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Foreword

To comply with the duty in section 4 of the Charities Act 2022 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 2024

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. Glyn Ravenscroft
Vice Chairman	Mr. Neil Norman
Treasurer	Mr. Glyn Ravenscroft – Acting Treasurer

Trustees	Mr Glyn Ravenscroft
	Mr. Richard Jarrett
	Mr. Alan Barnes
	Mrs. Juliet Niven
	Mr. John Wheeler
	Mr. Trevor Mardling
	Mr. Neil Norman

Company Secretary & Chief Executive Mrs Sandra Highland

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)
(Statutory Auditor)
North Lodge
Hawkesyard
Armitage Lane
Rugeley Staffordshire
WS15 1PS

Chairman's Report

Once again, there have been many challenges during 2023/2024. However, we are no different from the vast majority of other Charities who have had to deal with the Cost of Living crisis and recruitment issues that still appear to be the aftermath of COVID.

As I commented on last year, the response from all our staff and Volunteers, led by our Chief Executive Sandra and Operations Manager Alex has been exceptional. Our Staff in Day Care, Home Support, Transport and all other areas have ensured that there has been no reduction in the dedication shown in ensuring that the best quality service is provided for our clients.

On behalf of the Board may I extend our sincere appreciation to every member of staff.

At the end of my report last year, the new Brand Partnership agreement with Age UK was scheduled to be introduced early 2024. However, following consultation with Brand Partners, there is still work to be done on the agreement. Therefore, the current agreement has been extended until the autumn of 2024.

Following extensions to our Day Care contract with Staffordshire County Council, we anticipate that the contract will go out to tender during the 2024/2025 financial year. Hopefully we will be able to meet all the requirements set out and a new contract issued for us to continue to provide the service for the people of Stafford and surrounding areas.

Finally, I would like to express my appreciation of the work and support my fellow Trustees throughout the year. Unfortunately, two of our Trustees sadly passed away during the latter part of the year and we will miss the contributions of long serving Trustee Alan Barnes and fellow Trustee Trevor Mardling.

I am sure that during 2024/2025 the Trustees will continue to offer maximum support to our Senior Management Team and all the staff to ensure the continuation of a quality service to all our clients.

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
- 12 Internal Audits and 12 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 the annual examination. In 2023-2024, 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

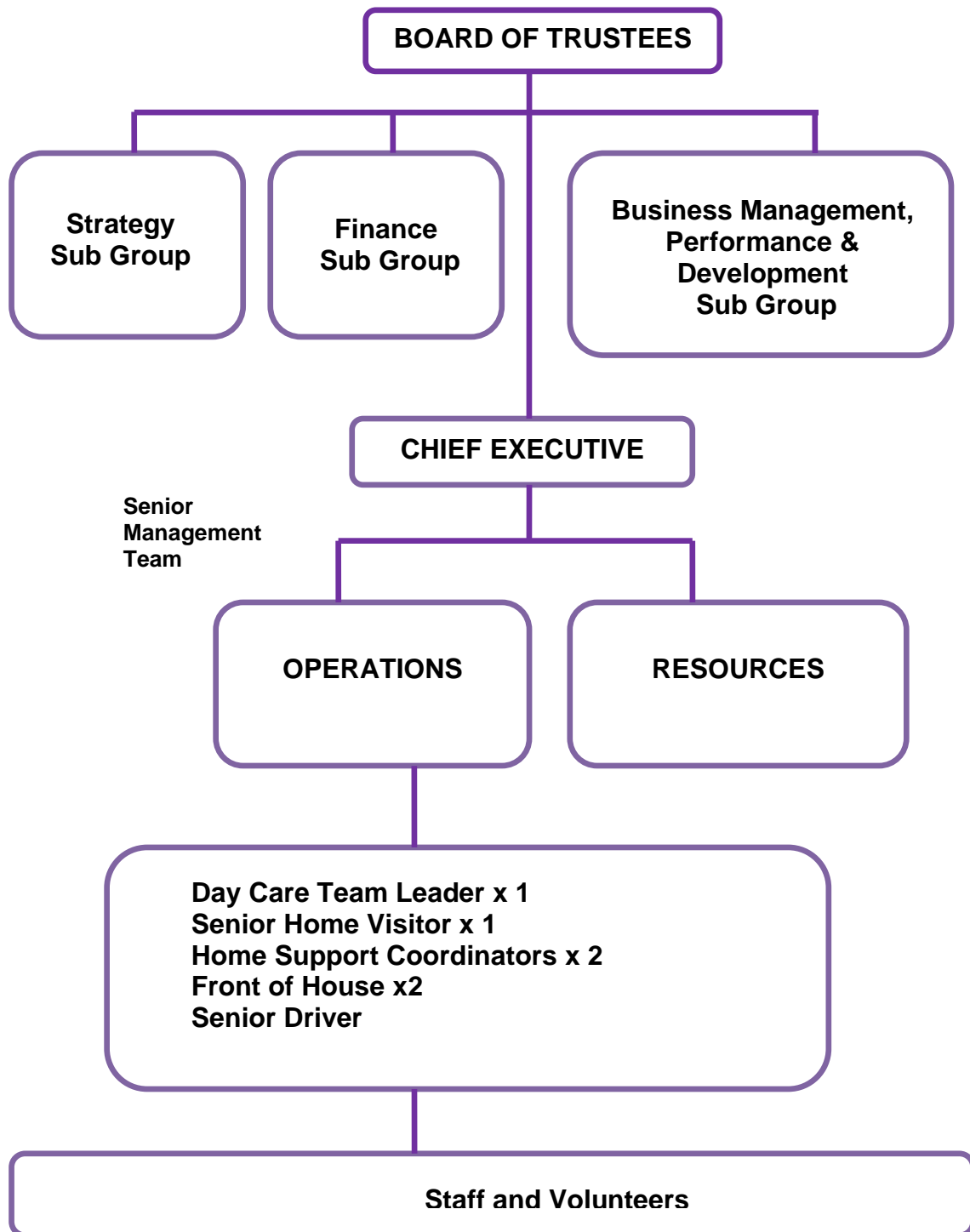
As in previous years, strategic discussions took place with staff and Trustees and at a subsequent Board meeting a Business Plan for 2023-2024 was agreed, along with action plans, Training Programme, Marketing Plan and Budgets

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

Chairman's comments:

The Strategy sub group fulfils 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
- Valuation of Bradbury House and Land
- 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, in which has been a challenging year.

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

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/ Glyn Ravenscroft – Acting 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:

'Always very helpful – thank you all'

'Very happy with the service. I have recommended to several friends'

'Helps me to remain independent and safe'

'All staff are polite & friendly- including the staff in the office'

'It has made a big difference to me as I cannot do it myself and I like my home to look nice'

Gardening

- Providing garden maintenance for private service users

Service Users comments:

'Always on time – traffic allowing'

'R is a proper gentleman. Polite and friendly.'

'Very happy. I am unable to do without them'

'Very pleased to see my garden looking tidy now I cannot do it myself'

'I am pleased with all that you do, value for a pensioners purse'

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:

'Mum absolutely loves coming to Bradbury House. She enjoys all the activities and says she has a great time'

'Every member of staff I have met from Bradbury House have been polite, kind, welcoming and helpful'

'The Drivers and Escorts are always really friendly, polite and helpful'

'It's amazing Mum loves it. She remembers where she is going and the kindness she is shown'

'My husband must enjoy time at Bradbury House as he comes home "happy"'

'Thank you for your support'

'Mum only has compliments for all the staff'

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

Staff:

In 2023- 2024 we recruited 16 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 2023-2024 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 2023-2024

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
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 2024/2025

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

This last year has seen an improvement in our financial position. More people are accessing our Day Care and Home Support services, which have helped us in this situation.

I hope that we will continue to recover from the problems of recent years, which enable us to have a financial situation that will be more consistent in providing opportunities for development in the services we provide.

Although the problems of balancing has not been a simple process in recent times, we have been fortunate in the dedication of our Finance Officer Jenny. She has ensured that we have been kept up to date with our financial situation and any action required. We are also grateful once again for the support and advice received over the last twelve months by our Auditor, Anna Richards

The maintenance of the building and equipment plus vehicles is always a big commitment in our expenditure, but we have endeavored that all staff have received the remuneration appropriate for all their hard work and endeavor.

We continue to provide care and support at our day care Centre and we are always looking to increase our presence within the local community. All the services we offer are well supported and invaluable to our clients.

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 2024

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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 2024**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024 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
FCA, FCCA
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 2024

		Unrestricted Funds			Restricted Fund	Total 2024	Total 2023
		General	Designated Funds	Revaluation Reserve			
Notes	£	£	£	£	£	£	£
Income and Expenditure							
Incoming and endowment funds							
Donations and legacies	3	13,639	-	-	1,288	14,927	12,254
Grants	3	32,500	-	-	-	32,500	-
Sale of Assets		-	-	-	-	-	-
Other trading activities	4	-	-	-	-	-	138
Income from investments	5	850	-	-	-	850	150
Total income		<u>46,989</u>	<u>-</u>	<u>-</u>	<u>1,288</u>	<u>48,277</u>	<u>12,542</u>
Income from Charitable activities							
Day Care	6	441,912	-	-	-	441,912	350,634
Home Support	6	262,449	-	-	-	262,449	241,044
Income from operating activities		<u>704,361</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>704,361</u>	<u>591,678</u>
Total income and endowments		<u>751,350</u>	<u>-</u>	<u>-</u>	<u>1,288</u>	<u>752,638</u>	<u>604,220</u>
Expenditure on raising funds funds							
Costs generating voluntary income	7	4,632	-	-	-	4,632	4,179
Other activities for generating funds	7	2,165	-	-	-	2,165	2,082
Expenditure on charitable activities							
Day Care	7	358,588	-	-	-	358,588	308,767
Home Support	7	278,191	-	-	-	278,191	265,288
Community Action	7	12,727	-	-	-	12,727	11,657
Governance	7	11,724	-	-	-	11,724	11,802
Building Depreciation	7	10,800	-	-	-	10,800	10,800
Total expenditure		<u>678,828</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>678,828</u>	<u>614,575</u>
Net income / (expenditure)		<u>72,522</u>	<u>-</u>	<u>-</u>	<u>1,288</u>	<u>73,810</u>	<u>(10,355)</u>
Transfer between Funds							
Transfer from Designated & Restricted	15	(72,522)	72,522	-	-	-	-
Revaluation reserve	12	-	-	-	-	-	-
Net movement in funds		<u>-</u>	<u>72,522</u>	<u>-</u>	<u>1,288</u>	<u>73,810</u>	<u>(10,355)</u>
Reconciliation of Funds:							
Fund balance 1 April 2023	15	-	936,312	103,000	1,678	1,040,990	1,051,345
Fund Balance 31 March 2024		<u>-</u>	<u>1,008,834</u>	<u>103,000</u>	<u>2,966</u>	<u>1,114,800</u>	<u>1,040,990</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 2024

Company number: 03345219

Charity number: 1064087

		2024	2023
Fixed assets		£	£
Tangible assets	12	732,954	748,514
Current assets			
Debtors	13	90,242	68,497
Cash at bank & in hand		<u>339,385</u>	<u>260,909</u>
		429,627	329,406
Creditors: amounts falling due within one year	14	<u>47,781</u>	<u>36,930</u>
Net current assets		381,846	292,476
Creditors: amounts falling due after more than one year		-	-
Total assets less long term liabilities		<u><u>1,114,800</u></u>	<u><u>1,040,990</u></u>
Charity funds			
Unrestricted funds	15	1,008,834	936,312
Restricted funds	15	2,966	1,678
Revaluation reserve	15	<u>103,000</u>	<u>103,000</u>
		<u><u>1,114,800</u></u>	<u><u>1,040,990</u></u>

For the year ended 31 March 2024 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 on2024.
and signed on its behalf by:-

.....
Glyn Ravenscroft
Chairman of Trustees

.....
Glyn Ravenscroft
Treasurer

Age UK Stafford & District

Cash Flow Statement at 31 March 2024

Company number: 03345219

		2024		2023	
	Notes	£	£	£	£
Cash flow from operating activities					
Operating profit/(loss)		72,960		(10,505)	
Reconciliation to cash generated from operations:					
Depreciation		16,937		18,938	
(Profit)/Loss on Disposal		-		-	
(increase)/decrease in debtors		(21,745)		(8,887)	
increase/(decrease) in creditors		<u>10,851</u>		<u>18,280</u>	
			79,003		17,826
Cash flow from investing activities					
Interest received		850		150	
Sale of tangible fixed assets		-		-	
Purchase of tangible fixed assets		(1,377)		(644)	
Loan movements in the year		<u>-</u>		<u>-</u>	
			(527)		(494)
Net increase in cash			78,476		17,332
Cash at bank at beginning of year			260,909		243,577
Cash at bank at end of year			<u><u>339,385</u></u>		<u><u>260,909</u></u>

Age UK Stafford & District

Notes to financial statements for the year ended 31st March 2024

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 2024

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 activity and service. 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 trustees 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	2024	2023
	Grants	Other income	Designated		Total	Total
	£	£	£	£	£	£
3 Donations and legacies						
Other donations	-	2,889	-	1,288	4,177	1,504
Grants and furlough income	-	32,500	-	-	32,500	-
Age UK funding	-	10,750	-	-	10,750	10,750
	-	46,139	-	1,288	47,427	12,254
4 Other trading activities						
Raffle Funds	-	-	-	-	-	138
	-	-	-	-	-	138
5 Income from Investments						
Bank deposit account interest received	-	850	-	-	850	150
	-	850	-	-	850	150
6 Income from charitable activities						
Day Care						
Bradbury House	-	433,800	-	-	433,800	345,700
Training income	-	4,875	-	-	4,875	1,575
Transport income	-	3,237	-	-	3,237	3,359
	-	441,912	-	-	441,912	350,634
Home Support						
Home Support	-	237,643	-	-	237,643	221,831
Gardening private	-	24,806	-	-	24,806	19,213
	-	262,449	-	-	262,449	241,044

Age UK Stafford & District

Notes to financial statements for the year ended 31st March 2024

7 Total resources Expended

		Voluntary Income	Activities for generating funds	Day Care	Home Support	Community Action	Governance and building	2024 Total	2023 Total
		£	£	£	£	£	£	£	£
Costs directly allocated to activities									
Staff costs		-	-	177,267	210,343	-	-	387,610	346,177
Expenses		-	-	264	1,198	-	-	1,462	455
Active therapy materials		-	-	1,895	-	-	-	1,895	1,819
Catering		-	-	26,804	-	-	-	26,804	20,432
Gardening staff costs		-	-	-	21,064	-	-	21,064	22,411
Gardening expenses		-	-	-	3,031	-	-	3,031	2,299
Protective clothing		-	-	106	1,337	-	-	1,443	1,127
Postage		-	-	-	2,444	-	-	2,444	2,740
Registration		-	-	-	831	-	-	831	704
Transport costs		-	-	24,932	-	-	-	24,932	25,671
Computer support costs		-	-	-	920	-	-	920	460
Training		-	-	-	-	-	-	-	198
Sundry		-	-	1,162	-	775	-	1,937	1,075
		-	-	232,430	241,167	775	-	474,373	425,568
Support costs allocated to activities									
Staff Costs	Time	2,408	1,605	40,134	20,067	5,217	10,836	80,267	81,512
Expenses	Usage	-	-	-	-	-	-	-	7
Training/ recruitment	Usage	-	-	73	103	117	-	293	-
Computer costs	Income	178	119	3,027	2,018	594	-	5,936	3,952
Premises costs	Floor area	2,046	205	55,927	6,616	3,410	-	68,204	53,825
General admin	Usage	-	236	5,677	3,548	1,478	888	11,827	10,616
Depreciation	Usage	-	-	5,216	614	307	10,800	16,937	18,938
Bad debts	Usage	-	-	959	1,872	-	-	2,831	2,591
Professional fees	Usage	-	-	12,556	1,477	739	-	14,772	14,023
Independent examination	Usage	-	-	1,530	180	90	-	1,800	1,800
Bank charges	Usage	-	-	1,059	529	-	-	1,588	1,743
Loan interest	Usage	-	-	-	-	-	-	-	-
		4,632	2,165	126,158	37,024	11,952	22,524	204,455	189,007
Total resources expended		4,632	2,165	358,588	278,191	12,727	22,524	678,828	614,575

Age UK Stafford & District

Notes to financial statements for the year ended 31st March 2024

8 Net incoming resources for the year

	2024	2023
	£	£
This is stated after charging:		
Depreciation	16,937	18,938
Independent examination fee	1,800	1,800
Non-audit fees	6,012	5,941

9 Staff costs & numbers

Staff costs were as follows:-

Salaries and wages	469,080	404,979
Social Security costs	15,011	17,944
Employer Pension contributions	4,851	4,766
Total	<u>488,942</u>	<u>427,689</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	1	1
Day Care	8	8
Home Support	28	28
Administration and Support	5	6
Total	<u>43</u>	<u>44</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 2024

12 Tangible fixed assets

	Buildings £	Freehold Land £	Total Land & Buildings £
<i>Cost or valuation</i>			
1 April 2023	540,000	200,000	740,000
Addition	-	-	-
Disposal	-	-	-
Revaluation	-	-	-
31 March 2024	540,000	200,000	740,000
<i>Depreciation</i>			
1 April 2023	10,800	-	10,800
Charge	10,800	-	10,800
Disposal	-	-	-
Eliminated on revaluation	-	-	-
31 March 2024	21,600	-	21,600
<i>Net Book Value</i>			
31 March 2024	518,400	200,000	718,400
31 March 2023	529,200	200,000	729,200

	Motor vehicles £	Furniture & Fittings £	Office Equipment £	Equipment £	Total £
<i>Cost or valuation</i>					
1 April 2023	56,340	99,865	85,356	51,487	1,033,048
Addition	-	559	-	818	1,377
Disposal	(9,040)	-	-	-	(9,040)
Revaluation	-	-	-	-	-
31 March 2024	47,300	100,424	85,356	52,305	1,025,385
<i>Depreciation</i>					
1 April 2023	45,126	93,121	84,981	50,506	284,534
Charge	3,984	1,473	168	512	16,937
Disposal	(9,040)	-	-	-	(9,040)
Eliminated on revaluation	-	-	-	-	-
31 March 2024	40,070	94,594	85,149	51,018	292,431
<i>Net Book Value</i>					
31 March 2024	7,230	5,830	207	1,287	732,954
31 March 2023	11,214	6,744	375	981	748,514

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 in June 2022.

Age UK Stafford & District

Notes to financial statements for the year ended 31st March 2024

13 Debtors	2024 £	2023 £
Trade debtors	43,522	33,159
Prepayments	45,383	34,216
Other debtors	1,337	1,122
	<u>90,242</u>	<u>68,497</u>

14 Creditors amounts falling due within one year	£	£
Trade creditors	17,042	19,647
Other Creditors & Social Security	74	579
Accruals	30,665	16,704
	<u>47,781</u>	<u>36,929</u>

15 Movement in funds

	Balance at 01/04/2023	Incoming Resources	Resources Expended	Transfers	Gains/ (losses)	Balance at 31/03/2024
Restricted Funds	£	£	£	£		£
Restricted fund	1,678	1,288	-	-	-	2,966
Unrestricted Funds						
Designated Funds	936,312	-	-	72,522	-	1,008,834
General funds	-	751,350	(678,828)	(72,522)	-	-
Revaluation reserve	103,000	-	-	-	-	103,000
Total	<u>1,040,990</u>	<u>752,638</u>	<u>(678,828)</u>	<u>-</u>	<u>-</u>	<u>1,114,800</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 2024

16 Future contracts and going concern

Contracts from Social Care and Health totalling circa £333,000 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 (£241,044 in 2023 compared to £262,449 in 2024)

17 Commitments

Operating lease commitments

	2024	2023
	£	£
Due in less than 1 year	814	814
Due in 1-2 years	814	814
Due in 2-5 years	814	814
	<u>1,628</u>	<u>2,442</u>

The above commitments relate to photocopier rentals.

18 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.

19 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 2024 there were 6 trustees (2023: 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