REGISTERED COMPANY NUMBER: 07609423 REGISTERED CHARITY NUMBER: 1141867

Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2017 for AGE UK NORTH CRAVEN

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### Report of the Trustees for the Year Ended 31 March 2017

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

#### **Objectives**

The object of the charity as stated in its Articles of Association, is to promote the relief of elderly people in and around North Craven ("the area of benefit") in any manner which now is or hereafter may be deemed to be charitable in law.

#### Activities and performance

Through a combination of funds raised through the Age UK North Craven shop in Settle and grants received to support specific services, we are able to offer the activities listed below, all of which are undertaken in pursuance of the charity's aim to promote the well-being and independence of older people at whatever stage they are on the journey through later life.

Information and advice: Supporting users to maximise their income, reduce fuel poverty, consider options and how to access care, support and housing.

Care and Prevention: a range of innovative projects including:

- " Outreach to rural locations : providing signposting, befriending and other support ot tackle loneliness and isolation
- " Independence Support and Befriending: helping to maintain confidence and connections after sudden life changes such as bereavement or after diagnosis of long term health conditions.
- " Home from Hospital: promoting recovery and a reduction on hospital readmission.

Day Activities: a network of luncheon clubs, social opportunities, interest and specialist groups, situated in community settings, to reduce loneliness, improve social connectedness.

Transport:

- " Two minibuses improving access to shops and amenities, and a programme of outings.
- "Two voluntary car schemes based in Settle and Bentham, providing transport to appointments which help older people to maintain their health and well-being.

Paid for Services: Social enterprises, to respond to need through the provision of self-sustaining services, which also support our aim to maintain the independence of older people.

Volunteer management: In the operation of the charity's functions, the charity is heavily dependent upon the services of its volunteer force. We work to ensure good standards in the recruitment, training and support of voluntary involvement in providing services. An extensive review of the activities during the year is set out in a separately published annual report, as mentioned above and is available upon request from the charity.

#### Report of the Trustees for the Year Ended 31 March 2017

#### ACHIEVEMENT AND PERFORMANCE

#### Achievements

The charity has been successful in continuing to broaden its capacity to reach older people to benefit from its services. It was one of only seven Age UK brand partners taking part in the Positive Approaches to Loneliness project. It continues to work in partnership with North Yorkshire County Council, Airedale, Wharfedale and Craven Clinical Care Group, and Craven District Council to improve the co-ordination of services for older people - enabling people to get the right help at the right time.

The ongoing success and popularity of its shop provides a positive public space, and community hub within Settle.

The charity ensures it works within a framework of good practice and in close partnership with other Age UKs and Age Concerns across North Yorkshire.

The general fund represents the accumulated funds of the charity which have not been designated for a specific purpose and which are therefore expendable in the furtherance of the objects of the charity.

Information and Advice includes funding from NYCC to provide one to one support for income maximisation, care choices, and housing options.

Keep Warm in Craven represents funding from the Innovation Fund 2015 - 2016 for a project shared with Age UK North Yorkshire to support healthy living throughout Craven District.

Care and Prevention Services includes Independence Support providing navigation and befriending services, and is supported by North Yorkshire County Council as well as funds form national Age UK.

Day Activities includes support from NYCC Social Services for a network of social opportunities throughout North Craven.

Transport includes support from Bentham Medical Practice for volunteer drivers who provide lifts for patients to appointments in the Bentham and Ingleton areas. NYCC Community Transport Fund represents funding to support voluntary car schemes based in Bentham and Settle.

# FINANCIAL REVIEW

#### Investment policy and objectives

The Board of Trustees has the power to invest in such assets as they see fit, with appropriate professional advice.

### Reserves policy

The results of the charity for the year are set out in the accompanying statement of financial activities and the notes to the accounts. During the year the charity had an overall income of £380,079 of which £257,031 was attributable to unrestricted funds and £123,048 to restricted funds.

The Board of Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the "free reserves") should be held at a level of approximately £165,000, which is estimated to cover planned expenditure and the probable costs which would arise in the event of closure. This figure is being reviewed currently to take account of the economic climate with uncertainties as to future funding. The trustees will ensure that they can maintain their aim to retain such funds as would enable them to continue the activities of the charity in the event of a significant drop in funding, though it would be necessary to consider how funding could be replaced or activities changed. At the year end, the free reserves of the charity are £282,059, which is considered to be acceptable in the circumstances.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

## Recruitment and appointment of new trustees

Trustees are appointed at the Annual General Meeting, following nomination, or may be co-opted by the Board of Trustees during the year, in accordance with the constitution.

#### REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07609423

# Report of the Trustees for the Year Ended 31 March 2017

# REFERENCE AND ADMINISTRATIVE DETAILS Registered Charity number

1141867

# Registered office

Cheapside Settle North Yorkshire BD24 9EW

#### **Trustees**

Reverend I F Greenhalgh Mrs M E Holgate Mrs W V Hull Q J Lockwood

- resigned 31.10.16

Mrs M Bridgman Mrs J Sudgen Mrs P Wright

appointed 1.4.16appointed 1.10.16

- resigned 24.4.17

#### Independent examiner

Haworths Limited
Chartered Accountants
The Old Tannery
Eastgate
Accrington
Lancashire
BB5 6PW

# Solicitors

The charity's Solicitors are Goad & Butcher, Midland Bank Chambers, Market Place, Settle, North Yorkshire BD24 9DR.

Approved by order of the board of trustees on 6 ct 23<sup>rd</sup> 2017 and signed on its behalf by:

May met E Holoale
Mrs M & Holgate - Trustee

# Independent Examiner's Report to the Trustees of Age UK North Craven

I report on the accounts for the year ended 31 March 2017 set out on pages five to twelve.

## Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants in England & Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

#### Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mark Soleo Fréld

Mark Schofield BA (Hons) FCA Institute of Chartered Accountants in England & Wales Haworths Limited Chartered Accountants

The Old Tannery

Eastgate

Accrington

Lancashire BB5 6PW

Date: Me November 2017

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# Statement of Financial Activities for the Year Ended 31 March 2017

	Notes	Unrestricted funds	Restricted	2017 Total funds	2016 Total funds
	INOICS	£	funds £	£	£
INCOME AND ENDOWMENTS FROM Donations and legacies Charitable activities		74,436	123,048	197,484	126,386
Meals on wheels		-	-	-	3,237
Other trading activities Investment income	2 3	178,494 4,101		178,494 	173,355 1,985
Total		257,031	123,048	380,079	304,963
EXPENDITURE ON					
Raising funds Charitable activities		68,098	-	68,098	68,990
Meals on wheels		Smith and the second of the se	-	-	3,033
Transport services Care and prevention services		47,981	25 400	47,981	42,608
Information and advice services		_	25,400 53,051	25,400 53,051	24,519 55,914
REACT		=	18,575	18,575	-
Other		108,540		108,540	110,632
Total		224,619	97,027	321,646	305,696
		-			
NET INCOME/(EXPENDITURE)		32,412	26,021	58,433	(733)
Transfers between funds	11	(11,931)	11,931		
				-	
Net movement in funds		20,481	37,952	58,433	(733)
RECONCILIATION OF FUNDS					
Total funds brought forward		286,755	36,833	323,588	324,321
TOTAL FUNDS CARRIED FORWARD		307,236	74,785	382,021	323,588

# CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

# Balance Sheet At 31 March 2017

	Notes	Unrestricted funds	Restricted funds	2017 Total funds	2016 Total funds
		£	£	£	£
FIXED ASSETS Tangible assets	8	25,177	411	25,588	28,723
CURRENT ASSETS					
Debtors	9	6,333	22,529	28,862	5,756
Cash at bank and in hand		283,120	_51,935	335,055	295,760
		289,453	74,464	363,917	301,516
CDEDITORS					
CREDITORS Amounts falling due within one year	10	(7,395)	(90)	(7,485)	(6,651)
			-		-
NET CURRENT ASSETS		282,058	74,374	356,432	294,865
TOTAL AGGREGA DOG GARDANA					
TOTAL ASSETS LESS CURRENT LIABILITIES		307,236	74,785	202.020	222 500
LIADIDITIES		307,230	74,763	382,020	323,588
		-		-	
NET ASSETS		307,236	<u>74,785</u>	382,020	323,588
FUNDS	11				
Unrestricted funds	UE-151			307,236	286,755
Restricted funds				74,785	36,833
TOTAL FUNDS				382,021	323,588

## Balance Sheet - continued At 31 March 2017

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 6 t 23<sup>rd</sup> 2017 and were signed on its behalf by:

May met E Holy ale Mrs M E/Holgate - Trustee

# Notes to the Financial Statements for the Year Ended 31 March 2017

#### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### Income

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

#### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Tangible fixed assets

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

Fixtures and fittings	- 25% on reducing balance
Motor vehicles	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

#### **Taxation**

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

### Fund accounting

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

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

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

#### Hire purchase and leasing commitments

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

#### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### 2. OTHER TRADING ACTIVITIES

	2017 £	2016 f
Fundraising events Sale of donated goods	1,000 177,494	800 172,555
	178,494	173,355

# Notes to the Financial Statements - continued for the Year Ended 31 March 2017

#### 3. INVESTMENT INCOME

	2017	2016
	£	£
Deposit account interest	4,101	1,985

## 4. NET INCOME/(EXPENDITURE)

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

	2017	2016
	£	£
Depreciation - owned assets	8,536	9,576
Hire of plant and machinery	1,220	1,055
Other operating leases	26,989	23,049
Deficit on disposal of fixed asset		258

### 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

#### 6. STAFF COSTS

The average monthly number of employees during the year was 12 (in 2016 the figure was 16), of which the average full time equivalent was 7 (in 2016 the figure was 8).

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

#### 7. FUNDS RECEIVED AS AGENTS

During the year the charity received £4,394 from Age UK national funds and £3,937 from the Innovation Fund, which is administered by Your Consortium, as an agent for Age UK North Yorkshire.

Currently Age UK North Craven is providing secretarial support to REACT (the cooperative of Age UK's in North Yorkshire). Costs attributed in provision of this service total £3,596.

These funds are not within the control of the trustees and consequently are not included in the SOFA.

There were no funds held as agent at the balance sheet date.

# Notes to the Financial Statements - continued for the Year Ended 31 March 2017

8.	TANGIBLE FIXED ASSETS	Fixtures and		Computer	
		fittings	Motor	equipment	Totals
		£	vehicles £	£	£
	COST	(70(	47.107	14.140	60.045
	At 1 April 2016 Additions	6,706 2,351	47,197 ————————————————————————————————————	14,142 3,050	68,045 5,401
	At 31 March 2017	9,057	47,197	17,192	73,446
	DEPRECIATION				
	At 1 April 2016	2,486	32,621	4,215	39,322
	Charge for year	1,645	3,645	3,246	8,536
	At 31 March 2017	4,131	36,266	7,461	47,858
	NET BOOK VALUE				
	At 31 March 2017	4,926	10,931	9,731	25,588
	At 31 March 2016	4,220	14,576	9,927	28,723
9.	DEBTORS: AMOUNTS FALLING DUE W	ITHIN ONE YEA	R		
				2017	2016
	Prepayments			£ 28,862	£ 5,756
10.	CREDITORS: AMOUNTS FALLING DUE	WITHIN ONE YE	EAR		
				2017	2016
	Social security and other taxes			£ 2,818	£
	Barclays VISA			2,818	2,840 451
	Accrued expenses			4,379	3,360
				7,485	6,651

# Notes to the Financial Statements - continued for the Year Ended 31 March 2017

# 11. MOVEMENT IN FUNDS

Unrestricted funds	At 1.4.16 £	Net movement in funds £	Transfers between funds £	At 31.3.17
General fund	286,755	32,411	(11,931)	307,235
Restricted funds NYCC Core Contract - Information & Advice Minibus fund NYCC Core Contract - Care & Prevention	-	9,424 30,058	-	9,424 30,058
Services	36,833	(10,992)	_	25,841
NYCC Core Contract - Day Activities	-	(4,344)	11,931	7,587
REACT		1,875		1,875
	26.022			
	36,833	26,021	11,931	74,785
	-			
TOTAL FUNDS	323,588	58,432		382,020
Net movement in funds, included in the above are a	as follows:			
		Incoming	Resources	Movement in
		resources	expended	funds
Unrestricted funds		£	£	£
General fund		257,031	(224,619)	32,412
Restricted funds				
NYCC Core Contract - Information & Advice		28,893	(19,469)	9,424
Minibus fund		30,058	(15,105)	30,058
NYCC Core Contract - Care & Prevention Services	S	14,408	(25,400)	(10,992)
NYCC Core Contract - Day Activities		29,238	(33,582)	(4,344)
REACT		20,451	_(18,576)	1,875
		123,048	(97,027)	26,021
TOTAL FUNDS		380,079	<u>(321,646)</u>	58,433

#### Notes to the Financial Statements - continued for the Year Ended 31 March 2017

#### 11. MOVEMENT IN FUNDS - continued

The charity ensures it works within a framework of good practice and in close partnership with other Age Uks and Age Concerns across North Yorkshire.

The general fund represents the accumulated funds of the charity which have not been designated for a specific purpose and which are therefore expendable in the furtherance of the objects of the charity.

Information and Advice includes funding from NYCC to provide one to one support for income maximisation, care choices, and housing options.

Keep Warm in Craven represents funding from the Innovation Fund 2015 - 2016 for a project shared with Age UK North Yorkshire to support healthy living through throughout Craven District. It increases our capacity to develop the Information and Advice Scheme. Winter Plus represents funding from NYCC Public Health t develop better identification and referrals of people at risk from winter cold.

Care and Prevention Services includes Independence Support providing navigation and befriending services, and is supported by North Yorkshire County Council as well as funds from national Age UK.

Day Activities includes support from NYCC Social Services for a network of social opportunities throughout North Craven.

Transport includes support from Bentham Medical Practice for volunteer drivers who provide lifts for patients to appointments in the Bentham and Ingleton areas. NYCC Community Transport Fund represents funding to support voluntary car schemes based in Bentham and Settle.

#### 12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2017.

### 13. FIRST YEAR ADOPTION

This is the charity's first set of financial statements prepared under FRS 102. The date of transition to FRS 102 was 1 April 2015.

The accounting policies are unchanged and there ar no changes to net income and equity previously reported.

# Detailed Statement of Financial Activities for the Year Ended 31 March 2017

	2017 £	2016 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations and legacies	26,413	28,262
Gift aid	2,669	<del>-</del>
Grants and services	168,402	98,124
	197,484	126,386
Other trading activities		
Fundraising events	1,000	800
Sale of donated goods	177,494	172,555
	178,494	173,355
Investment income		
Deposit account interest	4,101	1,985
Charitable activities		
Meals on wheels income		3,237
Total incoming resources	380,079	304,963
EXPENDITURE		
Other trading activities		
Purchases	778	720
Salaries	35,570	34,145
Social security Pensions	2,411	1,913
Rent	1,027 15,000	1,911 15,000
Insurance	879	1,388
Rates and water	1,625	1,249
Lighting and heating	1,986	3,402
Sundries	3,452	2,470
Printing, postage and stationery	261	252
Telephone	367	507
Repairs and maintenance	2,847	759
Computer consumables Training	1,895	2,748
Advertising		1,687 839
	68,098	68 000
	00,098	68,990
Charitable activities	<b>.</b>	
Salaries Social accurity	81,944	66,617
Social security Pensions	3,198	2,902
Hire of plant and machinery	4,159 732	2,383 632
Rent	11,989	8,049
Carried forward	102,022	80,583

# Detailed Statement of Financial Activities for the Year Ended 31 March 2017

	2017	2016
	£	£
Charitable activities		
Brought forward	102,022	80,583
Rates and water	681	304
Insurance	1,552	1,446
Lighting and heating	1,144	704
Telephone	2,981	2,028
Printing, postage and stationery	2,246	99
Sundries	1,208	2,607
Car and minibus expenses	5,749	5,527
Travelling and subsistence	4,204	4,277
Computer costs	2,452	2,479
Repairs and maintenance		1,920
Volunteers expenses	6,615	7,027
Training	<u>u</u> .	868
Legal costs	_	780
Meals on Wheels costs	_	2,775
Club expenses	5,932	3,129
Fixtures and fittings depreciation	1,332	1,093
Motor vehicle depreciation	3,645	4,859
Computer equipment depreciation	3,246	3,311
Loss on sale of tangible fixed assets	-	258
	145,009	126,074
Support costs		
Governance costs		
Salaries	55,971	65,317
Social security	3,578	4,929
Pensions	1,785	3,257
Hire of plant and machinery	488	423
Rates and water	606	204
Insurance	1,036	604
Light and heat	763	469
Telephone	1,652	1,025
Postage and stationery	1,385	2,009
Sundries	1,819	1,024
Rent	8,460	9,109
Accountancy fees	3,918	9,048
Legal fees	=	4,079
computer costs	1,274	1,242
Training	2,326	1,390
Subscriptions	204	530
Repairs and renewals	480	5,006
Travel costs	764	636
Advertising	3,799	18
Volunteer expenses	318	-
REACT	2,347	-
LSF Expenditure	15,253	-
Depreciation of tangible fixed assets	313	313
	108,539	110,632
Cotal resources expended	321,646	305,696

# Detailed Statement of Financial Activities for the Year Ended 31 March 2017

	2017 £	2016 £
		-
Net income/(expenditure)	58,433	<u>(733</u> )