

Contents

Foreword	2
Legal and administrative information	3
Chairman's Report	4
Trustees Report	5-19
Object of the charity	
Organisation of the charity	
Summary of policies	
Quality System	
Membership	
Reserves	
Risk Management	
Business Planning	
Communication	
Organisational Chart	
Review of activities and achievements	
Departmental service review	
Further thanks and appreciation	
Future plans	
Treasurer's report	
Statement of Trustees' Responsibilities	
Review of transactions and financial position	20-31

Foreword

To comply with the duty in section 4 of the Charities Act 2011 to have regard to the public benefit provided by our charity, the Trustees have, in this report, detailed the activities we deliver in order to demonstrate the commitment to the object of our charity -

“To promote the relief of elderly people in any manner which now, or hereafter may be deemed by law, to be charitable in Stafford and surrounding areas”.

To deliver public benefit within our objectives we interpret “relief of elderly people” in its widest sense and take into account a holistic view of older people’s lives in an effort to offer services that offer care, prevention and support to enable them to live as full and enjoyable later life as possible.

To ensure our work delivers our aims we consider older people’s

- Health and well-being in light of their situation
- Ability to access services they need

The focus of our work is to provide:

- Assistance in accessing services and support
- Information and advice to aid problem solving
- Help and support to maximise income
- Activities to provide social interaction
- Companionship to reduce social isolation
- Practical and personal assistance to enable independent living

Policies and procedures are in place to ensure that services are accessible to all older people within our area of benefit. For some services, charges are made to cover the cost of providing the service. Charges are considered annually by Trustees and a Charging Policy is in place to give guidance to staff when a service charge is unable to be met, so that people are not excluded from the assistance they may need, and the cost is met by the organisation.

Legal & Administrative Information

Charity Details as at 31st March 2022

Registered Office

Age UK Stafford & District
Bradbury House
Weston Road
Stafford ST16 3RS

T: 01785 60 70 60
F: 01785 60 70 63
www.ageukstafford.org.uk

Legal Status:

Registered Charity No. 1064087 which was incorporated as a Company Limited by guarantee No.03345219 in 1997 in England and Wales

Governing document: Memorandum and Articles of Association

For the purpose of the Companies Act, the Directors (none of whom receive any remuneration) are the Trustees and during the year were as follows:

Chairman	Mr. David Ellison – resigned Mr. Glyn Ravenscroft - elected
Vice Chairman	Vacancy
Treasurer	Mr. Glyn Ravenscroft – Acting Treasurer
Trustees	Mr. Richard Jarrett Mr. Alan Barnes Mrs. Jill Hood Mrs. Juliet Niven Mr. John Wheeler Mr. Trevor Mardling Mr. Neil Norman

BANKERS

Co-op Bank
42/43 Greengate Street
Stafford
ST16 2JA

SOLICITORS

Hutsby Mees
6/7 St Mary's Grove
Stafford
ST16 2AT

Independent Examiners

Richards Associates Ltd
(Chartered Accountants)
(Registered Auditor)
North Lodge
Hawkesyard
Armitage Lane
Rugeley Staffordshire
WS15 1PS

Chairman's Report

Although the impact of COVID has not been as severe this year as in the previous twelve months, there have still been many `COVID related` considerations required to ensure the continuation of a quality service to all our clients. However, one thing that has been consistent throughout the whole period has been the dedication and work ethic of all the Staff in ensuring sure there was no reduction in standards across the range of services provided. On behalf of the Trustees, I would like to thank them all for ensuring whatever adjustments had to be made, the same quality of service was still provided for all our clients.

We will still have to be cautious in progressing through 2022/2023 but hopefully our working relationship with the County Council and our other partners will ensure we will still be able to deliver `quality` in all aspects of our services and continue to receive the `thanks` and compliments from the families of our service users.

There has obviously been an impact on our finances with all the COVID related adjustments but the close scrutiny of all the financial implications during the year by the Senior Management Team has ensured we are still in a reasonably healthy situation.

Hopefully we will be able to get back to a more `normal` situation as a Board and provide the support to the Staff in the provision of a quality service to the local Community.

Glyn Ravenscroft
Chairman

Trustee's and Strategic Report

Object of the Charity

To promote the relief of elderly people in any manner, which now or hereafter may be deemed to be charitable in the area of Stafford and surrounding areas.

To achieve this, we seek:

- To relieve loneliness by offering practical help and information
- To increase awareness of all ages to the problems and difficulties which elderly people may face and to the potential for joy in later life
- To work with the statutory agencies to provide the quality of care provided

A review of our objectives and public benefit takes place on an annual basis which helps us to ensure that our aims, objectives and activities remain focused on our stated purpose.

Management of the Charity

The charity is managed by a Board of Trustees who employs a Chief Executive to manage the day to day operation of the charity. All activities are grouped under the headings of Operations and Resources; each area being managed by a Senior Manager.

The decision making process of the organisation commences within a range of sub-groups with a membership of Trustees, staff and outside agencies where appropriate. Minutes of the sub-groups are circulated to all Trustees. Decisions are ratified at Board meetings. The Board meets quarterly.

Sub- groups are as follows:

- Strategy
- Finance
- Business Management & Performance & Development

The activities of the sub groups are recorded later in the report.

New staff and volunteers attend an induction course giving background information to the organisation and how we relate to others, it also includes health and safety and road safety awareness. Each area of work has an induction programme which workers undertake during the first few months of employment. Line management of staff is identified during the induction period. Training needs are identified during staff appraisals and from the business development programme. An annual Training Programme is funded from the revenue budget.

Trustee Recruitment

Trustee applicants are provided with a recruitment pack including:

Introduction
Background information
Organisational structure
Trustee profile
Responsibilities of Board Members
Responsibilities of Individual Trustees
The need, skills required, the process
Application form and person specification
Diversity monitoring form

Recruitment process

Informal discussion and a visit to the organisation
Interview with Chairman and CEO
Induction process to the organisation involving visits to the departments and discussions with Staff and Trustees, followed by attendance at a Board meeting.
References

Should this process be successful an invitation to attend subsequent Board and sub group meetings is extended followed by nomination to the Annual General Meeting for election.

Summary of Policies

The organisation has 70 policies and procedures covering all areas of activity and are categorised under the following headings:

Employment • Finance • General Health & Safety Services • Trustees • Volunteering

There is ongoing review of policies and procedures, which is reported within Business Management & Performance sub group activity.

Quality

- Considered the Quality Policy Statement and Key Success Factors
- Received report on corrective actions, continuous improvement and complaints
- 24 Internal Audits and 22 Process Audits carried out. All Policies have been reviewed

Membership

Age UK Stafford & District is a Brand Partner of Age UK

Member of the Age England Association

Reserves

There was a Reserves policy in place which is reviewed each year following annual audit. In 2021-2022 it is the policy of Trustees to hold reserves at a sufficient level to

- Maintain the core administrative operation of Age UK Stafford & District for 3 months.
- Retain a cash balance of £90,000 to cover potential restructuring costs in the event of the loss of a contract or significant organisational restructure.
- These amounts in addition to potential redundancy provision of £98,000

Risk Management

Risk management is a standard agenda item for the Business Management Development and Performance sub group with the Risk Register being updated and reported to the Board of Trustees at six monthly intervals.

Business Planning

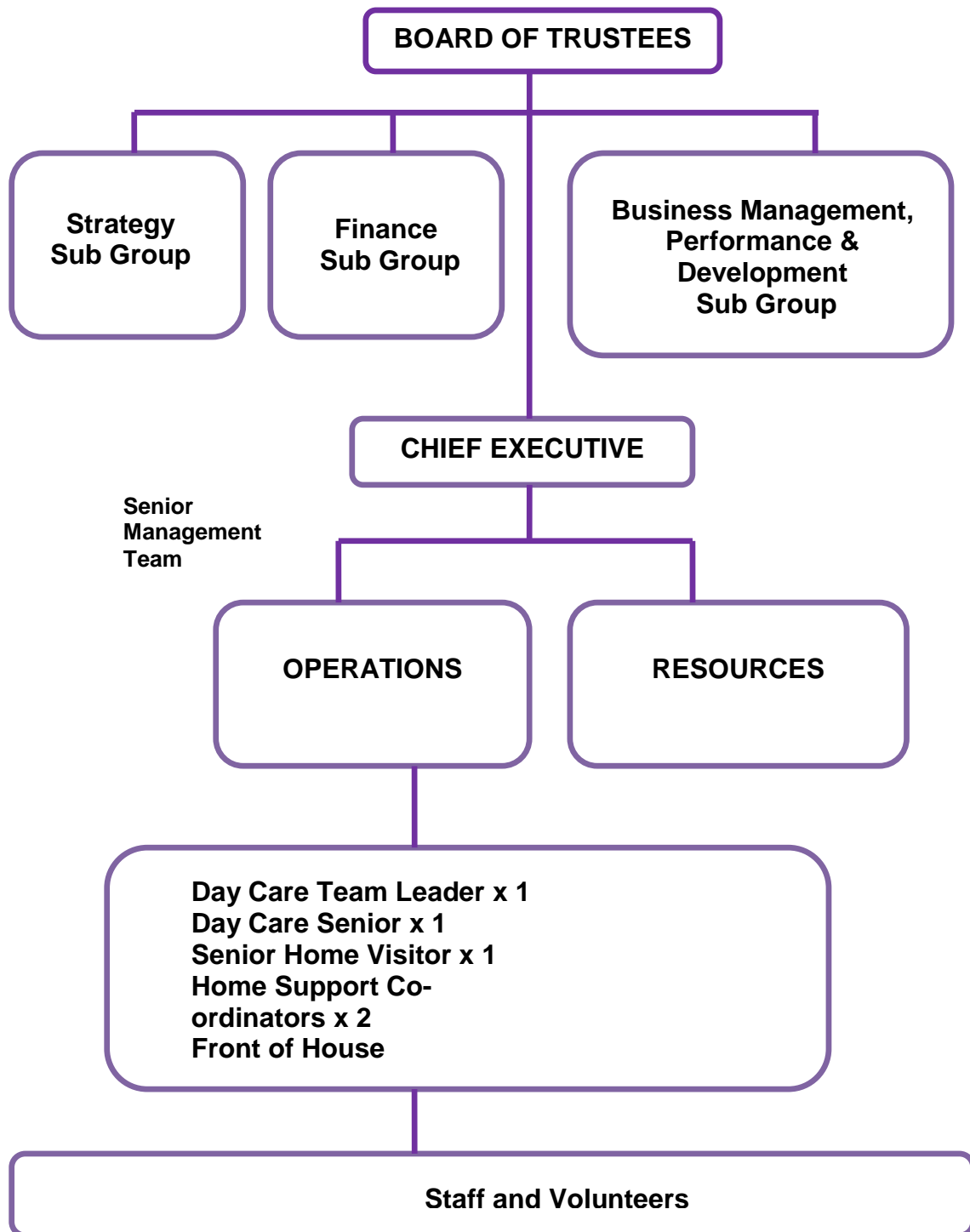
As in previous years, strategic discussions took place with staff and Trustees and at a subsequent Board meeting a Business Plan for 2021-2022 was agreed, along with action plans, Training Programme, Marketing Plan and Budgets.

Communication

Communication of business information and consultation is by -

- Staff team meetings
- Minutes of Board and sub group meetings
- Press releases to local media
- Leaflets/information packs
- Leaflets in a number of rural locations as well as many urban sites throughout Stafford Borough
- Service User satisfaction surveys

Organisational Chart



Review of activities and achievement

- Age UK Organisational Quality Standard
- Four media campaigns held throughout the year
- Contract awarded of Day Opportunities Contract with Staffordshire County Council
- Keele University Student Doctor placements

Strategy

The Strategy group discussed the following items and made recommendations in relation to –

- Business/Strategic Plans
- Revenue and Capital Budgets
- Contract and Service Review
- Tender opportunities/Project Funding
- Brand Partner Agreement – Big Conversation

Chairman's comments:

The Strategy sub group fulfills the purpose of concentrating discussion points for the full Board and Sub Groups.

My thanks go to my fellow members and to the Senior Management team for their efforts and full support

Glyn Ravenscroft - Chair

Finance

The Finance Sub Group continued to meet regularly during the year and focused its attention on the following areas:

- Review of financial information being presented to Board Members
- Review of monthly Management Accounts,
- Monitoring of Capital Expenditure and investment approvals
- Service Centre financial performance
- Review of service charges to our customers
- Review of staff wages and salaries
- Preparation and guidance for the financial budgets and plans
- Financial Controls Review
- Review of Loan Structure
- Assets & Maintenance

Chairman's comments:

The sub group monitors the management and processes of the Charity and ensures that they are a true record of our work.

I wish to thank my fellow Trustees and staff for all their endeavours.

Glyn Ravenscroft – Chair/Acting Treasurer

Business Management & Performance

The Business Management & Performance sub group met quarterly during the period and considered:

- Service performance across all service areas
- Review policies and procedures
- Consider development opportunities
- Risk Management – the Risk Register has been reviewed bi annually
- Quality System – reviewed and monitored
- Monitor Health & Safety and Good Housekeeping
- Human Resources
- Data Protection
- Safeguarding
- COVID19

Chairman's comments:

The sub group monitors the management and processes of the Charity and ensures that they are a true record of our work.

I wish to thank my fellow Trustees and staff for all their endeavours.

Alan Barnes - Chair

Departmental Service Review

Age UK Stafford & District carries out a range of services that provide practical, personal, emotional and social support for older people in Stafford and the surrounding area.

Home Support

- Providing practical assistance within the local community, by supporting clients with housework, shopping, pension collection and laundry.
- Personal care for service users in their own home. Available five days per week including Bank Holidays

Service Users comments:

'Would find it extremely difficult to remain independent without the service, I appreciate their efforts and company particularly with the lockdown'

'Peace of mind to know dad is safe and house clean + comfortable'

'It has given me more contact with the outside world'

'Allowed me to stay independent at home'

Gardening

- Providing garden maintenance for private service users

Service Users comments:

'At the age of 91 I no longer can manage some of it- so this service is essential'

'Absolutely- I can no longer manage my garden and this has taken a lot of stress from me'

'Yes my wife and I are able to enjoy the garden and admire the work carried out'

'I have been using the service for several years now, it's very important to me'

Day Care

- Specialist day care service for up to 42 places daily, Monday to Friday, for older people with dementia and complex needs. Additional support is available for these service users in their own home.
- The purpose of the service is to provide respite for carers and to give service users an enjoyable and meaningful day.

Service Users comments:

'Knowing he is being taken care of, I can't express enough the break and relief I feel.'

'Keeps me going looking forward to each day, otherwise would just be sitting watching TV all day.'

'Gives my mother a purpose to get motivated in the mornings and enables me to go to work, knowing my mother is warm and safe'

'It provides my husband with stimulation throughout the day, where I know he will be cared for and his needs met. It enables me to be able to catch up on sleep and recharge.'

'I am able to go shopping and do my own thing. It gives J something to look forward to and seems to help him concentrate better.'

'Peace of mind, enables mum to get out, mix with other people, gives us a break knowing she is safe'

Information & Advice

We offer a free and impartial information and advice service to the very highest quality standards. We have trained staff that are available on the phone or face to face.

We can help with –

- Benefits
- Care and carers
- Direct payments
- Will writing and powers of attorney
- Dementia support
- Employment and retirement
- Signposting to other agencies
- Help in finding the service you need
- Help in accessing equipment
- Housing
- Help with utilities

Staff & Volunteers

Volunteers:

We continue with our volunteer recruitment and a number of vacancies have been filled in the following areas:

- Information & Advice
- Day Care

Staff:

In 2021- 2022 we recruited 9 staff into existing posts in the services detailed below:

- Home Support
- Gardening
- Resources
- Day Care

The only way Age UK Stafford & District is able to deliver the services that it does is through the dedication and commitment of staff and volunteers. Not only do they deliver the services required but it is undertaken in a caring and enthusiastic way ensuring that our service users are truly happy with the service they receive.

Community Involvement

Age UK Stafford & District is committed to working with others, for example –

- Colleagues within Age UK Local, Regional, National and Age Concern
- The local voluntary sector
- Older people and their clubs and groups
- Statutory agencies
- Local businesses

In 2021-2022 the organisation was represented on the following groups/committees

- Age UK Central Regional Group & Network Groups
- Age Concern Stone Board of Trustees

Further Thanks and Appreciation

In order for Age UK Stafford & District to provide its services we are dependent on many people and organisations to provide either funding, gifts, time, advice and support for which we are very grateful.

Below are mentioned just a few of the many who helped us during 2021-2022

Staffordshire County Council and in particular Social Care & Health
Stafford Borough Council
Co-op Bank
Age UK national/regional and local Brand Partners
Sainsbury's – Stafford
Keele University - Medical
National Lottery
Chevron

Volunteers

Donations and legacies from individuals

Future Plans

Taking into account our progress during the previous year and considering our strengths and weaknesses the Trustees have developed a Business Plan for the year 2021/2022

This plan is based upon the following key principles:

- To provide innovative and effective services which meet the diverse needs and aspirations of older people
- To listen and respond to the needs of our service users
- To ensure the sustainability of the organisation to benefit the lives of the older people it serves
- To increase the visibility and recognition of the organisation to the public and its stakeholders

To provide innovative and effective services which meet the diverse needs and aspirations of older people

- Engaging with older people to design services that meet their needs
- Delivering quality, person centred services across our organisation
- Review the services we provide to ensure we are meeting service users' needs
- Work with commissioners and partners to develop and improve services

To listen and respond to the needs of our service users

- Develop strong core service delivery to ensure person centred care, consistency and quality, meeting the requirements of our customers
- Work with service users to review and redesign where necessary existing services
- Going the 'extra mile' to meet customer's needs and exceed expectations
- Comply with all relevant legislation and care standards ensuring we are accountable for the services we deliver

To ensure the sustainability of the organisation to benefit the lives of the older people it serves

- Increase numbers of clients accessing all our services.
- Encourage and engage clients in the development of new services
- Ensure we maximise our resources effectively
- Identify efficiencies across the organisation

To increase the visibility and recognition of the organisation to the public and its stakeholders

- Establish a clear Marketing Plan to highlight the organisation to potential service users and partners
- Work alongside other agencies and partners in order to maintain connectivity to potential initiatives and new directions in service delivery
- Pursuit of partnership working across all sectors to increase our service delivery reach and reputation

Treasurers Report

With Coronavirus still prevalent and causing disruption at the start of the financial year, especially within the care sector, charities have continued to experience ongoing difficulties. With our clients being older people we have had to continue to operate restricted services as well as adhere to restrictions and lockdowns due to the coronavirus pandemic.

Even with these ongoing challenges we have been resilient and are pleased to announce that we have managed to achieve a surplus of £46,510 for the year. We are extremely pleased with the results especially after experiencing difficult times during the year.

With coronavirus still dominating at the start of the financial year, we are pleased that income from charitable activities increased from the previous year by £71,443. This was helped by the easing of restrictions as the year went on, in order for us to increase our Day Care capacity.

Even though support from Government grants and incentive schemes were reduced and withdrawn during the year, this was offset by us controlling our expenditure. Our overall expenditure was reduced by £75,082 compared to the previous year.

With the pandemic restrictions now released we will continue to increase our capacity and services whilst keeping a watchful eye on the potential to have to change our working practices again due to increasing cases of the virus and flu.

With our aim not to be reliant on donations, we always aim to be proactive to ensure we offer the most innovative and effective services to our clients.

With new challenges facing us during the imminent future such as rising energy costs and the cost of living crisis, we will endeavour to always maintain quality services to all our clients as we have done in the past and will continue to do so into the foreseeable future.

Glyn Ravenscroft
Acting Treasurer

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of the Age UK Stafford & District for the purposes of Company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards 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 proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to 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 taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement as to disclosure to our Independent Examiners

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the Examiner in connection with preparing their report, of which the charity's auditor is unaware, and
- the trustees, having made enquiries of fellow directors and the charity's Examiner that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees and strategic report has been authorised on behalf of the Board of Trustees by

.....
Glyn Ravenscroft (Chair)

Date

Age UK Stafford & District

Trustees' Report and Financial Statements for the 12 months' period ending 31 March 2022

Contents	Page
Independent Examiners Report	21
Statement of Financial Activities	22
Balance Sheet	23
Cash Flow Statement	24
Notes to Financial Statements	25-31

Company Number (England and Wales) 03345219
Registered Charity Number 1064087

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF
AGE UK STAFFORD & DISTRICT
FOR THE YEAR ENDED 31 MARCH 2022**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on pages 22 to 31.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's report

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

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

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

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

Anna Richards
Senior Statutory Auditor

Richards Associates Limited
Statutory Auditor
North Lodge
Hawkesyard
Armitage Lane
Rugeley, Staffordshire
WS15 1PS

Date:

Age UK Stafford & District
Statement of financial activities for the year ended 31st March 2022

	Notes	Unrestricted Funds			Restricted Fund	Total 2022	Total 2021
		General	Designated Funds	Revaluation Reserve			
		£	£	£	£	£	£
Income and Expenditure							
Incoming and endowment funds							
Donations and legacies	3	25,231	-	-	-	25,231	57,240
Grants	3	522	-	-	20,000	20,522	83,331
Sale of Assets		(345)	-	-	-	(345)	-
Other trading activities	4	800	-	-	-	800	328
Income from investments	5	8	-	-	-	8	1,107
Total income		<u>26,216</u>	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>46,216</u>	<u>142,006</u>
Income from Charitable activities							
Day Care	6	335,392	-	-	-	335,392	262,605
Home Support	6	265,096	-	-	-	265,096	266,439
Community Action	6	-	-	-	-	-	362
Income from operating activities		<u>600,488</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>600,488</u>	<u>529,406</u>
Total income and endowments		<u>626,704</u>	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>646,704</u>	<u>671,412</u>
Expenditure on raising funds funds							
Costs generating voluntary income	7	3,910	-	-	-	3,910	5,117
Other activities for generating funds	7	2,206	-	-	-	2,206	3,105
Expenditure on charitable activities							
Day Care	7	294,688	-	-	2,491	297,179	337,916
Home Support	7	260,052	-	-	1,623	261,675	282,168
Community Action	7	11,686	-	-	-	11,686	17,109
Governance	7	13,038	-	-	-	13,038	19,362
Building Depreciation	7	10,500	-	-	-	10,500	10,500
Total expenditure		<u>596,080</u>	<u>-</u>	<u>-</u>	<u>4,114</u>	<u>600,194</u>	<u>675,276</u>
Net income / (expenditure)		<u>30,624</u>	<u>-</u>	<u>-</u>	<u>15,886</u>	<u>46,510</u>	<u>(3,864)</u>
Transfer between Funds							
Transfer from Designated & Restricted	16	(30,624)	49,973	-	(19,349)	-	-
Revaluation reserve	12	-	-	103,000	-	103,000	-
Net movement in funds		<u>-</u>	<u>49,973</u>	<u>103,000</u>	<u>(3,463)</u>	<u>149,510</u>	<u>(3,864)</u>
Reconciliation of Funds:							
Fund balance 1 April 2021		-	893,403	-	8,432	901,835	905,699
Fund Balance 31 March 2022		<u>-</u>	<u>943,376</u>	<u>103,000</u>	<u>4,969</u>	<u>1,051,345</u>	<u>901,835</u>

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

Age UK Stafford & District Balance Sheet as at 31st March 2022

Company number: 03345219

Charity number: 1064087

		2022	2021
		£	£
Fixed assets			
Tangible assets	12	766,808	666,383
Current assets			
Debtors	13	59,610	53,378
Cash at bank & in hand		243,577	238,133
		<u>303,187</u>	<u>291,511</u>
Creditors: amounts falling due within one year	14	<u>18,650</u>	<u>48,600</u>
Net current assets		284,537	242,911
Creditors: amounts falling due after more than one year	15	-	7,459
Total assets less long term liabilities		<u><u>1,051,345</u></u>	<u><u>901,835</u></u>
Charity funds			
Unrestricted funds	16	943,376	893,403
Restricted funds	16	4,969	8,432
Revaluation reserve	16	103,000	-
		<u><u>1,051,345</u></u>	<u><u>901,835</u></u>

For the year ended 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- (i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements were approved and authorised for issue by the board on2022.
and signed on its behalf by:-

.....
Glyn Ravenscroft
Chairman of Trustees

.....
Glyn Ravenscroft
Treasurer

Age UK Stafford & District

Cash Flow Statement at 31 March 2022

Company number: 03345219

		2022		2021	
	Notes	£	£	£	£
Cash flow from operating activities					
Operating profit/(loss)		46,502		(4,972)	
Reconciliation to cash generated from operations:					
Depreciation		16,803		16,831	
(Profit)/Loss on Disposal		345		-	
(increase)/decrease in debtors		(6,232)		2,544	
increase/(decrease) in creditors		<u>(22,682)</u>		<u>22,585</u>	
			34,736		36,988
Cash flow from investing activities					
Interest received		8		1,107	
Sale of tangible fixed assets		-		-	
Purchase of tangible fixed assets		(14,573)		(6,923)	
Loan movements in the year		<u>(14,727)</u>		<u>(7,069)</u>	
			<u>(29,292)</u>		<u>(12,885)</u>
Net increase in cash			5,444		24,103
Cash at bank at beginning of year			238,133		214,030
Cash at bank at end of year			<u><u>243,577</u></u>		<u><u>238,133</u></u>

Age UK Stafford & District

Notes to financial statements for the year ended 31st March 2022

1 Statutory Information

Age UK Stafford & District limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on page 3.

2 Accounting Policies

Basis of Accounting

The charity constitutes a public entity as defined by Financial Reporting Standard 102 (FRS 102).

The financial statements have been prepared in accordance with accounting and reporting by charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102 (SORP FRS102) issued on 16 July 2014 and Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention and consistently applied unless otherwise stated.

Donations grants and other incoming resources

All donations grants and other incoming resources have been accounted for gross and receivable as long as they are capable of financial measurement. The value of services provided by volunteers has not been included.

Contract income

Contract income represents the amount derived from the provision of services.

Deferred income

The amount credited to deferred income is income received but not yet earned. The relevant sums are transferred to income when the service is rendered.

Depreciation

Depreciation is provided to write off the cost, less the estimated residual value, of all fixed assets, over their useful lives as follows:

Buildings	2%
Motor Vehicles	20%
Furniture Fixtures and Fittings	12.5%
Office Equipment	20%
Plant and Equipment	33%

All depreciation rates are applied on straight-line basis

Freehold land is not depreciated as it is considered to have an indefinite useful life.

Freehold buildings are depreciated over the expected useful economic life to the charity, over 50 years

The land and buildings were revalued in 2022 to ensure that they reflect current market value. The revaluation gain is shown in the revaluation reserve.

Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without any specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the trustees for a particular purpose.

Restricted funds are to be used for the specific purpose as laid down by the donor.

Financial instruments

The charity only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, and loans to related parties.

Age UK Stafford & District

Notes to financial statements for the year ended 31st March 2022

Government grants

Government grants are recognised when there is a reasonable assurance that the entity will comply with the conditions attached to the grant and the grant will be received. Grants relating to revenue are recognised in income on a systematic basis over the periods in which the entity recognises the related costs for which the grant is intended to compensate.

Expenditure

Expenditure is recognised on an accruals basis as the liability is incurred. The expenses are reported as follows:

costs of generating funds - comprise the costs associated with attracting voluntary income.

charitable expenditure - comprise costs incurred by the charity in the delivery of each activities and services. It includes both direct costs and necessary indirect support costs.

governance costs - comprise costs associated with constitutional and statutory requirements of the charity.

All costs are allocated between expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs related to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor area.

Going concern

At the time of approving the financial statements the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

The directors continue to adopt the going concern basis of accounting in preparing the financial statements.

Pension

Employees are entitled to be auto-enrolled in the company's workplace pension scheme. Details are disclosed in notes to the financial statements.

	Unrestricted funds			Restricted funds	2022	2021
	Grants	Other income	Designated		Total	Total
	£	£	£	£	£	£
3 Donations and legacies						
Other donations	-	14,481	-	-	14,481	7,346
Grants and furlough income	-	522	-	20,000	20,522	83,331
Age UK funding	-	10,750	-	-	10,750	49,894
	-	25,753	-	20,000	45,753	140,571
4 Other trading activities						
Raffle Funds	-	800	-	-	800	328
	-	800	-	-	800	328
5 Income from Investments						
Bank deposit account interest received	-	8	-	-	8	1,107
	-	8	-	-	8	1,107
6 Income from charitable activities						
Day Care						
Bradbury House	-	331,339	-	-	331,339	257,618
Training income	-	300	-	-	300	2,625
Transport income	-	3,752	-	-	3,752	2,362
	-	335,392	-	-	335,392	262,605
Home Support						
Home Support	-	240,533	-	-	240,533	246,762
Gardening private	-	24,563	-	-	24,563	19,677
	-	265,096	-	-	265,096	266,439
Community Action						
Staying Active	-	-	-	-	-	277
Café/Staff Lunches	-	-	-	-	-	85
	-	-	-	-	-	362

Age UK Stafford & District

Notes to financial statements for the year ended 31st March 2022

7 Total resources Expended

Costs directly allocated to activities		Voluntary Income £	Activities for generating funds £	Day Care £	Home Support £	Community Action £	Governance and building £	2022 Total £	2021 Total £
Staff costs		-	-	149,496	187,445	1,007	-	337,948	416,303
Expenses		-	-	182	7,171	-	-	7,353	7,976
Active therapy materials		-	-	1,855	-	-	-	1,855	1,030
Catering		-	-	21,252	-	-	-	21,252	9,047
Gardening expenses		-	-	-	24,385	-	-	24,385	2,469
Protective clothing		-	-	29	1,849	-	-	1,878	4,234
Postage		-	-	-	3,195	-	-	3,195	3,012
Registration		-	-	-	1,108	-	-	1,108	1,271
Transport costs		-	-	24,080	-	-	-	24,080	16,822
Computer support costs		-	-	-	1,380	-	-	1,380	1,380
Training		-	-	24	72	-	-	96	-
Sundry		-	-	13	228	204	-	445	49
		-	-	196,931	226,833	1,211	-	424,975	463,593
Support costs allocated to activities									
Staff Costs	Time	2,729	1,820	45,491	22,745	5,914	12,282	90,981	136,431
Expenses	Usage	-	-	-	-	-	-	-	346
Training/ recruitment	Usage	-	-	75	105	121	-	301	-
Computer costs	Income	131	88	2,233	1,488	438	-	4,378	2,784
Premises costs	Floor area	1,050	105	28,696	3,394	1,750	-	34,995	31,291
General admin	Usage	-	193	4,642	2,901	1,209	726	9,671	10,729
Depreciation	Usage	-	-	5,358	630	315	10,500	16,803	16,831
Bad debts	Usage	-	-	741	1,589	-	-	2,330	2,657
Professional fees	Usage	-	-	10,484	1,234	617	-	12,335	5,742
Independent examination (2021; Audit)	Usage	-	-	1,530	180	90	-	1,800	2,880
Bank charges	Usage	-	-	946	473	-	-	1,419	1,413
Loan interest	Usage	-	-	52	103	21	30	206	579
		3,910	2,206	100,248	34,842	10,475	23,538	175,219	211,683
Total resources expended		3,910	2,206	297,179	261,675	11,686	23,538	600,194	675,276

Age UK Stafford & District

Notes to financial statements for the year ended 31st March 2022

8 Net incoming resources for the year	2022	2021
	£	£
This is stated after charging:		
Depreciation	16,803	16,831
Independent examination fee (2021: audit fee)	1,800	2,880
Non-audit fees	6,635	1,994

9 Staff costs & numbers

Staff costs were as follows:-

Salaries and wages	409,336	527,547
Social Security costs	15,007	19,771
Employer Pension contributions	4,586	5,416
Total	<u>428,929</u>	<u>552,734</u>

No employee received emoluments of greater than £60,000

The average number of employees during the year was as follows:

Chief Executive	1	1
Management	2	2
Day Care	11	26
Home Support	10	22
Community Action	1	1
Administration and Support	7	6
Total	<u>32</u>	<u>58</u>

10 Trustee remuneration & related party transactions

No members of management received any remuneration during the year in their capacity as a trustee.

Travel expenses are reimbursed at cost and are insignificant, being less than £100 in total.

No trustees received expenses.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

11 Taxation

As a charity, Age UK Stafford & District is exempt from tax on income and gains falling within section 466 to 493 of the Corporation Tax Act 2010, or section 256 of the Taxation of Chargeable Gain Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Age UK Stafford & District

Notes to financial statements for the year ended 31st March 2022

12 Tangible fixed assets

	Buildings £	Freehold Land £	Total Land & Buildings £
<i>Cost or valuation</i>			
1 April 2021	525,000	175,000	700,000
Addition	-	-	-
Disposal	-	-	-
Revaluation	15,000	25,000	40,000
31 March 2022	<u>540,000</u>	<u>200,000</u>	<u>740,000</u>
<i>Depreciation</i>			
1 April 2021	52,500	-	52,500
Charge	10,500	-	10,500
Disposal	-	-	-
Eliminated on revaluation	(63,000)		(63,000)
31 March 2022	<u>-</u>	<u>-</u>	<u>-</u>
<i>Net Book Value</i>			
31 March 2022	<u>540,000</u>	<u>200,000</u>	<u>740,000</u>
31 March 2021	<u>472,500</u>	<u>175,000</u>	<u>647,500</u>

	Motor vehicles £	Furniture & Fittings £	Office Equipment £	Equipment £	Total £
<i>Cost or valuation</i>					
1 April 2021	46,240	98,327	85,356	50,208	980,131
Addition	12,400	1,538	-	635	14,573
Disposal	(2,300)	-	-	-	(2,300)
Revaluation					40,000
31 March 2022	<u>56,340</u>	<u>99,865</u>	<u>85,356</u>	<u>50,843</u>	<u>1,032,404</u>
<i>Depreciation</i>					
1 April 2021	37,973	89,153	84,163	49,959	313,748
Charge	3,628	1,928	483	264	16,803
Disposal	(1,955)	-	-	-	(1,955)
Eliminated on revaluation	-	-	-	-	(63,000)
31 March 2022	<u>39,646</u>	<u>91,081</u>	<u>84,646</u>	<u>50,223</u>	<u>265,596</u>
<i>Net Book Value</i>					
31 March 2022	<u>16,694</u>	<u>8,784</u>	<u>710</u>	<u>620</u>	<u>766,808</u>
31 March 2021	<u>8,267</u>	<u>9,174</u>	<u>1,193</u>	<u>249</u>	<u>666,383</u>

The freehold land that Bradbury House occupies was purchased for £140,000 in November 2012. The original building cost was £778,339

The land and building at Bradbury House was revalued at £740,000 in June 2022 (£700,000 in October 2015). All property valuations were carried out by Chivers Commercial, 21 Eastgate Street, Stafford ST16 2LZ was conducted in June 2022

Age UK Stafford & District
Notes to financial statements for the year ended 31st March 2022

	2022	2021
Debtors	£	£
Trade debtors	50,410	44,667
Prepayments	7,974	7,790
Other debtors	1,226	921
	<u>59,610</u>	<u>53,378</u>
Creditors amounts falling due within one year	£	£
Bank Loan	-	7,268
Trade creditors	12,661	9,604
Lottery grant	-	20,000
Accruals	5,989	11,728
	<u>18,650</u>	<u>48,600</u>
Long term loan	£	£
Due in less than 1 year	-	7,268
Due in 1-2 years	-	7,459
Due in 2-5 years	-	-
Due in > 5 years	-	-
	<u>-</u>	<u>7,459</u>
	<u>-</u>	<u>14,727</u>

This loan was secured over the freehold property of the charity, and was fully repaid in October 2021 when the charges were removed.

Movement in funds

	Balance at 01/04/2021	Incoming Resources	Resources Expended	Transfers	Gains/ (losses)	Balance at 31/03/2022
	£	£	£	£		£
Restricted Funds						
Restricted fund	8,432	20,000	(4,114)	(19,349)	-	4,969
Unrestricted Funds						
Designated Funds	893,403	-	-	49,973	-	943,376
General funds	-	626,704	(596,080)	(30,624)	-	-
Revaluation reserve	-	-	-	-	103,000	103,000
Total	<u>901,835</u>	<u>646,704</u>	<u>(600,194)</u>	<u>-</u>	<u>103,000</u>	<u>1,051,345</u>

The revaluation of the land and building is shown in a separate revaluation reserve.

Age UK Stafford & District

Notes to financial statements for the year ended 31st March 2022

17 Future contracts and going concern

Annual contracts from Social Care and Health totalling circa £255,000 are secured on an annual basis. The continuity of these funds cannot be guaranteed as they are heavily reliant upon the policies of central and local government. However, there is a significant income from Home Support, which is a non grant funded project (£266,439 in 2021 compared to £265,096 in 2022)

18 Commitments

The charity was committed to a 20 year loan for the purchase of the land and property at Bradbury House, but this was settled in full in October 2021

Operating lease commitments

	2022	2021
	£	£
Due in less than 1 year	814	1,142
Due in 1-2 years	814	814
Due in 2-5 years	1,629	2,443
Due in more than 5 years	-	407
	<u>3,257</u>	<u>4,806</u>

The above commitments relate to photocopier rentals.

19 Reserves policy

The trustees aim to retain sufficient reserves to cover 3 months operating expenditure and to retain a cash balance of £90,000 for potential restructuring costs in the event of a loss of a contract or significant change of operations.

20 Status

Age UK Stafford & District is a charitable company limited by guarantee, therefore having no share capital, incorporated in England and Wales. As at 31 March 2022 there were 9 trustees (2021: 9). Each trustee is obliged to contribute to the company a sum of £1 in the event of the company being wound up whilst he or she is a trustee, or within 1 year after they cease to be a trustee, for payments of debts and liabilities of the company contracted before he or she ceases to be a trustee and of the costs, charges and expenses of winding up, and for the adjustments of the rights of the contributors amongst themselves.

NOTES