

AGE UK BRISTOL

Report and Financial Statements

31 March 2020

Registered No: 02984207

Charity No: 1042548

FINANCIAL STATEMENTS for the YEAR ENDED 31 MARCH 2020

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LEGAL AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2020

The organisation is a charitable company (registration number 02984207) limited by guarantee, incorporated on 28 October 1994, and registered as a charity (number 1042548) on 6 December 1994. Following the merger of the national charity Age Concern with Help the Aged to form Age UK nationally, the name of this charity was changed to Age UK Bristol by a resolution at the Board meeting on 2 December 2010.

Trustees

Alan Carpenter	retired 15 May 2020
Geoffrey Clements	retired 19 December 2019
Pat Robinson	retired 23 July 2020
Peter Scott	retired 23 July 2020
Joan Cox	retired 23 July 2020
Mina Malpass	Chair
Caroline Bolhoven	resigned 30 October 2019
Vincent Cheng	
Ashley Jones	
Prof Karen West	
Samantha Goddard	resigned 16 August 2019
Paulette North	resigned 11 July 2019
Ross Campbell	appointed 23 April 2020
Jim Currie	appointed 23 April 2020
Trevor Jones MBE	appointed 23 April 2020

Co-Chief Executives Mark Baker and Kay Libby

Company Secretary Geoffrey Clements retired 19 December 2019
Mark Baker appointed 23 January 2020

Registered Office and Operation Address

Canningford House, 38 Victoria Street, Bristol, BS1 6BY

Auditors

Nexia Smith & Williamson, Portwall Place, Portwall Lane, Bristol, BS1 6NA

Bankers

The Co-operative Bank, 16 St Stephen Street, Bristol, BS1 1JR
Triodos Bank plc, Deanery Road, Bristol BS1 5AS

Solicitors

Burges Salmon, One Glass Wharf, Bristol, BS2 0ZX

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

The Trustees present their report and the audited financial statements for the year ended 31 March 2020.

Objects

To promote the relief of elderly people in any manner which now or hereafter may be deemed by law to be charitable in and around Bristol (herein after called "the area of benefit").

Structure, governance and management

The charitable company was set up under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, the Trustees are elected at the AGM to serve a period of 3 years, subject to ratification at each AGM. Trustees may stand for 2 further terms of 3 years. In exceptional circumstances, a Trustee with particular skills may be asked to continue for a further 3 year term.

Trustees and members

Trustees, who are Directors for the purpose of company law and Trustees for the purpose of charity law, who served during the year and up to the date of this report, are set out on page one.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31 March 2020 was 4.

No Trustee was reimbursed travelling and subsistence expenses incurred during the year. Trustee Indemnity Insurance cover was in place at the cost of £1,237 (2019 £925).

Key management and the Chief Executive Officer's, were paid total remuneration during the year of £58,981 (2019 £56,270). The level of payment is set by the Trustees, taking into account the responsibilities of the post and the level of income of similarly responsible positions in the local charitable sector. Mark Baker retired as joint CEO on the 30th June 2020.

Appointment of Trustees

Potential Trustees are identified by the Chairman and other Trustees or through appropriate advertisement and invited to attend a board meeting before deciding whether to accept the appointment.

A skills audit of existing Trustees is undertaken, and the recruitment of Trustees designed to rectify gaps in the skills available and maintain those currently covered. In general, Trustees will bring specific expertise (e.g., financial or legal) or will have experience of working with older people in the charitable sector.

Trustee induction and training

Trustees are provided with a handbook which gives details of the organisation and functions of the charity, and the legal and other responsibilities of Trustees. New Trustees also have an induction session with the Chief Executive, when they are introduced to key staff and the principal activities of the charity.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

Organisation

The full Board of Trustees meets every six weeks to determine policy and monitor performance.

The day to day management of the charity is entrusted to the Chief Executive. The Chair and/or Vice-Chair meet regularly with the Chief Executive to direct the organisation.

Related parties

The charity is federated to the national organisation Age UK (AU), to whom a subscription is paid. AU provides the framework for trading activities. AU also provides support for the Advice and Information work and other advice as required.

Age UK Bristol (AUKB) attends meetings of the Bristol Older People's Forum, which rents offices from AUKB, and which campaigns on behalf of older people, representing the views of over 3,000 more senior people in the Bristol area.

In this financial year, Bristol City Council funded two services that are important to the work AUKB carries out (Housing Support for people with complex needs and New Beginnings day service).

In 2014/15, AUKB was elected by other charities in Bristol to lead a bid for Big Lottery Funding under the title "Bristol Ageing Better" (BAB). The bid was successful, and the BAB Programme Group has since commissioned a programme of interconnecting projects aimed at reducing social isolation. The Big Lottery awarded funds of approximately £6 million, which was received over a five year period (the programme has subsequently been extended). AUKB is responsible for obtaining and disbursing funds by the commissioning decisions of the BAB Programme Group.

Results

The income available for charitable activities for the year amounted to £2,101,646 (2019 £2,607,167), £2,326,668 (2019 £2,371,345) was used on restricted projects. Unrestricted reserves now stand at £215,502 (2019 £225,543) after bearing the deficits for the year on certain restricted projects run by the charity of £177,154 (see note 15 on page 25).

How our activities deliver public benefits

All the activities of the charity are designed to benefit any member of the public who falls within the age criteria. This is achieved either by directly improving the comfort, psychological welfare, or financial position of the service users or by indirectly enabling service users to improve their circumstances.

The Trustees confirm that they have duly taken note of the guidance published by the charity commission.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

Review of the year

AUKB continued to lead Bristol Ageing Better (BAB). In conducting the programme, the organisation became a significant commissioner. Throughout the programme AUKB will have commissioned out almost £6 million of funding from the National Lottery Community Fund (previously known as the Big Lottery). To bring the timescale for BAB into line with other ageing better areas in the country, the National Lottery Community Fund offered AUKB a sixth year of BAB funding. This is intended to enable BAB to focus on embedding the learning from the programme and also sharing the learning nationally along with 13 other 'ageing better areas' in the country.

The coronavirus COVID-19 pandemic brought an abrupt change to the delivery of AUKB's services on 23 March 2020, with face-face service delivery not being possible for the remainder of the financial year. At the same time, staff were enabled to work from home along with some volunteers. With uncertainty continuing at the time of writing, it is recognised by the trustees that the coming year will be challenging and require AUKB to adapt flexibly.

During the year

- a) The Information & Advice service assisted older people and enabled them to claim a variety of entitlements.
- b) The New Beginnings day service provided activities and support for older people. Services at the centre were suspended from 23 March due to the coronavirus pandemic, and staff instead supported service users and their carers in other ways, e.g., shopping, prescription collection, regular phone calls. Bristol City Council asked for alternative support to be provided and in return, agreed to continue to fund the day service until 30 September 2020. This has since been further extended to 17 January while AUKB works with the council to design a new style day service that can flexibly meet people's needs either in the day centre when restrictions permit, or provide support from home as required.
- c) The Housing Support team provided support to older people with complex needs, ensuring that they could remain living independently and supporting them to maintain their tenancies. AUKB was required to re-tender for the Housing Support contract in January 2020. The result of the tender was not known until June 2020 but trustees would like it recorded here that AUKB did not win the contract. This is a significant loss of income to AUKB and will mean the transfer under TUPE regulations of 8 members of staff (5 FTE) along with the contract on 1 December 2020. AUKB has assessed the impact and introduced mitigation which includes a rapid transformation review across the organisation and a greatly increased amount of fundraising. These measures are also support AUKB's response to the financial impact of the COVID-19 pandemic and are supported by AU.
- d) AUKB further developed several services under the banner of 'Community Services' including:

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

Review of the year (continued)

- a. Healthy Together leg clinic, run in collaboration with Bristol Community Health and 3 GP surgeries in south Bristol. Patients were seen every week to treat lower leg wounds and receive support from AUKB staff and volunteers who signpost and refer them to other services and community activities. The service was suspended due to the coronavirus pandemic on 23rd March 2020, and the one staff member was redeployed into other duties (shopping co-ordination) using funding received for Covid-19 emergency responses from three local charitable trusts. The re-opening of this service will be dependent on the lifting of COVID-19 restrictions.
- b. Active Together is a buddying service that matched people with dementia with a volunteer 'buddy' to enable them to continue with their hobbies and interests. The service was also suspended due to the pandemic on 23rd March 2020 but some buddies have continued to keep in touch with clients by phone.
- c. Friends Ageing Better, a service to connect older people with their local communities to reduce isolation, reached 1,000 members.
- d. Paid-for computer learning classes were delivered for older people by volunteers. The service was suspended in late March 2020 due to the pandemic.
- e. AUKB worked in partnership with Bristol Community Health for the first six months of the year to ensure that older people received a low cost nail cutting service. The service passed to Sirona when they won the contract for community health services but was suspended due to the pandemic. AUKB is in discussion with Sirona about restarting the service when COVID-19 related restrictions are lifted.
- f. The BAB programme continued to fund several projects to reduce social isolation, but the major focus turned to evaluation of the programme by the University of West of England, the development of an Age-Friendly City strategy and the dissemination of learning from the programme. The aim was to ensure that ongoing funding for projects and work streams (most of which were delivered by external organisations and not Age UK Bristol) with evidence of successful outcomes would be secured. Local statutory sector commissioners and charitable trusts were keen to align their strategic funding programmes to the BAB outcomes, but the onset of the pandemic then temporarily closed down those negotiations. The National Lottery Community Fund recognised that the pandemic would have the effect of reducing the team's ability to use the final year of the programme to share learning and has outlined proposals for a seventh year of funding for the programme for which AUKB will apply.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

Financial review

The Information & Advice service is funded through a small grant from Age UK and considerable grant fundraising. It is the service most likely to attract a donation or legacy within Age UK Bristol. It has historically been the case that unrestricted reserves have been used to make up any shortfall in funding. The Trustees have accepted that this is a core service which should be funded from unrestricted reserves in the event that there is insufficient dedicated income.

Bristol City Council re-tendered the Housing Support service in January 2020. The outcome of Age UK Bristol's bid was not known until June 2020.

The charity was fortunate to receive legacies of £103,281 in the year ended 31 March 2020 (2019 £122,000). This is a vital source of funds for the organisation, and we continue to encourage supporters to help us in this way.

Much of our work is carried out by volunteers working with paid staff. During the year we were supported by 67 volunteers, offering 1,020 hours of service per month. This is a major contribution to the work we do, and we are always keen to recruit new volunteers. The pandemic has brought significant additional volunteer capacity to AUKB.

Reserves policy

The Trustees have established a policy whereby the remaining unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be between 3 and 6 months of the resources expended (excluding the expenditure on behalf of Bristol Ageing Better). This policy equates to £150,000 to £300,000 in general terms. At this level, the Trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would be necessary to consider how to replace funding or our activities changed. At present, the free reserves, which amount to £215,502, are just above this target range.

Investment policy

The Trustees have considered the most appropriate policy for investing funds and have decided to hold charity funds in specialist charity bank accounts. These have given a very modest income for the year, in line with similar deposits.

Fundraising

Age UK Bristol has in place a fundraising standards policy in line with the Institute of Fundraising SEE. Our Fundraising Officer is an individual member of the Institute of Fundraising. These standards bound all colleagues, staff and volunteers working on our behalf. Age UK Bristol is fully compliant with these standards.

The Fundraising Officer leads and monitors all fundraising activities. There have been no complaints received by the charity or the Fundraising Officer for fundraising.

Age UK Bristol protects vulnerable people by complying with our Fundraising Standards, which include: We do not undertake any door-to-door fundraising activity. We do not ask for direct debit donations on the street.

- We do not share or sell people's data beyond the Age UK Group
- We do not 'cold-call' people for fundraising purposes

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

Fundraising (continued)

- We only phone people with whom we have an existing relationship or who have already permitted us to contact them
- Every communication from us to members of the public will always include information on how to opt-out from future communications
- We always stop direct debits or standing orders received from donors if family and friends advise us that the donor is vulnerable in some way
- The Fundraising Standards Board regulates our fundraising, and as such, we always abide by the Institute of Fundraising Code of Fundraising Practice
- We will keep our fundraising practices under review, and we will work with others to improve standards across the charity sector

Risk review

The Trustees have conducted their review of the significant risks to which the charity is exposed. Systems have been put in place to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal threats are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are reviewed to ensure that they will still meet the needs of the charity.

Future plans

Many of the recommendations of a strategic review of all aspects of the organisation were implemented during 2019-2020. This work was ongoing at the end of the financial year. As part of the evaluation, Age UK Bristol's strategic objectives were refined and are to:

- Provide top-quality services and support to all older people in Bristol
- Lead and enable collaboration between other organisations working with older people in Bristol
- Influence public spending and policies in a way that benefits older people in the city
- Promote positive attitudes to ageing in Bristol

At the time of the review, the critical challenges for the organisation are identified as:

- The impact of reduced local government funding across the sector.
- Funding from the Bristol Ageing Better programme ending from April 2020.

The impact of the coronavirus pandemic was keenly felt by AUKB in late March 2020 but an awareness of the full impact was only fully appreciated in 2020-2021. Trustees would like to make note here that the critical challenges to the organisation brought as a result of COVID-19 have been assessed and are guiding future plans. Trustees are satisfied that the organisation has sufficient funds to continue to operate and that there are sufficient avenues of opportunity to enable AUKB to transform and even extend its services in future.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

Responsibilities of the Trustees

The Trustees, who are also directors of Age UK Bristol, are responsible for preparing the Trustees' Report and the financial statements following applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year following the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland." Under company law, the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the charitable company for that period.

Trustees in preparing these financial statements 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
- 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 are sufficient to show and explain the charitable company transactions and 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

Statement of disclosure to auditors

In so far as each of the Directors is aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the Directors have each taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

This information is given and is interpreted following the provisions of S418 of the Companies Act 2006.

Auditors

A resolution will be proposed at the Annual General Meeting that Nexia Smith & Williamson be re-appointed as auditors for the ensuing year.

This report has been prepared following Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2005) ("Charities SORP").

Approved by the Board of trustees on the 28th January 2020 and signed on its behalf by:


MINAMALPASS (Jan 29, 2021 12:51 GMT)

Mina Malpass
Chair

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AGE UK BRISTOL

Opinion

We have audited the financial statements of Age UK Bristol (the 'charitable company') for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flow and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AGE UK BRISTOL

Other information

The other information comprises the information included in the Report and Financial Statements, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees is consistent with the financial statements; and
- the Directors' Report included within the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit;
- the trustees were not entitled to take advantage of the small companies' exemption from the requirement to prepare a strategic report.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AGE UK BRISTOL

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement set out on page 8, the trustees (who are also directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Nigel Hardy

Nigel Hardy (Jan 29, 2021 15:14 GMT)

Nigel Hardy
Senior Statutory Auditor, for and on behalf of
Nexia Smith & Williamson
Statutory Auditor
Chartered Accountants
Date:

Portwall Place
Portwall Lane
Bristol
BS1 6NA

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Income:					
Donations & legacies	2	134,408	14,930	149,338	132,197
Income from trading operations	3	-	1,180	1,180	1,778
Investment income	4	12,408	450	12,858	11,517
Income from charitable activities	5	-	1,938,270	1,938,270	2,461,675
Total income		146,816	1,954,830	2,101,646	2,607,167
Expenditure:					
Cost of raising funds					
Costs of generating voluntary income		(27,021)	-	(27,021)	(13,749)
Expenditure on charitable activities	6	-	(2,326,668)	(2,326,668)	(2,370,519)
Change in value of the investment		-	-	-	(826)
Total expenditure		(27,021)	(2,326,668)	(2,353,689)	(2,385,094)
Net income/(expenditure) before transfers	8	119,795	(371,838)	(252,043)	222,073
Transfers between funds	15	(134,836)	134,836	-	-
Net (expenditure)/income after transfers		(15,041)	(237,002)	(252,043)	222,073
Fund balances at 1 April		225,543	364,374	589,917	367,844
Fund balances 31 March		210,502	127,372	337,874	587,917

The notes on pages 16 to 25 form part of these financial statements

BALANCE SHEET 31 MARCH 2020
Company No: 20984207

		2020	2019
	Notes	£	£
Fixed assets			
Tangible fixed assets	11	13,239	5,879
Current assets			
Investment		44	44
Debtors	12	43,902	84,110
Cash at bank and in hand		403,022	674,656
		446,968	758,810
Liabilities			
Creditors: Amounts falling due within one year	13	(122,333)	(174,772)
Net current assets		324,635	584,038
Net assets		337,874	589,917
Funds			
Restricted funds	15	127,372	364,374
Unrestricted funds – general	15	210,502	225,543
		337,874	589,917

The directors acknowledge their responsibilities for complying with the requirements of the Act, concerning accounting records and the preparation of accounts. The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board on 28th January 2021 and signed on their behalf by


 MINAMALPASS (Jan 29, 2021 12:51 GMT)

Mina Malpass
 Chair

The notes on pages 16 to 25 form part of these financial statements

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2020

	Notes	2020 £	2019 £
Cash flows from operating activities			
Net (expenditure)/income for the year		(252,043)	222,073
Adjustments for depreciation		3,080	6,547
Loss on investment valuation		-	826
Interest from investments and rent		(12,858)	(11,517)
Decrease (increase) in debtors		40,208	(45,749)
(Decrease) increase in creditors		(52,439)	28,217
		<hr/>	<hr/>
Net cash flow from operating activities		(274,052)	200,397
Cash flows from investing activities			
Interest and rents from investments		12,858	11,517
Purchase of fixed assets		(10,440)	(840)
		<hr/>	<hr/>
Net cash flow from investing activities		2,418	10,677
Change in cash and cash equivalents in the year		(271,634)	211,074
Cash and cash equivalents at 1 April		674,656	463,582
		<hr/>	<hr/>
Cash and cash equivalents at 31 March		403,022	674,656

The notes on pages 16 to 25 form part of these financial statements

1. Accounting Policies

Basis of accounting

The financial statements are prepared following the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts following the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1st January 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Going concern

Coronavirus has not had a significant impact on the income generated by the charity, with a constant review of budgets considering the ongoing impact. We have prepared projections that show there has been a drop in the income generated through the year which has led to a reduction in expenditure in our budgeting. We will continue to review, change and adapt our approach to ensure our ongoing ability to achieve our mission and goals.

The financial statements have been prepared on a going concern basis as the Trustees consider that they have appropriate funding and reserves in place to continue to provide services and support for our service users for at least 12 months from the date of signing of the financial statements.

Income

Income including grants is included when receivable, except as follows:

- when donors specify that donations and grants given to the charity are to be used in future accounting periods, the income is deferred until those periods;
- when donors impose conditions that have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met; and
- when donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in restricted income when receivable.

Legacies

Legacies are recognised as receivable when the administrators of the estate have advised the charity of the approximate amount of the legacy. Any amounts above the original estimate are taken into income as received.

Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Certain expenditure is directly attributable to specific activities and is included in those cost categories. Other costs, which are attributable to more than one activity, are apportioned across cost categories based on an estimate of the proportion of time spent by staff on those activities.

Categorisation of expenditure

'Cost of generating voluntary income' includes all expenditure directly or indirectly associated with the generation of funds, including the costs of the volunteer co-ordinator.

'Charitable activities' includes all costs incurred concerning the delivery of services.

1. Accounting Policies (continued)**Fund accounting**

Funds held by the charity are either:

- Unrestricted general funds – these are funds used following the charitable objects at the discretion of the Trustees.
- Restricted funds – these are funds that can only be used for particular limited purposes within the objects of the charity when specified by the donor, or when funds are for a particular restricted purpose.

Depreciation

Depreciation calculated to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer equipment	- 33% on cost
Fixtures & fittings	- 33% on cost

Operating Lease

Rentals applicable to operating leases are charged to the Statement of Financial Activities on a straight-line basis throughout the lease.

2. Donations & Legacies

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£
Donations and gifts	15,127	2,620	17,747	102,132
Legacies	103,281	-	103,281	-
Age UK Grants	16,000	11,540	27,540	29,565
Other grants	-	770	770	500
	134,408	14,930	149,338	132,197

3. Income from Trading Operations

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£
Will service	-	1,180	1,180	1,620
Other income	-	-	-	158
	0	1,180	1,180	1,778

4. Investment Income

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Bank interest	847	-	847	1,671
Rent receivable	11,561	450	12,011	9,846
	12,408	450	12,858	11,517

5. Income from Charitable Activities

	Unrestricted 2020 £	Restricted 2020 £	Restricted & Total 2019 £
New Beginnings			
Bristol City Council	-	191,744	138,340
Client charges	-	13,717	18,364
Self-funded client fees	-	19,043	13,793
	-	224,504	170,497
Providing advice and information			
Comic Relief	-	-	11,437
John James Trust	-	22,680	12,500
Bristol Wessex Water Co	-	1,166	834
St Monica Trust	-	-	15,184
Later Life Goals	-	21,000	-
EON	-	-	8,990
OPAAL	-	-	11,000
Bristol Charities	-	5,000	-
Public Health	-	15,184	-
Age UK Warm Homes	-	10,432	-
	-	75,462	59,945
Supporting people			
Bristol City Council	-	210,536	201,329
Client grant income	-	3,957	-
Self-funded clients	-	3,104	1,308
	-	217,597	202,637

Income from charitable activities (continued)**Community Development**

Community Engagement	-	16,000	-
Bristol Walkfest	-	13,171	8,763
Active together	-	28,104	10,043
Healthy together	-	16,738	11,875
F A B	-	57,391	31,169

-	131,404	61,850
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Footcare

Administration fees	-	-	12,000
Practitioners fees	-	-	3,251

12,000

-	-	15,251
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Bristol Ageing Better**Grants**

Big Lottery Fund	-	1,289,303	1,907,095
Community Development	-	-	4,400
St Monica Trust	-	-	40,000

-	1,289,303	1,951,495
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Total income from charitable activities

-	1,938,270	2,461,675
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Deferred income

Income includes the following amounts received in 2018/9 but deferred to 2019/20 and excludes the following income received in 2019/20 applied to 2020/21.

Deferred to 2020/21	Deferred from 2018/19
26,840	21,671

6 Charitable Activities

	Activities undertaken directly	Charged to services	Total 2020	Total 2019
	£	£	£	£
Services	82,172	32,320	114,492	95,444
New beginnings	154,335	32,424	186,759	168,274
Providing advice & information	119,784	45,522	165,306	130,816
Supporting people	165,814	75,266	241,080	230,346
Footcare	-	-	-	24,080
Bristol Ageing better	1,516,718	102,313	1,619,031	1,722,385
	2,038,823	287,845	2,326,668	2,371,345

AGE UK BRISTOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

7. Support Cost Allocation

	Basis of allocation	New Beginnings	Advice and information	Supporting people	Community Development	Bristol Aging Better	Total 2020	Total 2019
Support costs		£	£	£	£	£	£	£
Premises	Space used	-	13,927	19,498	8,356	25,069	66,850	66,527
General office and finance	Hours worked	4,565	4,565	7,989	3,424	10,272	30,815	51,637
Management & administration	Hours worked	24,154	24,154	42,270	18,115	54,347	163,040	139,420
Other office charges	Space used	2,464	2,464	4,312	1,848	5,544	16,632	9,684
		31,183	45,110	74,069	31,743	95,232	277,337	267,268
Governance	Income	1,076	357	1,037	500	7,538	10,508	10,268
		32,259	45,467	75,106	32,243	102,770	287,845	277,536

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2020

8. Net Income/ (Expenditure) for the Year

Is stated after charging:

	Total 2020	Total 2019
	£	£
Depreciation	3,080	6,547
Auditors' remuneration	8,490	9,150
	8,490	9,150

9. Staff Costs and Numbers

	Total 2020	Total 2019
	£	£
Salaries and wages	708,362	666,555
Social security costs	52,366	49,807
Pension contributions	40,274	38,213
	801,002	754,575

No employee received more than £60,000 (2019 - Nil).

None of the Trustees received any emoluments in respect of their services to the charity (2019 - £Nil).

Reimbursements of £Nil (2019 - £Nil), in respect of expenses made to Trustees in the year. A Trustee Indemnity policy was in place during the year, at a premium of £1,237 (2019 £925).

The average number of employees during the year, calculated based on full-time equivalents, was as follows:

			2020	2019
	Full-time	Part-time	Full-time equivalent	Full-time equivalent
Management and administration	5	3	6	5
Advice and information	3	1	4	3
New Beginnings	1	7	4	4
Supporting People	6	2	7	6
Bristol Ageing Better	8	2	9	9
Services	3	0	3	3
Total	26	15	33	30

9. Staff Costs and Numbers (continued)

Remuneration of key management

Key management is those persons having authority and responsibility for planning, controlling, and directing the activities of the company. In the opinion of the Board, the critical management is Trustees and the Chief Executive Officers of the company. Total compensation to key management personnel was £58,981 (2019 £56,270).

Pensions

The Chief Executive of Age UK Bristol participates in the Pension Trust's Growth Plan. The Plan is a multi-employer defined benefits plan and is not contracted out of the State scheme.

The Growth Plan is a "last man standing" multi-employer scheme. If a withdrawing employer is unable to pay its debt on withdrawal, the liability is shared amongst the remaining employers. The participating employers are, therefore, jointly and severally liable for the deficit of the Growth Plan.

Age UK Bristol has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30th September 2019. As of this date the estimated employer debt for Age UK Bristol was £7,620, and no contribution was required towards the deficit.

The rest of the staff are enrolled in the NEST pension scheme. The National Employment Savings Trust is a defined contribution workplace pension scheme.

10. Taxation

The charity is exempt from corporation tax on its charitable activities. However, it may be subject to corporation tax on some of its earned income. No taxation liability arose during the year.

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2020

11. Tangible Fixed Assets

	Fixtures & Fitting £	Computer Equipment £	Total £
Cost			
At 1 April 2019	66,013	66,718	132,731
Additions in year	6,480	3,960	10,440
At 31 March 2020	<u>72,493</u>	<u>70,678</u>	<u>143,171</u>
Depreciation			
At 1 April 2019	61,099	65,753	126,852
Charge for the year	1,980	1,100	3,080
At 31 March 2020	<u>63,079</u>	<u>66,853</u>	<u>129,932</u>
Net Book Value			
At 31 March 2020	<u>9,414</u>	<u>3,825</u>	<u>13,239</u>
At 31 March 2019	<u>4,914</u>	<u>965</u>	<u>5,879</u>

12. Debtors

	2020 £	2019 £
Prepayments and accrued income	24,159	26,157
Other debtors	19,743	57,953
	<u>43,902</u>	<u>84,110</u>

13. Creditors: amounts falling due within 1 year

	2020 £	2019 £
Trade creditors	9,013	70,322
Taxation and Social Security	23,241	10,315
Accruals and deferred income	85,661	87,016
Other creditors	4,418	7,119
	<u>122,333</u>	<u>174,772</u>

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2020

14. Analysis of Net Assets between Funds

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Tangible fixed assets	13,239	-	13,239	5,879
Current assets	249,940	197,400	447,340	758,810
Current liabilities	(52,677)	(70,028)	(122,705)	(174,772)
	<u>210,502</u>	<u>127,372</u>	<u>337,874</u>	<u>589,917</u>

15. Movement in Funds

	Balance 1 April 2019	Income	Expenditure	Transfers between funds	Balance 31 March 2020
	£	£	£	£	£
Unrestricted Funds					
General funds	225,543	146,816	(27,021)	(134,836)	210,502
Restricted Funds					
New Beginnings	3,773	225,504	(185,760)	(42,517)	-
Advice and information	-	75,462	(165,306)	89,844	-
Supporting People	-	217,597	(241,080)	23,483	-
Community Development	-	131,304	(114,492)	-16,812	-
Core	-	16,560	(899)	-15,661	-
Bristol Ageing Better	360,601	1,289,403	(1,619,131)	96,499	127,372
	<u>364,374</u>	<u>1,954,830</u>	<u>(2,326,668)</u>	<u>134,836</u>	<u>127,372</u>
Total Funds	<u>589,917</u>	<u>2,101,646</u>	<u>(2,353,689)</u>	=	<u>337,874</u>

16. Operating Lease Commitments

At 31st March 2020, the charity had total commitments under non-cancellable operating leases as follows:

Expiry date	2020	2019
	£	£
More than five years	-	3,268
Between two and five years	179,025	190,960
	<u>179,025</u>	<u>194,228</u>

17. Related Parties

There were no related party transactions (2019 none)

18. Events after the year end

On 1 April 2020, LinkAge West of England merged with Age UK Bristol. Both organisations are committed to improving the lives of older people and identified the potential for financial and strategic benefits in merging. The merger has enabled Age UK Bristol to consolidate its local community-based service offer to older people and supported the organisation's strategic ambitions in respect of:

- Leadership of the voluntary sector in relation to services for older people in Bristol
- Influencing public policy and spending
- Provision of high quality services and
- Promotion of positive attitudes to ageing.

The merger has enhanced the effectiveness of services, reduced overheads and most importantly, enabled Age UK Bristol to acquire a respected local brand.

Nil consideration was paid by Age UK Bristol. There was a transfer of physical and financial assets from LinkAge to Age UK Bristol on the merger, including funding for staff, services and a contribution to reserves.