

AGE UK HAMMERSMITH & FULHAM.
ANNUAL REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST. MARCH, 2018.

COMPANY NO. 01685692.

CHARITY NO. 289124.

AGE UK HAMMERSMITH & FULHAM
ANNUAL REPORT for the year ended 31st. March 2018.

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AGE UK HAMMERMSITH & FULHAM.

YEAR ENDED 31ST. MARCH, 2018.

Chair's Report.

As a Chair and Trustee, I, and the rest of the Age UK Hammersmith and Fulham board, get a huge amount of satisfaction in reading and hearing about the impact that the work of the staff and the large number of volunteers has on older people across the borough. I hope that you, the reader of this report, also feel some of that satisfaction.

Well, another year has gone by and it continues to feel like more of the same, as we are all still swimming against the rising tide of austerity. The charity's financial position is outlined in the report that follows, but it is worth noting that in our daily activity we are constantly reminded that the global financial position remains a challenging dilemma. Notably, individuals have less money available to give to charity, and cuts in national and local organisations' budgets result in cuts or withdrawals of public services and benefits.

Consequently there is now a greater demand on the work and services provided by Age UK Hammersmith and Fulham. Our partnership with the Hammersmith and Fulham Council (to whom we offer our thanks) is vital for our work, along with our links with the local community and other voluntary sector organisations.

Our staff and volunteers, ably led by our Chief Executive, Dawn Stephenson, have had to wrestle with difficult decisions but still have found the energy and the time to work with the Board to develop a strategy that will take us forward, ensure we remain fit for purpose and continue to reflect the values we uphold: of an open and accessible organisation committed to the enhancement of the lives of older people through the provision of services and as advocates for their rights.

Every year I struggle to find words that will adequately reflect my gratitude for all the hard work and compassion provided by our staff and volunteers. Once again I would like to take this opportunity on behalf of the Board to express our thanks to all those who contribute to the work of the charity. Without our dedicated staff and volunteers we would not be as dynamic, flexible and responsive as we have been over the past year and you, collectively and individually, ensure we maintain our values as we provide the services required to enhance the lives of all who use our resources and services.

Roger Lintern

Chair

AGE UK HAMMERSMITH & FULHAM

YEAR ENDED 31ST. MARCH 2018

CHIEF'S EXECUTIVE'S REPORT

Despite the challenges presented by an ageing population and central government cutbacks to local authority funding, Age UK Hammersmith and Fulham has delivered on the priorities outlined in last year's Operational Plan and made considerable progress towards our objectives.

Reducing loneliness and isolation and improving health and wellbeing is our aspiration for all older people and the increasing range of our preventative services aim to ensure that, as people are living much longer, those years are fulfilled and enjoyed.

In partnership with the London Borough of Hammersmith and Fulham we continue to initiate fresh and interesting ways to secure better health and independence for older people and rightly promote images of healthy and happier later life.

It has been a challenging year where we have concentrated on maintaining and developing our services and activities. During the 2017/18 our key achievements included:

- Supporting 928 older people and had 16,908 contacts with our service users.
- Developing and improving the In Touch Befriending Service focusing on reducing social isolation for those who are housebound and socially isolated. We do this by providing companionship and practical support. 330 individuals accessed the Befriending Scheme
- Providing an escorted shopping service which is extremely popular with clients who enjoy choosing their own shopping, and for whom this might be their only regular outing and social interaction. 48 older people regularly accessed the shopping service. 93% reported that the service was essential to helping them live independently.
- Influencing policy and ensuring that the voices of older people are heard on issues important to them by supporting the Hammersmith and Fulham Consultative Forum and developing the Local and Vocal project which is funded by Comic Relief.
- 115 older people accessed Digital Inclusion learning sessions at the Cyber Café. 84% reported an improvement in their IT skills and an increased ability to use the internet.
- 815 older people accessed active and health related activities to help them improve their physical and mental wellbeing

- 381 individuals accessed the Information and Advice service which dealt with 885 appointments. The service addressed a range of issues including housing, social care, consumer advice and benefits.
- Healthy, freshly cooked, lunchtime meals continue to be the main focus for our Community Café's efforts and the numbers attending continue to increase. The Community Café served 4,458 lunches.

Volunteers

Volunteers form the major part of the workforce and we are very grateful for their continued support and loyalty. Over 172 Volunteers gave some of their time every week. The volunteers also play a huge part in creating the vibrant and happy environment that the members appreciate so much. We are also delighted that we are able to attract people from a wide age range.

Governance

Throughout the year, I have had invaluable guidance and support from Roger Lintern, Chair and the Board of Trustees. Their good counsel, commitment and hard work are much appreciated and have enabled the organisation to meet its aims and objectives.

We plan to progress work on developing our fundraising strategy, the main aim being to ensure that the necessary funding will be available to enable us to meet the cost of delivering our services.

My sincere thanks to all of our staff, Volunteers and Trustees who work together as a strong team and our dedicated volunteers who, in a busy world, find time to ensure that older people in Hammersmith and Fulham receive the care and attention they deserve.

Dawn Stephenson
Chief Executive

AGE UK HAMMERSMITH & FULHAM
ANNUAL REPORT for the year ended 31st March 2018.

COMPANY INFORMATION.

Directors and Trustees throughout the year and since the year-end:

Mr. Roger Lintern (Chair)
Mr. J. Anthony Hennessy
Mr. Akbar Ali
Miss Janet Heath
Mr. Charles Swallow (resigned 13th February 2018)
Mr. Bryan Naylor
Mr. Alistair Baxter
Mr. Robin Fawcett (Treasurer) (appointed 13th February 2018)

Chief Executive: Mrs. Dawn Stephenson

Company Secretary: Mr. Andrew Thompson

Registered Company Number: 01685692 (Limited by Guarantee and Without a Share Capital in England and Wales)

Registered Charity Number: 289124 (in England and Wales)

Registered Office and principal place of business: 105, Greyhound Road,
London, W.6 8NJ

Telephone number: 020 7386 9085

Facsimile number: 020 7386 5740

Website address: <http://www.ageuk.org.uk/hammersmithandfulham>

E-mail address: info@ageukhf.org.uk

Auditors:
Brown & Batts L.L.P.
Devonshire House,
One Mayfair Place,
London, W1J 8AJ

Bankers:
Lloyds Bank P.L.C., HSBC P.L.C., Charities Aid Foundation and Barclays
Bank P.L.C.

Age UK Hammersmith & Fulham.

Annual Report for the year ended 31st March 2018.

Objects and Public Benefit.

Objects.

The objects of the charity are laid out in Article 4 of Association as follows:

4. Objects.

The Objects for which the Charity (the "Objects") is established and to which it is specifically restricted are to promote the following purposes for the benefit of the public and/or older people in and around Hammersmith and Fulham:

4.1. Preventing or relieving the poverty of older people;

4.2. Advancing education;

4.3. Preventing or relieving sickness, disease or suffering in older people (whether emotional, mental or physical);

4.4. Promoting equality and diversity;

4.5. Assisting older people in need by reason of ill-health, disability, financial hardship, social exclusion or other disadvantage; and

4.6. Such other charitable purposes for the benefit of older people as the Trustees may from time to time decide;

the outcome of this being the promotion of the well-being of older people.

The charity is established for charitable purposes only under section 1(1) of the Charities Act 2011 because its objects:

- Conform with the purpose contained in section 3(1)(j) of the Act (*the relief of those in need because of youth, age, ill-health, disability, financial hardship or other disadvantage*), and
- Constitute a public benefit under section 4 of the Act.

Public Benefit.

The age restriction of the objectives to older people and the geographical restriction of the objectives to in and around the Borough do not obviate the application of section 4 of the Act.

The Trustees do have, and have had in the year, regard to the Charity Commission's guidance on public benefit.

**AGE UK HAMMERSMITH & FULHAM
ANNUAL REPORT for the year ended 31st March 2018.**

Governance, Organisation and Indemnity of Trustees.

Governance - summary.

The governing documents of the charity comprise the Memorandum and Articles of Association.

Governance - in detail.

Although the charity carries the 'Age UK' name, it is an independent charity and, in particular, it is independent of Age UK national. However, in order to be able to use the 'Age UK' name the charity is party to a branding agreement with Age UK national.

The charity has members, as required by U.K. company law, who have the power at general meetings to effect certain changes upon the charity, so long as company law, the Memorandum and Articles of Association and the Charity Commission allow. Members have not subscribed for any shares. Members can be drawn from the representatives of the voluntary bodies, departments of central Government, local statutory authorities, companies and unincorporated associations serving or operating in and around the Borough. Members can also be drawn from those adult individuals, and those individuals aged sixteen or seventeen years, who are interested in furthering the work of the charity.

The Board of Trustees and Directors is elected by, and is subject to re-election by, the members at the Annual General Meeting. Trustees and Directors serve for three years. Should a casual vacancy arise part-way through an elected Board member's term of office, then the Board can fill that vacancy over the unexpired term of office. The Board can co-opt persons up to one-third of its elected number at any time, and these co-optees will fall for election at the next A.G.M. Elected Directors and Trustees automatically become members of the charity upon their election. The Board can refuse any application for membership of the charity. The Board can also terminate an existing membership of the charity subject to the member being heard at a Board meeting before the decision is made and subject to the member appealing to the other members at a general meeting.

The Board takes ultimate responsibility for the stewardship of the charity and constitutes the Directors under company law and the Trustees under charity law.

The Chief Executive is the most senior employee and she manages the charity overall. The Chief Executive reports to the Chair, who in turn reports to the Board.

A finance and fundraising sub-committee meets quarterly.

Organisation.

The charity occupies the property at 105, Greyhound Road, Hammersmith. The property is owned by the Borough and is let to the charity at a peppercorn rent under a tenancy-at-will.

The Greyhound Road property offers a hall, library, kitchen, café area, cyber café, meeting room, offices and a garden.

105, Greyhound Road is a day centre for the elderly, and provides luncheons cooked on the premises for several days per week, and various other services. These latter services include a cyber café, bingo, a keep fit class, an art class, advice and information, health & wellbeing, a visually-impaired club, a dementia club, chess and draughts, and a pilates class.

Shopping trips, outings and befriending services are provided away from the day centre.

The mainstay of the charity's income is derived from the Borough under a contract of the nature of a service level agreement. The Borough's funding comes from its Third Sector Investment Fund.

The charity administers the Hammersmith & Fulham Older Peoples' Consultative Forum and funding for it comes from Comic Relief under the Local and Vocal initiative.

Volunteers play a substantial part in the charity's activities, particularly acting as befrienders to beneficiaries. Additionally, they work in the shop, as escorts on shopping trip and outings, in catering, in administration, on reception, in rendering advice and information, and in other areas.

There is a shop selling donated goods in the West 12 Shopping Centre in Shepherd's Bush under the stewardship of the full-time Shop Manager and her assistant (both employees).

Indemnity of Trustees.

Both at the date of signing of this report and throughout the year, Article 34.1 of Association required the charity to indemnify any Trustee in accordance with sections 232 to 234 of the Companies Act, 2006.

In particular, cover under an insurance policy held by the charity was available in respect of wrongful acts committed by Trustees in the course of their duties, as well as those committed by the charity. The annual premium paid by the charity was £482 in each of both of the years 2017/18 and 2016/17 under the policy. The cover continued to be available at the date of this report.

AGE UK HAMMERSMITH & FULHAM
ANNUAL REPORT for the year ended 31st March 2018.

Finance Officer's Report.

Basis of preparation of the financial statements.

The financial statements attached as appendix B comply with:

- The Accounting and Reporting by Charities: Statement of Recommended Practice,
- Section 1A of the Financial Reporting Standard 102 applicable in the U.K. and Republic of Ireland,
- The Companies Act, 2006, and
- The Memorandum and Articles of Association.

Funds.

Analysis.

At the year-end the funds of the charity totalled £571,228 and were split as to:

- An unrestricted general income fund of £230,351 which the Trustees can spend as they see fit within the object of the charity, and
- £327,694 of unrestricted income funds designated at the discretion of the Trustees for particular purposes, and
- Restricted income funds of £13,183 which have to be spent in accordance with the instructions of the source of the funds.

The unrestricted general income fund comprised the charity's reserve fund.

Further information on the charity's reserves policy can be found in another section of this annual report.

Designated funds.

Note fourteen to the financial statements provides further details.

Restricted funds.

Note sixteen to the financial statements provides further details.

Income and expenditure.

Total incoming resources were £294,221 and total resources expendable were £392,152. Accordingly, there was an excess of expenditure over income of £97,931 and this was the charity's overall deficit for the year.

Regarding unrestricted funds, the shop sales of donated goods were not so high as in the previous year. The unrestricted raised funds, including those from the shop sales, were a disappointment. The support of Age UK national was appreciated through its annual grant.

Legacy funding of £946 was available in the year. The charity is aware of the importance of this source of unrestricted income to the charity's funding.

A modest proportion of charitable activities of £22,143 was funded out of unrestricted funds, together with governance costs of £7,631 and the costs of the fund raised of £51,274.

With unrestricted incoming resources of £91,011 and total resources expendable of £81,048, the unrestricted funds posted a surplus of £9,963.

The designated funds did not have any income or expenditure in the year since they consisted of funds in hand at the beginning of the year and utilised by way of transfers to the unrestricted general income fund.

With restricted income of £203,210 and restricted expenditure of £311,104, the restricted funds posted a deficit of £107,894.

The unrestricted general income fund was drawn upon to provide the funding of the deficits on the restricted funds.

In order for us fully to deliver the Borough's S.L.A., we incurred additional expenditure amounting to £98,684 which was financed from our unrestricted general fund. For future years, we intend to raise additional funds for this purpose, and/or seek to reduce the expenditure.

The six other restricted funds posted a net overall deficit of £9,210, being two deficits totalling £18,845 less three surpluses totalling £9,635. There was not any movement on the sixth fund. Most of the deficit was attributable to the upcycling furniture fund and its deficit of £17,104, less funds held of £5,052 at the beginning of the year, was subsidised from the unrestricted general income fund.

Property use.

The charity appreciated the use of the Borough's premises at 105, Greyhound Road, Hammersmith at a peppercorn rent.

Volunteers.

Their input is not quantified in the financial statements.

**AGE UK HAMMERSMITH & FULHAM
ANNUAL REPORT for the year ended 31st March 2018.**

RESERVES POLICY.

Basis and calculation of reserves.

The reserves consist of that part of the unrestricted general income fund that is realisable within the next twelve months. The Trustees consider that they had reserves of £230,351 at 31st March, 2018, consisting of all of the unrestricted general income fund.

The level of reserves required to be held under the policy and its rationale.

The policy of the charity is to hold reserves at any one time equivalent to six months' expenditure on all fronts, including expenditure out of restricted and unrestricted designated income funds. This level of reserves is designed to:

- Cater for an unforeseen calamity, and
- Provide for the extra and routine costs of a temporary or permanent diminution of activities, should restricted funding be withdrawn and/or the charity encounter a shortfall of unrestricted funding.

Restricted funding is only guaranteed from one to several years at a time, and there is not any certainty of its continuity beyond then.

Tenancy-at-will commitment at the shop in the West 12 Shopping Centre.

The charity has not included any tenancy-at-will commitment in the definition of the level of reserves required to be held under the policy, insofar as the commitment extends beyond six months into the future. This is because:

- The charity takes the view that the shop sales will cover the service charge and business rates commitments there, and
- A designated fund has been set up to cover shop costs, inter alia,
- The tenancy has a break clause exercisable on demand by the charity.

Tenancy-at-will commitment at 105, Greyhound Road.

The charity has not included any tenancy-at-will commitment in the definition of the level of reserves required to be held under the policy, insofar as the commitment extends beyond six months into the future. This is because:

- The charity takes the view that it has complied, and will comply, with the terms of the Borough's funding and of the tenancy, so that the Borough will waive in full the annual market rent of £51,500.
- The business rates and annual contribution to the maintenance and insurance of the premises will be payable out of the funding from the Borough, from third party S.L.A. co-funding and from unrestricted funds.

- The tenancy has a break clause exercisable with minimal notice by the charity.

Position at 31st. March, 2018.

The forecast expenditure on all fronts for the twelve months to 31st March 2019 is £403,204. Thus, the reserves at 31st March, 2018 of £230,351 represented almost seven months' worth of this expenditure. Accordingly, the policy has not been achieved.

Charity's proposed action to reach the level of reserves required to be held under the policy.

The charity recognises that the reserves will need to be drawn upon to co-fund the Borough's programme of activities, should supporting fundraising not be achieved. The funding accepted from the Borough assumes that the charity will fund raise to support the programme.

The reserves will post a surplus in the future principally through the shop surplus and the Age UK national grant receivable being in excess of expenditure on the core charitable activities, on the fund raiser and on governance. At the same time this surplus is likely to be needed to be applied to support the Borough's activities. These are conflicting factors affecting the reserves. However, the surplus on the reserves is not enough by some margin to support the Borough's programme. Accordingly, a net utilisation of the charity's reserves will be in point, achieved by drawing down upon funds in hand.

Other factors that may reduce the reserves are mentioned below:

- The Trustees will need to assess the availability of the use by the charity of the premises at 105 Greyhound Road, should the Borough's funding end. The charity will have to find new premises, likely at a substantially increased cost.
- The co-funding of other restricted activities either planned through the fund-raising process or unplanned because the restricted income has not materialised as anticipated.
- More expenditure on beneficiaries through core charitable activities.

Other factors that may increase the reserves are mentioned below:

- Some measure of the expenditure borne or subsidised by reserves will be reimbursable to the reserves out of the legacy designated fund.
- A legacy receivable.

Review of the policy.

This is carried out annually by the charity.

**AGE UK HAMMERSMITH & FULHAM
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Risk Management.

In acknowledging their responsibility towards risk management, the Trustees have considered the following:

- ✓ The charity operates in a low-risk environment.
- ✓ The charity is managed by the Chief Executive, who supervises the team of staff. The Chief Executive is in communication with the Chair of the Trustees and she attends every Board meeting of the Trustees.
- ✓ The charity operates from the day centre at 105, Greyhound Road, where the Chief Executive can maintain a close watch on the charity's operations.
- ✓ The Chief Executive carries out a documented risk management exercise which is agreed by the Trustees.

The Charity Commission defines major risks as those which:

- ✓ Would cause a high loss to the charity if they crystallised, and
- ✓ Have a high probability of occurrence.

The Trustees are of the view that:

- Major risks have been, and are, identified and reviewed by themselves,
- Systems have then been, and are then, established to mitigate the major risks.

AGE UK HAMMERSMITH & FULHAM
ANNUAL REPORT for the year ended 31st March 2018.

Statement of Trustees' Responsibilities.

The Trustees are required by law to prepare this Annual Report and financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of that year and of its incoming resources and expenditure of resources for the year then ended. In preparing those accounts, the Trustees are required to:

1. Select suitable accounting policies and then apply them consistently;
2. Make judgements and estimates that are reasonable and prudent;
3. State whether the accounting policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures being disclosed and explained in the accounts; and
4. Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safe-guarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor.

The members at the forthcoming Annual General Meeting will be asked to approve the re-appointment of Brown & Batts L.L.P. as Auditor for the year ending 31st March 2019.

Approval.

This report was approved on 25th September, 2018, and is signed on behalf of the Board of Directors and Trustees by:



Mr. Roger Lintern,
Chair of Directors and Trustees.

APPENDIX A.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AGE UK HAMMERSMITH & FULHAM

YEAR ENDED 31 March 2018

We have audited the financial statements (see Appendix B) of Age UK Hammersmith and Fulham for the year ended 31 March 2018 on pages I to XVIII, which have been prepared on the basis of the accounting policies set out on pages III to V.

This report is made solely to the company's members, as a body, in accordance with chapter 3 of section 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

The responsibilities of the trustees (who also act as directors of Age UK Hammersmith and Fulham for the purposes of company law) for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Responsibilities of the Trustees on page 14.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether in our opinion the information given in the Trustees Annual Report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In our opinion:

- the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- the financial statements have been prepared in accordance with the Companies Act 2006; and
- the information given in the Trustees Annual Report is consistent with the financial statements.



ZIA KHAN (Senior Statutory
Auditor)
For and on behalf of
BROWN & BATTS LLP
Chartered Accountants
& Statutory Auditor

Devonshire House
1 Mayfair Place
London
W1J 8AJ

28 September 2018

APPENDIX B.

AGE UK HAMMERSMITH & FULHAM.

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST. MARCH, 2018.**

CONTENTS.

- I Income and Expenditure Account (Statement of Financial Activities).
- II Balance Sheet.
- III Notes to the Accounts.

AGE UK HAMMERSMITH & FULHAM.
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST. MARCH, 2018.

(STATEMENT OF FINANCIAL ACTIVITIES)

		Year ended 31st. March, 2018	Year ended 31st. March, 2018	Year ended 31st. March, 2018	Year ended 31st. March, 2018	Year ended 31st. March, 2017		
		<u>Unrestricted</u> <u>general</u> <u>income fund</u> <u>(reserves</u>			<u>Unrestricted</u> <u>designated</u> <u>income funds</u>	<u>Restricted</u> <u>income funds</u>	<u>Total of all</u> <u>funds</u>	<u>Total of all</u> <u>funds</u>
Note		£	£	£	£	£	£	£
<i>Income from:</i>								
Grants, legacy, donations, Age UK and other								
	Organisations' grants	2b	635	-	23,906	24,541	42,835	
	Legacy		946	-	-	946	5,000	
	Individuals' donations	2b	4,619	-	6,790	11,409	1,679	
	Age UK national and Age UK London - grants	2b	16,467	-	-	16,467	18,508	
	Room hire and memberships	2b	1,095	-	-	1,095	1,200	
	Beneficiaries' charges - non-Borough contract	2b	-	-	-	-	716	
	Charitable activities - contract with Borough	2a	-	-	172,514	172,514	173,585	
	Shop sales of donated goods		66,952	-	-	66,952	74,869	
	Bank interest receivable		297	-	-	297	820	
	Incoming resources in total		91,011	-	203,210	294,221	319,212	
<i>Expenditure on:</i>								
Raised funds								
	Fund raising	4	(7,525)	-	-	(7,525)	(13,840)	
	Shop	4	(43,749)	-	-	(43,749)	(48,549)	
			(51,274)	-	-	(51,274)	(62,389)	
Charitable activities								
	Staff	3	(12,148)	-	(224,383)	(236,531)	(268,246)	
	Buildings	3	(5,110)	-	(37,768)	(42,878)	(44,496)	
	Professional fees	3	(961)	-	(10,240)	(11,201)	(10,842)	
	Volunteers	3	(51)	-	(1,451)	(1,502)	(2,834)	
	Office	3	(2,020)	-	(12,610)	(14,630)	(16,193)	
	Activities	3	(1,687)	-	(13,903)	(15,590)	(16,540)	
	Equipment	3	(124)	-	(5,810)	(5,934)	(10,628)	
	Depreciation	3	(42)	-	(4,939)	(4,981)	(5,028)	
	Governance	5	(7,631)	-	-	(7,631)	(7,526)	
	Resources expendable in total		(81,048)	-	(311,104)	(392,152)	(444,722)	
	Net incoming resources/(resources expendable) for the year		9,963	-	(107,894)	(97,931)	(125,510)	
Transfers between funds:								
	Absorption of deficits on various restricted income funds by the general fund	16	(112,477)	-	112,477	-	-	
	Absorption by designated funds of staff, shop and vehicle costs that were previously borne by the general fund	14	84,316	(84,316)	-	-	-	
	Funds at 31st. March, 2017		248,549	412,010	8,600	669,159	794,669	
	Funds at 31st. March, 2018		£ 230,351	£ 327,694	£ 13,183	£ 571,228	£ 669,159	

This statement has been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice (Financial Reporting Standard 102 version).

The notes on pages III to XVIII form part of the financial statements.

AGE UK HAMMERSMITH & FULHAM.
BALANCE SHEET AS AT 31ST. MARCH, 2018.

	Note	At 31st. March, 2018 £	At 31st. March, 2018 £	At 31st. March, 2017 £	At 31st. March, 2017 £
FIXED ASSETS					
Tangible assets					
Motor vehicles	13	-		5,190	
Fixtures and equipment	13	<u>201</u>		<u>782</u>	
			<u>201</u>		<u>5,972</u>
CURRENT ASSETS					
Debtors					
Value added tax recoverable		1,834		4,097	
Sundry debtors		761		24	
Prepayments		3,220		5,591	
Accrued income		<u>15,614</u>		<u>12,500</u>	
		21,429		22,212	
Cash at bank and in hand		<u>564,271</u>		<u>671,456</u>	
			585,700		693,668
CURRENT LIABILITIES					
Creditors: Amounts falling due within one year					
Charge card		1,510		728	
Supplier's account payable		140		-	
Payroll taxation and social security		4,976		6,933	
Accrued expenditure		<u>8,047</u>		<u>22,820</u>	
			(14,673)		(30,481)
NET CURRENT ASSETS			<u>571,027</u>		<u>663,187</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>£ 571,228</u>		<u>£ 669,159</u>
CAPITAL AND RESERVES					
Income and expenditure account					
Unrestricted General Income Fund	17		230,351		248,549
Other reserves					
Unrestricted Designated Income Funds	14		<u>327,694</u>		<u>412,010</u>
Total Unrestricted Funds			558,045		660,559
Restricted Income Funds	16		13,183		8,600
			<u>£ 571,228</u>		<u>£ 669,159</u>

Approved on behalf of the Directors and Trustees on 25th. September, 2018 with their authority by:

Mr. Roger Lintern
Chair of Directors and Trustees

The notes on pages III to XVIII form part of the financial statements.

1 ACCOUNTING POLICES.

1.01 General, including the Basis of Preparation of the Accounts.

The accounts have been prepared, and the accounting policies below are, in accordance with:

- The Companies Act of 2006,
- The Accounting and Reporting by Charities: Statement of Recommended Practice FRS 102 version (S.O.R.P.), and
- The applicable accounting standard: The Financial Reporting Standard 102 (FRS 102) applicable in the U.K. and the Republic of Ireland. The charity has taken advantage of section 1A of FRS 102 due to its small size.

The going concern, accruals and historic cost bases of accounting have been used.

There are not any material uncertainties about the charity's ability to continue as a going concern.

1.02 Donations and Legacy.

Donations and the legacy were credited as income when there was certainty as to their amount and the entitlement of the charity thereto, and there was probability as to receipt.

Donated goods (apart from those for resale in the shop), facilities and services were included in income at the value thereof to the charity i.e. the amount that the charity would have paid for the goods, facilities and services or their equivalent on the open market. The income was matched by the equivalent expenditure. The use of the day centre provided by the Borough at a peppercorn rent was not brought into the financial statements as income and the equivalent expenditure because to do so would have been misleading. Further information is provided in note twelve.

Donated goods for resale in the shop were brought into account when sold with the income recorded being the sale proceeds. There was not any expenditure connected with their procurement, apart from the costs of transport to the shop from the donors.

The services of volunteers have not been brought into the financial statements.

1.03 Grants and Contracted Income.

These incomes were credited as income on the earlier date of when they were received or when they were receivable unless it was specified that they were for a future accounting period, in which case they were included in the balance sheet as deferred income. As a pre-requisite, the incomes were only credited or deferred as income when there was certainty as to their amount, the entitlement of the charity thereto and probability as to their receipt.

Grants were allocated to the head of:

- Income from charitable activities

if they were obtained by way of an involved and detailed application process, and followed by close monitoring and supervision by the grantor. Grants were not allocated to this head if they were obtained by straightforward means, with limited follow-up of their spending undertaken by the grantor.

Contractual income was allocated to this head, because the services provided constituted activities in the furtherance of the charity's object.

Grants and contracted income received for specific purposes were accounted for as restricted funds.

Grants for the purchase of fixed assets were credited in full as income and held as a restricted fund during the life of the assets that they had wholly or partly purchased. The restricted fund was charged each year with depreciation.

1.04 Restricted Income Funds.

Restricted funds were used for the specific purposes laid down by the contractor, donor or grantor in the furtherance of the object of the charity. Charitable expenditure which met those criteria was charged to the fund.

1.05 Unrestricted General Income Fund.

This fund comprised grants, donations, legacies, shop sales and other income raised for the object of the charity without further specified purpose.

1.06 Unrestricted Designated Income Funds.

These funds were unrestricted income funds set aside by the Trustees for particular purposes.

1.07 Expenditure on Charitable activities.

Staff costs were allocated to various activities on the basis of staff time spent on those activities and other expenses were allocated having regard to actual consumption, floor areas, nature of the activity and other criteria.

In distinguishing between the following two heads of expenditure incurred on charitable activities:

- Directly, and
- Support,

the basic rule was that if it were impractical to allocate non-staff expenditure between one head and the other then such non-staff expenditure was split equally between the two.

Expenditure was provided for when the charity had an obligation to transfer value to a third party and was allocated on reasonable and justifiable grounds.

AGE UK HAMMERSMITH & FULHAM.
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST. MARCH,
2018.

V

1.08 Expenditure on Raised Funds.

This unrestricted expenditure comprised the cost of operating the charity shop, the fees of the fundraising consultants and costs incurred in inducing people and organisations to contribute financially to the object of the charity, whether for a restricted purpose or not.

Expenditure was provided for when the charity had an obligation to transfer value to a third party and was allocated on reasonable and justifiable grounds.

1.09 Expenditure on Governance.

This unrestricted expenditure related to the costs of running the charity such as the audit and of other statutory compliance, and included any costs which could not be identified as charitable expenditure on activities or incurred on raised funds.

Expenditure was provided for when the charity had an obligation to transfer value to a third party and was allocated on reasonable and justifiable grounds.

1.10 Depreciation of Tangible Fixed Assets.

The policy was to provide depreciation on all tangible fixed assets at rates calculated to write off the cost of each asset over its estimated useful life on a straight line basis. The policy includes a full year's depreciation being provided in the year of purchase.

The policy details were:

- Fixtures and equipment - 20% p.a.
- Motor vehicles – 20% p.a.
- Assets costing under £1,000 were written off in the year of purchase.

1.11 Pension costs.

The charity contributed to employees' private defined-contribution pension schemes, including to a stake-holder pension scheme under arrangements enabled by the charity. The latter stake-holder scheme involved the employee contracting with the pension-provider under the auspice of administrative arrangements provided by the charity and it was not an occupational pension scheme.

The pension costs represented the contributions payable to these schemes.

1.12 Leases.

Rental costs under operating leases (where the risks and rewards attached to the asset remained with the lessor) were recognised in equal annual instalments over the period of the lease.

1.13 Value Added Tax.

Nearly all of the tax paid was recoverable from H.M. Revenue & Customs.

AGE UK HAMMERSMITH & FULHAM.
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST. MARCH, 2018.

2. INCOME.

	Year ended 31st. March, 2018	Year ended 31st. March, 2018	Year ended 31st. March, 2018	Year ended 31st. March, 2017
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
2a. INCOME FROM CHARITABLE ACTIVITIES.				
London Borough of Hammersmith & Fulham (L.B.H.& F.) - service level agreement (S.L.A.) under contract - receivable from the third sector investment fund (3SIF)	-	160,000	160,000	160,000
	-	160,000	160,000	160,000
Beneficiaries' charges - 105 Greyhound Road activities	-	11,284	11,284	12,539
Beneficiaries' charges - Transport	-	1,230	1,230	1,046
Beneficiaries' charges under S.L.A. with London Borough of Hammersmith & Fulham	-	12,514	12,514	13,585
Totals	£ -	£ 172,514	£ 172,514	£ 173,585
2b. INCOME FROM GRANTS, DONATIONS, AGE UK AND OTHER.				
Beneficiaries' charges - New Horizons Handypersons' Project	-	-	-	661
Beneficiaries' charges - for Upcycling Furniture	-	-	-	55
Beneficiaries' charges - non-Borough contract	£ -	£ -	£ -	£ 716
Comic Relief for Local and Vocal	-	18,656	18,656	18,426
Pinnacle Housing Group - for health fairs	-	5,000	5,000	-
Waitrose supermarket	595	-	595	320
Santander Bank - for Discovery Day	-	250	250	250
Imperial College	40	-	40	-
Organisations' grants - various	-	-	-	23,839
Organisations' grants	£ 635	£ 23,906	£ 24,541	£ 42,835
Room hire	-	-	-	40
Memberships	1,095	-	1,095	1,160
Room hire and memberships	£ 1,095	£ -	£ 1,095	£ 1,200
Visually impaired transport - individual's donation	-	5,000	5,000	-
Various individuals' donations	2,011	1,790	3,801	1,651
Website donations from London Triathlon	2,608	-	2,608	28
Individuals' donations	£ 4,619	£ 6,790	£ 11,409	£ 1,679
Age UK national	15,000	-	15,000	15,000
Age UK London	1,467	-	1,467	3,508
Age UK national and Age UK London - grants	£ 16,467	£ -	£ 16,467	£ 18,508

AGE UK HAMMERSMITH & FULHAM.
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST. MARCH, 2018.

3. EXPENDITURE ON CHARITABLE ACTIVITIES IN TOTAL.	Year ended 31st. March, 2018	Year ended 31st. March, 2018	Year ended 31st. March, 2017
<u>Totals of funds and unrestricted core funds.</u>	<u>Unrestricted Core £</u>	<u>Total All funds £</u>	<u>Total All funds £</u>
Staff: salaries, social security, child care, pensions, training, travel & recruitment	12,148	236,531	268,246
Buildings: maintenance, insurances, utilities, cleaning, refuse, rent & rates	5,110	42,878	44,496
Professional fees: payroll, information technology and other	961	11,201	10,842
Volunteers' expenses & parties	51	1,502	2,834
Office: printing, stationery, postage, photocopying, software & refreshments	2,020	14,630	16,193
Activities: vehicles, transport, kitchen provisions, licences, advertising, public relations & physical exercises	1,687	15,590	16,540
Equipment	124	5,934	10,628
Depreciation	42	4,981	5,028
	<u>£ 22,143</u>	<u>£ 333,247</u>	<u>£ 374,807</u>
	Year ended 31st. March, 2018	Year ended 31st. March, 2018	Year ended 31st. March, 2018
<u>Restricted funds.</u>	<u>Total Restricted £</u>	<u>Resources & Publicity Assistant £</u>	<u>Upcycling Furniture £</u>
Staff: salaries, social security, child care, pensions, training, travel & recruitment	224,383	1,741	12,923
Buildings: maintenance, insurances, utilities, cleaning, refuse, rent & rates	37,768	-	2,943
Professional fees: payroll, information technology and other	10,240	-	-
Volunteers' expenses & parties	1,451	-	41
Office: printing, stationery, postage, photocopying, software & refreshments	12,610	-	598
Activities: vehicles, transport, kitchen provisions, licences, advertising, public relations & physical exercises	13,903	-	-
Equipment	5,810	-	599
Depreciation	4,939	-	-
	<u>£ 311,104</u>	<u>£ 1,741</u>	<u>£ 17,104</u>
	L.B.H. & F.: Service Level <u>Agreement</u> £	Comic Relief: Local and <u>Vocal Forum</u> £	Pinnacle Housing Group: Health <u>Fair</u> £
Staff: salaries, social security, child care, pensions, training, travel & recruitment	200,927	8,792	-
Buildings: maintenance, insurances, utilities, cleaning, refuse, rent & rates	33,624	1,080	121
Professional fees: payroll, information technology and other	9,535	-	705
Volunteers' expenses & parties	1,410	-	-
Office: printing, stationery, postage, photocopying, software & refreshments	5,712	4,702	1,598
Activities: vehicles, transport, kitchen provisions, licences, advertising, public relations & physical exercises	13,755	8	140
Equipment	3,336	972	903
Depreciation	4,939	-	-
	<u>£ 273,238</u>	<u>£ 15,554</u>	<u>£ 3,467</u>

A fee of £1,299 (2017: £3,842) was payable to the Auditor for a book-keeping service in the year.

AGE UK HAMMERSMITH & FULHAM.
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST. MARCH, 2018.

3a. EXPENDITURE DIRECTLY ON CHARITABLE ACTIVITIES.	Year ended 31st. March, 2018	Year ended 31st. March, 2018	Year ended 31st. March, 2017
<u>Totals of funds and unrestricted core funds.</u>	Unrestricted <u>Core</u> £	Total <u>All funds</u> £	Total <u>All funds</u> £
Staff: salaries, social security, child care, pensions, training, travel & recruitment	6,749	124,559	158,899
Buildings: maintenance, insurances, utilities, cleaning, refuse, rent & rates	2,555	23,511	24,508
Professional fees: payroll, information technology and other	434	5,937	5,266
Volunteers' expenses & parties	26	772	1,476
Office: printing, stationery, postage, photocopying, software & refreshments	280	10,034	9,582
Activities: vehicles, transport, kitchen provisions, licences, advertising, public relations & physical exercises	844	14,747	15,603
Equipment	62	4,204	6,399
Depreciation	21	4,960	2,537
	£ 10,971	£ 188,724	£ 224,270
	Year ended 31st. March, 2018	Year ended 31st. March, 2018	Year ended 31st. March, 2018
<u>Restricted funds.</u>	Total <u>Restricted</u> £	Resources & Publicity <u>Assistant</u> £	Upcycling <u>Furniture</u> £
Staff: salaries, social security, child care, pensions, training, travel & recruitment	117,810	1,741	12,923
Buildings: maintenance, insurances, utilities, cleaning, refuse, rent & rates	20,956	-	2,943
Professional fees: payroll, information technology and other	5,503	-	-
Volunteers' expenses & parties	746	-	41
Office: printing, stationery, postage, photocopying, software & refreshments	9,754	-	598
Activities: vehicles, transport, kitchen provisions, licences, advertising, public relations & physical exercises	13,903	-	-
Equipment	4,142	-	599
Depreciation	4,939	-	-
	£ 177,753	£ 1,741	£ 17,104
	L.B.H.& F.: Service Level <u>Agreement</u> £	Comic Relief: Local and <u>Vocal Forum</u> £	Pinnacle Housing Group: Health <u>Fair</u> £
<u>Restricted funds.</u>			
Staff: salaries, social security, child care, pensions, training, travel & recruitment	94,354	8,792	-
Buildings: maintenance, insurances, utilities, cleaning, refuse, rent & rates	16,812	1,080	121
Professional fees: payroll, information technology and other	4,798	-	705
Volunteers' expenses & parties	705	-	-
Office: printing, stationery, postage, photocopying, software & refreshments	2,856	4,702	1,598
Activities: vehicles, transport, kitchen provisions, licences, advertising, public relations & physical exercises	13,755	8	140
Equipment	1,668	972	903
Depreciation	4,939	-	-
	£ 139,887	£ 15,554	£ 3,467

AGE UK HAMMERSMITH & FULHAM.
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST. MARCH, 2018.

3b. EXPENDITURE IN SUPPORT OF CHARITABLE ACTIVITIES.	Year ended	Year ended	Year ended
	31st. March, 2018	31st. March, 2018	31st. March, 2017
<u>Totals of funds and unrestricted core funds.</u>	Unrestricted <u>Core</u> £	Total <u>All funds</u> £	Total <u>All funds</u> £
Staff: salaries, social security, child care, pensions, training, travel & recruitment	5,399	111,972	109,347
Buildings: maintenance, insurances, utilities, cleaning, refuse, rent & rates	2,555	19,367	19,988
Professional fees: payroll, information technology and other	527	5,264	5,576
Volunteers' expenses & parties	25	730	1,358
Office: printing, stationery, postage, photocopying, software & refreshments	1,740	4,596	6,611
Activities: vehicles, transport, kitchen provisions, licences, advertising, public relations & physical exercises	843	843	937
Equipment	62	1,730	4,229
Depreciation	21	21	2,491
	<u>£ 11,172</u>	<u>£ 144,523</u>	<u>£ 150,537</u>

Restricted funds.

	Year ended	Year ended	Year ended
	31st. March, 2018	31st. March, 2018	31st. March, 2018
<u>Restricted funds.</u>	Total <u>Restricted</u> £	Resources & Publicity <u>Assistant</u> £	Upcycling <u>Furniture</u> £
Staff: salaries, social security, child care, pensions, training, travel & recruitment	106,573	-	-
Buildings: maintenance, insurances, utilities, cleaning, refuse, rent & rates	16,812	-	-
Professional fees: payroll, information technology and other	4,737	-	-
Volunteers' expenses & parties	705	-	-
Office: printing, stationery, postage, photocopying, software & refreshments	2,856	-	-
Activities: vehicles, transport, kitchen provisions, licences, advertising, public relations & physical exercises	-	-	-
Equipment	1,668	-	-
Depreciation	-	-	-
	<u>£ 133,351</u>	<u>£ -</u>	<u>£ -</u>

Restricted funds.

	Year ended	Year ended	Year ended
	31st. March, 2018	31st. March, 2018	31st. March, 2018
<u>Restricted funds.</u>	L.B.H.&F.: Service Level <u>Agreement</u> £	Comic Relief: Local and <u>Vocal Forum</u> £	Pinnacle Housing Group: Health <u>Fair</u> £
Staff: salaries, social security, child care, pensions, training, travel & recruitment	106,573	-	-
Buildings: maintenance, insurances, utilities, cleaning, refuse, rent & rates	16,812	-	-
Professional fees: payroll, information technology and other	4,737	-	-
Volunteers' expenses & parties	705	-	-
Office: printing, stationery, postage, photocopying, software & refreshments	2,856	-	-
Activities: vehicles, transport, kitchen provisions, licences, advertising, public relations & physical exercises	-	-	-
Equipment	1,668	-	-
Depreciation	-	-	-
	<u>£ 133,351</u>	<u>£ -</u>	<u>£ -</u>

AGE UK HAMMERSMITH & FULHAM.
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST. MARCH, 2018.

4. EXPENDITURE ON RAISED FUNDS.

	Year ended 31st. March, 2018 <u>Unrestricted</u> <u>Fund raiser</u> £	Year ended 31st. March, 2018 <u>Unrestricted</u> <u>Shop</u> £	Year ended 31st. March, 2018 <u>Total</u> £	Year ended 31st. March, 2017 <u>Total</u> £
Staff costs	-	28,079	28,079	28,703
Rent	-	-	-	5,000
Rates	-	819	819	3,032
Service charge	-	6,692	6,692	4,000
Electricity	-	1,886	1,886	923
Insurance - general	-	572	572	487
Telephone	-	857	857	1,027
Equipment maintenance	-	83	83	-
Building maintenance	-	253	253	733
Repairs & renewals	-	-	-	150
Building	-	11,162	11,162	15,352
Professional fee - information technology	-	330	330	245
Fundraising consultancy	7,095	-	7,095	13,549
Book-keeping	-	65	65	192
Legal fees	-	-	-	5
Payroll	-	85	85	77
Professional	7,095	480	7,575	14,068
Volunteers' expenses	46	158	204	364
Motor van running costs	-	1,854	1,854	1,605
Activities	-	1,854	1,854	1,605
Equipment	-	1,226	1,226	1,282
Motor van depreciation	-	790	790	743
Website, entry to London Triathlon and raffle prizes	384	-	384	272
	£ 7,525	£ 43,749	£ 51,274	£ 62,389

5. EXPENDITURE ON GOVERNANCE.

	<u>Unrestricted</u>	<u>Unrestricted</u>
Staff costs	1,350	1,274
Sundries	20	202
Books and software	2,888	1,478
Value added tax	491	217
Bank charges	364	588
Subscriptions	846	866
Audit	1,012	2,707
Annual General Meeting & Annual Report	554	97
Legal	13	13
Payroll	93	84
	£ 7,631	£ 7,526

6. FINANCIAL COMMITMENTS ACCRUING AFTER THE YEAR-END AND NOT PROVIDED FOR IN THE FINANCIAL STATEMENTS - SHOP.

	At 31st. March, 2018	At 31st. March, 2017
<i>Business rates and service charge due under the tenancy-at-will (2017: Lease) at the shop in the West 12 Shopping Centre:</i>		
Overall	£ -	£ 6,683
Within one year (for a commitment expiring within one year)	£ -	£ 6,683

7. FINANCIAL COMMITMENTS ACCRUING AFTER THE YEAR-END AND NOT PROVIDED FOR IN THE FINANCIAL STATEMENTS - 105, GREYHOUND ROAD.

<i>Business rates and annual contribution to maintenance and buildings insurance due under the tenancy-at-will at 105, Greyhound Road:</i>		
Overall	£ 1,113	£ 1,101
Within one year (for a commitment expiring within one year)	£ 1,113	£ 1,101

AGE UK HAMMERSMITH & FULHAM.
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST. MARCH, 2018.

8. STAFF COSTS.

	Year ended 31st. March, 2018 £	Year ended 31st. March, 2017 £
Salaries	238,813	263,378
Social Security	15,008	15,759
Child care benefit	(29)	2,692
Pension contributions	10,740	14,532
Recruitment	825	80
Travel	7	-
Training	596	1,782
	<u>£ 265,960</u>	<u>£ 298,223</u>

Deducted in the financial statements as follows:

Charitable activities	236,531	268,246
Generated funds	28,079	28,703
Governance	1,350	1,274
	<u>£ 265,960</u>	<u>£ 298,223</u>

The average numbers of staff employed during the year were:

	<u>2018</u> Number	<u>2017</u> Number
Full-time	2.00	2.00
Part-time	14.00	16.00
	<u>16.00</u>	<u>18.00</u>

Full-time equivalents of posts

	<u>8.05</u>	<u>9.15</u>
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Full-time equivalents of posts were analysed as follows:

<u>Post description</u>	<u>Main activity</u>		
Chief Executive	S.L.A.	0.80	0.80
New Horizons Handy Persons' Project - Coordinator	As post description	-	0.10
New Horizons Handy Persons' Project - Handyman	As post description	-	0.10
New Horizons Handy Persons' Project - Administrative Assistant	As post description	-	0.20
Service Coordinator	S.L.A.	0.90	0.75
Upcycling Furniture Coordinator	As post description	0.30	0.40
Upcycling Furniture Sessional Tutors (three)	As post description	0.05	0.10
Resources & Publicity Assistant	As post description	0.10	0.50
Marketing & Communications Coordinator	S.L.A.	0.10	-
Finance Officer	S.L.A.	0.50	0.50
Volunteer Coordinators (two)	S.L.A.	1.00	1.00
Advice & Information Worker - office-based (2017: Two workers)	S.L.A.	0.55	0.55
Advice & Information Worker - quality assurance	As post description	-	0.30
Shop Manager	As post description	1.00	1.00
Shop Manager's assistant	As post description	0.40	0.50
Driver	S.L.A.	0.40	0.40
Interim Local and Vocal Project Co-ordinator of the Hammersmith & Fulham Older Peoples' Consultative Forum	As post description	0.40	0.40
Operations Manager	S.L.A.	1.00	1.00
Administrator	S.L.A.	0.55	0.55
Full-time equivalents		<u>8.05</u>	<u>9.15</u>

No employee earned a salary of £60,000 per annum or more in either year.
 Several staff members occupied more than one post.

**AGE UK HAMMERSMITH & FULHAM.
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST. MARCH, 2018.**

9. TAXATION.

The charity was not liable to United Kingdom corporation tax in either year because:

- a) Its income from charitable activities and various grants were obtained from undertaking activities that were primary purposes of the charity.
- b) The sales at the shop were the result of the conversion of donated goods to cash.
- c) The other income was applied for charitable purposes.

There was minimal recovery of United Kingdom income tax under the gift aid scheme in either year.

The charity had been registered for European value added tax for many years. Shop sales of donated goods were subject to the tax at a zero rate and the charity's remaining income was either exempt from the tax under the welfare provisions or outside the scope of the tax. In the year the charity recovered nearly all (2017: nearly all) of the tax that it had paid.

10. LEGACY.

The charity had been notified of an entitlement to a legacy by the year-end which had not been brought into the financial statements as income (2017: Had not been so notified of such a legacy). The amount of the legacy was unknown.

11. TRUSTEES' REMUNERATION, BENEFITS, INDEMNITY INSURANCE AND EXPENSES.

The Trustees, and persons connected with them, were not entitled to, and did not receive, any remuneration or benefits in either year, other than cover under an insurance policy that included Trustees' indemnity. The Articles of Association permit the taking out of the insurance policy. The annual premium paid was £482 in each of both years under the policy. One Trustee was reimbursed for the expenses of travel of £36 between his home and the office (2017: One Trustee at £24).

12. BENEFITS-IN-KIND.

The annual rent due to the Borough under the charity's occupation of the property at 105, Greyhound Road was one peppercorn (2017: one peppercorn). The annual market rent of £51,500 (2017: £51,500) had not been brought into income as a benefit-in-kind in either year, and nor had a corresponding rent charge of the same figure been included in expenditure as a restricted deduction from that benefit-in-kind in either year. The charity believed that the inclusion of those two figures in the financial statements in either year would have been misleading because of their large size. This is a departure from the S.O.R.P. with the departure's effect being that both income and expenditure in both years were reduced by £51,500, but with a nil effect on the deficit for the year and for the previous year.

Volunteers' services have not been quantified in the financial statements. There were several hundred volunteers, most of whom were involved in the befriending service provided under contract to the Borough under the S.L.A. Other volunteers worked (inter alia) in the shop, in reception and administration at the day centre, as escorts on shopping trips and outings, rendering advice and information, and in providing meals at the day centre.

**AGE UK HAMMERSMITH & FULHAM.
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST. MARCH, 2018.**

13. FIXED ASSETS.

TANGIBLE FIXED ASSETS FOR CHARITY USE.

<i>Cost:</i>	Motor Vehicles £	Fixtures and Equipment £	Total £
At 31st. March, 2017	25,952	2,905	28,857
At 31st. March, 2018	<u>25,952</u>	<u>2,905</u>	<u>28,857</u>
<i>Accumulated Depreciation:</i>			
At 31st. March, 2017	20,762	2,123	22,885
Charge for year	5,190	581	5,771
At 31st. March, 2018	<u>25,952</u>	<u>2,704</u>	<u>28,656</u>
<i>Net book value:</i>			
At 31st. March, 2017	<u>£ 5,190</u>	<u>£ 782</u>	<u>£ 5,972</u>
At 31st. March, 2018	<u>£ -</u>	<u>£ 201</u>	<u>£ 201</u>

**AGE UK HAMMERSMITH & FULHAM.
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST. MARCH, 2018.**

14. UNRESTRICTED DESIGNATED INCOME FUNDS.

The Trustees had designated funds for the following purposes :

<u>Note.</u>	At 31st. March, 2017 £	Transfer to unrestricted general income fund - absorption of costs of year £	At 31st. March, 2018 £
1 Legacy - for staff and shop costs	408,222	(83,730)	324,492
2 Maintenance of minibuses	3,788	(586)	3,202
	<u>£ 412,010</u>	<u>(£ 84,316)</u>	<u>£ 327,694</u>

Note.

1 In a previous year there was a substantial legacy receivable which had to be disbursed in accordance with the objects of the charity. There was not any authority in the Will for the legacy to be held as an endowment or other capital fund and accordingly the legacy was taken into account as income in that previous year. The charity continued to charge the fund with expenditure incurred over the several years from that previous year as it was impractical to exercise the fund's expenditure within a shorter time frame. The charity continued to utilise the fund to reimburse the unrestricted general income fund for particular staff costs and the shop buildings costs incurred in the year. The staff costs comprised those charged to the service level agreement restricted income fund but not covered by the income of that fund. This figure of staff costs was calculated by applying a constant ratio to the cost of each staff post that was part-funded by the S.L.A. fund's income, and the ratio was that of the deficit on the S.L.A. fund to the total expenditure charged to the S.L.A. fund.

2 Fund for the purpose as described in its title.

Interest on the unrestricted designated income funds has been credited to the unrestricted general income fund.

**AGE UK HAMMERSMITH & FULHAM.
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST. MARCH, 2018.**

15. FUNDS - REPRESENTATION BY NET ASSETS.

Fund balances at 31st. March, 2018 were represented by:

	Unrestricted general income £	Unrestricted designated income £	Funds for L.B.H.&F. service level activities £	Age UK I.S.O. 9001 £	Pinnacle Housing Group £	Visually- impaired transport - individuals donation £	Consultative Forum Local and Vocal £	Total £
Tangible Fixed Assets								
Motor vehicles	-	-	-	-	-	-	-	-
Fixtures & equipment	-	-	201	-	-	-	-	201
	-	-	201	-	-	-	-	201
Current Assets								
Value added tax recoverable	-	-	1,834	-	-	-	-	1,834
Sundry debtors	200	-	561	-	-	-	-	761
Prepayments	1,127	-	2,093	-	-	-	-	3,220
Accrued income	-	-	3,728	-	2,500	-	9,386	15,614
	1,327	-	8,216	-	2,500	-	9,386	21,429
Cash at bank and in hand								
	236,272	327,694	(1,205)	1,121	(967)	5,000	(3,644)	564,271
Creditors: Amounts falling due within one year								
Charge card	-	-	(1,510)	-	-	-	-	(1,510)
Supplier's account payable	(140)	-	-	-	-	-	-	(140)
Payroll taxation and social security	(663)	-	(4,100)	-	-	-	(213)	(4,976)
Accruals	(6,445)	-	(1,602)	-	-	-	-	(8,047)
	(7,248)	-	(7,212)	-	-	-	(213)	(14,673)
Total Net Assets	£ 230,351	£ 327,694	£ -	£ 1,121	£ 1,533	£ 5,000	£ 5,529	£ 571,228

Most funds had sufficient assets in an appropriate form to enable their objectives to be achieved. Some funds were technically illiquid, but were able to draw upon the cash at bank held within the unrestricted general income fund by way of a loan repayable on demand.

AGE UK HAMMERSMITH & FULHAM.
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST. MARCH, 2018.

16. RESTRICTED INCOME FUNDS.

	At 31st. March, 2017	Income from Charitable activities: Contractual sum under S.L.A.	Income from Charitable activities: Beneficiaries' charges under S.L.A.	Income: Grants, donations and other	Total income	Total expenditure	Surplus/ (deficit) for the year	Transfers from unrestricted general income fund	At 31st. March, 2018
	£	£	£	£	£	£	£	£	£
L.B.H.& F. service level agreement (S.L.A.) - contract	-	160,000	12,514	-	172,514	(271,198)	(98,684)	98,684	-
Various funds for S.L.A.	-	-	-	1,790	1,790	(1,790)	-	-	-
Other fund for S.L.A. activities:									
Santander Bank for Discovery Day	-	-	-	250	250	(250)	-	-	-
L.B.H.& F. and others - funds for S.L.A. activities	-	160,000	12,514	2,040	174,554	(273,238)	(98,684)	98,684	-
Resources and Publicity Assistant	-	-	-	-	-	(1,741)	(1,741)	1,741	-
Age UK - Certification under International Organisation for Standardisation's I.S.O. 9001 for quality management	1,121	-	-	-	-	-	-	-	1,121
Upcycling Furniture	5,052	-	-	-	-	(17,104)	(17,104)	12,052	-
Pinnacle Housing Group - for health fairs	-	-	-	5,000	5,000	(3,467)	1,533	-	1,533
Visually-impaired transport - individual's donation	-	-	-	5,000	5,000	-	5,000	-	5,000
Consultative Forum - Local and Vocal	2,427	-	-	18,656	18,656	(15,554)	3,102	-	5,529
Other restricted funds	8,600	-	-	28,656	28,656	(37,866)	(9,210)	13,793	13,183
All funds	£ 8,600	£ 160,000	£ 12,514	£ 30,696	£ 203,210	£ 311,104	£ 107,894	£ 112,477	£ 13,183

16. RESTRICTED FUNDS (CONTINUED).

Service level agreement (S.L.A.).

The charity continued to provide these services for elderly people in the London Borough of Hammersmith & Fulham on behalf of the Borough in the year paid for by funding from the Borough's Third Sector Investment Fund:

- Active Age: Physical and recreational activities, and cyber café.
- Choice: Advice and information at 105, Greyhound Road.
- In Touch: Befriending, meals, social activities, outings and shopping transport service.
- Volunteering: Support.

This S.L.A. contractual funding was augmented in the year from various sources.

Other restricted funds (highlights).

In the Upcycling Furniture activity, used furniture was upcycled in a workshop by male beneficiaries and sold through the charity shop.

Pinnacle Housing Group granted £5,000 in the year towards the cost of two health fairs, one of which was held in the year.

An individual donated £5,000 to the transport of visually-impaired beneficiaries to and from the centre.

The Hammersmith & Fulham Older Peoples' Consultative Forum continued in the year whereby at monthly meetings in a local church beneficiaries were kept advised of various matters and allowed to give their response. Funding continued in the year for this work from Comic Relief under the 'Local and Vocal' initiative.

17. UNRESTRICTED GENERAL INCOME FUNDS.

Core.

These funds continued the general work of the charity.

Fund raiser.

The consultant in the year applied for funding from Trusts, Foundations and other sources.

Shop.

Shop sales of donated inventories continued in the West 12 Shopping Centre in Shepherd's Bush.

The charity occupied the premises under a tenancy-at-will from the owner of the Shopping Centre.

18. COMPANY INFORMATION.

- Registered Company Number: 01685692 (Limited by Guarantee and Without a Share Capital in England and Wales).
- Registered Charity Number: 289124 (in England and Wales).
- Registered Office: 105, Greyhound Road, London, W.6 8NJ.
- The charity is a public benefit entity.