REGISTERED COMPANY NUMBER: 06695518 (England and Wales) REGISTERED CHARITY NUMBER: 1127168

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2016
for
Age UK East Grinstead & District

Alexandra Durrant chartered accountants 10A-12A High Street East Grinstead West Sussex RH19 3AW

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Report of the Trustees for the Year Ended 31 March 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The object of the charity is to promote the relief of older people in any manner deemed by law to be charitable in and around East Grinstead.

Significant activities

The charity provides three main services:-

i) An activity centre for older people who are independent to low need - where individuals are able to meet in a social environment and can enjoy a two course lunch and participate in a variety of activities and services that are available throughout the week. Activities include zumba, quizzes, exercise classes, computer lessons and Tai Chi. During the year 3,359 lunches were served at Swan Mead activity centre. Grants of £48,751 were received from Mid Sussex District Council and West Sussex County Council towards the provision of the activity centre and associated services. The remaining costs of £38,144 were funded by participants' contributions and the charity's unrestricted funds.

Activity centre services include organisation of outings and trips for members, with 807 participations during the year. The cost of these events, including the organiser's salary and a share of support costs, was £47,093. Participants contributed £37,817 towards these costs. West Sussex County Council awarded a grant of £5,000 towards provision of outings and trips for older people living in rural areas, of which £1,639 has been used this year. The remaining costs of £7,638 were funded out of the charity's unrestricted funds.

- ii) A Saturday Respite service is provided on the 1st and 3rd Saturday in each month throughout the year, for persons living with dementia so that their carers could enjoy a well-earned break from their caring duties. There were 175 attendances during the year. Funding of £17,000 was awarded from West Sussex County Council's Special Carers' Grant for this purpose, with the balance of the total costs of £2,951 being funded out of participants' contributions.
- iii) The Help at Home Mid Sussex service that was taken over by Age UK East Grinstead & District in 2009 has proved to be a valuable service for older people across Mid Sussex. The income generated by the service was insufficient to cover total costs of £46,118 with the balance of £9,971 being funded by the charity's unrestricted funds.

FINANCIAL REVIEW

Reserves policy

The trustees have designated £20,000 from unrestricted funds to cover redundancy and other costs should there be a need to close down the charity.

Report of the Trustees for the Year Ended 31 March 2016

FINANCIAL REVIEW

Total income for the year - £234,016

Gross surplus for the year - before allocating support costs - £60,195

Support costs for the year (including Governance) - £52,638

Net operating surplus for the year - £7,557

The net surplus comprised a surplus on restricted funds of £5,759 and a surplus on unrestricted funds of £1,798.

Unrestricted reserves were £57,358 at 31 March 2016, represented by £53,131 bank and cash balances, £3,130 of equipment, and other net current assets of £1,097. These reserves are split between the £20,000 designated special reserve (see Reserves Policy above) and general funds of £37,358.

The trustees recognise that the services currently provided are only sustainable if the current level of grants and donations can be maintained. The trustees have taken steps to help protect all sources of income including adopting a detailed budget for the year 2016-17 and a strategic plan for the next three years to demonstrate how the future performance can be improved as needed. These documents however, recognise that, whilst the current economic climate is regarded as improving, many charities in a variety of sectors are finding it difficult to secure the funding required from traditional sources to maintain their service provision. The charity has additional challenges in that the Swan Mead premises do not enable it to expand its range of services as required and the Help at Home service, which is not funded by grants, has to succeed in an increasingly competitive commercial environment.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Age UK East Grinstead & District was registered as a company limited by guarantee on 8 September 2008. Age Concern East Grinstead was originally established on 27 October 1950 and registered as a charity on 18 February 1972. The assets of the original unincorporated association were transferred into a company limited by guarantee on 1 October 2009.

Age UK East Grinstead & District is governed by the company's Articles of Association as updated by special resolution on 18 March 2016..

Recruitment and appointment of new trustees

Trustees are recruited and appointed by existing trustees. Their appointment is confirmed at the following annual general meeting.

Organisational structure

The charity has an executive committee consisting of six trustees and representatives of the local funding authorities, who meet at least six times a year. The trustees come from a variety of backgrounds relevant to the work of the charity and are responsible for the overall management and control of the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06695518 (England and Wales)

Registered Charity number

1127168

Report of the Trustees for the Year Ended 31 March 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Registered office

Swan Mead Day Centre

Queens Road

East Grinstead

West Sussex

RH19 1BE

Trustees

A Rengger

J H Bowers

Mrs M Belsey

J Belsey M Hollins - appointed 19.6.15

- appointed 19.6.15

Ms V Dickinson Ms J Morcom

- appointed 13.7.15 - appointed 1.11.15

meeting.

Ms McGloin was co-opted as a trustee on 15.2.16. Her appointment will be approved at the annual general

Company Secretary

J H Bowers

Independent examiner

Alexandra Durrant chartered accountants 10A-12A High Street East Grinstead West Sussex **RH193AW**

PUBLIC BENEFIT

The trustees have had regard to the Charity Commission guidance on public benefit. The services provided by Age UK East Grinstead and District have been shown to improve the mental and physical health of older people, and to delay the onset of dementia, and therefore the trustees consider these services to be for the public benefit.

Approved by order of the board of trustees on 8 July 2016 and signed on its behalf by:

Mrs M Belsey - Trustee

Independent Examiner's Report to the Trustees of Age UK East Grinstead & District

I report on the accounts for the year ended 31 March 2016 set out on pages six to sixteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements 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 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)

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.

Independent Examiner's Report to the Trustees of Age UK East Grinstead & District

Alexandra Durrant chartered accountants

10A-12A High Street East Grinstead

West Sussex

RH193AW

8 July 2016

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2016

	U Notes	nrestricted funds £	Restricted funds	2016 Total funds £	2015 Total funds £
INCOME AND ENDOWMENTS FROM			•		
Donations and legacies	2	44,720	73,884	118,604	86,863
Charitable activities	5	26.146		26.146	42 920
Help at Home		36,146	-	36,146 29,046	43,839 24,900
Swan Mead Centre		29,046 5,429	-	5,429	6,431
Saturday Respite Club Trips & Events		3,429 37,817	-	37,817	22,354
Tips & Events		37,017	-	37,017	22,334
Other trading activities	3	6,787	_	6,787	6,929
Investment income	4	. 187	-	187	141
					
Total		160,132	73,884	234,016	191,457
EXPENDITURE ON					
Raising funds	6	9,337	_	9,337	9,482
Charitable activities	7	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		, , , , , , , , , , , , , , , , , , ,	.,
Help at Home		46,116	_	46,116	49,840
Swan Mead Centre		38,140	48,751	86,891	79,289
Saturday Respite Club		2,952	17,000	19,952	21,862
Trips & Events		45,455	1,639	47,094	34,083
Other		16,334	735	17,069	21,388
Total		158,334	68,125	226,459	215,944
NET INCOME/(EXPENDITURE)		1,798	5,759	7,557	(24,487)
·		•		•	
Transfers between funds	17	2,871	(2,871)	-	
Net movement in funds		4,669	2,888	7,557	(24,487)
RECONCILIATION OF FUNDS					
Total funds brought forward		52,689	473	53,162	77,649
TOTAL FUNDS CARRIED FORWARD	•	57,358	3,361	60,719	53,162

The notes form part of these financial statements

Balance Sheet At 31 March 2016

•	Uı	nrestricted funds	Restricted funds	2016 Total funds	2015 Total funds
	Notes	£	£	£	£
FIXED ASSETS Tangible assets	13	3,130	-	3,130	2,200
CURRENT ASSETS Debtors	14	19,519	_	19,519	11,078
Cash at bank and in hand		53,132	3,361	56,493	56,241
•		72,651	3,361	76,012	67,319
CREDITORS Amounts falling due within one year	15	(18,423)	-	(18,423)	(16,357)
NET CURRENT ASSETS		54,228	3,361	57,589	50,962
TOTAL ASSETS LESS CURRENT					
LIABILITIES		57,358	3,361	60,719	53,162
NET ASSETS		57,358	3,361	60,719	53,162
FUNDS Unrestricted funds	17			57,358	52,689
Restricted funds				3,361	473
TOTAL FUNDS				60,719	53,162

Balance Sheet - continued At 31 March 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 8 July 2016 and were signed on its behalf by:

M. Belsey-Trustee

Notes to the Financial Statements for the Year Ended 31 March 2016

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Raising funds

Raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities, events and non-charitable trading.

Charitable activities

Costs of charitable activities are incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

Governance costs

Governance costs are those related to the management of the charity. As well as directly attributable costs, they include a proportion of support staff & other costs deemed to be a fair reflection of the time expended on governance matters.

Allocation and apportionment of costs

Staff costs have been allocated between the various charitable and other activities based on their duties. Where the duties of an individual member of staff cover a number of activities, their costs have been allocated based on the time they spend on each activity. Other costs that relate to more than one activity have also been apportioned between charitable and other activities.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc

- 20% on cost

Small assets costing less than £500 are not capitalised, being written off through the current year's SOFA instead.

Notes to the Financial Statements - continued for the Year Ended 31 March 2016

1. ACCOUNTING POLICIES - continued

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. DONATIONS AND LEGACIES

		2016	2015
		£	£
	Donations	35,970	10,345
	Grants	78,251	75,549
	Membership fees	4,383	969
		118,604	86,863
3.	OTHER TRADING ACTIVITIES		,
٥.	OTHER TRADING ACTIVITIES		
		2016	2015
		£	£
	Fundraising events	5,926	6,489
	Other income	861	440
		6,787	6,929
			===
4.	INVESTMENT INCOME		
		2016	2015
		£	£
	Deposit account interest	187	141
	•		

Notes to the Financial Statements - continued for the Year Ended 31 March 2016

5. INCOME FROM CHARITABLE ACTIVITIES

6.

7.

Swan Mead Centre

Trips & Events

Saturday Respite Club

			2016	2015
	Activity		£	£
Domiciliary service				
income	Help at Home		36,146	43,839
Food & refreshments	Swan Mead Centre		22,937	20,226
Outings & entertainment	Swan Mead Centre		6,036	4,523
Other day centre income	Swan Mead Centre		73	151
Saturday respite charges	Saturday Respite Club		5,429	6,431
Outings & entertainment	Trips & Events		37,817	22,354
			108,438	97,524
RAISING FUNDS				
Raising donations and leg	gacies			
			2016	2015
			£	£
Other fundraising costs			4,263	4,422
Support costs			5,074	5,060
			9,337	9,482
			===	===
CHARITABLE ACTIVIT	TIES COSTS			
		Direct costs	Support costs (See note 8)	Totals
		£	£	£
Help at Home		40,130	5,986	46,116
~ · · · · · ~		71,461	•	0 (0 0 1

71,451

15,238

42,739

169,558

15,440

4,714

4,355

30,495

86,891

19,952

47,094

200,053

Notes to the Financial Statements - continued for the Year Ended 31 March 2016

8. SUPPORT COSTS

		(Governance	
	Management	Finance	costs	Totals
	£	£	£	£
Costs of generating voluntary income	5,074	-	-	5,074
Other resources expended	-	-	17,069	17,069
Help at Home	5,898	88	-	5,986
Swan Mead Centre	14,918	522	-	15,440
Saturday Respite Club	4,677	37	-	4,714
Trips & Events	4,281	74	-	4,355
	34,848	721	17,069	52,638
				

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2016	2015
	£	£
Independent examination	750	750
Depreciation - owned assets	2,039	1,048
Other operating leases	5,376	4,725
		===

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Notes to the Financial Statements - continued for the Year Ended 31 March 2016

11. STAFF COSTS

Wages and salaries Social security costs	2016 £ 129,598 3,851	2015 £ 125,975 2,840
	133,449	128,815
The average monthly number of employees during the year was as follows:		
	2016	2015
	19 	18

No employees received emoluments in excess of £60,000.

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	16,939	69,924	86,863
Charitable activities			
Help at Home	43,839	-	43,839
Swan Mead Centre	24,900	-	24,900
Saturday Respite Club	6,431	-	6,431
Trips & Events	22,354	-	22,354
Other trading activities	6,929	-	6,929
Investment income	141	<u>-</u>	141
Total	121,533	69,924	191,457
EXPENDITURE ON			
Raising funds	9,482	-	9,482
Charitable activities			
Help at Home	49,840	-	49,840
Swan Mead Centre	26,016	53,273	79,289
Saturday Respite Club	2,084	19,778	21,862
Trips & Events	33,383	700	34,083
Other	21,388		21,388
Total	142,193	73,751	215,944
NET INCOME/(EXPENDITURE)	(20,660)	(3,827)	(24,487)

Notes to the Financial Statements - continued for the Year Ended 31 March 2016

12.	COMPARATIVES FOR THE STATEMENT OF F	FINANCIAL ACT	IVITIES - cor	itinued
		Unrestricted funds	Restricted funds	Total funds
	RECONCILIATION OF FUNDS	£	£	£
	Total funds brought forward	73,349	4,300	77,649
	TOTAL FUNDS CARRIED FORWARD	52,689	473	53,162
13.	TANGIBLE FIXED ASSETS			Plant and machinery etc
	COST			æ.
	At 1 April 2015 Additions			5,244 2,969
	At 31 March 2016			8,213
	DEPRECIATION			
	At 1 April 2015			3,044 2,039
	Charge for year			
	At 31 March 2016			5,083
	NET BOOK VALUE			2 120
	At 31 March 2016			3,130
	At 31 March 2015			2,200
14.	DEBTORS: AMOUNTS FALLING DUE WITHIN	ONE YEAR		
			2016 £	2015 £
	Trade debtors		6,605	5,986
	Other debtors		12,914	5,092
			19,519	11,078

Notes to the Financial Statements - continued for the Year Ended 31 March 2016

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Trade creditors Taxation and social security Other creditors			2016 £ 8,513 2,409 7,501 ————————————————————————————————————	2015 £ 6,681 1,662 8,014 16,357
16.	OPERATING LEASE COMMITMENT	cs.			
	The following operating lease payments an	e committed to	be paid within o	one year:	
	•			2016 £	2015 £
	Expiring: Between one and five years			6,000	5,359
17.	MOVEMENT IN FUNDS				
		At 1.4.15	Net movement in funds £	Transfers between funds £	At 31.3.16
	Unrestricted funds General fund	32,689	1,798	2,871	37,358
	Special designated fund	20,000 52,689	1,798	2,871	20,000
	Restricted funds Renewal of service handbook, policies & business plan Donations towards new computers Rural Trips				20,000

Notes to the Financial Statements - continued for the Year Ended 31 March 2016

17. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds		-	
General fund	160,132	(158,334)	1,798
Restricted funds			
Dementia support	17,000	(17,000)	
Day services	48,751	(48,751)	-
Donations towards new computers	3,133	(262)	2,871
Rural Trips	5,000	(1,639)	3,361
Renewal of service handbook, policies & business plan		(473)	(473)
	73,884	(68,125)	5,759
TOTAL FUNDS ·	234,016	(226,459)	· 7,557
		=====	

Day Services

Funding is received from West Sussex County Council and Mid Sussex District Council for provision of an activity centre for older people. The actual costs of the service are more than the grant, so the deficit is funded from general funds.

Dementia Support

Funding is received from West Sussex County Council for the Saturday Respite service. The actual costs of the service are more than the grant, so the deficit is funded from general funds.

Rural Trips

West Sussex County Council have awarded a £5,000 one-off grant to provide outings and trips for older people living in rural areas. Only part of this grant was spent during 2015/16 with the balance to be used during 2016/17.

Donation for new computers

The charity received £3,133 from Lingfield Lodge towards funding new computers. Computers were purchased during the year, using the whole of this donation.

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2016.

Detailed Statement of Financial Activities for the Year Ended 31 March 2016

	2016 £	2015 £
INCOME AND ENDOWMENTS		
Donations and legacies Donations	35,970	10,345
Grants	78,251	75,549
Membership fees	4,383	969
	118,604	86,863
Other trading activities		
Fundraising events	5,926	6,489
Other income	861	440
	6,787	6,929
Investment income		
Deposit account interest	187	141
Charitable activities		
Domiciliary service income	36,146	43,839
Food & refreshments	22,937	20,226
Outings & entertainment	43,853	26,877
Saturday respite charges Other day centre income	5,429 73	6,431 151
Other day centre income		
	108,438	97,524
Total incoming resources	234,016	191,457
EXPENDITURE		
Raising donations and legacies		
Other fundraising costs	4,263	4,422
Charitable activities		
Wages	99,974	90,794
Social security	2,273	1,471
Rent	5,376	4,725
Rates and water	588 655	628 615
Insurance Light and heat	4,184	3,793
Advertising	512	1,998
Carried forward	113,562	104,024
	,	,

This page does not form part of the statutory financial statements

Detailed Statement of Financial Activities for the Year Ended 31 March 2016

£ Charitable activities	£
Brought forward 113,562	104,024
Sundries -	318
Other premises expenses 2,824	3,580
Food & catering costs 11,133	10,687
Cost of outings 34,741	24,646
Mileage & parking 1,126	2,721
Training 162	4,058
Other expenses 4,330	1,441
Bad debt charge 631	-
Plant and machinery 1,049	1,049
169,558	152,524
Support costs	
Management	
Wages 22,312	27,664
Social security 1,164	1,369
General expenses 10,402	7,725
Depreciation - computer equipment 970	-
34,848	36,758
Finance 721	1 171
Bank charges 721	1,171
Governance costs	7,517
Wages 7,312 Social security 414	7,317
	750
Independent examination 750 General expenses 232	158
1 · · ·	5,551
· · · · · · · · · · · · · · · · · · ·	5,767
Legal fees 6,043 AGM 676	506
Subscriptions 630	498
Trustee recruitment & training 18	170
Other premises expenses 278	252
Training -	70
Computer equipment 20	-
17,069	21,069
Total resources expended 226,459	215,944
·	
Net income/(expenditure) 7,557	(24,487)

This page does not form part of the statutory financial statements