Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2015 for Age UK East Grinstead & District Limited Trading as 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 2015

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 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number 06695518 (England and Wales)

Registered Charity number

1127168

Registered office

Swan Mead Day Centre Queens Road East Grinstead West Sussex RH19 1BE

Trustees

11 usices	
D J Capel	- resigned 27.6.14
Mrs F J Oliver	- resigned 27.6.14
A Rengger	
M Pearce	- resigned 3.11.14
J H Bowers	-
Mrs M Belsey	- appointed 27.6.14

Company Secretary

J H Bowers

Independent examiner

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

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 Age Concern Federation Gold Memorandum and Articles of Association.

Recruitment and appointment of new trustees

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

Report of the Trustees for the Year Ended 31 March 2015

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

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 2937 lunches were served at Swan Mead activity centre. Grants of £48,752 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 £26,017 were funded by participants' contributions and the charity's unrestricted funds.

Activity centre services include organisation of outings and trips for members, with 609 participations during the year. The cost of these events, including the organiser's salary and a share of support costs, was £34,083. Participants contributed £22,354 with the remaining costs of £11,729 being 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 204 attendances during the year. Funding of £19,297 was received from West Sussex County Council's Special Carers' Grant for this purpose, with the balance of the total costs of £2,565 being funded out of donations for the purpose and 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 £49,840 with the balance of £6,001 being funded by the charity's unrestricted funds.

FINANCIAL REVIEW

Reserves policy

The trustees have designated $\pounds 20,000$ 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 2015

FINANCIAL REVIEW

Total income for the year - £191,456

Gross surplus for the year - before allocating support costs - £21,186

Support costs for the year - £45,673

Net operating deficit for the year - £24,487

The net deficit comprised a deficit on restricted funds of $\pounds 3,827$ and a deficit on unrestricted funds of $\pounds 20,660$. This deficit arose primarily due to a reduction in grants received and in the level of activity in the Help at Home service.

Unrestricted reserves were £52,689 at 31 March 2015, represented by £55,768 bank and cash balances, £2,200 of equipment, less other net current liabilities of £5,279. During the year £20,000 was set aside by the trustees, from the unrestricted reserves, and put into a designated fund as set out in Note 17 to the financial statements. The remaining £32,689 are held within general funds.

The trustees recognise that the current financial performance of the charity is not sustainable and if continued would lead inevitably to enforced closure. This would have a significant negative impact on the well-being of our current and potential future members. The trustees have therefore produced a budget for the year 2015-16 and a strategic plan for the next five 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.

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 20 October 2015 and signed on its behalf by:

A Rengger - Trustee

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

I report on the accounts for the year ended 31 March 2015 set out on pages six to fifteen.

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 Statement of Recommended Practice: Accounting and Reporting by Charities

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.

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

21 October 2015

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2015

		Inrestricted funds	Restricted funds	2015 Total funds	2014 Total funds
	Notes	£	£	£	£
INCOMING RESOURCES	_				
Incoming resources from generated fund					
Voluntary income	2	16,938	69,924	86,862	92,205
Activities for generating funds	3	6,929	-	6,929	7,688
Investment income	4	141	-	141	168
Incoming resources from charitable					
activities	5				
Help at Home		43,839	-	43,839	53,322
Swan Mead Centre		24,900	-	24,900	21,382
Saturday Respite Club		6,431	-	6,431	7,286
Trips & Events		22,354	-	22,354	18,881
Total incoming resources		121,532	69,924	191,456	200,932
RESOURCES EXPENDED Costs of generating funds Costs of generating voluntary income	6	9,481	-	9,481	7,919
Charitable activities	7				
Help at Home		49,840	-	49,840	64,698
Swan Mead Centre		26,016	53,273	79,289	80,294
Saturday Respite Club		2,084	19,778	21,862	24,126
Trips & Events		33,383	700	34,083	18,536
Governance costs	9	21,388	-	21,388	10,815
Total resources expended		142,192	73,751	215,943	206,388
NET INCOME/(EXPENDITURE) FOR THE YEAR		(20,660)	(3,827)	(24,487)	(5,456)
RECONCILIATION OF FUNDS					
Total funds brought forward		73,349	4,300	77,649	83,105
TOTAL FUNDS CARRIED FORWARI	D	52,689	473	53,162	77,649

The notes form part of these financial statements

Balance Sheet At 31 March 2015

	Uı	nrestricted funds	Restricted funds	2015 Total funds	2014 Total funds
	Notes	£	£	£	£
FIXED ASSETS	12	2 200		2 200	2 2 4 9
Tangible assets	13	2,200	-	2,200	3,248
CURRENT ASSETS					
Debtors	14	11,078	-	11,078	8,048
Cash at bank and in hand		55,768	473	56,241	74,503
		66,846	473	67,319	82,551
CREDITORS	15	(1< 257)		(16.257)	(0.150)
Amounts falling due within one year	15	(16,357)	-	(16,357)	(8,150)
NET CURRENT ASSETS		50,489	473	50,962	74,401
TOTAL ASSETS LESS CURRENT					
LIABILITIES		52,689	473	53,162	77,649
NET ASSETS		52,689	473	53,162	77,649
FUNDS	17			52 (20)	72 240
Unrestricted funds Restricted funds				52,689 473	73,349 4,300
TOTAL FUNDS				53,162	77,649

The notes form part of these financial statements

Balance Sheet - continued At 31 March 2015

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2015 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 April 2008).

The financial statements were approved by the Board of Trustees on 20 October 2015 and were signed on its behalf by:

A Rengger - Trustee

The notes form part of these financial statements

Notes to the Financial Statements for the Year Ended 31 March 2015

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

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.

Cost of generating funds

As well as directly attributable costs, the cost of generating funds includes a proportion of support staff and other costs deemed to be a fair reflection of the amount of time expended on raising grant funding.

Charitable activities

Resources expended on charitable activities have been analysed between:

- the costs of operating the Swan Mead centre, which is used to provide activity centre services during weekdays;

- Saturday respite services;
- the costs of providing the Help at Home service; and
- the cost of organising holidays and outings for members

As well as directly attributable costs, the cost of charitable activities includes a proportion of support staff and other costs, pro-rata by the amount of income generated by each charitable activity.

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.

Notes to the Financial Statements - continued for the Year Ended 31 March 2015

1. ACCOUNTING POLICIES - continued

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.

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. VOLUNTARY INCOME

3.

Donations Grants Membership fees	2015 £ 10,344 75,549 969	2014 £ 6,346 83,051 2,808
	86,862	92,205
ACTIVITIES FOR GENERATING FUNDS		
	2015 £	2014 £
Fundraising events	6,489	7,156
Other income	440	532
	6,929	7,688

Notes to the Financial Statements - continued for the Year Ended 31 March 2015

4. INVESTMENT INCOME

	Deposit account interest		2015 £ 141	2014 £ 168
5.	INCOMING RESOURCE	CS FROM CHARITABLE ACTIVITIES		
		Activity	2015 £	2014 £
	Domiciliary service			
	income	Help at Home	43,839	53,322
	Food & refreshments	Swan Mead Centre	20,226	18,600
	Outings & entertainment	Swan Mead Centre	4,523	2,782
	Other day centre income	Swan Mead Centre	151	-
	Saturday respite charges	Saturday Respite Club	6,431	7,286
	Outings & entertainment	Trips & Events	22,354	18,881
			97,524	100,871

6. COSTS OF GENERATING VOLUNTARY INCOME

Other fundraising costs	2015 £ 4,422	2014 £ 4,787
Support costs	5,059 9,481	3,132 7,919

7. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 8)	Totals
	£	£	£
Help at Home	43,609	6,231	49,840
Swan Mead Centre	62,338	16,951	79,289
Saturday Respite Club	17,053	4,809	21,862
Trips & Events	29,524	4,559	34,083
	152,524	32,550	185,074

Notes to the Financial Statements - continued for the Year Ended 31 March 2015

8. SUPPORT COSTS

Management	Finance	Totals
£	£	£
5,059	-	5,059
8,040	24	8,064
6,091	140	6,231
16,120	831	16,951
4,750	59	4,809
4,442	117	4,559
44,502	1,171	45,673
	£ 5,059 8,040 6,091 16,120 4,750 4,442	£ £ 5,059 - 8,040 24 6,091 140 16,120 831 4,750 59 4,442 117

9. GOVERNANCE COSTS

	2015	2014
	£	£
AGM	506	468
Accountancy	5,551	1,159
Subscriptions	498	522
Legal fees	5,767	3,845
Advertising	-	455
Independent examination	750	1,200
Other premises expenses	252	-
Support costs	8,064	3,166
	21,388	10,815

10. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2015	2014
	£	£
Independent examination	750	1,200
Depreciation - owned assets	1,048	1,049
Other operating leases	4,725	4,725

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2015 nor for the year ended 31 March 2014 .

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2015 nor for the year ended 31 March 2014.

Notes to the Financial Statements - continued for the Year Ended 31 March 2015

12. STAFF COSTS

Wages and salaries Social security costs	2015 £ 125,974 2,840	2014 £ 123,555 4,164
	128,814	127,719
The average monthly number of employees during the year was as follows:		
	2015 18	2014 18
No employees received emoluments in excess of £60,000.		

13. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1 April 2014 and 31 March 2015	5,244
-	
DEPRECIATION	
At 1 April 2014	1,996
Charge for year	1,048
At 31 March 2015	3,044
NET BOOK VALUE	
At 31 March 2015	2,200
At 31 March 2014	3,248

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Trade debtors Other debtors	2015 £ 5,986 5,092	2014 £ 4,320 3,728
	11,078	8,048

Notes to the Financial Statements - continued for the Year Ended 31 March 2015

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Trade creditors	6,681	3,804
Taxation and social security	1,662	1,569
Other creditors	8,014	2,777
	16,357	8,150

16. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	2015 £	2014 £
Expiring:		
Between one and five years	5,359	5,359

17. MOVEMENT IN FUNDS

		Net movement in	Transfers between	
	At 1.4.14	funds	funds	At 31.3.15
	£	£	£	£
Unrestricted funds				
General fund	27,055	(20,660)	26,294	32,689
Repairs & renewals of furniture & fittings	6,957	-	(6,957)	-
Swan Mead maintenance & alterations	3,877	-	(3,877)	-
Replacement of kitchen equipment	7,118	-	(7,118)	-
Replacement of laundry equipment	940	-	(940)	-
Staff sickness & redundancy	11,352	-	(11,352)	-
Equipment for new premises	16,050	-	(16,050)	-
Special designated fund	-	-	20,000	20,000
	73,349	(20,660)	-	52,689
Restricted funds				
MSDC OP conference Jun-14 Renewal of service handbook, policies &	300	(300)	-	-
business plan	4,000	(3,527)	-	473
	4,300	(3,827)	-	473
TOTAL FUNDS	77,649	(24,487)	-	53,162

Notes to the Financial Statements - continued for the Year Ended 31 March 2015

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	121,532	(142,192)	(20,660)
Restricted funds			
Dementia support	19,297	(19,297)	-
Day services	48,752	(48,752)	-
MSDC OP conference Jun-14	400	(700)	(300)
Renewal of service handbook, policies & business plan	-	(3,527)	(3,527)
Saturday club donations	480	(480)	-
Replacement water heater funded by Lingfield Lodge			
donation	995	(995)	-
	69,924	(73,751)	(3,827)
TOTAL FUNDS	191,456	(215,943)	(24,487)

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.

Other restricted donations include \pounds 995 from Lingfield Lodge to replace the water heater, a further donation of \pounds 400 towards the costs of the Mid Sussex Older People's Conference in June 2014, and donations of \pounds 480 for the Saturday Respite service.

Detailed Statement of Financial Activities for the Year Ended 31 March 2015

	2015 £	2014 £
INCOMING RESOURCES		
Voluntary income	10.244	6.246
Donations Grants	10,344 75,549	6,346 83,051
Membership fees	969	2,808
	86,862	92,205
Activities for generating funds	< 100	
Fundraising events	6,489	7,156
Other income	440	532
	6,929	7,688
Investment income		
Deposit account interest	141	168
Incoming resources from charitable activities		
Domiciliary service income	43,839	53,322
Food & refreshments	20,226	18,600
Outings & entertainment	26,877	21,663
Saturday respite charges	6,431	7,286
Other day centre income	151	-
	97,524	100,871
Total incoming resources	191,456	200,932
RESOURCES EXPENDED		
Costs of generating voluntary income		
Other fundraising costs	4,422	4,787
Charitable activities		
Wages	90,794	84,496
Social security	1,471	1,310
Rent	4,725	4,725
Rates and water Insurance	628 615	757
Light and heat	3,793	1,581 3,632
Advertising	1,998	- 3,032
Carried forward	104,024	96,501
	,	

This page does not form part of the statutory financial statements

Detailed Statement of Financial Activities for the Year Ended 31 March 2015

	2015 £	2014 £
Charitable activities	~	2
Brought forward	104,024	96,501
Sundries	318	22
Other premises expenses	3,580	1,927
Food & catering costs	10,687	12,472
Transport	-	5,335
Cost of outings	24,646	21,923
Mileage & parking	2,721	
Training	4,058	482
Other expenses	1,441	
Plant and machinery	1,049	1,049
	152,524	139,711
Governance costs		
AGM	506	468
Accountancy	5,551	1,159
Subscriptions	498	522
Legal fees	5,767	3,845
Advertising	-	455
Independent examination	750	1,200
Other premises expenses	252	-
	13,324	7,649
Support costs		
Management		
Wages	35,180	25,319
Social security	1,369	2,432
Property costs	-	258
Advertising	-	426
General expenses	7,883	9,992
Training	70	356
	44,502	38,783
Finance Wages		12 740
Wages Social security	-	13,740 422
Social security Bank charges	- 1,171	422 1,296
Daik Charges	1,1/1	1,290
	1,171	15,458
Total resources expended	215,943	206,388

Detailed Statement of Financial Activities for the Year Ended 31 March 2015

	2015 £	2014 £
Net expenditure	(24,487)	(5,456)

This page does not form part of the statutory financial statements