

Charity Registration No. 1127168

Company Registration No. 06695518 (England and Wales)

AGE UK EAST GRINSTEAD & DISTRICT
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

AGE UK EAST GRINSTEAD & DISTRICT

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs J L Fairbourn Mrs A C Bowcott Mrs M Belsey J Belsey Miss H Frewer
Charity number	1127168
Company number	06695518
Registered office	Glen Vue Community Centre Railway Approach East Grinstead West Sussex England RH19 1BS
Independent examiner	Alexandra Durrant Limited 10A-12A High Street East Grinstead West Sussex RH19 3AW
Investment advisors	Brewin Dolphin Securities

AGE UK EAST GRINSTEAD & DISTRICT

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AGE UK EAST GRINSTEAD & DISTRICT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are to promote the relief of older people in any manner deemed by law to be charitable in East Grinstead and surrounding rural parts of West Sussex. The charity offers services and activities both at its centre in East Grinstead and within the community and its stated objectives.

Vision

A society in which everyone can enjoy a long and fulfilled life.

Mission

To work with and for local older people across our area to make a real and positive difference to their wellbeing and quality of life.

The charity measures achievements against its objectives by way of regular meetings with the budget holders and feedback from members, so that the services adapt where possible to meet members' needs.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

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 therefore the trustees consider these services to be for the public benefit.

Volunteers

We are very grateful that our services and activities are assisted by the invaluable contribution of our volunteers each year – normally this is within our centre at Glen Vue. However, this year has been very different, with new volunteers coming in to take orders, assist preparing vegetables in the kitchen or delivering meals in the community. We have also said goodbye to many long standing volunteers who have helped us for several years in the past who regrettably had to stop due to the ongoing covid crisis. We thank all of them for the time, assistance, and support without which many activities could not have run.

Achievements and performance

The charity provides five main services:

Glen Vue Centre

Due to the pandemic and subsequent lockdowns the Glen Vue Centre closed its doors to all members, visitors, and room hirers. Clearly this not only had a major effect on its users, but also on the financial stability of the Charity – with several staff furloughed, services mothballed and carefully laid plans for events and activities cancelled.

The centre did reopen for a short period in October 2020, when Government restrictions were lifted for a few weeks – but with a very limited number of people, hours open and strict Health and Safety regulations in place.

However, it became evident very quickly that although the centre was closed the needs of our members and the community was still great – so the creation of a new service was planned and executed from scratch.

Grants of £61,268 (2020: £63,697) were received from Mid Sussex District Council and West Sussex County Council towards the provision of the activity centre and associated services, including Kitchen (see below).

AGE UK EAST GRINSTEAD & DISTRICT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Kitchen (*Rainbow Hot Meals service*)

As the lockdown began to affect life more and more, changing the way people have lived and coped with physical and mental disabilities, obtaining basic items such as medicines, non-food items and shopping became a life threatening concern. Age UK East Grinstead & District was a founder member of the East Grinstead Emergency Action Group. From this and subsequent wellbeing calls made to members, a common theme began to appear. Older, vulnerable people were becoming isolated and in many cases unable to prepare a hot daily meal themselves. Although several organisations had set up home deliveries it was mainly "fast food" or luxury items such as cream teas.

The Rainbow Hot Meals service began from this. Monies to run activities, grant applications and fundraising all went towards the purchase of containers to serve, deliver and transport a hot two course meal to members and non-members within in East Grinstead and the surrounding rural area. A completely new way of working had to be created, with strict food hygiene and health and safety procedures put in place and a new team of volunteers assisting with the deliveries. Our friends from the East Grinstead Lions have been helping with this, and without their help we might not have managed to get this project off the ground.

This service will continue even after the crisis finally passes.

In addition to the grants for Glen Vue Centre and Kitchen discussed above, grants of £9,143 were received towards setting up and operating the Rainbow Hot Meals service.

Trips, outings, and holidays

Due to the Government restrictions all trips, outings and holidays were postponed during this period.

The only remaining cost of this activity was a share of support costs, totalling £2,125 (2020: £83,018, including salary of organiser and costs of trips, events and holidays).

Daybreak - Respite for Carers service

As the Daybreak – Respite for Carers service is normally centre-based at Glen Vue, clearly this could not operate normally. However our staff still supported the Carers and their loved ones throughout the crisis and continue to do so, with support telephone calls, signposting to other organisations for advice or guidance together with home visits through open doors, windows and over garden gates. Many deliveries of activities, games and provisions allowed our supported Carers the help and assistance they needed through a time of crisis that no one had experienced or was prepared for.

Grant funding of £14,769 (2020: £14,769) was received from Age UK West Sussex, Brighton & Hove as part of the tendered contract with West Sussex County Council. The balance of the total costs of £3,020 (2020: £10,103) was funded from participants' contributions, specific donations and the charity's unrestricted funds. A further grant for infection control of £1,600 was also received, which had not been used by the year end.

Community outreach

At the beginning of the pandemic, support to the community from this role was signposting information and advice queries, mainly done remotely – telephone calls, and emails. However as the pandemic continued this need changed. When the member of staff left us this position was not refilled as we were now concentrating more on providing nutritious meals to older people's homes, ensuring their physical and mental health was good and reducing their feelings of isolation through daily contact with the office and volunteer drivers.

Costs of £6,760 (2020: £16,304), including a share of support costs, were funded by restricted grants.

AGE UK EAST GRINSTEAD & DISTRICT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to six month's expenditure. The Trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

At 31 March 2021, the charity held total funds of £739,652 (2020: £665,061), of which £15,332 was restricted.

Unrestricted funds were £724,320. Of this £574,179, comprising an investment portfolio of £503,023, bank balances of £20,325 and other net assets of £50,831, has been designated by the Trustees to cover the rent, service charges and insurance over the period of the 20 year lease of Glen Vue Centre, Railway Approach, East Grinstead, beginning 3 May 2019. This arose from the donation of the investment portfolio of Lingfield Lodge Trust prior to its closure.

In addition, the Trustees have designated £30,000 from unrestricted funds to cover redundancy and other costs should there be a need to close down the charity.

Remaining unrestricted reserves (excluding what is represented by fixed assets) of £96,399 comprise bank balances and cash of £107,384 and net current liabilities of £10,985.

Total income for the year was £276,062.

The net surplus for the year of £74,591 comprises an unrestricted surplus of £73,790 and a restricted surplus of £801

The unrestricted surplus comprises:

- Gain on revaluation of investments £81,801 (2020: loss of £75,436) and £199 gain on disposal of investments
- Transfer from restricted funds relating to fixed assets purchased £6,052
- Underlying deficit £14,262

Risk management

The Trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Investment Risk

Brewin Dolphin have been selected to manage the investment portfolio taking a low to medium risk approach to the charity's investments. There have been no withdrawals from the portfolio this year.

The Trustees have overseen the implementation of firmer financial management of the charity with a detailed budget for 2020-21 and will be adopting a similar approach for all future years.

It is noted that there was a stock market recovery compared to the position in last year's report, which has meant that last year's investment losses have reversed. This factor combined with the additional grants to help the charity through the pandemic has meant that we have an increase in reserves as at 31 March 2021 compared to 31 March 2020.

Future plans

Our first priority is to ensure that we continue to navigate our way through the pandemic and that we are there for our members and people who use our services. We are now settled in the Glen Vue Centre and in the future we will be looking to make more use of the Centre as we seek to expand our services and to attract an even larger range of customers to the Centre.

AGE UK EAST GRINSTEAD & DISTRICT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Structure, governance and management

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 at an EGM on 16 December 2016.

Trustees

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs J L Fairbourn

Mrs A C Bowcott

Mrs M Belsey

J Belsey

Miss H Frewer

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

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Organisational structure

The charity has an executive committee which as at 31 March 2021 consisted of five trustees and representatives of the local funding authorities, meeting at least four 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.

Decision making

The day to day management of the charity is delegated to Barry Gilbert, Chief Operations Manager, the senior manager of the organisation.

Induction and training of new trustees

All new trustees are given an induction to the Charity by the Chair, together with clear roles and responsibilities. Training classes have also been arranged such as good governance.

Key management remuneration

The management team comprises the Chief Operations Manager together with two subordinate managers. A Finance Co-ordinator supports the team. Salaries are set at a level that the charity can sustain.

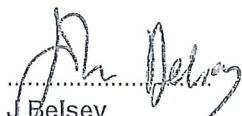
AGE UK EAST GRINSTEAD & DISTRICT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Affiliation to Age UK

Age UK East Grinstead & District is a brand partner of Age UK. This allows Age UK East Grinstead & District branding rights, information exchange and access to promotional material. It also limits Age UK East Grinstead & District to the geographical area of East Grinstead and the surrounding district.

The Trustees' report was approved by the Board of Trustees.


.....
J. Belsey

Trustee

Dated: 11th NOVEMBER

AGE UK EAST GRINSTEAD & DISTRICT

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF AGE UK EAST GRINSTEAD & DISTRICT

I report to the Trustees on my examination of the financial statements of Age UK East Grinstead & District (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the Trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

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

Independent examiner's statement

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

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Alexandra Durrant Limited

10A-12A High Street
East Grinstead
West Sussex
RH19 3AW

Dated: 15/11/21

AGE UK EAST GRINSTEAD & DISTRICT

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Current financial year

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
<u>Income and endowments from:</u>					
Grants and donations	3	107,060	114,454	221,514	152,780
Income from charitable activities	4	32,498	-	32,498	130,432
Other trading activities	5	7,664	-	7,664	31,793
Investments	6	14,386	-	14,386	17,762
Other income	7	-	-	-	130
Total income		161,608	114,454	276,062	332,897
<u>Expenditure on:</u>					
Raising funds	8	28,153	1,988	30,141	18,411
<u>Charitable activities</u>					
Day centre services	9	53,446	18,077	71,523	175,514
Kitchen	9	90,858	64,267	155,125	-
Trips & Events	9	1,944	181	2,125	84,283
Daybreak - Respite for Carers	9	1,469	16,328	17,797	25,715
Outreach	9	-	6,760	6,760	16,866
Help at Home	9	-	-	-	56,942
Total charitable expenditure		147,717	105,613	253,330	359,320
Total resources expended		175,870	107,601	283,471	377,731
Net gains/(losses) on investments	14	82,000	-	82,000	(61,609)
Net incoming/(outgoing) resources before transfers		67,738	6,853	74,591	(106,443)
Gross transfers between funds		6,052	(6,052)	-	-
Net movement in funds		73,790	801	74,591	(106,443)
Fund balances at 1 April 2020		650,530	14,531	665,061	771,504
Fund balances at 31 March 2021		724,320	15,332	739,652	665,061

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

AGE UK EAST GRINSTEAD & DISTRICT

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Prior financial year

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes			
<u>Income and endowments from:</u>				
Grants and donations	3	50,083	102,697	152,780
Income from charitable activities	4	130,432	-	130,432
Other trading activities	5	31,793	-	31,793
Investments	6	17,762	-	17,762
Other income	7	130	-	130
Total income		230,200	102,697	332,897
<u>Expenditure on:</u>				
Raising funds	8	18,411	-	18,411
<u>Charitable activities</u>				
Day centre services	9	133,348	42,166	175,514
Trips & Events	9	71,407	12,876	84,283
Daybreak - Respite for Carers	9	10,826	14,889	25,715
Outreach	9	2,397	14,469	16,866
Help at Home	9	56,942	-	56,942
Total charitable expenditure		274,920	84,400	359,320
Total resources expended		293,331	84,400	377,731
Net gains/(losses) on investments	14	(61,609)	-	(61,609)
Net incoming/(outgoing) resources before transfers		(124,740)	18,297	(106,443)
Gross transfers between funds		24,141	(24,141)	-
Net movement in funds		(100,599)	(5,844)	(106,443)
Fund balances at 1 April 2019		751,129	20,375	771,504
Fund balances at 31 March 2020		650,530	14,531	665,061

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

AGE UK EAST GRINSTEAD & DISTRICT

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	15		23,742		20,175
Investments	16		503,023		405,684
			<u>526,765</u>		<u>425,859</u>
Current assets					
Stocks	18	355		-	
Debtors falling due after one year	19	52,386		77,386	
Debtors falling due within one year	19	27,135		33,971	
Cash at bank and in hand		173,042		156,352	
		<u>252,918</u>		<u>267,709</u>	
Creditors: amounts falling due within one year	20	<u>(40,031)</u>		<u>(28,507)</u>	
Net current assets			212,887		239,202
Total assets less current liabilities			<u>739,652</u>		<u>665,061</u>
Income funds					
Restricted funds	23		15,332		14,531
<u>Unrestricted funds - general</u>					
Designated funds	24	604,179		-	
General unrestricted funds		120,141		650,530	
		<u></u>	<u>724,320</u>	<u></u>	<u>650,530</u>
			<u>739,652</u>		<u>665,061</u>

AGE UK EAST GRINSTEAD & DISTRICT

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2021

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

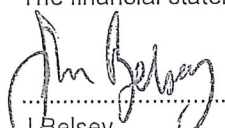
The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on

11th November 2021


.....
J Belsey
Trustee

Company Registration No. 06695518

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Age UK East Grinstead & District is a private company limited by guarantee incorporated in England and Wales. The registered office is Glen Vue Community Centre, Railway Approach, East Grinstead, West Sussex, RH19 1BS, England.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's articles of association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

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

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated goods are recognised in the SOFA where material, by estimating the value of the goods donated and recognising both the donation and the cost of the goods. However, it is not considered practicable to value volunteer time and this is not recognised in the SOFA.

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Grants received to cover services provided during a particular time period are recognised in the financial statements for that period. Other grant income is recognised when received.

Income from short term room hire is recognised over the hire period.

Contributions by participants towards the cost of charitable activities are recognised at the time the charitable activities take place.

1.5 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 costs 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.

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

Resources expended on charitable activities have been analysed between:

- the costs of providing meals and refreshments, served at the Glen Vue Centre or delivered to homes;
- the costs of operating the Glen Vue day centre, which is used to provide activity centre services during weekdays;
- the costs of operating the Daybreak - Respite for Carers service;
- the costs of providing the Community Outreach service;
- the cost of organising holidays and outings for members (2020 comparatives only, due to the pandemic); and
- the costs of providing the Help at Home service (2020 comparatives only)

As well as directly attributable costs, the cost of charitable activities includes a proportion of support staff, property and other 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, property and other costs deemed to be a fair reflection of the time expended on governance matters.

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.

Property costs have been allocated between activities based on usage of the Glen Vue building.

Other costs that relate to more than one activity have also been apportioned between activities in proportion to staff costs.

Allocation has been based on staff costs and usage during the current year i.e. taking into account the effects of the coronavirus pandemic.

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Small assets costing less than £500 are not capitalised, being written off through the current year's SOFA instead.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	Over the period of the lease
Plant and equipment	20% on cost
Fixtures and fittings	20% on cost
Computers	33% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred. As these are listed investments, the fair value is the market value at the reporting date.

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.10 Financial instruments

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

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets other than listed investments, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest. Financial assets classified as receivable within one year are not amortised.

Basic financial assets also include listed investments. These are accounted for as described above.

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

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

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Grants and donations

	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds general 2020 £	Restricted funds 2020 £	Total 2020 £
Donations and gifts	6,438	705	7,143	7,884	730	8,614
Grants receivable	90,784	113,749	204,533	35,597	101,967	137,564
Membership fees	6,311	-	6,311	6,602	-	6,602
Donated goods and services	3,527	-	3,527	-	-	-
	<u>107,060</u>	<u>114,454</u>	<u>221,514</u>	<u>50,083</u>	<u>102,697</u>	<u>152,780</u>
Grants receivable for core activities						
West Sussex CC	-	33,680	33,680	-	33,680	33,680
Mid Sussex DC	19,907	27,588	47,495	-	42,043	42,043
Age UK	40,136	-	40,136	22,497	-	22,497
Age UK - Day Break	-	16,369	16,369	-	14,769	14,769
Sobell Foundation	10,000	-	10,000	10,000	-	10,000
Julia & Hans Rausing Trust	10,000	-	10,000	-	500	500
Coronavirus JRS	-	26,619	26,619	-	350	350
Rainbow Hot Meals - various grants	-	9,143	9,143	-	-	-
Sussex Community Foundation	1,875	-	1,875	2,500	5,625	8,125
East Grinstead Common Good Trust	2,000	-	2,000	-	5,000	5,000
Other	6,866	350	7,216	600	-	600
	<u>90,784</u>	<u>113,749</u>	<u>204,533</u>	<u>35,597</u>	<u>101,967</u>	<u>137,564</u>

4 Income from charitable activities

	Day centre services 2021 £	Kitchen 2021 £	Daybreak 2021 £	Total 2021 £	Total 2020 £
Food & catering	1,035	31,014	-	32,049	33,201
Services provided	-	-	135	135	34,317
Activities, events & trips	314	-	-	314	62,914
	<u>1,349</u>	<u>31,014</u>	<u>135</u>	<u>32,498</u>	<u>130,432</u>

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

4 Income from charitable activities

(Continued)

For the year ended 31 March 2020

	Day centre services	Trips & Events	Daybreak	Outreach	Help at Home	Total 2020
	£	£	£	£	£	£
Food & catering	33,201	-	-	-	-	33,201
Services provided	-	-	4,175	-	30,142	34,317
Activities, events & trips	9,956	52,746	-	212	-	62,914
	<u>43,157</u>	<u>52,746</u>	<u>4,175</u>	<u>212</u>	<u>30,142</u>	<u>130,432</u>

5 Other trading activities

	Unrestricted funds general 2021	Unrestricted funds general 2020
	£	£
Room hire income	3,237	28,422
Fundraising events	3,101	2,335
Sponsorships and social lotteries	1,326	1,036
Other trading activities	<u>7,664</u>	<u>31,793</u>

6 Investments

	Unrestricted funds general 2021	Unrestricted funds general 2020
	£	£
Income from listed investments	<u>14,386</u>	<u>17,762</u>

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Other income

	Total	Unrestricted funds general
	2021	2020
	£	£
Net gain on disposal of tangible fixed assets	-	130

8 Raising funds

	Unrestricted funds general	Restricted funds	Total	Unrestricted funds general
	2021	2021	2021	2020
	£	£	£	£
<u>Fundraising and publicity</u>				
Raising funds	-	-	-	421
Membership schemes and social lotteries	670	-	670	586
Publicity	2,400	-	2,400	1,200
Other fundraising costs	411	-	411	371
Support costs	16,639	1,807	18,446	3,385
Fundraising and publicity	20,120	1,807	21,927	5,963
<u>Trading costs</u>				
Other trading activities	13	-	13	898
Support costs	2,714	181	2,895	5,635
Trading costs	2,727	181	2,908	6,533
<u>Investment management</u>	5,306	-	5,306	5,915
	28,153	1,988	30,141	18,411

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

9 Charitable activities

	Day centre services 2021 £	Kitchen 2021 £	Trips & Events 2021 £	Daybreak 2021 £	Outreach 2021 £	Total 2021 £	Total 2020 £
Staff costs	47,541	40,004	-	14,262	5,819	107,626	146,194
Depreciation and impairment	3,157	2,115	-	-	-	5,272	4,176
Light & heat	-	486	-	-	-	486	-
Travel & subsistence	904	1,092	-	-	-	1,996	279
Training	-	14	-	-	-	14	114
Other direct costs	451	143	-	260	-	854	5,260
Activities	215	-	280	-	-	495	52,755
Catering	3,988	14,502	-	-	-	18,490	13,115
Advertising	-	-	-	-	-	-	227
	<u>56,256</u>	<u>58,356</u>	<u>280</u>	<u>14,522</u>	<u>5,819</u>	<u>135,233</u>	<u>222,120</u>
Share of support costs (see note 10)	13,593	89,092	1,566	2,856	801	107,908	123,570
Share of governance costs (see note 10)	<u>1,674</u>	<u>7,677</u>	<u>279</u>	<u>419</u>	<u>140</u>	<u>10,189</u>	<u>13,630</u>
	<u>71,523</u>	<u>155,125</u>	<u>2,125</u>	<u>17,797</u>	<u>6,760</u>	<u>253,330</u>	<u>359,320</u>
Analysis by fund							
Unrestricted funds - general	53,446	90,858	1,944	1,469	-	147,717	274,920
Restricted funds	<u>18,077</u>	<u>64,267</u>	<u>181</u>	<u>16,328</u>	<u>6,760</u>	<u>105,613</u>	<u>84,400</u>
	<u>71,523</u>	<u>155,125</u>	<u>2,125</u>	<u>17,797</u>	<u>6,760</u>	<u>253,330</u>	<u>359,320</u>

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

9 Charitable activities

(Continued)

For the year ended 31 March 2020

	Day centre services £	Trips & Events £	Daybreak £	Outreach £	Help at Home £	Total 2020 £
Staff costs	44,482	26,980	15,558	8,999	50,175	146,194
Depreciation and impairment	4,176	-	-	-	-	4,176
Travel & subsistence	285	24	-	16	(46)	279
Training	-	-	114	-	-	114
Other direct costs	4,501	161	-	-	598	5,260
Activities	8,917	43,144	328	366	-	52,755
Catering	11,939	-	1,176	-	-	13,115
Advertising	-	-	227	-	-	227
	<u>74,300</u>	<u>70,309</u>	<u>17,403</u>	<u>9,381</u>	<u>50,727</u>	<u>222,120</u>
Share of support costs (see note 10)	90,816	12,709	7,469	6,923	5,653	123,570
Share of governance costs (see note 10)	10,398	1,265	843	562	562	13,630
	<u>175,514</u>	<u>84,283</u>	<u>25,715</u>	<u>16,866</u>	<u>56,942</u>	<u>359,320</u>
Analysis by fund						
Unrestricted funds - general	133,348	71,407	10,826	2,397	56,942	274,920
Restricted funds	42,166	12,876	14,889	14,469	-	84,400
	<u>175,514</u>	<u>84,283</u>	<u>25,715</u>	<u>16,866</u>	<u>56,942</u>	<u>359,320</u>

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

10 Support costs

	Support costs £	Governance costs £	2021 £	Support costs £	Governance costs £	2020 £
Staff costs	62,844	4,155	66,999	61,736	3,087	64,823
Depreciation	319	-	319	-	-	-
Rent	25,740	260	26,000	23,456	502	23,958
Rates, water & service charges	15,485	-	15,485	13,589	-	13,589
Light & heat	2,908	-	2,908	5,777	-	5,777
Other premises running costs	7,283	265	7,548	8,674	326	9,000
Office costs	5,753	-	5,753	7,724	-	7,724
Other costs	1,285	-	1,285	566	2,770	3,336
Computers & software	2,274	-	2,274	9,374	-	9,374
Other operating leases	1,004	-	1,004	1,026	-	1,026
Insurance	1,284	-	1,284	668	-	668
Legal and professional	-	4,049	4,049	-	4,162	4,162
Independent examination	-	2,400	2,400	-	975	975
Independent examiner's fees for other services	-	1,122	1,122	-	2,055	2,055
Trustee expenses	-	-	-	-	145	145
AGM	-	-	-	-	29	29
Other governance costs	-	1,008	1,008	-	-	-
	<u>126,179</u>	<u>13,259</u>	<u>139,438</u>	<u>132,590</u>	<u>14,051</u>	<u>146,641</u>
Analysed between						
Fundraising	15,655	2,791	18,446	3,385	421	3,806
Trading	2,616	279	2,895	5,635	-	5,635
Charitable activities	107,908	10,189	118,097	123,570	13,630	137,200
	<u>126,179</u>	<u>13,259</u>	<u>139,438</u>	<u>132,590</u>	<u>14,051</u>	<u>146,641</u>

11 Net movement in funds

	2021 £	2020 £
Net movement in funds is stated after charging/(crediting)		
Depreciation of owned tangible fixed assets	5,591	4,176
Loss/(profit) on disposal of tangible fixed assets	-	(130)
	<u>5,591</u>	<u>4,046</u>

12 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

13 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Day centre services	2	4
Kitchen	2	-
Trips & events	-	1
Daybreak - Respite for Carers	3	4
Community Outreach	1	1
Help at Home	-	6
Support	3	3
Total	11	19

Employment costs	2021 £	2020 £
Wages and salaries	164,802	199,882
Social security costs	6,961	8,149
Other pension costs	2,862	2,986
	174,625	211,017

Key management personnel received £27,854 (2020: 23,210)

There were no employees whose annual remuneration was £60,000 or more.

14 Net gains/(losses) on investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Revaluation of investments	81,801	(75,436)
Gain/(loss) on sale of investments	199	13,827
	82,000	(61,609)

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

15 Tangible fixed assets

	Leasehold improvements £	Plant and equipment £	Fixtures and fittings £	Computers £	Total £
Cost					
At 1 April 2020	-	9,074	15,787	2,969	27,830
Additions	6,052	3,106	-	-	9,158
At 31 March 2021	6,052	12,180	15,787	2,969	36,988
Depreciation and impairment					
At 1 April 2020	-	1,823	2,863	2,969	7,655
Depreciation charged in the year	319	2,115	3,157	-	5,591
At 31 March 2021	319	3,938	6,020	2,969	13,246
Carrying amount					
At 31 March 2021	5,733	8,242	9,767	-	23,742
At 31 March 2020	-	7,251	12,924	-	20,175

16 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2020	405,684
Additions	120,831
Valuation changes	81,801
Disposals	(105,293)
At 31 March 2021	503,023
Carrying amount	
At 31 March 2021	503,023
At 31 March 2020	405,684

Fixed asset investments revalued

Investments are listed investments stated at market value. The historic cost of the investments was £476,673.

There were no investment assets outside the UK.

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

17	Financial instruments		2021 £	2020 £
	Carrying amount of financial assets			
	Instruments measured at fair value through profit or loss		503,023	405,684
18	Stocks			
			2021 £	2020 £
	Raw materials and consumables		355	-
19	Debtors			
	Amounts falling due within one year:		2021 £	2020 £
	Trade debtors		229	231
	Prepayments and accrued income		26,906	33,740
			27,135	33,971
	Amounts falling due after more than one year:		2021 £	2020 £
	Prepayments and accrued income		52,386	77,386
	Total debtors		79,521	111,357
20	Creditors: amounts falling due within one year			
		Notes	2021 £	2020 £
	Deferred income	21	3,856	8,693
	Trade creditors		3,467	2,226
	Other creditors		660	504
	Accruals		32,048	17,084
			40,031	28,507
21	Deferred income			
			2021 £	2020 £
	Other deferred income		3,856	8,693

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

21 Deferred income

(Continued)

Deferred income comprises membership fees received in advance, room hire income received in advance and amounts collected from participants towards future trips, events and holidays, and is included in the financial statements as follows:

22 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £2,862 (2020 - £2,986).

23 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			
	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers
	£	£	£	£
Day services	-	51,503	(51,503)	-
Coronavirus Job Retention Scheme	-	26,619	(26,619)	-
Daybreak - Respite for Carers	-	14,774	(14,774)	-
Rainbow Hot Meals	-	9,703	(9,703)	-
Outreach service	10,201	-	(4,504)	-
Electrical upgrade	-	9,765	-	(6,052)
IT classes	4,330	-	-	-
Daybreak Infection Control	-	1,600	(8)	-
Restricted donations - dealing with covid	-	140	(140)	-
Christmas events	-	350	(350)	-
	14,531	114,454	(107,601)	(6,052)

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

23 Restricted funds

(Continued)

Day Services

Funding is currently 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 services are more than the grants, so the deficit is funded from general funds. Monies this year have been used to support the Rainbow Hot Meals service together with the wellbeing support services at the start of the crisis.

It should be noted however, that the West Sussex County Council contract from July 2021 will change to a county-wide contract concentrating on the reduction of loneliness and isolation amongst older people, for which we will have to be sub-contracted from Age UK West Sussex, Brighton and Hove, as we are not in a position to bid for the whole of the Mid Sussex contract due to the Age UK Brand Partnership agreement. There will also be a substantial reduction in the value of the contract as it is no longer service provider based but by area. From April 2022 Mid Sussex District Council plan a similar way of funding contractual tendered services.

Coronavirus Job Retention Scheme

UK government grant to support the salaries of staff who were furloughed because of the coronavirus pandemic.

Daybreak - Respite for Carers

Funding is received under a subcontract from Age UK West Sussex, Brighton and Hove from West Sussex County Council. The actual costs of the service, including support costs are more than the grants so the deficit is funded from general funds.

Following feedback from Carers and their appreciation of the assistance and support provided throughout the crisis by the Daybreak team, requests for more of the same services have led to an additional day funded from our reserves starting each Monday from August 2021.

Rainbow Hot Meals

Prior to the crisis, our Centre was a vibrant, lively, and bubbly place for the older people of the community to come to. From scratch we set up a hot meal delivery service, producing over 100 meals a week from the very start of the crisis, in conjunction with a team of delivery volunteers from the local Lions delivered to older vulnerable people's homes providing them with a nutritious two course hot meal. The majority of the people we delivered to are on their own, while normal places to go like our centre, cafes or even the pub, were closed. Preparing meals, not meeting people and generally "going under the radar" are all major issues for the people we support. The new service we introduced opened up regular contact again, ensured they received a hot meal, regular interaction with other people and a routine. Combined with the work carried out by the team of volunteers, several of whom are retired themselves, this also gave them a sense of purpose that is currently missing in many people's lives regardless of age.

Outreach

Grants have been received from a number of organisations in order to fund staff and other costs relating to the provision of the Community Outreach service,

Electrical upgrade

Upon taking over the Glen Vue Centre from West Sussex County Council it quickly became apparent that the power supply to the main kitchen was insufficient for any commercial or large scale food preparation or cooking. A grant was successfully obtained from Mid Sussex District Council to instal a "3 phase" power supply – all works are completed including the installation of a "three phase" electrical grill and oven".

IT Classes

A grant from Santander that is being used towards the cost of providing IT Classes and equipment. Several new tablet devices and laptops have now been purchased for members and non-members use to reduce the digital divide.

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

23 Restricted funds

(Continued)

Daybreak infection Control

Monies obtained via Age UK West Sussex, Brighton and Hove from West Sussex County Council's Workforce Capacity Fund were used specifically to obtain PPE for the Daybreak service, due to the vulnerability of our clients.

Christmas events

The annual grant received from the East Grinstead Town Council has historically gone towards the costs of running a Christmas party at Glen Vue. With the centre closed this year the funds were used to provide a Christmas meal (with all the trimmings) at the member or non-member's home via the Rainbow Hot Meals service.

24 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				
	Balance at 1 April 2020	Incoming resources	Resources expended	Revaluations, gains and losses	Balance at 31 March 2021
	£	£	£	£	£
Glen Vue lease	521,298	14,586	(43,506)	81,801	574,179
Special designated fund	30,000	-	-	-	30,000
	<u>551,298</u>	<u>14,586</u>	<u>(43,506)</u>	<u>81,801</u>	<u>604,179</u>

Glen Vue lease

The Trustees have designated the investment portfolio donated by Lingfield Lodge Trust, in order to pay the rent, insurance and service charges for the Glen Vue Centre over the 20 year lease period commencing 3 May 2019,

Special designated fund

The trustees have designated funds to be available to cover redundancy and other costs that would be incurred in the event of the charity having to close down.

AGE UK EAST GRINSTEAD & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

25 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	23,742	-	23,742	20,175	-	20,175
Investments	-	-	503,023	-	-	405,684
Current assets/ (liabilities)	126,424	15,308	212,887	109,057	14,531	239,202
	<u>150,166</u>	<u>15,308</u>	<u>739,652</u>	<u>129,232</u>	<u>14,531</u>	<u>665,061</u>

26 Financial commitments, guarantees and contingent liabilities

At 31 March 2021 the charity had financial commitments as follows:

The landlord West Sussex County Council had made the charity aware that they had arranged for fire stopping works to be carried out at Glen Vue Centre between April and August 2021. The cost of these works of £14,086 would be recharged to Age UK East Grinstead & District.

27 Operating lease commitments

The lease for the charity's premises is fully paid in advance through to the next break clause.

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

	2021 £	2020 £
Between one and five years	<u>1,104</u>	<u>-</u>

28 Events after the reporting date

As reported above, County and District tendered contracts are changing and reducing in value. Decisions and actions taken already will limit some of the impact of losing this funding. The Glen Vue Centre finally re-opened on the 17th May 2021, with limited numbers attending and activities run. As time has passed the centre is beginning to come alive again. Rainbow Hot Meals and the Daybreak services have never stopped and in November 2021 a holiday away to Bournemouth is planned and already sold out. Age UK East Grinstead & District continues to support and assist those who need our services the most and will continue to do so in the future.

29 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).