

76th Annual Report 2022/2023



	Page
Charity Information	2 to 3
Chairman's Report	4 to 5
Report of the Trustees	6 to 19
Report of the Independent Auditors	20 to 21
Statement of Financial Activities	22
Statement of Financial Position	23
Statement of Cash Flows	24
Notes to the Statement of Cash Flows	25
Notes to the Financial Statements	26 to 33
Supporters and Staff	34 to 35
Services Provided	36

CHARITY INFORMATION

ROYAL PATRON

HRH King Charles III

PATRONS

Mr Hugh Stirk

Mr Maurice Short

BANKERS

CAF Bank
West Malling
ME19 4JQ

HSBC
69 High Street
Sevenoaks TN13 1LB

GROUP PENSION FUND

Zurich Pensions, The Grange
Bishops Cleeve, Cheltenham
Gloucestershire, GL52 8XX

Scottish Widows, 69 Morrison
Street, Edinburgh, EH3 8BW

SOLICITORS

Warners Solicitors
Sevenoaks TN13 1AN

INVESTMENT FUND

Charities Official Investment
Fund
London EC2V 6DZ

United Trust Bank
London SW1Y 4TE

Virgin Money
Newcastle upon Tyne NE3 4PL

AUDITOR

Porritt Rainey
Sevenoaks
Kent
TN13 1XR

TRUSTEES

Chairman	Mr Barry Vanns
Elected Members	Mr Adam Clark Mr James Latheron Mr David Townsend Mr Wayne Sleck Mrs Emma Watkins Mr Hugh Stirk

Company Registered Number 04200219

Charity Registered Number 1088213

CHIEF OFFICER Mrs Louise MacPherson

COMPANY SECRETARY Mrs Sarah Chillington

REGISTERED OFFICE 5 Bradford Street
Tonbridge
Kent TN9 1DU



Chairman's Report

The previous year ended on an improving note but we were facing our first year without any Local Authority grants. Last year a one off interim payment was gratefully received to alleviate the sudden stop in, our up to then, regular grant income. We had started to improve our income from opening new services, in particular dementia services, but there was still a deficit and the withdrawn funds to make up for.

We continued to plan for cost savings as well as bringing the merger process forward. Louise MacPherson, Joint CEO of Maidstone, Sevenoaks and Tonbridge was enthusiastically engaged in this process and presented plans at board meetings.

Tonbridge Day Centre reopened with dementia days and other services and the dementia offer increased at our Hollybush Day Centre along with other services reopening after the pandemic. Income was beginning to improve from both centres and other services and we were very pleased to hear of a legacy left to us. There were claims from other Age UK partners and Age UK National itself and this resulted in sharing the legacy which we do not think was the donor's intention.

Nevertheless it was a very welcome and useful sum, particularly in our circumstances.

In August, Louise and myself met with the landlord of The Old Meeting House as the lease would be coming up for renewal. He revealed that he was very happy with us as tenants but it was decided that the lease would not be renewed after December 2022. This would have the added advantage of saving about £35,000 in rent and other general costs. Energy in particular was becoming very expensive and this would also mean that these costs as far as The Old Meeting House was concerned would disappear. We were led to believe that dilapidations could be waived but just before Christmas, we received a £50,000 claim for repairs which flew in the face of our August agreement and it was received too late to enable repairs to be carried out within our lease term. We are still negotiating this and have so far halved the size of the claim.

The office was vacated on the 22nd February 2023 having had a two month extension to our lease. Hollybush and Bradford Street received light repair and decoration to enable staff to move to the two centres. The move has been successful, staff have settled in well and the savings from The Old Meeting House are beginning to show in our accounts. Hollybush Centre is now very lively with an increased number

of staff and clients all contributing to the atmosphere. There is an interaction between all to everyone's benefit.

Bradford Street was changed from offices and a hall that was let out to others and containing just two members of staff to a refurbished office of six to eight persons which is becoming more comfortable, although more work will be done over the coming years. The loss of sub-lets is to a large extent an advantage as there was often a risk of the premises being misused and left unlocked.

The moves to Hollybush and Bradford Street have come with a need to change telephone systems and computers and full advantage was taken to improve equipment to the latest technology. This has also enabled new systems to be integrated so that ours are now similar to those already in place at Age UK Maidstone. Age UK Maidstone are also in some cases changing their systems to accord with ours. This will help with plans going forward.

2022-2023 came to a close in a much healthier condition than it started. Improving income and a lowering of costs together with a capital injection from the legacy gives us much greater security and will enable us to improve services over the coming years as opposed to the prospect of closure.

The merger has progressed to a point whereby both boards have agreed to start due diligence and a shadow board consisting of members of the boards of Age UK Sevenoaks and Tonbridge and Age UK Maidstone are meeting fortnightly via 'Teams' to oversee the merger process. Various personnel in the two organisations are beginning to work together and better ways of achieving things are becoming clear to help cost savings which must continue to be made.

As the financial year comes to an end, we are in the process of engaging a project manager (jointly with Age UK Maidstone) who will take on the organisation of merging Age UK Sevenoaks and Tonbridge with Age UK Maidstone. I hope to see the merger complete within the next year along with continuing effort to produce similar ways of working across the board.

I am very grateful to members of staff and our management team without whom any of this could have taken place, so my many thanks to all of them. I am confident that the future of Age UK locally is secured and set to expand.

Report of the Trustees

Year ended 31 March 2023

Organisation, Responsibility & Decision Making Structure

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

The Chair and members of the Board are elected at the Annual General Meeting. Members of the Board may serve for three years from the date of their election, and are eligible for re-election, save that the Chairman may serve for a maximum of six consecutive years.

The Board may co-opt any person to membership of the Board until the conclusion of the next Annual General Meeting.

The members of the Trustee Board represent a broad range of skills drawn from both business and the relevant charity sectors. When changes occur consideration is given to retaining or varying the skill mix according to circumstances at the time.

Potential new Trustees are invited to familiarise themselves with the work of the Charity through relevant visits and discussion. These discussions are led by the Chairman and Chief Officer. They are also provided with key documents so that they are aware of the issues facing the Charity before becoming committed. An induction programme is available and ongoing relevant training is offered.

The Trustees meet regularly to consider reports by the Sub-Committees dealing with Day Services, Finance and General Purposes, and ad-hoc working groups as required.

The financial management of the Charity is controlled by quarterly accounts presented at meetings of the Board.

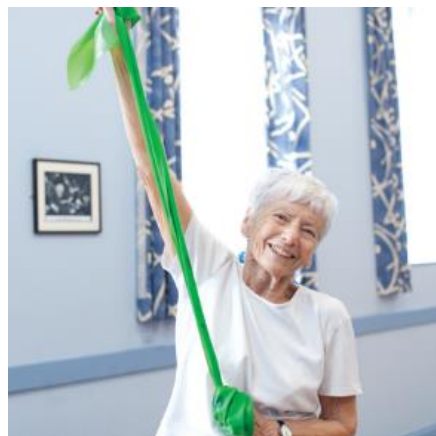
The Chief Officer is responsible for the day to day management of Age UK Sevenoaks Tonbridge & District, assisted by experienced professional staff.

Objective of the Charity

The objective of Age UK Sevenoaks Tonbridge & District is to provide a wide range of support services for older people, in any manner which is or hereafter may be deemed by law to be charitable within Sevenoaks, Tonbridge and the surrounding areas.

Our aim is to increase the number and diversity of the people we support via our services and where appropriate develop some chargeable services at commercial rates. We intend to be a focal point and key community resource and to raise our profile and standing.

Over the last year
more than **190**
individuals attended
the Pop Up Pop Ins at
nine different venues



Over the last year,
over 4000
individuals have
accessed I&A
support and
£1,897,558
in benefits have
been awarded to **722**
people who were
supported to make
benefit claims.



Significant Activities

The ongoing Cost of Living crisis and financial constraints have had a significant impact on the Charity throughout the financial year.

Day Care

The charity operates two day centres, one at Hollybush Court in Sevenoaks and one at Town Lock in Tonbridge providing both social and dementia day care.

The day centre services are designed to ensure the clients have the opportunity to socialise without compromising their ability to make choices about how their day with us is spent.

Access to the services is extended to anyone living within the districts of Sevenoaks and Tonbridge and specialist transport is available for those who need it to access the centres. The transport fleet currently comprises of two buses as the car had to be scrapped during the financial year. The two full-time drivers also play an active role in the day to day activities of the day centre. The transport provision remains a vital part of our organisation as without it, many of our clients would not be able to attend our services and would be increasingly isolated and socially excluded.

Each new client referred is offered assessment by our Social Inclusion Officer to explore their aspirations and needs. This process enables the individual to identify areas where input from Age UK or other local services might enhance their lives. Clients are encouraged to participate in the organising of their service and, where appropriate, family and carers are encouraged to become actively involved.

Numbers attending social day care have decreased slightly although many of the clients who do attend are long-standing clients who have attended for many years. The demand for dementia day care however is increasing and in January 2023, a third day was added to the offer at Hollybush and we also reopened the day centre in Tonbridge offering dementia day care on one day a week.

Independent Living Support (ILS) Service

The ILS department continued to thrive and go from strength to strength during 2022-2023 with numbers of clients increasing and support workers offering more services to meet their needs.

As many clients are opting to stay in their own home for longer, the ILS Service offers the opportunity for them to purchase time by the hour to assist with their continued needs. This enables the clients to maintain their independence as well as providing peace of mind for their families.

Alongside shopping and domestic chores, the service offers a dementia outreach programme where specially trained support workers are matched with clients and work with them on a 1:1 basis to maintain and improve skills. We now have 28 clients who regularly receive support as part of the programme. Feedback from families has been very positive, with all of them saying that they have noticed a difference in their loved ones.

In addition to this, at the end of the last financial year, a new venture was put in place whereby clients are supported on a daily basis for 5 hours a day. This has proved very successful and offers families an alternative to day care and prolongs the time clients can stay in their own home before having to move into care homes.

Information and Advice (I & A)

I & A is one of the most valuable services we can offer, as it enables people to understand their rights and entitlements as well as their responsibilities. We have seen a huge increase in those needing our assistance and advice since the pandemic and with the cost of living crisis.

“A very lovely lady visited and seemed more aware of what I needed that I did myself. I wasn't aware of this service but was so good to talk to someone so understanding. Thank you.”

The Information and Advice team comprises of a full time Information and Advice Officer and a significant part of the Senior Administration Assistant role at Tonbridge. The Befriending Co-ordinator has also taken on some of the more straightforward cases

such as blue badges. The team are supported by nine volunteers who visit clients at home to help with filling in forms and applying for benefits.

“I was really happy with the help and advice I was given. It took all the weight off my shoulders at a time when I felt a bit overwhelmed by C's diagnosis. Thank you.”

The service offers face-to-face visits in Edenbridge, Sevenoaks, Tonbridge, Westerham and parts of West Malling areas. We continue to offer telephone and email support in Aylesford, Snodland and Swanley.

Community Befriending Service



With funding from Sir Thomas Smythe's, The Partiger Foundation and Kent Reliance Provident Society Community Fund (the latter came as part of our application through the Known Partners route of Kent Community Foundation), our Community Befriending Service has continued to grow.

*“Thank you for finding L to come and visit me. It is so lovely to have someone to make a cup of tea for every week”
from M age 89*

The Befriending Co-ordinator has been in post since July 2021, taking on the merged Sevenoaks and Tonbridge areas in January 2022 after the retirement of the Sevenoaks co-ordinator. Demand for the service is steady with referrals coming from a mixture of

family members/self-referral, the NHS and other charities. The service has continued to grow, although volunteer recruitment remains the biggest challenge.

“S and I have lots in common and I really enjoy our chats. It is just like having a friend” from C age 76.

In March 2023 there were 170 visits / phone calls made during the month, 44 clients on the waiting list and 47 volunteer befrienders.

Befriender K on her visits to M aged 88: “I’m due to go again tomorrow for cuppa & catch up & hopefully she can show me how to cast off with my knitting!”

Tonbridge

The Tonbridge Office continues to be a busy hub of Age UK Sevenoaks and Tonbridge. The town centre location means that it is a vital resource and information centre for the local people of Tonbridge.

When the head office in Sevenoaks closed in February 2023, the Tonbridge Office became the registered office for the charity and services such as ILS and Information and Advice moved there permanently. This meant that the activities which were based in Forsyth Hall either had to move to alternative premises including Town Lock or close temporarily.

The advantage however of having more services running out of the Bradford Street office means that there is more collaboration between staff and services and also the office is now able to be open to the public for longer hours than was the case previously.

Dementia Services

Age UK Sevenoaks and Tonbridge were awarded in partnership with other Age UKs within the Kent Consortium, the KCC Dementia contract.

Dementia and Me Organisers for both Sevenoaks and Tonbridge were employed in the summer of 2022. The organiser for

Sevenoaks is also the Day Centre Manager and splits her time accordingly.

Two COGs groups are now running, one at Town Lock and one at Hollybush. The group at Town Lock is thriving and is well-attended. The Hollybush group only started in January 2023 and has taken a little while to get off the ground but numbers are beginning to increase.



In addition to the COGs groups, there is full programme of dementia focused activities at Town Lock including Dementia Cafés, Peer to Peer groups, craft groups etc. Similar activities have been put in place at Hollybush but like the COGs are struggling to get attendees. New venues are being explored to see if these will be more successful.

One You Your Home project

The One You Your Home project is run in partnership with Sevenoaks District Council and provides support to Private Sector Housing with the administration of Disabled Facility Grants and other initiatives funded by the Better Care Fund.

We currently have one co-ordinator and he covers Sevenoaks, Swanley, Edenbridge and Westerham.

The co-ordinator is a Trusted Assessor and can provide advice and fitting for adaptations and equipment. The co-ordinator also complements the Information and Advice Service by carrying out

benefit checks and helping clients to apply for benefits such as Attendance Allowance and Blue Badges.

Pop Up Pop Ins



The Pop Ups continue to be one of our most successful initiatives and are instrumental in addressing the well-being and social isolation of older people in the rural areas of our district. Sevenoaks District Council continued to fund some of the project for the 2022-2023 and we also received funding from Involve towards groups in Sevenoaks and the Swanley areas and from Sport England for groups in Tonbridge and Maidstone. There are now nine groups which are situated in Chiddingstone Causeway, Cowden, Ryarsh, Aylesford, Golden Green, Hextable, Crockenhill, Edenbridge and Dunton Green.

"I wanted to let you know that your exercise programme has really helped with my knee problem. There was a considerable improvement after the last class I attended, which continued, and now my knee feels completely recovered. Many thanks."

The Health and Wellbeing Co-ordinator is assisted by a Health and Well-Being assistant and a free-lance instructor who both run some of the classes. A team of volunteers also provides support at the sessions.

“Thank you so much for everything you do for my mum – you are such a big part of her life and the classes have transformed her in so many ways – not just the exercises, but the friends she’s made and the wonderful jokes and laughs you have together. I don’t think I could ever thank you enough, or tell you just how much of a hero you are, and what an important, vital and brilliant job you do.”

Towards the end of the financial year, we were successful in gaining some funding from the Age UK National as a part of a Cost of Living Programme and this means that we will be able to continue running the classes for 2023-2024.

We are very proud of the fact that the Health and Well-being Co-ordinator was awarded a Lifetime Achievement Award as part of Sevenoaks District Council's 'Making It Happen Community and Voluntary Awards'. The Pop Ups were also awarded Certificates of Achievement in the categories for ‘Older Person’s Group of the Year’ and ‘Healthy Living Award’.

Other Services

The full range of services offered by the charity is given on page 36 of this report.

Quality

Age UK Sevenoaks, Tonbridge & District are fully committed to continually reviewing and raising the quality of services across the organisation. We have achieved the ISO9001 quality standards and have the Age UK national quality standard.

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Relationship of Charity with Other Organisations

Age UK Sevenoaks Tonbridge & District is a Company Limited by Guarantee and is an independent charity and a Brand Partner of the National Age UK organisation. We are a local charity set up to meet the needs of older people in the area.

Our policy is to work closely with other organisations, aiming to avoid unnecessary duplication of services in support of older people locally. We work closely with Kent County Council Social Services, Sevenoaks District Council, Tonbridge & Malling Borough Council, Sevenoaks Town Council, Involve, West Kent Housing Association, Clarion Housing Group, Moat Housing Association, Rockdale Housing, Sencio Leisure, Citizens Advice Bureau, the two local pensioners forums (Tonbridge & Malling Senior's Forum and Sevenoaks District Senior Action Forum), local churches, residential and nursing homes and other local charities and organisations involved in helping older people. We actively participate in the work of Age UK nationally and regionally, particularly by representation on various committees and working groups.

Reserves Policy

The Trustees review reserves on a regular basis. They have reaffirmed their decision to maintain unrestricted reserves at a level exceeding the costs of an orderly closure of operations, which they currently estimate to be £125,000. Current reserves are £621,191

Risk Management

The Trustees have in place a risk management strategy and risk register. This process includes review by the Trustees, Director and other Charity Officers.

The process identifies the types of risks the Charity faces, prioritises them in terms of likelihood of occurrence and potential impact, and identifies the means of mitigating against them.

The Trustees keep major risks under review in a number of ways:-

- by including 'Finance' as a regular item on the agenda of every meeting of the Directors/Trustees.
- by refreshing the analyses of the Charity's strengths, weaknesses and opportunities and threats which are updated regularly.
- by ensuring that a wide range of internal procedures are in place aimed at meeting all our obligations, not least in terms of our responsibilities to our clients and to a range of external bodies, including Age UK.

Financial Summary.

The Statement of Financial Activities (page 22) reports income and expenditure for both Normal Operations and Projects. It has been prepared in accordance with the requirements of the Statement of Recommended Practice for Charities.

The Charity receives income in the form of unrestricted and restricted funds to support its activities. Restricted funds have to be spent in accordance with the wishes of those providing the funds. Information is provided in the Statement of Financial Activities (page 22).

There was a Net Surplus for the year under review of £ 68,329, as the Charity's income was insufficient to cover the costs of the services we provided to older people in our area.

The Kent County Council grant of £ 48,929 for Dementia Services is a major component of our funding for this financial year as well as grant from the National Lottery which is to be used to help the organisation recover after the pandemic. However the latter comes to an end at the beginning of the 2023-2024 financial year and we are looking to continue to grow services to make up the shortfall.

We again received financial support from Sevenoaks District Council, Tonbridge & Malling Borough Council, Age UK and many other organisations and individuals. We are grateful to all of them.

Fundraising

Difficult fundraising conditions have continued to prevail as Trust organisations contract and be selective in their awards due to the fact that more organisations are looking for help as a result of the cost of living crisis. However we are still benefitting for the 2022-2023 financial year from the major grant from the National Lottery to cover some of the shortfall in our core funding following the loss of the KCC grant. We have also received funding from Sir Thomas Smythe's Charity, Sport England, Sevenoaks District Council's Community Grants, Dunton Green Parish Council, Kent Community Fund, the Partiger Trust and The Kent Reliance Provident Society Community Fund (the latter two came through our Known Organisation application to the Kent Community Fund whereby our bid is presented to various funds throughout the financial year). The Ladies Captain of Darenth Valley Golf Club also nominated Age UK Sevenoaks and Tonbridge as her Charity of the Year and raised over £1,800 and we received £759.46 from The Jim Clark's Memorial Golf Day held at Hever Golf Club. We have also received a major legacy from a client as well as donations from individuals and organisations and we would like to thank all those who have supported us.

Future development

The Charity plans to continue to provide services required to support older people in Sevenoaks, Tonbridge and the surrounding areas in the forthcoming years and to work closely with Age UK, local groups and other voluntary sector organisations in doing so.

The working relationship that we have built up with Age UK Maidstone in particular and the arrangement that we came to with the Trustees to share a Chief Officer seems to be working well. The Trustees are now looking to formalise the arrangement by merging the two organisations in the next financial year.

Statement of Trustees Responsibilities

The Trustees (who are also the Directors of Age UK Sevenoaks Tonbridge and District for the purposes of company law) are responsible for preparing the Annual Report and the Financial Statements in accordance with the applicable law and accounting standards.

Company and charity law requires the Trustees to prepare financial statements for each financial year that 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 income and expenditure, of the charitable company for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles of the Charity SORP.
- Make judgments and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to Disclosure of Information to Auditors

So far as the Trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each Trustee has

taken all steps that they ought to have taken as a Trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

This report has been prepared in accordance with small companies' regime (section 419(2)) of the Companies Act 2006.

Signed on behalf of the Directors/Trustees

Barry Vanns

Mr Barry Vanns – Chairman

Date: 23 August 2023

Opinion

We have audited the financial statements of Age UK Sevenoaks Tonbridge & District (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, 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 (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC'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 trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

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.

In connection with our audit of the financial statements, 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 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.

Opinions 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 Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the 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 Report of the Trustees.

We have nothing to report in respect of the following matters where the 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.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company 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 charitable company'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 charitable company or to cease operations, or have no realistic alternative but to do so.

Our 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 a Report of the Independent Auditors 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:

Based on our understanding of the charity and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to registered charities, and 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 Act 2011 and other factors such as taxation.

We evaluated 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 were related to manual accounting journals. Audit procedures performed by the engagement team included:

- o Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud,
- o Evaluating management's controls designed to prevent and detect irregularities, and
- o Identifying and testing manual accounting journals, in particular any unusual items.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's members, 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 charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Alan R E Peal (Senior Statutory Auditor)
for and on behalf of Porritt Rainey
The Crown Business Centre
10 High Street
Otford
Sevenoaks
Kent
TN14 5PQ

Date: 30 August 2023

Age UK Sevenoaks Tonbridge & District

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 March 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	245,581	10,650	256,231	45,222
Charitable activities	4				
Social inclusion		282,209	64,678	346,887	532,501
Independent Living Scheme		280,051	-	280,051	240,264
Information and Advice		-	-	-	12,500
Befriending		4,046	-	4,046	20,575
Dementia		48,930	-	48,930	-
Investment income	3	10,165	-	10,165	6,769
Other income		-	-	-	26,344
Total		870,982	75,328	946,310	884,175
EXPENDITURE ON					
Charitable activities	5				
Social inclusion		391,579	71,546	463,125	448,496
Independent Living Scheme		283,480	1,406	284,886	239,022
Advocacy		10,194	562	10,756	14,218
Information and Advice		41,713	937	42,650	32,352
Befriending		13,648	187	13,835	29,872
Dementia		60,669	2,061	62,730	-
Other		25,000	-	25,000	-
Total		826,283	76,699	902,982	763,960
NET INCOME/(EXPENDITURE)		44,699	(1,371)	43,328	120,215
RECONCILIATION OF FUNDS					
Total funds brought forward		576,392	1,471	577,863	457,648
TOTAL FUNDS CARRIED FORWARD		621,091	100	621,191	577,863

Age UK Sevenoaks Tonbridge & District

Statement of Financial Position
31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	11	5,315	-	5,315	7,835
CURRENT ASSETS					
Stocks	12	949	-	949	2,291
Debtors	13	74,256	-	74,256	59,479
Investments	14	273,561	-	273,561	270,457
Cash at bank and in hand		<u>372,044</u>	<u>100</u>	<u>372,144</u>	<u>287,944</u>
		720,810	100	720,910	620,171
CREDITORS					
Amounts falling due within one year	15	<u>(80,034)</u>	-	<u>(80,034)</u>	<u>(50,143)</u>
NET CURRENT ASSETS		<u>640,776</u>	<u>100</u>	<u>640,876</u>	<u>570,028</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		646,091	100	646,191	577,863
PROVISIONS FOR LIABILITIES	16	<u>(25,000)</u>	-	<u>(25,000)</u>	-
NET ASSETS		<u>621,091</u>	<u>100</u>	<u>621,191</u>	<u>577,863</u>
FUNDS	17				
Unrestricted funds				621,091	576,392
Restricted funds				<u>100</u>	<u>1,471</u>
TOTAL FUNDS				<u>621,191</u>	<u>577,863</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 23 August 2023 and were signed on its behalf by:

Barry Vanns

B K Vanns - Trustee

Age UK Sevenoaks Tonbridge & District

Statement of Cash Flows
for the year ended 31 March 2023

	Notes	2023 £	2022 £
Cash flows from operating activities			
Cash generated from operations	1	<u>85,454</u>	<u>71,011</u>
Net cash provided by operating activities		<u>85,454</u>	<u>71,011</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(1,537)	(2,600)
Interest received		3,387	487
Investments made		<u>(3,104)</u>	<u>(34,486)</u>
Net cash used in investing activities		<u>(1,254)</u>	<u>(36,599)</u>
Change in cash and cash equivalents in the reporting period		84,200	34,412
Cash and cash equivalents at the beginning of the reporting period		<u>287,944</u>	<u>253,532</u>
Cash and cash equivalents at the end of the reporting period		<u>372,144</u>	<u>287,944</u>

Notes to the Statement of Cash Flows
for the year ended 31 March 2023

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2023 £	2022 £
Net income for the reporting period (as per the Statement of Financial Activities)	43,328	120,215
Adjustments for:		
Depreciation charges	4,058	4,602
Interest received	(3,387)	(487)
Provision for decapitations	25,000	-
Decrease/(increase) in stocks	1,342	(1,754)
Increase in debtors	(14,777)	(14,090)
Increase/(decrease) in creditors	<u>29,890</u>	<u>(37,475)</u>
Net cash provided by operations	<u>85,454</u>	<u>71,011</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/22 £	Cash flow £	At 31/3/23 £
Net cash			
Cash at bank and in hand	<u>287,944</u>	<u>84,200</u>	<u>372,144</u>
	<u>287,944</u>	<u>84,200</u>	<u>372,144</u>
Liquid resources			
Deposits included in cash	-	-	-
Current asset investments	<u>270,457</u>	<u>3,104</u>	<u>273,561</u>
	<u>270,457</u>	<u>3,104</u>	<u>273,561</u>
Total	<u>558,401</u>	<u>87,304</u>	<u>645,705</u>

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

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

Expenditure

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

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Allocation and apportionment of costs

Support costs are allocated based on the number of full time equivalent administrative staff being responsible in each activity

Tangible fixed assets

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

Improvements to property	- 15% on cost
Motor vehicles	- 20% on cost
Office Equipment	- 25% on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

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

Fund accounting

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

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

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

Pension costs and other post-retirement benefits

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

2. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	27,280	26,222
Legacies	218,951	6,500
Age UK	10,000	12,500
	<u>256,231</u>	<u>45,222</u>

3. INVESTMENT INCOME

	2023	2022
	£	£
Rents received	6,778	6,282
Deposit account interest	3,387	487
	<u>10,165</u>	<u>6,769</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	2023	2022
	£	£
Client Contributions	160,860	74,497
Personal Care	-	17,311
Grants	179,627	346,953
Shop income	861	742
Other	5,539	92,998
Client Contributions	280,051	240,264
Grants	-	12,500
Grants	4,046	20,575
Grants	48,930	-
	<u>679,914</u>	<u>805,840</u>

Grants received, included in the above, are as follows:

	2023	2022
	£	£
Kent County Council	48,923	259,962
Tonbridge and Malling Borough Council	6,400	8,000
Other Grants	-	800
Sevenoaks District Council	44,872	14,432
INVOLVE	23,000	46,500
National Lottery	90,980	36,392
Tesco	375	1,125
Connie Philips Foundation	-	5,000
Sir Thomas Smythe Charity	1,000	1,000
Versus Arthritis	-	3,900
Kent Community Fund	8,130	2,917
High Hilden Lawson Match Fund	2,917	-
Kent Sport	4,800	-
Dunton Green Parish Council	1,200	-
	<u>232,603</u>	<u>380,028</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Grant funding of activities (see note 6) £	Support costs (see note 7) £	Totals £
Social inclusion	376,341	350	86,434	463,125
Independent Living Scheme	257,999	-	26,887	284,886
Advocacy	-	-	10,756	10,756
Information and Advice	24,725	-	17,925	42,650
Befriending	10,250	-	3,585	13,835
Dementia	23,297	-	39,433	62,730
	<u>692,612</u>	<u>350</u>	<u>185,020</u>	<u>877,982</u>

6. GRANTS PAYABLE

	2023 £	2022 £
Social inclusion	<u>350</u>	<u>3,475</u>
The total grants paid to institutions during the year was as follows:		
	2023 £	2022 £
Lunch Clubs	<u>350</u>	<u>961</u>

7. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Social inclusion	84,634	1,800	86,434
Independent Living Scheme	26,287	600	26,887
Advocacy	10,516	240	10,756
Information and Advice	17,525	400	17,925
Befriending	3,505	80	3,585
Dementia	38,553	880	39,433
	<u>181,020</u>	<u>4,000</u>	<u>185,020</u>

Activity	Basis of allocation
Management	Staff Numbers
Governance costs	Staff Numbers

8. NET INCOME/(EXPENDITURE)

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

	2023 £	2022 £
Auditors remuneration		
Depreciation - owned assets	4,000	3,600
	<u>4,057</u>	<u>4,603</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

10. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	575,663	530,871
Social security costs	26,271	25,879
Other pension costs	20,611	19,492
	<u>622,545</u>	<u>576,242</u>

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

	2023	2022
Management and Administration	4	4
Community based support schemes	23	30
Day care and Other Services	15	10
	<u>42</u>	<u>44</u>

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

Emoluments during the period to Key Management Personnel was £43,193.

11. TANGIBLE FIXED ASSETS

	Improvements to property £	Plant and machinery £	Motor vehicles £	Office Equipment £	Totals £
COST					
At 1 April 2022	202,052	64,669	153,423	18,806	438,950
Additions	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,537</u>	<u>1,537</u>
At 31 March 2023	<u>202,052</u>	<u>64,669</u>	<u>153,423</u>	<u>20,343</u>	<u>440,487</u>
DEPRECIATION					
At 1 April 2022	201,440	64,249	153,063	12,363	431,115
Charge for year	<u>612</u>	<u>133</u>	<u>360</u>	<u>2,952</u>	<u>4,057</u>
At 31 March 2023	<u>202,052</u>	<u>64,382</u>	<u>153,423</u>	<u>15,315</u>	<u>435,172</u>
NET BOOK VALUE					
At 31 March 2023	<u>-</u>	<u>287</u>	<u>-</u>	<u>5,028</u>	<u>5,315</u>
At 31 March 2022	<u>612</u>	<u>420</u>	<u>360</u>	<u>6,443</u>	<u>7,835</u>

12. STOCKS

	2023	2022
	£	£
Stocks	<u>949</u>	<u>2,291</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade debtors	39,133	31,791
Other debtors	4,487	-
Temporary client advances	159	1,094
Prepayments	<u>30,477</u>	<u>26,594</u>
	<u>74,256</u>	<u>59,479</u>

14. CURRENT ASSET INVESTMENTS

	2023	2022
	£	£
Unlisted investments	<u>273,561</u>	<u>270,457</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	18,568	6,354
Social security and other taxes	8,065	6,198
Credit Card	307	212
Accrued expenses	25,814	21,184
project deferrals	<u>27,280</u>	<u>16,195</u>
	<u>80,034</u>	<u>50,143</u>

16. PROVISIONS FOR LIABILITIES

	2023	2022
	£	£
Provisions	<u>25,000</u>	<u>-</u>

17. MOVEMENT IN FUNDS

	At 1/4/22 £	Net movement in funds £	At 31/3/23 £
Unrestricted funds			
General fund	509,816	43,930	553,746
Bertioli Legacy Dementia	30,000	-	30,000
Bertioli Legacy Other	36,576	-	36,576
Dementia and Me	-	769	769
	<u>576,392</u>	<u>44,699</u>	<u>621,091</u>
Restricted funds			
Circle Housing	1,371	(1,371)	-
PSG	100	-	100
	<u>1,471</u>	<u>(1,371)</u>	<u>100</u>
TOTAL FUNDS	<u>577,863</u>	<u>43,328</u>	<u>621,191</u>

17. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	822,052	(778,122)	43,930
Dementia and Me	<u>48,930</u>	<u>(48,161)</u>	<u>769</u>
	870,982	(826,283)	44,699
Restricted funds			
Circle Housing	-	(1,371)	(1,371)
One You Projects	39,871	(39,871)	-
Pop-up Pop-in	12,456	(12,456)	-
Involve	<u>23,001</u>	<u>(23,001)</u>	<u>-</u>
	<u>75,328</u>	<u>(76,699)</u>	<u>(1,371)</u>
TOTAL FUNDS	<u>946,310</u>	<u>(902,982)</u>	<u>43,328</u>

Comparatives for movement in funds

	At 1/4/21 £	Net movement in funds £	At 31/3/22 £
Unrestricted funds			
General fund	389,601	120,215	509,816
Bertioli Legacy Dementia	30,000	-	30,000
Bertioli Legacy Other	<u>36,576</u>	<u>-</u>	<u>36,576</u>
	456,177	120,215	576,392
Restricted funds			
Circle Housing	1,371	-	1,371
PSG	<u>100</u>	<u>-</u>	<u>100</u>
	<u>1,471</u>	<u>-</u>	<u>1,471</u>
TOTAL FUNDS	<u>457,648</u>	<u>120,215</u>	<u>577,863</u>

17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	761,095	(640,880)	120,215
Restricted funds			
Circle Housing	35,124	(35,124)	-
One You Projects	39,849	(39,849)	-
Pop-up Pop-in	1,607	(1,607)	-
Involve	<u>46,500</u>	<u>(46,500)</u>	<u>-</u>
	<u>123,080</u>	<u>(123,080)</u>	<u>-</u>
TOTAL FUNDS	<u><u>884,175</u></u>	<u><u>(763,960)</u></u>	<u><u>120,215</u></u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/21 £	Net movement in funds £	At 31/3/23 £
Unrestricted funds			
General fund	389,601	164,145	553,746
Bertioli Legacy Dementia	30,000	-	30,000
Bertioli Legacy Other	36,576	-	36,576
Dementia and Me	<u>-</u>	<u>769</u>	<u>769</u>
	456,177	164,914	621,091
Restricted funds			
Circle Housing	1,371	(1,371)	-
PSG	<u>100</u>	<u>-</u>	<u>100</u>
	<u>1,471</u>	<u>(1,371)</u>	<u>100</u>
TOTAL FUNDS	<u><u>457,648</u></u>	<u><u>163,543</u></u>	<u><u>621,191</u></u>

17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,583,147	(1,419,002)	164,145
Dementia and Me	<u>48,930</u>	<u>(48,161)</u>	<u>769</u>
	1,632,077	(1,467,163)	164,914
Restricted funds			
Circle Housing	35,124	(36,495)	(1,371)
One You Projects	79,720	(79,720)	-
Pop-up Pop-in	14,063	(14,063)	-
Involve	<u>69,501</u>	<u>(69,501)</u>	<u>-</u>
	<u>198,408</u>	<u>(199,779)</u>	<u>(1,371)</u>
TOTAL FUNDS	<u>1,830,485</u>	<u>(1,666,942)</u>	<u>163,543</u>

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

STAFF at 31 March 2023

Chief Officer	Mrs Louise MacPherson
Business and Governance Officer	Mrs Sarah Chillington
Finance Officer	Mrs Tracey Hulme
Information and Advice Officer	Mr Bob Carpenter
Senior Administration Officer	Mrs Caron Parsons
Senior Admin Assistant – Tonbridge	Mrs Jenny McDougall
Befriending Co-ordinator	Mrs Julia Cronin
One You Your Home Co-ordinator	Mr James Keast
Social Inclusion Officer	Mrs Sally Robinson
Independent Living Support Scheme Manager	Ms Kathy Gregory
ILS Assistant Manager	Mrs Amanda King
ILS Admin Assistant	Mrs Marisa Vukmirovic
Support Workers	30 Support Workers
Pop Up Pop Ins	
Health and Wellbeing Coordinator	Mrs Sue Larkin
Pop Up (Health and Wellbeing) Assistant	Mrs Judy Erskine
Holly Bush Day Centre	
Day Centre Manager/Dementia and Me Organiser - Sevenoaks	Mrs Amanda Baker
Support Staff	
Day Centre Support Worker	Miss Michelle Blackaby
Day Centre Support Worker/Cook	Miss Victoria Attle
Day Centre Support Worker	Mrs Nina Bell
Day Centre Support Worker	Miss Stacey Graham
Day Centre Support Worker (Relief)	Miss Kathryn Bennett

Dementia Day Centre Supervisor/Driver	Mr Martin Dean
Day Centre Support Worker/Driver	Mr Cliff McLaren
COGs Support Worker	Mrs Sylvia Lee

Catering Staff

Bank Chef	Mr James Farmer
Catering Assistants	Mrs Jackie Farmer
	Miss Mary Curtis

Foot Health Practitioner	Mrs Denise Bland
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Dementia & Me Organiser – Tonbridge	Ms Faydra Mitchell
COGs Support Worker – Tonbridge	Mrs Deborah Petrick

Ancillary Services provided by:-

Chiropodists	Ms Clare Wilson
Hairdressers	Mrs Sandra Chatfield
	Miss Clare Hayes
Reflexologist	Mrs Nikki Bendell

**Services provided by Age UK Sevenoaks Tonbridge & District
as of 31st March 2023**

- ◆ Social Day Centres - Hollybush Court, Sevenoaks
- ◆ Dementia Day Care - Hollybush Court, Sevenoaks & Town Lock, Tonbridge
- ◆ COGs Groups - Hollybush Court, Sevenoaks & Town Lock, Tonbridge
- ◆ Dementia Cafes
- ◆ Peer to Peer Dementia Groups
- ◆ Dementia friendly craft groups
- ◆ Independent Living Support Scheme
- ◆ Dementia Outreach Service (part of ILS scheme)
- ◆ Hot meal delivery (limited service)
- ◆ Computer Learning Centre
- ◆ Information and Advice Service
- ◆ Alternative Office Department of Works & Pensions
- ◆ Outreach Assistance
- ◆ Transport Scheme – Day Centre
- ◆ Chiropody Service
- ◆ Hairdressing
- ◆ Reflexology & Aromatherapy
- ◆ Craft – Knit and Natter
- ◆ Visiting Hearing Advice Clinic
- ◆ Coffee Mornings
- ◆ Befriending Service
- ◆ One You Your Home project
- ◆ Pop Up Pop Ins (Mobility, Strength and Balance Classes)
- ◆ Law Clinic through Warners Solicitors
- ◆ Hardship Fund
- ◆ Village Lunch Clubs/Groups in
 - Littlecourt Westerham
 - Kemsing Otford
 - Dunton Green

Thank you

To all the Staff and Volunteers who have helped with the services provided by Age UK Sevenoaks Tonbridge & District.

To local organisations, trust Funds and individuals who have supported Age UK Sevenoaks Tonbridge & District throughout the year.



Supported by:

Sir Thomas Smythe's Charity, which awards grants to welfare organisations in the local area.

