 Designated Funds £	2019 Total Funds £	2018 Unrestricted Funds £	2018 Restricted Funds £	2018 Designated Funds £	2018 Total Funds £
<b>Expenditure on:</b>									
<b><u>Raising funds</u></b>	4								
Retail expenditure		37,092	-	-	37,092	24,890	-	-	24,890
Fundraising expenditure		883	-	-	883	18,105	-	-	18,105
Rental expenditure		11,781	-	-	11,781				
<b><u>Charitable activities</u></b>	5								
Mini day centres		-	39,228	-	39,228	-	41,653	-	41,653
Shopping services		-	22,219	-	22,219	-	18,690	-	18,690
Community navigator		-	-	-	-	-	8,662	-	8,662
Community hub		-	4,107	-	4,107	-	-	-	-
Information and advice		-	-	29,554	29,554	-	30,095	4,272	34,367
Social enterprise		-	111,383	-	111,383	-	124,595	-	124,595
Connect you		-	20,660	-	20,660	-	14,085	-	14,085
Telephone befriending		-	1,682	-	1,682	-	4,155	-	4,155
Minibuses		-	20,445	-	20,445	-	15,506	-	15,506
<b>Total expenditure</b>		49,756	219,724	29,554	299,034	42,995	257,441	4,272	304,708
<b>Net income/(expenditure) before gains/(losses) on investments</b>		29,681	(31,583)	4,271	2,369	47,045	(43,005)	(4,272)	(232)
Loss on revaluation of investments		(7)	-	-	(7)	(1,633)	-	-	(1,633)
<b>Net income/(expenditure) before transfers</b>		29,674	(31,583)	4,271	2,362	45,412	(43,005)	(4,272)	(1,865)
Transfers between funds		279	28,992	(29,271)	-	(19,027)	54,755	(35,728)	-
<b>Net movement in funds for the year</b>		29,953	(2,591)	(25,000)	2,362	26,385	11,750	(40,000)	(1,865)
Total funds brought forward		139,593	232,269	232,000	603,862	113,208	220,519	272,000	605,727
<b>Total funds carried forward</b>		169,546	229,678	207,000	606,224	139,593	232,269	232,000	603,862

The Statement of Financial Activities includes all gains and losses recognised in the year.  
The notes on pages 11 to 24 form part of these financial statements.

# Age UK Selby District

## Balance Sheet as at 31 March 2019

		2019		2018	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		277,804		262,918
Investment property	10		224,981		224,981
Investments	11		7,169		7,176
<b>Current assets</b>					
Debtors	12	12,639		20,585	
Cash at bank and in hand		184,580		215,323	
		197,219		235,908	
<b>Creditors: amounts falling due within one year</b>	13	(9,075)		(32,377)	
<b>Net current assets</b>			188,144		203,531
<b>Total assets less current liabilities</b>			698,098		689,606
<b>Creditors: amounts falling due after one year</b>	14		(91,874)		(94,744)
<b>Total assets less total liabilities</b>			606,224		603,862
<b>Represented by:</b>					
Restricted funds	16		229,678		232,269
Designated funds	17		207,000		232,000
Unrestricted funds			169,546		139,593
	19		606,224		603,862

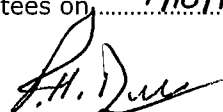
For the financial year ended 31 March 2019 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The Directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year end of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on 7/10/19 and signed on their behalf by:-

  
R Sayner  
Trustee and Vice Chairperson

  
R H Drew  
Trustee

**Company Registration Number: 07428157**

# Age UK Selby District

## Notes to the financial statements for the year ended 31 March 2019

### 1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### 1.1 Charity information

The charity is a company limited by guarantee, and the liability of members is limited to £1 per member. The company is also a charity registered with the Charity Commission in England and the registered office is 50 Micklegate, Selby, YO8 4EQ.

#### 1.2 Accounting convention

The financial statements have been prepared on a going concern basis 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) (effective 1 January 2015) (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Ireland (FRS 102), and the Companies Act 2006 and the Charities Act 2011.

Age UK Selby District meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### 1.3 Going Concern

The Trustees have at the time of approving the financial statements a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.4 Income

Income in the Statement of Financial Activities is recognised when the charity has entitlement to the funds, any performance conditions attaching to the item(s) have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from donated goods is recognised at the point of sale. As a result of the high volume and low value of goods donated to the charity, the cost of recognising these items at fair value on receipt would outweigh the benefit of recognising them in the accounts.

#### 1.5 Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include administration, finance, human resources, and information systems which support the services provided.

Direct expenses are allocated to the specific fund to which they relate and any supporting costs are allocated pro rata.

#### 1.6 Fund accounting

Funds held by the Charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor, contractual arrangement, or when funds are raised for a particular restricted purpose.

# Age UK Selby District

## Notes to the financial statements for the year ended 31 March 2019 (Cont..)

### 1. Accounting policies (cont..)

#### 1.7 Staff costs

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

#### 1.8 Pension Costs

The charity operates a defined contribution scheme for the employees of the Charity. Contributions are charged as an expense to the Statement of Financial Activities in the period in which they fall due.

#### 1.9 Operating leases

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period in which the cost is incurred.

#### 1.10 Investments

Investments (other than investments in subsidiaries) are stated at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

The investment portfolio is held to generate returns and gains for the group and accordingly is designated as fair value through profit and loss ("FVTPL"). Under this designation the portfolio is revalued at each period end to its fair value, as determined by reference to quoted market prices and values determined by independent fund managers, with any gains or losses going through the Statement of Financial Activities.

Investment properties which are properties held to earn rentals and/or for capital appreciation, are measured using the fair value model and are stated at their fair value at the reporting date. The surplus or deficit on revaluation is recognised in the SOFA.

Investments in subsidiaries are stated at cost and the Trustees review the carrying value annually for indications of impairment.

Current asset investments relate to cash held on deposit in fixed interest fixed maturity deposit accounts.

#### 1.11 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation, other than where assets were donated from the unincorporated charity when they were recognised at fair value. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold buildings	2% Straight line
Minibus	25% Straight line
Equipment	33% Straight line

No depreciation is provided on freehold land and buildings as their residual value is considered to approximate or exceed cost so that any depreciation charge would be trivial.

#### 1.12 Stock

It is impractical to estimate the fair value of goods donated for sale in the charity's shops due to the high volume of these items and to include it on the balance sheet. The value of these goods to the charity is instead recognised when they are sold.

#### 1.13 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

# Age UK Selby District

## Notes to the financial statements for the year ended 31 March 2019 (Cont..)

### 1. Accounting policies (cont..)

#### 1.14 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity held for working capital. Bank overdrafts are shown within borrowing in current liabilities.

#### 1.15 Debtors

Prepayments and accrued income represent time apportioned expenses or income to be recognised in a future accounting period.

Financial assets, other than those held at fair value through profit and loss, are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. The impairment loss is recognised in the income and expenditure account.

#### 1.16 Creditors, loans and provisions

Creditors, loans and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Creditors, loans and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial liabilities are derecognised when, and only when, obligations are discharged, cancelled or they expire.

Amounts recognised as provisions are best estimates of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

### 2. Taxation

Age UK Selby District is a registered charity and as such is a charity within the meaning of schedule 6 of the Finance Act 2010. Accordingly, Age UK Selby District is entitled to tax exemption under part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 in respect of income and gains arising.

### 3. Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities are outlined below.

#### *Residual values of freehold property*

The charity owns a freehold property which is depreciated at cost less estimated residual value over its estimated useful economic life of 50 years. The residual value is estimated based on the current market value of the property assuming it is already of the age and condition expected at the end of its useful life.



# Age UK Selby District

## Notes to the financial statements for the year ended 31 March 2019 (Cont..)

### 4. Expenditure on raising funds

For the year ended 31 March 2019	Salaries £	Support costs £	Depreciation £	Total funds 2019 £	Total funds 2018 £
Retail expenditure	29,311	7,781	-	37,092	24,890
Rental expenditure	1,643	10,038	100	11,781	-
Fundraising expenditure	-	408	475	883	18,105
	30,954	18,227	575	49,756	42,995

For the year ended 31 March 2018	Salaries £	Support costs £	Depreciation £	Total funds 2018 £	Total funds 2017 £
Retail expenditure	22,728	2,162	-	24,890	36,785
Fundraising expenditure	-	17,466	640	18,105	1,062
	22,728	19,628	640	42,995	37,847

All support costs are apportioned between the various costs of raising funds and charitable activities according to levels of expenditure. This method of apportionment represents a reasonable approximation of the usage of support costs by each activity.

### 5. Expenditure on charitable activities

For the year ended 31 March 2019	Salaries £	Support costs £	Depreciation £	Total funds 2019 £
Mini day centres	28,472	10,756	-	39,228
Shopping services	12,096	10,123	-	22,219
Information and advice	26,530	2,992	32	29,554
Social enterprise	93,001	18,082	300	111,383
Telephone befriending	1,586	96	-	1,682
Community navigator	-	-	-	-
Community hub	2,655	1,452	-	4,107
Connect you	17,262	3,122	276	20,660
Minibuses	-	-	20,445	20,445
	181,602	46,623	21,053	249,278

# Age UK Selby District

## Notes to the financial statements for the year ended 31 March 2018 (Cont..)

### 5. Expenditure on charitable activities (cont)

For the year ended 31 March 2018	Salaries	Support costs	Depreciation	Total funds 2018
	£	£	£	£
Mini day centres	29,782	11,863	-	41,645
Shopping services	9,387	9,341	-	18,728
Information and advice	28,482	5,848	32	34,362
Social enterprise	107,640	16,445	490	124,575
Telephone befriending	3,934	220	-	4,154
Community navigator	7,906	755	-	8,661
Connect you	11,230	2,576	276	14,082
Minibuses	-	-	15,506	15,506
	198,361	47,048	16,304	259,596

All support costs are apportioned between the various costs of raising funds and charitable activities according to levels of expenditure. This method of apportionment represents a reasonable approximation of the usage by each activity.

### 6. Support costs

For the year ended 31 March 2019	Unrestricted	Restricted	Designated	Total funds 2019
	£	£	£	£
Rent	-	40	-	40
Light and heat	891	1,147	168	2,206
Publicity and recruitment	-	-	-	-
Repairs and maintenance	3,512	1,966	272	5,750
Insurance, licences and subscriptions	2,178	2,923	427	5,528
Telephone	752	2,672	376	3,800
Stationery and postage	444	1,938	215	2,597
Sundry expenses	1,934	1,223	58	3,215
Photocopier rental	420	1,433	209	2,062
Staff training and uniform	11	567	5	583
Volunteer expenses	127	2,087	3	2,217
Food and material purchases	437	3,351	118	3,906
Transport costs	30	10,632	-	10,662
Room hire and refurbishments	-	190	390	580
Reimbursements	85	8,610	42	8,737
Governance costs	7,406	4,853	708	12,967
	18,227	43,632	2,991	64,850

# Age UK Selby District

## Notes to the financial statements for the year ended 31 March 2018 (Cont..)

### 6. Support costs (cont)

For the year ended 31 March 2018	Unrestricted	Restricted	Designated	Total funds 2018
	£	£	£	£
Rent	-	40	-	40
Light and heat	2,365	2,890	-	5,255
Publicity and recruitment	-	188	-	188
Repairs and maintenance	-	-	853	853
Insurance, licences and subscriptions	186	3,373	-	3,559
Telephone	-	3,312	-	3,312
Stationery and postage	494	2,613	-	3,107
Sundry expenses	60	967	616	1,643
Photocopier rental	4	2,326	-	2,330
Staff training and uniform	-	226	45	271
Volunteer expenses	959	1,950	289	3,198
Food and material purchases	2,985	9,998	2,437	15,420
Transport costs	-	11,596	-	11,596
Room hire and refurbishments	-	80	-	80
Reimbursements	-	982	-	982
Governance costs	12,575	2,267	-	14,842
	19,628	42,808	4,240	66,676

### 7. Net income for the year

	2019 £	2018 £
<b>The net income for the year is stated after charging:</b>		
Depreciation	21,628	16,944
Independent Examiner's fee	480	515
Accountancy fee paid to the Examiner	1,800	1,645

# Age UK Selby District

## Notes to the financial statements for the year ended 31 March 2019 (Cont..)

### 8. Employment costs

Staff costs comprise:	2019 £	2018 £
Wages and salaries	206,905	215,446
Employer's national insurance	4,113	4,940
Pension contributions	1,538	703
	<b>212,556</b>	<b>221,089</b>

The Charity had 28 (2018 – 28) employees during the year.

No employee received remuneration in excess of £60,000 (2018 – no employee).

No Trustee received volunteer allowances (2018 – one Trustee received £192) for minibus driving during the year. During the year, no Trustees were remunerated, received any benefits and no out of pocket expenses were reimbursed. No Trustee, or anyone connected with a Trustee, has a material interest in any of the Charity's transactions.

### 9. Tangible fixed assets

	Freehold land & buildings £	Minibus £	Equipment £	Total £
<b>Cost</b>				
At 1 April 2018	212,000	88,875	15,376	316,251
Additions	-	36,514	-	36,514
As at 31 March 2019	212,000	125,389	15,376	352,765
<b>Depreciation</b>				
At 1 April 2018	-	41,296	12,037	53,333
Charge in the year	-	20,445	1,183	21,628
As at 31 March 2019	-	67,741	13,220	74,961
<b>Net book value</b>				
At 31 March 2019	212,000	63,648	2,156	277,804
At 31 March 2018	212,000	47,579	3,339	262,918

# Age UK Selby District

## Notes to the financial statements for the year ended 31 March 2018 (Cont..)

### 10. Investment property

	Freehold land & buildings £
<b>Cost</b>	224,981
Additions	-
As at 31 March 2019	224,981
<b>Depreciation</b>	
Charge in the year	-
As at 31 March 2019	-
<b>Net book value</b>	
<b>At 31 March 2019</b>	224,981
<b>At 31 March 2018</b>	224,981

The investment property was purchased at a market value of £190,000 on 31 March 2017. The Trustees agreed the purchase price with the seller after obtaining professional valuation of the property and consideration of its value with respect to recent market conditions and property transactions in the local area. The Trustees are of the opinion that the property purchase price still materially represents fair value at the balance sheet date.

### 11. Investments

#### Listed investments

	2019 £	2018 £
Market value at 1 April 2018	7,076	8,709
Unrealised and realised investment gains/(losses)	(7)	(1,633)
<b>Market value at 31 March 2019</b>	<b>7,069</b>	<b>7,076</b>
<b>Investment in subsidiary undertaking</b>		
Age UK Selby (Trading) Limited	100	100
<b>Total investments</b>	<b>7,169</b>	<b>7,176</b>

# Age UK Selby District

## Notes to the financial statements for the year ended 31 March 2019 (Cont..)

### 11. Investments (cont..)

The Charity owns the entire share capital of Age UK Selby (Trading) Limited, a company registered in England and Wales, which operates the tea room from the investment property of the charity. The company gift aids to the charity its profit annually. The trading results are summarised below:

	2019 £	2018 £
Turnover	51,425	30,441
Cost of sales	(11,323)	(6,860)
Gross profit	40,102	23,581
Administrative expenses	(35,050)	(23,462)
<b>Profit/(loss) for the year</b>	<b>5,052</b>	<b>119</b>

<b>The aggregate of the assets, liabilities and funds was:</b>	2019 £	2018 £
Assets	11,487	6,094
Liabilities and provisions	(11,048)	(10,707)
<b>Shareholder's funds</b>	<b>439</b>	<b>(4,613)</b>

### 12. Debtors

	2019 £	2018 £
Amount owed by subsidiary undertaking	10,000	10,000
Prepayments and accrued income	2,639	10,585
	<b>12,639</b>	<b>20,585</b>

### 13. Creditors: amounts falling due within one year

	2019 £	2018 £
Accruals and other creditors	3,205	29,667
Bank loan	2,870	2,710
	<b>6,075</b>	<b>32,377</b>

The bank loan is secured and disclosed in note 14 to the financial statements.

### 14. Creditors: amounts falling due over one year

	2019 £	2018 £
Bank loan	<b>91,874</b>	<b>94,744</b>

The bank loan is secured against the freehold property at 53 Micklegate, Selby. The loan is repayable by monthly instalments of £720 over 108 months with a final instalment to pay off the outstanding balance. Interest is charged at 6.28% per annum and is fixed for the duration of the agreement.

# Age UK Selby District

## Notes to the financial statements for the year ended 31 March 2019 (Cont..)

### 15. Financial instruments

	2019 £	2018 £
<b>Carrying amount of financial assets:</b>		
Financial assets measured at amortised cost	194,680	233,573
Financial assets measured at fair value	232,050	232,157
	<b>426,730</b>	<b>465,730</b>

<b>Carrying amount of financial liabilities:</b>		
Financial liabilities measured at amortised cost	<b>97,949</b>	<b>99,796</b>

### 16. Restricted funds

For the year ended 31 March 2019	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2019 £
Day centres	5,938	43,325	(39,228)	-	10,035
DDS shopping	15,090	27,176	(22,219)	-	20,047
Mini buses	78,165	-	(20,445)	5,928	63,648
Social enterprise	-	88,319	(111,383)	23,064	-
Telephone befriending	6,719	1,986	(1,683)	(7,022)	-
Community fund	125,000	-	-	-	125,000
Community hub	-	6,175	(4,106)	7,022	9,091
Connecting you	1,357	21,160	(20,660)	-	1,857
	232,269	188,141	(219,724)	28,992	229,678

For the year ended 31 March 2018	Balance at 1 April 2017 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2018 £
Day centres	8,428	39,163	(41,653)	-	5,938
DDS shopping	13,456	20,324	(18,690)	-	15,090
Mini buses	60,085	33,586	(15,506)	-	78,165
Social enterprise	-	81,440	(124,596)	43,156	-
Telephone befriending	6,903	3,971	(4,155)	-	6,719
Community fund	125,000	-	-	-	125,000
Community navigator	105	6,346	(8,661)	2,210	-
Connecting you	6,542	8,900	(14,085)	-	1,357
Information & Advice	-	20,706	(30,095)	9,389	-
	220,519	214,436	(257,441)	54,755	232,269

# **Age UK Selby District**

## **Notes to the financial statements for the year ended 31 March 2019 (Cont..)**

### **16. Restricted funds (cont..)**

#### *Day Centres*

The two Day Centres operating from Drax Power Station Sports and Social Club remain well supported. A minibus is used to transport the clients to and from the Centre. Attendance at the Selby "Pop-in" centre is growing, being available for Selby Town residents and surrounding villages. These centres are currently partly funded by NYCC with the new contract having been awarded until September 2019.

#### *DDS Shopping*

Primarily using the new minibus designed to hold shopping bags safely, the services for the residents of Selby, Tadcaster, Cawood, Hemingbrough, Hambleton/Thorpe Willoughby/Brayton, Chapel Haddlesey and Greenacres Caravan Park are much appreciated by the users. Funding is provided by NYCC along with grants obtained from the appropriate Town and Parish Councils with a contribution from the service users. The personal door to door service is particularly valued by the older community.

#### *Community Fund - 50 Micklegate, Selby*

The Community Fund provided the majority of the funding for the purchase of this property to allow the organisation to provide facilities and services for the local community for the long term.

#### *New Minibuses*

The NYCC funded minibus which is specially adapted for handling of shopping has been well used during the year while the latest bus replacement, principally used for the day centres, finally arrived in service.

#### *Social Enterprise*

Recruitment activity of staff is an ongoing process both due to the growing workload and turnover of staff. While income now exceeds the direct costs, due to the high level of overheads that the activity attracts there is still a significant deficit.

#### *Telephone Befriending*

While NYCC would no longer support visiting clients the Council was keen to see the telephone befriending scheme extended. This activity is lead by one of the service coordinators who oversees the volunteer contacting the clients. This service, due to declining popularity, was closed under the new reduced NYCC contract.

#### *Connecting You*

The new service assists older people to become familiar with the use of computers including Skype, Facebook and the internet, particularly for communication. Successful applications for small grants from various sources help to keep this innovative scheme viable.



# Age UK Selby District

## Notes to the financial statements for the year ended 31 March 2019 (Cont..)

### 17. Designated funds

For the year ended 31 March 2019	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2019 £
50 Micklegate, Selby	87,000	-	-	-	87,000
53 Micklegate, Selby	90,000	-	-	-	90,000
Information and advice	30,000	33,825	(29,554)	(4,271)	30,000
Minibus replacement fund	25,000	-	-	(25,000)	-
	232,000	33,825	(29,554)	(29,271)	207,000

For the year ended 31 March 2018	Balance at 1 April 2017 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2018 £
50 Micklegate, Selby	87,000	-	-	-	87,000
53 Micklegate, Selby	90,000	-	-	-	90,000
53 Micklegate - refurbishment	30,000	-	-	(30,000)	-
Information and advice	40,000	-	(4,272)	(5,728)	30,000
Minibus replacement fund	25,000	-	-	-	25,000
	272,000	-	(4,272)	(35,728)	232,000

#### *50 Micklegate, Selby*

This fund represents additional costs of purchasing this building and the revaluation reserve required to recognise the value of the property (£212,000) at the time of transfer to the new Company structure.

#### *53 Micklegate, Selby*

The Charity Shop fund provided £90,000 towards the purchase and £30,000 towards the subsequent refurbishment property. The new property allowed relocation of the tea room services to the more central and accessible premises. The total, purchase cost of the property was £190,000 and the remaining balance of £100,000 was funded by a long term bank loan.

#### *Refurbishment*

This fund was used during the prior year to pay for the creation of the new tea room in 53 Micklegate and therefore subsequently transferred to unrestricted funds in the year.

#### *Information and advice*

This scheme provides an information and advice service, particularly in rural areas. It is highly successful in bringing substantial increases in benefits to the client group. It is normally primarily funded from the organisation's reserves generated from the charity shop's profits but currently is again supported by NYCC in the new contract which is up for review at the end of September 2022.

# Age UK Selby District

## Notes to the financial statements for the year ended 31 March 2019 (Cont..)

### 17. Designated funds (continued)

#### *Minibus fund*

A new (mostly grant funded) minibus was purchased this year and so this fund has been consequently cleared in this year's accounts.

### 18. Financial commitments

At 31 March 2019 the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2019 Total £	2018 Total £
Less than one year	1,138	1,252
2 – 5 years	2,275	3,413
	3,413	4,665

### 19. Analysis of net assets between funds

Fund balances at 31 March 2019 represented by:	Unrestricted £	Restricted £	Designated £	Total 2019 £
Tangible fixed assets	2,045	188,747	311,993	502,785
Investments	7,169	-	-	7,169
Current assets	12,690	43,998	(9,469)	197,219
Current liabilities	(2,358)	(3,067)	(3,650)	(9,075)
Long term liabilities	-	-	(91,874)	(91,874)
<b>Total net assets</b>	169,546	232,678	207,000	606,224

Fund balances at 31 March 2018 represented by:	Unrestricted £	Restricted £	Designated £	Total 2018 £
Tangible fixed assets	2,620	173,254	312,025	487,899
Investments	7,176	-	-	7,176
Current assets	129,979	81,316	24,613	235,908
Current liabilities	(182)	(22,301)	(9,894)	(32,377)
Long term liabilities	-	-	(94,744)	(94,744)
<b>Total net assets</b>	139,593	232,269	232,000	603,862

### 20. Capital commitments

At 31 March 2019 there were no capital commitments (2018 - £nil).

# **Age UK Selby District**

## **Notes to the financial statements for the year ended 31 March 2019 (Cont..)**

### **21. Related party transactions**

Included within other debtors at the year end is a short term loan of £10,000 (2018 - £10,000) owed from Age UK (Trading) Limited a subsidiary undertaking. The loan is interest free and repayable upon demand.

