

Registered number: 02960617
Charity number: 1047605

Age Concern (Herne Bay)

operating as

Age UK Herne Bay & Whitstable

(A company limited by guarantee)

Trustees' report and financial statements

for the year ended 31 March 2021

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Contents

	Page
Reference and administrative details of the Charity, its Trustees and advisers	1 - 2
Chairman's statement	3
Trustees' report	4 - 12
Independent auditor's report on the financial statements	13 - 16
Statement of financial activities	17
Balance sheet	18
Statement of cash flows	19
Notes to the financial statements	20 - 36

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

**Reference and administrative details of the Charity, its Trustees and advisers
for the year ended 31 March 2021**

Trustees

Dr R Wheeldon, Chairman
Mr C Jones, Vice Chairman
Mr J McPhie, Treasurer (appointed 5 May 2020)
Mr D Bowley (resigned 18 February 2021)
Mrs E Denham
Mrs J Bedford
Mr I Valentine
Mr T Goodwin
Mr W Wright (resigned 21 December 2020)
Mr C A Mowatt (appointed 4 May 2020)
Dr N M Robertson (appointed 4 May 2020)
Mrs D A Shaw (appointed 4 May 2020)
Mrs C M Starkey (appointed 4 May 2020)

Company registered number

02960617

Charity registered number

1047605

Registered office

16 Reculver Road
Herne Bay
Kent
CT6 6LE

Chief executive officer and deputy chief officer

Chief executive officer - Mrs S V Cliffe
Deputy chief officer - Mrs L Cowdry

Independent auditor

Kreston Reeves LLP
Chartered Accountants
Statutory Auditor
Montague Place
Quayside
Chatham Maritime
Chatham
Kent
ME4 4QU

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Reference and administrative details of the Charity, its Trustees and advisers (continued)
for the year ended 31 March 2021

Bankers

Barclays Bank PLC
130 Mortimer Street
Herne Bay
Kent
CT6 5EG

Solicitors

Girlings
39 William Street
Herne Bay
Kent
CT6 5NP

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Chairman's statement
for the year ended 31 March 2021

Firstly, and most importantly, my most sincere thanks to every one of you who has been involved in any way in our work over the past year. Never have we had to face such enormous challenges in a single year, and yet we have continued to deliver an excellent service in the face of so many obstacles. This has only been possible because of the tireless work of our staff and volunteers.

Despite years of cuts and austerity in care and social services budgets we were continuing to provide our clients with a first class service. The plans for our magnificent extension were going ahead and the future was very promising. Then we were faced with the first global pandemic for a hundred years.

This was obviously a tremendous strain for all our staff. The primary consideration was keeping everyone safe. Two years ago most people had never heard of PPE, but now it is the dominant factor to be considered first in all situations, nothing could be planned without it. Undaunted by the challenges we confronted, by working together in close cooperation, we managed to find solutions to all the problems we faced.

Whilst all this was happening, the Trustee met regularly, via Zoom to plan for the future, to keep abreast with ongoing developments. There are big changes in the way social care is funded, and by being involved in these negotiations having our input, we'll be in the right place to ensure that we are at the forefront of these development and able to take the greatest advantage of them. In this way we have and will be able to offer new activities and improve the experiences of our clients.

Finance is always a core consideration, but with careful management and a skilful financial team with years of experience behind them, at this time we remain financially secure. We plan for progress and believe we have the necessary reserves for emergencies. New activities are planned for the future.

We have never had a year like this. You will all be aware of the terrible disruptions to services by the spread of Covid 19. I'm sure everyone has their own experiences of the turmoil of constantly changing guidelines to try and minimise risk. The complication of fitting available staff to suit the changing employment needs.

As you would expect our magnificent staff and volunteers rose to the challenge with skill, imagination and effort. Providing a wide range of service, ensuring that there was something for everyone and no-one was left uncared for. Particular attention was given to mental health, as it became apparent that adapting to the restrictions of lockdowns and isolation causes strain on the vulnerable and those with fewer resource and some had a greater need for human companionship, even just a friendly voice on the telephone.

There will be lessons to be learned from this pandemic and one thing that already stands out is that no-one is complete if alone.

Dr R Wheeldon, Chairman
Date: 23 November 2021

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Trustees' report
for the year ended 31 March 2021

The Trustees present their annual report together with the audited financial statements of the Charity for the year ended 31 March 2021. The Annual report serves the purposes of both a Trustees' report and a Directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

The Charity also trades under the names Age UK Herne Bay & Whitstable.

Objectives and activities

a. Policies and objectives

The Charity's objective is "to promote the relief of the elderly in any manner which now or hereafter may be deemed by the law to be charitable within the County of Kent with particular reference to Herne Bay and Whitstable and surrounding area."

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Volunteers

Our team of volunteers grew again this year to 211. Despite many of our long-term volunteers having to self-isolate, a large number of furloughed workers from many sectors came to our rescue to support delivery of meals and food preparation in our catering department.

Trustees would like to thank all our volunteers for their loyalty to the clients whom we are all here to support.

c. Main activities undertaken to further the Charity's purposes for the public benefit

All our charitable activities focus on the needs of older people and are undertaken to further our charitable purposes for the public benefit. Outlined below are services provided.

Achievements and performance

a. Key performance indicators

At Trustee meetings the Charity's up to date financial activity against budget, cash flow and bank balances are presented by the Treasurer and Finance Officer. The Chief Officer provides a written report at every Trustee meeting, outlining the Charity's current activities and any future threats or opportunities. Key senior members of staff also provide Trustees with written reports on the services they manage. Funding from statutory bodies comes with Key Performance Indicators. Reports to those bodies are provided as required by the agreements. Any continuation funding for services which are provided using the Charity's free reserves are made at the annual Budget meeting. The Chief Officer alongside the Finance Officer monitors the income and expenditure for each department at the end of every calendar month. If a department is not performing as predicted in the budget, any increase/decrease in activity that may require further discussion is reported at the next Trustee meeting.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2021

Achievements and performance (continued)

b. Review of activities

The year 2020 to 2021 has been very different to many other years due to the impact of the Covid 19 pandemic. Our building has continued to be the hub of our operations but there was a lot less building based, support activity than would be the case in a normal year. In other ways, the building did become a hive of activity with the extension works to create some new areas for client use and to increase the space available to tenants getting well under way., WW Martins and their team of sub- contractors were engaged to construct the extension as designed by Pat Mills of Clagues Architects and they worked tirelessly throughout the year in all weathers to ensure that the building would be able to be used by clients and tenants when government restrictions allowed.

The year has been marked by having to stop, start, adapt and introduce new ways of delivering services to ensure the safety of all involved and in line with local and national restrictions. The pandemic and the vulnerability of our client group has meant that the support we offer has been more vital than ever.

When restrictions allowed, our centre based activities and groups operated face to face with Covid Secure measures in place to manage the risks posed by the virus. The implementation of enhanced cleaning schedules, one way systems, restricting numbers attending, controlling arrival and departure times, creating support bubbles, social distancing, PPE, hand hygiene procedures and pre- attendance screening checks all helped face to face, groups and centre based services to re-start. However, the real game changers for all of us were the introduction of the vaccines and a regular asymptomatic testing regime which allowed staff and volunteers to receive weekly PCR tests.

The delivery of Group and Centre based activities have been most effected by the pandemic. When restrictions allowed our groups, clubs and day service members and clients certainly made the most of the opportunity to reconnect with friends and staff.

When face to face groups had to be suspended, **Dementia Day Care, Social Day Care, COGS clubs, Carers Lunch Clubs, Seaview Singers and Dementia Cafés were all effected.**

Despite this, clients continued to be supported via Check in and Chat calls, delivery of activity packs and one to one home visits All clients were also given the opportunity to receive "Keeping Active At Home" packs funded by Kent Sport. These contained an exercise DVD, some exercise sheets and equipment.

A La Carted Meals Deliveries: Demand soared during the first lockdown and over the year the service delivered 31,137 hot meals and 2,703 sandwich packs to clients in their homes.

The Laundry service carried out 2,892 loads of laundry.

Dementia Outreach - Supported Carers over the phone, face to face in gardens and then in their homes again as restrictions dictated. The effect of the pandemic on this group has been particularly telling with isolation and difficulty in carers accessing their usual respite from services for their loved ones taking its toll.

Dementia Drop-In Clinics - The service was re-modelled away from group drop-ins to ensure that carers could still access advice from professionals despite restrictions. Appointments over the phone and then face to face were arranged in recognition of the continued need for this support.

Independent Living Service - Continued to provide support and companionship in a flexible way that reflected restrictions and need.

Personal Independence Program - this service is CCG funded and the staff have been undertaking a variety of different tasks to support older people and the local Primary Care Networks.

Shed Quarters (Mens Shed)

The development and progress of the project was slowed by the impact of Covid but the year saw a great team of Volunteer Shed Heads form and two units were purchased to become home for a workshop and a social space.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2021

Achievements and performance (continued)

Community Navigation Service

The Senior Navigator employed with the organisation continued to support his team across East Kent to adapt to the changing nature of needs in the light of the pandemic.

Information and Advice - phone support and online form filling continued for some of the year but was operationally challenging given the nature of the work.

Telephone Enquiries and Sign posting - Reception saw perhaps its busiest year ever. Unprecedented times and restrictions on peoples' lives meant that many older people were left confused and frightened about how they were going to be able to cope with the physical and emotional practicalities of "Staying at Home", being vulnerable to the virus and many sources of support and contact from family members or services not being possible in ways many had relied on. Our reception team worked tirelessly to reassure, comfort and support people to access whatever support they needed.

New services implemented due to Coronavirus

We were fortunate to receive a number of grants and emergency funding to support the delivery and development of some emergency response services to some of the most vulnerable people within our communities.

Check in and Chat Calls - 19,420 calls were made during the year to check on the welfare of isolating/ shielding clients. The outcome of these calls sometimes resulted in other support/ services being delivered to ensure that needs were met and that people continued to be safe and cared for.

Shopping - 787 shopping trips were undertaken during the year to ensure that clients had access to essential food and hygiene supplies

Dog Walking - 71 dogs enjoyed the exercise with a human friend when their owners were unable to carry out the task.

Prescription collection and delivery service - Supported by the KCC Community Wardens and Kent Fire and Rescue Service, 153 prescriptions were collected and delivered to older people who were unable to access their essential medicines via other means.

Emergency food supplies - 81 deliveries made again in partnership with the KCC Community Wardens and Kent Fire and Rescue Service

Virtual COGS - Twice weekly Zoom sessions were started to ensure that people could continue to access the activities and see their fellow members when face to face groups weren't possible. Throughout the year 1298 individual contacts happened via the Virtual COGS groups.

Virtual Seaview Singers - weekly online singing sessions for people with dementia and their carers brought joy to those attending at a time when singing wasn't allowed in public.

Activity and "Keeping active at Home" packs; General activity packs, often made up of items donated by local businesses and the community were distributed to those isolating/ shielding at home. Funding from Kent Sport also allowed us to create a DVD of our chair Based Exercises usually delivered by staff in the centre, provide exercise equipment and sheets in the "Keeping Active at Home Packs".

Confidence Building Visits

Long periods spent at home alone and often limited opportunities to get out and about meant that many of our clients not only became very socially isolated but some also experienced reduced mobility and loss of confidence. Thanks to some emergency funding we were able to initiate one to one home visits to offer social contact, activities, exercise and practical support to help people prepare physically and emotionally for returning back to our centres and the community.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2021

Achievements and performance (continued)

All of the above services operated throughout the year and offered clients some continuity in what had been a very uncertain and frightening time for many. The funding received also allowed us to take measures to protect staff, volunteers and clients. In the early days of the pandemic the introduction of guidelines outlining the use of PPE and shortages of supply put great pressure on the organisation and its finances; costs soared and supply was scarce. Emergency funding and donations we received were a literal lifeline for us to be able to continue to deliver essential support whilst limiting the risks for all involved. Funding also allowed us to install sneeze screens in parts of the building to protect those unable to work from home because of the nature of their roles. For those able to work from home, funding supported the purchase of mobile phones and laptops to ensure they could continue to provide that essential support. We also managed to obtain a grant to upgrade IT equipment and software allowing the organisation to be networked.

Our current paid staff team is 66 employed, 41.55 FTE. The government restrictions and the impact on service delivery as well as the "Work From Home" directives meant that whilst we had an amazing amount of activity taking place to support clients, we did not need our full staff team to deliver it. For this reason, we were grateful of the opportunity to be able to use the Furlough Scheme in order to be able to safeguard the financial position of the organisation whilst having to shoulder a reduced income. The scheme was used to support the wages of up to 25 members of staff – some of whom were furloughed full time while others were furloughed part time.

The impact of Covid 19 has meant that we have had to look at how we deliver services to adapt to changing circumstances. Unfortunately, this meant that the Trustees had to take the difficult decision to undertake organisational restructuring. The decision was unavoidable to "Future Proof" the organisation and ensure that we have an adaptable workforce who could provide the flexible methods of delivery that have become so essential. This process began

Our local community continued to support and surprise us with generosity and support. Whether it be the local supermarkets, small and large businesses, local care homes, individual supporters and local school pupils, all provided practical and touching responses to requests made via social media to support our most vulnerable. Whether it was with donating essential food supplies, fish and chip suppers, cream teas, gift packs, activity pack equipment, craft items or the most touching of personal cards and messages from school children for clients, they brought smiles and the odd tear to many a clients' face.

The year also saw KCC announce that the Commissioning and competitive tendering process for Wellbeing and Dementia contracts would be re-started.

c. Fundraising activities and income generation

The Charity does not employ the services of a professional fund raiser.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2021

b. Reserves policy

Age UK Herne Bay & Whitstable has a commitment to older people and to all of its staff and volunteers.

The Board of Trustees has examined the requirement for free reserves, which are those unrestricted funds not invested, or designated for specific purposes or otherwise committed. The Trustees following due diligence consider that given the nature of our work this should be the equivalent of 3 months operating costs of service provision.

- This level of free reserves does not include all of the costs that may be incurred in the event of the Charity ceasing to operate. This is because the Trustees believe that sudden closure, or the likelihood of all services ceasing at the same time to be remote.
- This Charity has shown stable and predictable income from a variety of sources for many years.
- The Trustees ensure that the Charity holds adequate insurance cover for business interruption. Insurance cover is reviewed on an annual basis or immediately if new services are introduced.
- The grants income for this charity all have notice periods. Such advance notice will enable any cessation of services or staff redundancies to be undertaken in a timely manner.
- Trustees believe that although there may be a reduction in some service provision other services will continue therefore not all the staff will be made redundant.
- The assets this charity owns are significant and outweigh liabilities.

Designated and reserve funds will be shown separately on the accounts and the purpose of such monies held will be clearly explained.

The Trustees actively review the major risks which the Charity faces on a regular basis and believe that the free reserves should be maintained at the levels stated above, combined with our annual review of the controls over key financial systems carried out through an internal audit programme, will provide sufficient resources in the event of adverse conditions.

The Trustees have also examined other operational and business risks and confirm that they have established systems to mitigate the significant risks.

This policy will be reviewed annually.

Structure, governance and management

a. Constitution

Age Concern (Herne Bay) was incorporated on 16 August 1994 as a company limited by guarantee and not having a share capital under the Companies Act 1985. It is governed by its Memorandum and Articles of Association.

The objects for which the association is established are to promote the relief of the elderly in any manner which now or hereafter may be deemed by the law to be charitable within the County of Kent with particular reference to Herne Bay and district. The Charity is constituted under a Memorandum of Association dated 16 August 1994 and is a registered charity number 1047605.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2021

Structure, governance and management (continued)

b. Methods of appointment or election of Trustees

Trustees with suitable expertise are recruited to assist the existing trustees to manage Age UK Herne Bay & Whitstable. It is envisaged that all Trustees will have an interest in older people and an understanding of the difficulties some face in maintaining a fulfilling life.

The Executive Committee, which administers the Charity, consists of:

- (i) Honorary Officers
- (ii) Not more than 6 members/trustees elected at an Annual General Meeting
- (iii) Up to 2 persons appointed by the Local Authority non voting
- (iv) Up to 2 persons appointed by the District Health Authority non voting
- (v) Persons co opted by the Board of Trustees

All of the Board of Trustees are also Directors of the limited company. In accordance with the Charity's Articles of Association, the Honorary Officers are re-elected each year and other members of the Board of Trustees retire in rotation. One third of members retire each year and are eligible for re election. The Board of Trustees are entitled, as members, to appoint new Trustees during the year. This is then ratified at the annual general meeting.

c. Organisational structure and decision-making policies

The Trustees meet a minimum of five times each year. One week prior to the meeting, Trustees are sent the Chief Officer's Report, which outlines the day to day operations of Age UK Herne Bay & Whitstable since the last meeting. That report may also include specific decisions to be made by the Trustees. Any financial reports are also sent out one week prior to the meetings. Receiving reports prior to the meetings allows Trustees time to consider the content and request any further information they may require. Trustees administer the Charity and company. The Chief Officer manages the day to day operations of the charity's services. The Trustees are familiar with those activities and bear in mind Charity Commission guidance on public benefit when making decisions. To facilitate effective operations, the Chief Officer has delegated authority from the Trustees for operational matters including finance, employment of staff, recruitment of volunteers and the provision of services.

d. Policies adopted for the induction and training of Trustees

New trustees undergo an orientation programme, as set out in the Trustee Induction Policy, which includes meeting the Chief Officer and an existing Trustee to discuss how the charity operates its day to day activities and its relationship with the national charity. Copies of relevant guidelines published by the Charity Commission, copies of Chief Officer Reports to Trustee meetings, and copies of previous minutes of Trustee meetings are provided. New Trustees visit the Reculver Road site to meet staff, other trustees, volunteers and clients to familiarise themselves with those involved with the charity's work. Trustees are also encouraged to attend relevant training events.

e. Pay policy for key management personnel

Senior staff pay grades are compared to other local charity staff with similar responsibilities. Staff pay increases are based on the anticipated grant income charged for service income and the previous year's overall financial position. Any agreed percentage increase is awarded to all staff following the annual budget meeting, except when legislation, such as the minimum wage increase, is implemented and any knock on effect on differentials.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2021

Structure, governance and management (continued)

f. Related party relationships

Age UK Herne Bay & Whitstable is a member of the Age England Association and a Brand Partner of Age UK. In October 2018, Age UK Herne Bay & Whitstable formed a Company Limited by Guarantee named Age Well East Kent in partnership with other Age UK's/Concerns in East Kent for the purpose of bidding for contracts and other funding to support our common Charitable Objectives.

g. Financial risk management

The Trustees have a risk management strategy/plan which comprises:

- An annual rolling programme to review the risks the Charity may face
- The establishment of systems and procedures to mitigate those risks identified in the plan
- The implementation of procedures designed to minimise any potential impact on the Charity should those risks materialise

The key controls used by the Charity include:

- Formal agenda for the Trustee Meetings
- Detailed strategic planning, budgeting and management accounting
- Established organisational structure and lines of reporting
- Formal lines of reporting
- Clear authorisation and approval levels
- Register of risks

One of the key elements in the management of financial risk is the establishment of a Reserves Policy and a regular review process to ensure adequate long term assurance of operational services.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2021

Plans for future periods

The coming year

The year 2021/22 will be an uncertain one. Lack of clarity around what will be possible in terms of delivery because of the pandemic and the organisations diminished income as a result poses an obvious risk. Additionally, we face increasing costs of fuel, foodstuffs and staffing as well as the enormous challenges posed by the ending of historical grant funding from KCC. As a result, the Trustee Board alongside the Senior Management Team will be monitoring, reviewing and adapting to evolving circumstances. They will also be planning and budgeting for all possible outcomes.

The organisation will need to commit a vast amount of time to the tendering process in an effort to secure contracts and funding that have traditionally been available to allow us to provide support at an affordable cost for clients. The possibility of not gaining any funding poses the risk of the cost of services for some of the most vulnerable older people having to increase. However, Trustees remain committed to delivering affordable support to the most vulnerable older people in our area of benefit as well as pursuing and developing opportunities to deliver preventative, early intervention services that seek to engage the over 55's.

If funds allow in 2021/2022 it is hoped we can continue to provide all the services currently on offer in Herne Bay & Whitstable as well as consult around needs, secure funding and deliver new services where needs and opportunities arise.

Trustee priorities for the Charity continue to be -

- Improving Health & Well Being
- Preventing Loneliness and Isolation
- Providing specialist Dementia services
- Providing practical help at home
- Informing and Empowering Older People
- Improving our efficiency and fiscal sustainability

Strategic Priorities to 2025

The Strategic plan was reviewed by Trustees and Senior Managers in February 2020 the following priorities were agreed. By 2025 we want to be able to demonstrate:

- That older people have access to quality services that meet their needs and maximise their ability to participate.
- That older people are provided with a range of opportunities for social interaction and activity.
- That older people and their unpaid carers are provided with the information and advice they need to enable them to make informed decisions and gain from unclaimed benefit entitlements which undoubtedly enrich their lives.
- That older people and their unpaid carers will continue to benefit from our specialist support and advice for Dementia.
- That Age UK Herne Bay & Whitstable will continue to maintain and improve the efficiency and sustainability of our charity, for the future benefit of Older People, their families and local communities.
- That older people are positively encouraged to contribute their ideas to the continuing development of Age UK Herne Bay & Whitstable

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2021

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its income and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and 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 safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the Charity's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the Charity's auditor is aware of that information.

Auditor

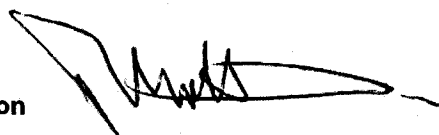
The auditors, Kreston Reeves LLP, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditor at a meeting of the Trustees.

Approved by order of the members of the Board of Trustees on
their behalf by:

14-12-2021

and signed on

Dr R Wheeldon
Chairman



Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Independent auditor's report to the Members of Age UK Herne Bay & Whitstable

Opinion

We have audited the financial statements of Age UK Herne Bay & Whitstable (the 'Charity') for the year ended 31 March 2021 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditor's report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Independent auditor's report to the Members of Age UK Herne Bay & Whitstable (continued)

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

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

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

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

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the Directors of the Charity for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Independent auditor's report to the Members of Age UK Herne Bay & Whitstable (continued)

Auditor's responsibilities for the audit of the financial statements

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Capability of the audit in detecting irregularities, including fraud

Based on our understanding of the Charity and the sector as a whole, and through discussion with the Trustees and other management (as required by auditing standards), we identified that the principal risks of non-compliance with laws and regulations related to health and safety, anti-bribery and employment law. We considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities SORP (FRS 102) Second Edition (released October 2019), the Companies Act 2006 and other relevant charity legislation. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit. We evaluated Trustees' and management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks related to: posting inappropriate journal entries to increase revenue or reduce expenditure, management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the engagement team included:

- Discussions with management and assessment of known or suspected instances of non-compliance with laws and regulations (including health and safety) and fraud; and
- Assessment of identified fraud risk factors; and
- Review of cash expenditure to confirm no evidence of personal benefit; and
- Challenging assumptions and judgements made by management in its significant accounting estimates; and
- Performing analytical procedures to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud; and
- Confirmation of related parties with management, and review of transactions throughout the period to identify any previously undisclosed transactions with related parties outside the normal course of business; and
- Reading minutes of meetings of those charged with governance; and
- Physical inspection of tangible assets susceptible to fraud or irregularity; and
- Review of significant and unusual transactions; and
- Identifying and testing journal entries, in particular any manual entries made at the year end for financial statement preparation.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Independent auditor's report to the Members of Age UK Herne Bay & Whitstable (continued)

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the Charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- Conclude on the appropriateness of the Trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in my Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of my Auditor's report. However, future events or conditions may cause the Charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

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



Susan Robinson BA FCA FCIE DChA MCMI (Senior statutory auditor)

for and on behalf of

Kreston Reeves LLP

Chartered Accountants

Statutory Auditor

Chatham Maritime

Date: 21 December 2021

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Statement of financial activities (incorporating income and expenditure account)
for the year ended 31 March 2021

	Note	Endowment funds 2021 £	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income and endowments from:						
Donations and legacies	3	-	733,987	646,958	1,380,945	930,307
Charitable activities	4	-	-	453,579	453,579	641,350
Other trading activities	5	-	-	1,627	1,627	7,086
Investments	6	-	-	61,579	61,579	68,998
Total income and endowments		-	733,987	1,163,743	1,897,730	1,647,741
Expenditure on:						
Raising funds	7	-	-	356	356	942
Charitable activities	8	-	267,054	1,025,227	1,292,281	1,254,143
Total expenditure		-	267,054	1,025,583	1,292,637	1,255,085
Net income		-	466,933	138,160	605,093	392,656
Transfers between funds	16	-	(442,512)	442,512	-	-
Net movement in funds		-	24,421	580,672	605,093	392,656
Reconciliation of funds:						
Total funds brought forward		112,117	129,538	2,719,191	2,960,846	2,568,190
Net movement in funds		-	24,421	580,672	605,093	392,656
Total funds carried forward		112,117	153,959	3,299,863	3,565,939	2,960,846

The notes on pages 20 to 36 form part of these financial statements.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)
Registered number: 02960617

Balance sheet
as at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	11	3,051,303	2,055,859
Investment property	12	350,000	350,000
		<u>3,401,303</u>	<u>2,405,859</u>
Current assets			
Debtors	13	63,122	308,371
Cash at bank and in hand		1,006,460	595,609
		<u>1,069,582</u>	<u>903,980</u>
Creditors: amounts falling due within one year	14	(298,396)	(224,360)
Net current assets		<u>771,186</u>	<u>679,620</u>
Total assets less current liabilities		<u>4,172,489</u>	<u>3,085,479</u>
Creditors: amounts falling due after more than one year	15	(606,550)	(124,633)
Total net assets		<u>3,565,939</u>	<u>2,960,846</u>
Charity funds			
Endowment funds	16	112,117	112,117
Restricted funds	16	153,959	129,538
Unrestricted funds	16	3,299,863	2,719,191
Total funds		<u>3,565,939</u>	<u>2,960,846</u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees on 14 December 2021 and signed on their behalf by:



Dr R Wheeldon
Chairman

The notes on pages 20 to 36 form part of these financial statements.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Statement of cash flows
for the year ended 31 March 2021

	2021 £	2020 £
Cash flows from operating activities		
Net cash used in operating activities (see note 19)	917,584	159,996
Cash flows from investing activities		
Dividends, interests and rents from investments	61,579	68,998
Proceeds from the sale of tangible fixed assets	150	140
Purchase of tangible fixed assets	(1,052,676)	(66,121)
Net cash (used in)/provided by investing activities	(990,947)	3,017
Cash flows from financing activities		
Cash inflows from new borrowing	500,000	-
Repayments of borrowing	(15,786)	(14,284)
Net cash provided by/(used in) financing activities	484,214	(14,284)
Change in cash and cash equivalents in the year	410,851	148,729
Cash and cash equivalents at the beginning of the year	595,609	446,880
Cash and cash equivalents at the end of the year	1,006,460	595,609

The notes on pages 20 to 36 form part of these financial statements

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

1. General information

Age UK Herne Bay & Whitstable is a charitable company and an exempt charity incorporated in England and Wales, with charity registration number 1047605 and company registration number 02960617. The registered office is 16 Reculver Road, Herne Bay, Kent, CT6 6LE. The principal activities of the Charity are as set out in the Trustees Report on page 5.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Age UK Herne Bay & Whitstable meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Company status

The Company is a company limited by guarantee. The members of the Company are the Trustees named on page 1. In the event of the Company being wound up, the liability in respect of the guarantee is limited to £1 per member of the Company.

2.3 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

Whilst the impact of the COVID-19 pandemic has been assessed by the Trustees, so far as is reasonably possible, due to its unprecedented impact on the worldwide economy it is difficult to evaluate with any certainty the potential outcomes on the Charity's future activities. However, taking into consideration the Charity's level of reserves, the Trustees believe that the Charity will be able to continue in operational existence for the foreseeable future.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

2. Accounting policies (continued)

2.4 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.6 Government grants

Government grants are credited to the Statement of financial activities as the related expenditure is incurred.

2.7 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

2. Accounting policies (continued)

2.8 Tangible fixed assets and depreciation

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Assets in the course of construction are included at costs incurred to date. Depreciation on these assets is not charged until they are brought into use.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on the following bases:

Freehold property	- 2% per annum (straight line basis)
Motor vehicles	- 25% per annum (straight line basis)
Fixtures and fittings	- 25% per annum (straight line basis)
Office equipment	- 25% per annum (straight line basis)

2.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

2. Accounting policies (continued)

2.12 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations	308,415	11,412	319,827	43,194
Legacies	-	16,198	16,198	299,126
Grants	425,572	545,583	971,155	587,987
Government grants	-	73,765	73,765	-
	733,987	646,958	1,380,945	930,307
Total 2020	297,342	632,965	930,307	

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

4. Income from charitable activities

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Charitable activities	453,579	453,579	641,350
Total 2020	641,350	641,350	

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Catering	282,815	282,815	284,173
Day Centre transport	8,677	8,677	49,479
ILS and Help at Home	55,461	55,461	107,921
Care	63,633	63,633	137,982
Bathing	23	23	3,176
Therapy	-	-	425
Laundry	25,547	25,547	24,359
Sundry	228	228	1,929
Footcare	1,470	1,470	7,488
Other	15,725	15,725	24,418
	453,579	453,579	641,350
Total 2020	641,350	641,350	

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

5. Income from other trading activities

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Fundraising	1,627	1,627	7,086
Total 2020	7,086	7,086	

6. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Rent income	60,763	60,763	67,390
Bank interest	816	816	1,608
	61,579	61,579	68,998
Total 2020	68,998	68,998	

7. Expenditure on raising funds

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Fundraising expenses	-	356	356	942
Total 2020	40	902	942	

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

8. Analysis of expenditure on charitable activities

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Charitable activities	267,054	1,025,227	1,292,281	1,254,143
Total 2020	242,734	1,011,409	1,254,143	
	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Direct costs:				
Salaries and related costs	185,536	766,431	951,967	880,281
Catering costs	2,301	72,754	75,055	94,699
Transport costs	5,513	30,032	35,545	68,198
Therapy	3,398	639	4,037	9,275
	-	869,856	1,066,604	1,052,453
Support costs:				
Rent and water	-	10,574	10,574	7,504
Insurance	1,500	16,631	18,131	16,186
Heating and lighting	-	17,842	17,842	12,995
Postage and telephone	1,752	12,650	14,402	10,102
Printing and stationery	1,465	1,782	3,247	7,280
Repairs, maintenance and replacement of property and equipment	7,028	20,601	27,629	40,725
Janitorial and laundry	7,607	13,051	20,658	16,169
Miscellaneous	50,483	(30,411)	20,072	13,386
Professional fees	471	21,196	21,667	13,019
Mortgage interest and Bank Charges	-	6,353	6,353	5,316
Depreciation	-	57,232	57,232	54,248
Profit on sale of fixed assets	-	(150)	(150)	(140)
General bad debt provision	-	3,000	3,000	-
Auditors' remuneration	-	5,020	5,020	4,900
	70,306	155,371	225,677	201,690
	267,054	1,025,227	1,292,281	1,254,143
Total 2020	242,734	1,011,409	1,254,143	

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

9. Staff costs

	2021	2020
	£	£
Wages and salaries	895,665	827,654
Social security costs	47,414	44,854
Pension costs	8,888	7,773
	<u>951,967</u>	<u>880,281</u>

The average number of persons employed by the Charity during the year was as follows:

2021	2020
No.	No.
<u>69</u>	<u>71</u>

The average headcount expressed as full-time equivalents was:

2021	2020
No.	No.
<u>40</u>	<u>40</u>

No employee received remuneration amounting to more than £60,000 in either year.

The total employment benefits, including employer pension contributions and employer national insurance contributions, of the key management personnel were £200,857 (2020: £181,311).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, travel expenses totalling £32 were reimbursed or paid directly to 1 Trustee (2020 - £44 to 2 Trustees).

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

**Notes to the financial statements
for the year ended 31 March 2021**

11. Tangible fixed assets

	Freehold property £	Motor vehicles £	Furniture, fittings and equipment £	Assets under construction £	Total £
Cost or valuation					
At 1 April 2020	2,231,797	58,245	99,033	89,222	2,478,297
Additions	-	-	25,172	1,027,504	1,052,676
Disposals	-	(8,795)	(9,414)	-	(18,209)
At 31 March 2021	<u>2,231,797</u>	<u>49,450</u>	<u>114,791</u>	<u>1,116,726</u>	<u>3,512,764</u>
Depreciation					
At 1 April 2020	300,954	41,656	79,828	-	422,438
Charge for the year	34,476	7,839	14,917	-	57,232
On disposals	-	(8,795)	(9,414)	-	(18,209)
At 31 March 2021	<u>335,430</u>	<u>40,700</u>	<u>85,331</u>	<u>-</u>	<u>461,461</u>
Net book value					
At 31 March 2021	<u>1,896,367</u>	<u>8,750</u>	<u>29,460</u>	<u>1,116,726</u>	<u>3,051,303</u>
At 31 March 2020	<u>1,930,843</u>	<u>16,589</u>	<u>19,205</u>	<u>89,222</u>	<u>2,055,859</u>

Included in land and buildings is freehold land at valuation of £508,000 (2020: £508,000) which is not depreciated.

12. Investment property

	Freehold investment property £
Valuation	
At 1 April 2020	350,000
At 31 March 2021	<u>350,000</u>

The 2021 valuation was made by the Trustees on an open market value for existing use basis.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

13. Debtors

	2021 £	2020 £
Due within one year		
Trade debtors	39,100	-
Other debtors	356	380
Prepayments and accrued income	23,666	307,991
	<u>63,122</u>	<u>308,371</u>

14. Creditors: Amounts falling due within one year

	2021 £	2020 £
Bank loans	17,118	14,821
Personal Independence Programme	131,229	95,961
Other taxation and social security	13,114	12,779
Other creditors	136,935	100,799
	<u>298,396</u>	<u>224,360</u>

15. Creditors: Amounts falling due after more than one year

	2021 £	2020 £
Bank loans	606,550	124,633

The aggregate amount of liabilities payable or repayable wholly or in part more than five years after the reporting date is:

	2021 £	2020 £
Payable or repayable by installments	532,332	59,730
	<u>532,332</u>	<u>59,730</u>

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

16. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Unrestricted funds					
Designated funds					
Property fund	2,029,271	-	-	598,038	2,627,309
Volunteer Recruiter	2,895	4,496	(6,362)	(1,029)	-
BDC Extension Fund	319,326	16,248	-	(335,574)	-
	<u>2,351,492</u>	<u>20,744</u>	<u>(6,362)</u>	<u>261,435</u>	<u>2,627,309</u>
General funds					
General fund	367,699	1,142,999	(1,019,221)	181,077	672,554
Total Unrestricted funds	<u>2,719,191</u>	<u>1,163,743</u>	<u>(1,025,583)</u>	<u>442,512</u>	<u>3,299,863</u>
Endowment funds					
Permanent endowment funds	<u>112,117</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>112,117</u>
Restricted funds					
Dementia Cafe/Peer Support	629	9,334	(9,963)	-	-
Dementia Outreach Fund	3,730	1,405	-	-	5,135
Support at Home	92,094	110,614	(90,589)	-	112,119
Personal Independent Programme	-	100,887	(100,887)	-	-
COGS Fund	2,320	1,270	(198)	-	3,392
Singing Fund	2,624	1,720	-	-	4,344
HNC Therapy Fund	573	-	-	-	573
BDC Extension Fund	50	415,000	-	(415,050)	-
Information Days	3,155	-	-	-	3,155
Training for Carers	5,348	-	-	-	5,348
Care Navigator	4,300	29,915	(30,061)	-	4,154
COGS Club < 65 years (Canterbury City Council)	14,715	6,000	-	(20,715)	-
Pfizer	-	1,000	-	-	1,000
Herne Bay Coastal	-	300	(300)	-	-
Veteran's Grant	-	6,667	(6,667)	-	-
Lottery - I.T. Equipment	-	9,600	(2,853)	(6,747)	-
Lottery - Dementia Client Home Visits	-	9,958	(3,415)	-	6,543

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

16. Statement of funds (continued)

Statement of funds - current year (continued)

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Men in sheds	-	2,020	(1,080)	-	940
Covid Fund	-	28,297	(21,041)	-	7,256
	<u>129,538</u>	<u>733,987</u>	<u>(267,054)</u>	<u>(442,512)</u>	<u>153,959</u>
Total of funds	<u><u>2,960,846</u></u>	<u><u>1,897,730</u></u>	<u><u>(1,292,637)</u></u>	<u><u>-</u></u>	<u><u>3,565,939</u></u>

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

16. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Unrestricted funds					
Designated funds					
Property fund	2,049,464	-	-	(20,193)	2,029,271
Volunteer Recruiter	245	11,012	(8,362)	-	2,895
BDC Extension Fund	-	319,326	-	-	319,326
	<u>2,049,709</u>	<u>330,338</u>	<u>(8,362)</u>	<u>(20,193)</u>	<u>2,351,492</u>
General funds					
General fund	331,394	1,020,061	(1,003,949)	20,193	367,699
Total Unrestricted funds	<u>2,381,103</u>	<u>-</u>	<u>(1,012,311)</u>	<u>-</u>	<u>2,719,191</u>
Endowment funds					
Permanent endowment funds	<u>112,117</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>112,117</u>
Restricted funds					
Dementia Cafe/Peer Support	-	11,578	(10,949)	-	629
Dementia Outreach Fund	2,059	2,222	(551)	-	3,730
Support at Home	56,265	110,614	(74,785)	-	92,094
Personal Independent Programme	-	121,382	(121,382)	-	-
COGS Fund	3,129	430	(1,239)	-	2,320
Singing Fund	3,174	480	(1,030)	-	2,624
HNC Therapy Fund	603	100	(130)	-	573
BDC Extension Fund	50	-	-	-	50
Information Days	3,301	3,621	(3,767)	-	3,155
Training for Carers	6,389	-	(1,041)	-	5,348
Care Navigator	-	29,915	(25,615)	-	4,300
COGS Club < 65 years (Canterbury City Council)	-	17,000	(2,285)	-	14,715
	<u>74,970</u>	<u>297,342</u>	<u>(242,774)</u>	<u>-</u>	<u>129,538</u>
Total of funds	<u>2,568,190</u>	<u>297,342</u>	<u>(1,255,085)</u>	<u>-</u>	<u>2,960,846</u>

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

16. Statement of funds (continued)

The designated Property Fund represents the value of land and buildings included in tangible fixed assets and fixed asset investments, less the outstanding balance on the Charity Bank mortgage. The fund also excludes the £112,117 that is included as the charity's permanent endowment.

The Dementia Cafe/Peer support restricted fund is to provide dementia café and support to groups in the Canterbury and Swale district.

The Support at Home restricted fund is a collaboration with Thanet CCG, to provide short term support to older people, in order to prevent hospital admission or to support them after they have been discharged from hospital.

Personal Independence Programme (formerly Living Well Fund) is fully funded by Canterbury Coastal and Ashford Clinical Commissioning Groups. The charity works alongside its partner Age UK/Concerns in Ashford, Canterbury, Faversham and Sandwich. The programme supports over 55 year olds with long term conditions to access social care within their community and supports them to regain confidence.

The BDC Extension Fund is comprised of donations received to be used towards the planning and other professional fees in respect of the BDC extension. These costs have been capitalised as assets under construction and so the balance on the fund has now been transferred out of restricted funds.

The Information Days fund provides information days for unpaid carers of people diagnosed with Dementia.

Training for Carers fund provides for a series of Learning Curve training.

The remainder of the funds held by the Charity, are as per the descriptions in the statement of funds.

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

17. Summary of funds

Summary of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Designated funds	2,351,492	20,744	(6,362)	261,435	2,627,309
General funds	367,699	1,142,999	(1,019,221)	181,077	672,554
Endowment funds	112,117	-	-	-	112,117
Restricted funds	129,538	733,987	(267,054)	(442,512)	153,959
	<u>2,960,846</u>	<u>1,897,730</u>	<u>(1,292,637)</u>	<u>-</u>	<u>3,565,939</u>

Summary of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Designated funds	2,049,709	330,338	(8,362)	(20,193)	2,351,492
General funds	331,394	1,020,061	(1,003,949)	20,193	367,699
Endowment funds	112,117	-	-	-	112,117
Restricted funds	74,970	297,342	(242,774)	-	129,538
	<u>2,568,190</u>	<u>1,647,741</u>	<u>(1,255,085)</u>	<u>-</u>	<u>2,960,846</u>

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Endowment funds 2021 £	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	112,117	-	2,939,186	3,051,303
Investment property	-	-	350,000	350,000
Current assets	-	292,411	777,171	1,069,582
Creditors due within one year	-	(138,452)	(159,944)	(298,396)
Creditors due in more than one year	-	-	(606,550)	(606,550)
Total	<u>112,117</u>	<u>153,959</u>	<u>3,299,863</u>	<u>3,565,939</u>

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

18. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Endowment funds 2020 £	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	112,117	-	1,943,742	2,055,859
Investment property	-	-	350,000	350,000
Current assets	-	224,494	679,486	903,980
Creditors due within one year	-	(94,956)	(129,404)	(224,360)
Creditors due in more than one year	-	-	(124,633)	(124,633)
Total	112,117	129,538	2,719,191	2,960,846

19. Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net income for the year (as per Statement of Financial Activities)	605,093	392,656
Adjustments for:		
Depreciation charges	57,232	54,248
Dividends, interests and rents from investments	(61,579)	(68,998)
Profit on the sale of fixed assets	(150)	(140)
Decrease/(increase) in debtors	245,249	(275,109)
Increase in creditors	71,739	57,339
Net cash provided by operating activities	917,584	159,996

20. Analysis of cash and cash equivalents

	2021 £	2020 £
Cash in hand	1,006,460	595,609
Total cash and cash equivalents	1,006,460	595,609

Age UK Herne Bay & Whitstable
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2021

21. Analysis of changes in net debt

	At 1 April 2020	Cash flows	Other non- cash changes	At 31 March 2021
	£	£	£	£
Cash at bank and in hand	595,609	410,851	-	1,006,460
Debt due within 1 year	(14,821)	-	(2,297)	(17,118)
Debt due after 1 year	(124,633)	-	(481,917)	(606,550)
	<u>456,155</u>	<u>410,851</u>	<u>(484,214)</u>	<u>382,792</u>

22. Capital commitments

	2021 £	2020 £
Contracted for but not provided in these financial statements	<u>288,276</u>	<u>-</u>

23. Pension commitments

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £8,888 (2020: £7,773). Contributions totaling £Nil (2020: £Nil) were payable to the fund at the Balance sheet date and are included in creditors.

24. Related party transactions

Sue Cliffe, the Charity's Chief Officer, is also a Director of Crossroads Care Kent who occupy one of the offices in Reculver Road. Age UK Herne Bay & Whitstable received £29,260 (2020: £28,840) in the year. There are no amounts outstanding at the Balance sheet date (2020: £Nil).

During this financial year Sue Cliffe was also a Director of Age Well East Kent. Age UK Herne Bay & Whitstable also held funds on behalf of Age Well East Kent, receiving £Nil (2020: £1,500) and incurring expenditure of £881 (2020: £1,834). At the Balance sheet date there is a total of £4,101 (2020: £4,982) included within the Charity's total debtors balance, being the balance of funds held on behalf of Age Well East Kent.