

Registered number: 04675599  
Charity number: 1097115



**AGE CONCERN NORTH NORFOLK**

**(A Company Limited by Guarantee)**

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

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**AGE CONCERN NORTH NORFOLK**  
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**AGE CONCERN NORTH NORFOLK**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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<b>Trustees</b>	Jennie Cummings-Knight MA, MBACP, PGCE, FHEA, Chair Mark Danson-Hatcher Susan Mette (resigned 15 July 2021) Beverley Hopkins (appointed 1 May 2021, resigned 15 July 2021) Paul Harding (appointed 10 October 2021)
<b>Company registered number</b>	04675599
<b>Charity registered number</b>	1097115
<b>Registered office</b>	35b Cremer Street Sheringham Norfolk NR26 8DZ
<b>Manager</b>	Anneliese Maerz
<b>Accountants</b>	MA Partners LLP Chartered Accountants 7 The Close Norwich Norfolk NR1 4DJ

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**AGE CONCERN NORTH NORFOLK**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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The Trustees present their annual report together with the financial statements of the charity for the year 1 April 2021 to 31 March 2022. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

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

**Objectives and activities**

**a. Policies and objectives**

We regularly review our aims, objectives and activities. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each activity and the benefits they have brought to older people in north Norfolk. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. All our services are available to people in the central portion of the North Norfolk District Council area.

Our objectives as set out in our Articles of Association are to promote the wellbeing of older people in and around North Norfolk by:

- preventing or relieving the poverty of older people;
- advancing education;
- preventing or relieving sickness, disease or suffering in older people (whether emotional, mental or physical);
- promoting equality and diversity;
- assisting older people in need by reason of ill-health, disability, financial hardship, social exclusion or other disadvantage; and
- such other charitable purposes for the benefit of older people as the Trustees may from time to time decide.

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

**b. Activities undertaken to achieve objectives**

Our main activities for achieving our objectives come under the following headings:

**1. Day Centre**

We offer a full day's service including breakfast, a home-cooked meal for lunch, and a range of activities for customers.

**2. Meals on Heels**

Our 'Meals on Heels' service offers a hot, home-cooked main meal with the option of adding a pudding that is delivered to your door. This service is perfect for those who would prefer to stay at home, yet still want to receive a delicious and filling meal.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Objectives and activities (continued)**

**3. Home Visits**

These may include a range of services including accompanying customers to appointments and assistance with routine tasks. Volunteers (fully trained and DBS checked) drop in on a regular basis to befriend customers who may be semi housebound.

**4. Intergenerational Work**

We have active links with local schools including Gresham's and Sheringham High School. The students interact with our clientele for the provision of mutual social support, computer help and craft activities. During the past year the link with Gresham's school has been re-kindled and some of the students have been visiting our customers at the Day Centre regularly.

We will be endeavouring to continue to raise our profile in the area by special events, advertising, networking and giving talks to selected groups. We aim to continue to strengthen our links with Dementia Friendly Sheringham and Dementia Friendly Cromer, under the auspices of Age Concern North Norfolk.

The Chair has had the opportunity to speak on BBC Radio Norfolk several times over the past year, raising awareness about the issues that affect older people.

We have also attempted the following:

- To improve the publicity including web presence and leaflets offered by Age Concern, together with monthly articles in the Free Press (Rose Villa Publications group).
- To further improve our facilities (including cleansing and sanitisation measures with regard to the Virus Covid 19) and to continue to improve uptake of our day and other services
- To deliver re-branded home care services including help for carers
- To work more closely with Dementia Friendly Groups and to work more closely with the Council (Integrated Care) in the area

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

All of our activities further the charity's purposes for the public benefit. When older people are cared for, with the provision of the range of services that we offer at Age Concern North Norfolk, there is a much wider impact on health services and family and social networks. The dangers of isolation and loneliness are minimised and there is a sense of community cohesion. Older and younger people work together and gain an increased respect for each other.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance**

**a. Review of activities**

**BUSINESS PLAN**

We are currently using the plan put in place following the AGM in June 2021 which covers the period to 31 March 2024.

**Level 1** - A service which acknowledges that the over 50s of today (future service users) are increasingly more active and looking for services that are geared towards maintaining their health, wellbeing and independent lifestyle, thereby preventing them from being admitted into long term care placements.

**Level 2** - A more holistic approach to day services/opportunities to address issues other than health/disability which may have an impact on well-being. This service will aim to support more independent service users who may be isolated and need more inclusion and interaction. This will involve providing support, information, advice, meals, etc. This will include guidance in health and wellbeing and opportunities for therapies, group activities, education and information sessions.

**Level 3** - Services for older people who require support as a result of their physical or mental difficulties. These services will provide support to carers in the form of daily respite relieving them from their intense caring role. Each client will have their care and activities tailor made to meet their individual needs.

**PREMISES**

**Day Services Hub**

The Trustees are pleased to report that the refurbishment of the Good Companions' Hall, or the Day Services Hub as it is now known, continues with grant funding secured for general refurbishment.

**New Staff Room**

Funding received for Covid secure sanitary measures enabled us to refurbish a bespoke room for staff needs, meaning that they were able to make drinks separately from the main kitchen, avoiding cross contamination. In addition staff now have a quiet area in which to study and in which to support carers of customers, as necessary.

**Internal Doors**

Some of our internal doors needed replacing for reasons of hygiene and we have been able also to re-decorate parts of the building, in line with our general Covid premises improvement measures.

**Computer and Phone Systems**

Funding secured also enabled us to upgrade our computer systems and phone lines thereby reducing the risk of any data breaches in the future.

**Ongoing work**

*Ceilings* - Some ceilings need skimming under hygiene regulations but we have been unable to locate local companies with time to commit to our needs at the time of writing.

*Kitchen* - Some items have been replaced and we have identified that the filter system needs refurbishment. We are sourcing local companies to facilitate this process as soon as possible.

*Manager's Office* - The defunct water pipework associated with client treatments in the past also needs to be cleared out and made good, and we are again sourcing local companies to do this work.

*External Building Work* - The ageing of the concrete rendering on the back (shared) wall dividing the premises from another property needs refurbishment. We are looking into access rights and responsibilities. The

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance (continued)**

intention is to make the area around the premises into a useable, attractive garden-like space that will increase the ability of the Centre to hold larger events, especially during the summer months.

**DAY SERVICES**

The service provides traditional day care for older people, both those with personal budgets and those who self fund.

Under the leadership of Anneliese Maerz, appointed in February 2021, the number of customers has increased significantly.

The contact with Integrated Care for Social Services customers has been renewed and regular meetings have been set up with various stakeholders in Norfolk County Council and North Norfolk District Council. In addition, networking contacts have expanded to include the following: Sheringham Dementia Friendly Community, Parish Nurse (The Salvation Army), Norfolk Police, the Living Well Officer for Community Health, Norfolk Older People's Strategic Partnership, Carers Matter Norfolk, NCC Community Learning Programme, NCC Creative Art and Wellbeing programme, Gresham's School, The Salvation Army, Dementia Nurse at Sheringham Surgery, Foodshare, Deputy Mayor Sue Brisbane and local councillor Liz Withington.

	<b>2021/22</b>	<b>2020/21</b>	<b>2019/20</b>	<b>2018/19</b>	<b>2017/18</b>	<b>2016/17</b>
Total	1,270	200	1,435	2,590	1,761	932
Half days	212	205	211	427	554	
Full days	777	-	410	591		
Meals on Heels	3,875	1,613	421	369	352	204
Baths	111	34	183	94	103	155

- Lunch Club: 281 meals
- Laundry: 24 customers
- At the end of March 2022, there was an average of 39 Direct Access customers a month (2021: 24 Direct Access customers). The reason for this was that we did not recruit any more Social Services customers during the Covid pandemic.
- Intergenerational Activities: There were 9 visits in the year which included a teacher coming to do a yoga session with clients.

Activities this year have included: visits of alpacas, guinea pigs, and Newfoundland dogs; Musical entertainment from Sheringham Ukulele group, Roy on the piano accordion and other soloists; arts and craft, reminiscent packs from the local library; flower arranging, making lavender bags and Christmas cards and decorations.

**STAFFING AND TRAINING**

*Staffing*

We have increased our staffing levels over the year to reflect the increased number of customers and the increased number of meals served:

- Manager
- Office Manager
- Senior Keyworker/support worker 2 members
- Keyworker/support worker 4 members
- Relief Staff 2 members
- Cook, Assistant Cook

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance (continued)**

- Cleaner

*Inhouse Training*

- Confidentiality
- Keyworking
- Care plans/Risk Assessment
- Data protection
- Record keeping
- Personal Boundaries
- Dementia Awareness
- Deaf Awareness
- Level 2 in Dementia

*Courses Attended by Staff 2021-2022*

Care Certificate: Understand your role	Coronavirus Awareness	COSHH
Deaf Awareness	Dementia (Level 2)	Dementia Awareness
Fire Awareness	First Aid Requirements & RIDDOR	Food Allergy Awareness
Food Safety & Hygiene (Level 2)	GDPR Essentials	
Hazard Analysis and Critical Control Points (Levels 2 and 3)		
Health & Safety Basics & Essentials	Health & Safety for Managers	Infection Prevention & Control
Lone working	Medication Awareness (Care Homes)	Moving and Handling
Risk Assessment	Risk assessment in the workplace	Safeguarding Vulnerable Adults

*Trustee Training Record*

Date	Provider	Session
27 April 2021	Alzheimer's Society	'Cure the Care' and Dementia Action Week Webinar
28 May 2021	NCC	The new Financial model Zoom
1 June 2021	Fareshare Go	Webinar about the scheme and the Food Offer
15 June 2021	NCF	Accounting for Charities Webinar
18 August 2021	Alzheimer's Society	Dementia and Hearing Loss Webinar
14 October 2021	NCC	Q&A webinar for Day Services
3 November 2021	NNDC	Webinar on Clutter and Hoarding
17 February 2022	Alzheimer's Society	Dementia Champion's Webinar about changes to role

**b. Investment policy and performance**

We are a small charity and do not have an active investment policy at the present time. Funds not required for working capital are held on a deposit account.



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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Financial review**

**a. Overview**

The charity's finances are stable.

Total income for the year rose from £165,649 to £229,644. The previous year's income from charitable activities was impacted by Covid, this recovered in the current financial year resulting in an increase in income from £45,774 to £87,138. Voluntary income remained strong with £55,189 receivable from donations and £87,226 from grants.

Total expenditure rose from £134,022 to £175,962. The increase is largely attributable to the increase in staff costs up from £62,390 to £97,237 as the team has expanded to meet the demand for our services.

The net surplus for the year was £51,425.

The charity's balance sheet shows an increase in net current assets from £113,609 to £149,801 and total funds as at 31 March 2022 were £288,534 of which £235,689 are unrestricted and £52,845 restricted.

**b. Going concern**

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

The charity's income comes from sales of day and related services to both Social Services and self-funding clients and from grants and donations. Generating income, as ever, remains a challenging issue but we have expanded our clientele considerably. We are still reliant on grants to fill the gaps between income and expenditure, but have been up and running following the Covid hiatus since July 2021.

**c. Reserves policy**

The Trustees have designated £4,280 to cover redundancy costs and £30,000 being an estimate of four month's running costs to provide a "buffer" should the application for ongoing grants prove to be unsuccessful. A further £5,000 has been designated for a maintenance fund to cover unforeseen maintenance costs.

As at 31 March 2022, the charity had "free reserves", being unrestricted funds which have not been designated and are not represented by fixed assets, of **£57,676 (2021: £55,542)**.

**d. Material Investments policy**

In accordance with the Memorandum of Association the charity has the power to invest funds not immediately required for its own purposes in or upon such investments, securities or property of whatsoever nature and wherever situate as may be thought fit provided that the Board seek written professional advice, unless concluded that it is unnecessary or inappropriate to do so.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**e. Principal risks and uncertainties**

The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate these risks. We have spent time over the year fine tuning our policies and procedures, particularly in relation to the GDPR regulations and Health and Safety updates, with the help of Wisteria Lodge HR. We have released our updated Business Plan to cover 2021-2024.

**Structure, governance and management**

**a. Constitution**

Age Concern North Norfolk is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 30 January 2003.

The charity is constituted under a Memorandum of Association dated 30 January 2003 and is a registered charity number 1097115.

**b. Methods of appointment or election of Trustees**

The management of the charity is the responsibility of the Trustees who are elected and co opted under the terms of the Articles of Association. We are currently updating our Trustees Policy which includes the Induction Process and Trustee outline duties.

Over the past year, we have welcomed Paul Harding who has been helping with the Finance Trustee role, alongside the Chair.

Beverley Hopkins joined us briefly as a Trustee at the beginning of the year, but then decided instead to bring her experience with working with the Deaf and the use of Signage to us as a general Volunteer. She has given some training sessions at the Day Centre, which will be a great help with our target group of older people, many of whom have age related hearing loss. Two other potential Trustees also decided to help at the Day Centre in assisting with meal preparation and in delivering meals.

We continue to attempt to recruit suitable personnel who have the necessary expertise and human relations skills necessary for the task of helping to run a small charity. North Norfolk has a great many small and medium sized charities and trustees often have multiple commitments when they join Age Concern North Norfolk. At the time of the publishing of this report (July 2022) we have welcomed 2 new trustees: Amy Franklin and Glyn Davies, currently within their probationary period.

We could not operate as a going concern without the support of numerous other volunteers who help in various ways. Some of our volunteers also help with Befriending phone calls. Our pool of general volunteers is gradually expanding.

**c. Organisational structure and decision-making policies**

Age Concern North Norfolk is a Charitable Company Limited by guarantee, and the financial liability of the Trustees, is limited to £1 each. This limitation applies only where the Trustees can be shown to have acted within the legal and regulatory framework.

The charity is governed by a Board of Trustees, with the Manager having operational responsibility for staff and services.

The role of the Board of Trustees is defined by the rules set out by the Charity Commission and by our Articles

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**AGE CONCERN NORTH NORFOLK**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Structure, governance and management (continued)**

of Association. The Board is responsible for ensuring it has achievable and effective plans in place to govern, manage and deliver services and other activities. Trustees are recruited through open advertisement in local free papers and through word of mouth. All Trustees are encouraged to undertake available training and to fully acquaint themselves with the charity's policies and procedures and with Charitable law and regulations.

We work with a network of organisations in the voluntary and statutory sectors to ensure the best outcomes for our target client group. We are part of the unincorporated association of the Assembly of Independent Age Concern and Age UK charities.

The General Manager is on a 30 hour contract and there are currently 10 other part time staff (including the Office Manager, Senior Workers, Care Workers, Cook and Cleaner) who are under the management of the General Manager.

The Board is responsible for all financial decisions made by the charity, and oversees the Manager in all tasks pertaining to the running of Services and the recruitment and management of staff.

**Plans for future periods**

Our challenges for the year ahead are to:

- Continue to increase usage of our services and consolidate our staffing base, thereby providing greater public benefit;
- remain flexible in the light of the aftermath of the Covid virus crisis and to respond to client need in new ways as appropriate;
- build sustainability of our services through increased income, improving facilities and efficient use of resources;
- maintain and improve funding streams, including through encouraging donations and legacies; we are working on a Legacy Leaflet;
- continue to develop our marketing plan, including using Social Media and the Local Press, to increase awareness of our Age Concern North Norfolk brand and services.

**Thanks**

The Trustees thank our staff and other volunteers. Throughout the past challenging year they have worked hard to promote the well being of older people and help make later life a fulfilling and enjoyable experience.

We also thank all those individuals and organisations who have provided services and support, often above and beyond their contracts.

Approved by order of the members of the board of Trustees and signed on their behalf by:

  
Jennie Cummings-Knight

Date: 14 July 2022

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**AGE CONCERN NORTH NORFOLK**  
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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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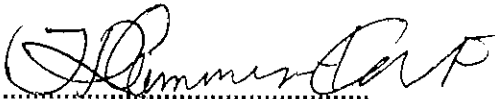
The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on its behalf by:



**Jennie Cummings-Knight**

Date: 14 July 2022

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**AGE CONCERN NORTH NORFOLK**  
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**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Independent Examiner's Report to the Trustees of Age Concern North Norfolk ('the charity')**

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2022.

**Responsibilities and Basis of Report**

As the Trustees of the charity (and 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 charity 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 the charity's accounts 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 Statement**

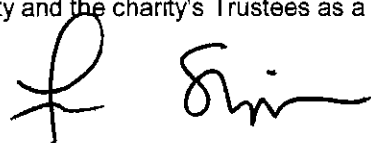
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those 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.

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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed:



Dated: 14 July 2022

Mr F M E Shippam BSc FCA DChA

MA Partners LLP  
7 The Close  
Norwich  
Norfolk  
NR1 4DJ

**AGE CONCERN NORTH NORFOLK**  
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Income from:</b>					
Donations and legacies	3	64,868	77,547	142,415	119,853
Charitable activities	4	-	87,138	87,138	45,774
Investments		-	91	91	22
<b>Total income</b>		<b>64,868</b>	<b>164,776</b>	<b>229,644</b>	<b>165,649</b>
<b>Expenditure on:</b>					
Raising funds		-	9,162	9,162	9,062
Charitable activities	5	23,310	143,490	166,800	124,960
<b>Total expenditure</b>		<b>23,310</b>	<b>152,652</b>	<b>175,962</b>	<b>134,022</b>
<b>Net income</b>		<b>41,558</b>	<b>12,124</b>	<b>53,682</b>	<b>31,627</b>
Transfers between funds	14	(7,500)	7,500	-	-
<b>Net movement in funds before other recognised gains/(losses)</b>		<b>34,058</b>	<b>19,624</b>	<b>53,682</b>	<b>31,627</b>
<b>Other recognised gains/(losses):</b>					
Losses on disposal of tangible fixed assets	10	-	(2,257)	(2,257)	-
<b>Net movement in funds</b>		<b>34,058</b>	<b>17,367</b>	<b>51,425</b>	<b>31,627</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		18,787	218,322	237,109	205,482
Net movement in funds		34,058	17,367	51,425	31,627
<b>Total funds carried forward</b>		<b>52,845</b>	<b>235,689</b>	<b>288,534</b>	<b>237,109</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 15 to 29 form part of these financial statements.

**AGE CONCERN NORTH NORFOLK**  
**(A Company Limited by Guarantee)**  
**REGISTERED NUMBER: 04675599**

**BALANCE SHEET**  
**AS AT 31 MARCH 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	10	138,733	123,500
		<u>138,733</u>	<u>123,500</u>
<b>Current assets</b>			
Debtors	11	1,628	549
Cash at bank and in hand		154,730	118,336
		<u>156,358</u>	<u>118,885</u>
Creditors: amounts falling due within one year	12	(6,557)	(5,276)
<b>Net current assets</b>		<u>149,801</u>	<u>113,609</u>
<b>Total assets less current liabilities</b>		<u>288,534</u>	<u>237,109</u>
<b>Total net assets</b>		<u><u>288,534</u></u>	<u><u>237,109</u></u>
<b>Charity funds</b>			
Restricted funds	14	52,845	18,787
Unrestricted funds	14	235,689	218,322
<b>Total funds</b>		<u><u>288,534</u></u>	<u><u>237,109</u></u>

The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

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AGE CONCERN NORTH NORFOLK  
(A Company Limited by Guarantee)  
REGISTERED NUMBER: 04675599

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BALANCE SHEET (CONTINUED)  
AS AT 31 MARCH 2022

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

  
Jennie Cummings-Knight

Date: 14 July 2022

The notes on pages 15 to 29 form part of these financial statements.



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**AGE CONCERN NORTH NORFOLK**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**1. General information**

Age Concern North Norfolk is a company incorporated in England and Wales. The registered office and principal place of business is 35b Cremer Street, Sheringham, Norfolk, NR26 8DZ.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

**2.2 Income**

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

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

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

**2.3 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

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

All expenditure is inclusive of irrecoverable VAT.

**2.4 Interest receivable**

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

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**2. Accounting policies (continued)**

**2.5 Tangible fixed assets and depreciation**

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

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Fixtures and fittings	-	20%
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Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset at the date of disposal and are recognised in the Statement of Financial Activities.

**2.6 Debtors**

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

**2.7 Cash at bank and in hand**

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

**2.8 Liabilities and provisions**

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

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

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

**2.9 Financial instruments**

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

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**2. Accounting policies (continued)**

**2.10 Pensions**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

**2.11 Fund accounting**

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

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

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

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

**3. Income from donations and legacies**

	<b>Restricted funds 2022 £</b>	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Donations	12,500	42,689	<b>55,189</b>	25,914
Grants	52,368	34,858	<b>87,226</b>	93,939
<b>Total 2022</b>	<b>64,868</b>	<b>77,547</b>	<b>142,415</b>	<b>119,853</b>
<i>Total 2021</i>	<i>96,239</i>	<i>23,614</i>	<i>119,853</i>	

**AGE CONCERN NORTH NORFOLK**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**4. Income from charitable activities**

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from charitable activities - Day Centre	62,727	<b>62,727</b>	36,898
Income from charitable activities - Other services	24,411	<b>24,411</b>	8,876
<b>Total 2022</b>	<u>87,138</u>	<u><b>87,138</b></u>	<u>45,774</u>
<i>Total 2021</i>	<u>45,774</u>	<u>45,774</u>	

**5. Analysis of expenditure on charitable activities**

**Summary by fund type**

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Promoting the wellbeing of older people	23,310	143,490	<b>166,800</b>	124,960
<i>Total 2021</i>	<u>93,074</u>	<u>31,886</u>	<u>124,960</u>	

**6. Analysis of expenditure by activities**

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Promoting the wellbeing of older people	110,624	56,176	<b>166,800</b>	124,960
<i>Total 2021</i>	<u>73,940</u>	<u>51,020</u>	<u>124,960</u>	

**AGE CONCERN NORTH NORFOLK**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**6. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Staff costs	97,237	62,390
Food	11,285	3,151
Agency staff	415	5,091
Travel and transport	1,328	968
Other direct costs	359	2,340
<b>Total 2022</b>	<b>110,624</b>	<b>73,940</b>

**Analysis of support costs**

	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Depreciation	4,783	6,653
Premises	17,873	7,195
General overheads	17,469	15,723
Governance costs	16,051	21,449
	<b>56,176</b>	<b>51,020</b>

**7. Independent examiner's remuneration**

	<b>2022 £</b>	<i>2021 £</i>
Fees payable to the charity's independent examiner for the independent examination of the charity's annual accounts	1,900	1,800
Fees payable to the charity's independent examiner in respect of:		
All other services not included above	7,669	4,013

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**8. Staff costs**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>96,420</b>	<b>61,745</b>
Social security costs	<b>97</b>	<b>(137)</b>
Contribution to defined contribution pension schemes	<b>720</b>	<b>782</b>
	<u><b>97,237</b></u>	<u><b>62,390</b></u>

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

	<b>2022</b>	<b>2021</b>
	<b>No.</b>	<b>No.</b>
Charitable activities	<b>8</b>	<b>4</b>
Fundraising	<b>1</b>	<b>1</b>
	<u><b>9</b></u>	<u><b>5</b></u>

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

**9. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, no Trustee expenses have been incurred (2021 - £NIL).

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**10. Tangible fixed assets**

	Freehold property £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>			
At 1 April 2021	108,578	47,515	156,093
Additions	-	22,273	22,273
Disposals	-	(10,125)	(10,125)
At 31 March 2022	<u>108,578</u>	<u>59,663</u>	<u>168,241</u>
<b>Depreciation</b>			
At 1 April 2021	-	32,593	32,593
Charge for the year	-	4,783	4,783
On disposals	-	(7,868)	(7,868)
At 31 March 2022	<u>-</u>	<u>29,508</u>	<u>29,508</u>
<b>Net book value</b>			
At 31 March 2022	<u>108,578</u>	<u>30,155</u>	<u>138,733</u>
At 31 March 2021	<u>108,578</u>	<u>14,922</u>	<u>123,500</u>

A number of fixture and fittings were recycled during the year. The net book value of these assets at disposal was **£2,257**. This has given rise to a loss on disposal of **£2,257** in the Statement of Financial Activities as £NIL proceeds were received.

**11. Debtors**

	2022 £	2021 £
<b>Due within one year</b>		
Trade debtors	832	-
Other debtors	49	45
Prepayments and accrued income	747	504
	<u>1,628</u>	<u>549</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**12. Creditors: Amounts falling due within one year**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>4,335</b>	<b>2,845</b>
Other creditors	<b>-</b>	<b>272</b>
Accruals and deferred income	<b>2,222</b>	<b>2,159</b>
	<u><b>6,557</b></u>	<u><b>5,276</b></u>

**13. Financial Instruments**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Financial assets</b>		
Financial assets measured at fair value through income and expenditure	<u><b>154,730</b></u>	<u><b>118,336</b></u>

Financial assets measured at fair value through income and expenditure comprise cash at bank and in hand.



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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**14. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>						
<b>Designated funds</b>						
Redundancy	4,280	-	-	-	-	4,280
Maintenance	5,000	-	-	-	-	5,000
4 months running costs	30,000	-	-	-	-	30,000
	<u>39,280</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>39,280</u>
<b>General funds</b>						
Unrestricted funds	179,042	164,776	(152,652)	7,500	(2,257)	196,409
<b>Total Unrestricted funds</b>	<u>218,322</u>	<u>164,776</u>	<u>(152,652)</u>	<u>7,500</u>	<u>(2,257)</u>	<u>235,689</u>
<b>Restricted funds</b>						
Good Companions Lunch Club	2,000	-	-	-	-	2,000
Green Hall Foundation	4,000	-	-	-	-	4,000
Independent Age	635	-	(405)	-	-	230
Mrs Smith & Mount Trust	1,250	-	-	-	-	1,250
Norfolk County Council ("NCC") Infection Control	476	13,115	(10,105)	-	-	3,486

**AGE CONCERN NORTH NORFOLK**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**14. Statement of funds (continued)**

**Statement of funds - current year (continued)**

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2022 £
Norfolk Community Foundation ("NCF") - Silk Purse	2,500	-	-	(2,500)	-	-
National Lottery - Outreach	7,926	-	(3,559)	-	-	4,367
Francis Winham Foundation	-	6,000	(5,364)	-	-	636
Garfield Weston	-	10,000	-	-	-	10,000
Geoffrey Watling Charity	-	1,500	(1,205)	-	-	295
National Lottery - Reaching Out, Reaching Back	-	9,809	-	-	-	9,809
NCF - Intergeneration al Activity Groups	-	7,944	(62)	-	-	7,882
NCF - Norfolk Household Support Fund	-	2,500	-	-	-	2,500
NCF - Response & Recovery Fund	-	8,000	(2,610)	-	-	5,390
R C Snelling	-	2,500	-	(2,500)	-	-
Sheringham Poors and Ploughlets Trust	-	2,500	-	(2,500)	-	-
Tesco Bags of Help	-	1,000	-	-	-	1,000
	<u>18,787</u>	<u>64,868</u>	<u>(23,310)</u>	<u>(7,500)</u>	<u>-</u>	<u>52,845</u>
<b>Total of funds</b>	<u>237,109</u>	<u>229,644</u>	<u>(175,962)</u>	<u>-</u>	<u>(2,257)</u>	<u>288,534</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**14. Statement of funds (continued)**

During the year restricted funding was received totalling £7,500 toward the purchase of an interactive table. The table was purchased in the year and is included in fixed asset additions. The restriction has therefore been satisfied and the funding received has been transferred to unrestricted funds.

**AGE CONCERN NORTH NORFOLK**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**14. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2021 £</i>
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Redundancy	4,280	-	-	-	4,280
Maintenance	5,000	-	-	-	5,000
4 months running costs	30,000	-	-	-	30,000
	<u>39,280</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>39,280</u>
<b>General funds</b>					
Unrestricted funds	141,524	69,410	(40,947)	9,055	179,042
<b>Total Unrestricted funds</b>	<u>180,804</u>	<u>69,410</u>	<u>(40,947)</u>	<u>9,055</u>	<u>218,322</u>
<b>Restricted funds</b>					
Cromer	611	-	(611)	-	-
KIT Club	292	-	(292)	-	-
Big Lottery - Intergenerational	1,916	-	(1,916)	-	-
Norfolk Community Foundation ("NCF")	3,500	-	(3,500)	-	-
NCF - Silk Purse	2,500	-	-	-	2,500
Lunch Club and Befriending	1,000	-	(1,000)	-	-
Good Companions Lunch Club	2,000	-	-	-	2,000
Connecting Older People	9,908	-	-	(9,908)	-
NCF - Community Outreach	2,950	-	(2,950)	-	-
NCF - COVID	-	10,500	(10,503)	3	-
Garfield Weston	-	10,000	(10,219)	219	-
CAF Coronavirus Emergency	-	9,972	(10,522)	550	-
The Edward Gostling	-	3,800	(3,861)	61	-
Souter	-	2,000	(2,020)	20	-
NCC Infection Control	-	12,922	(12,446)	-	476

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**14. Statement of funds (continued)**

**Statement of funds - prior year (continued)**

	<i>Balance at 1 April 2020</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers in/out</i>	<i>Balance at 31 March 2021</i>
	£	£	£	£	£
NCF Winter Resilience	-	5,000	(5,000)	-	-
Independent Age	-	5,545	(4,910)	-	635
Mrs Smith & Mount Trust	-	2,500	(1,250)	-	1,250
Green Hall Foundation	-	4,000	-	-	4,000
National Lottery - Outreach	-	30,000	(22,074)	-	7,926
	<u>24,677</u>	<u>96,239</u>	<u>(93,074)</u>	<u>(9,055)</u>	<u>18,787</u>
<b>Total of funds</b>	<u>205,481</u>	<u>165,649</u>	<u>(134,021)</u>	<u>-</u>	<u>237,109</u>

**AGE CONCERN NORTH NORFOLK**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**15. Summary of funds**

**Summary of funds - current year**

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2022 £
Designated funds	39,280	-	-	-	-	39,280
General funds	179,042	164,776	(152,652)	7,500	(2,257)	196,409
Restricted funds	18,787	64,868	(23,310)	(7,500)	-	52,845
	<u>237,109</u>	<u>229,644</u>	<u>(175,962)</u>	<u>-</u>	<u>(2,257)</u>	<u>288,534</u>

**Summary of funds - prior year**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Designated funds	39,280	-	-	-	39,280
General funds	141,524	69,410	(40,947)	9,055	179,042
Restricted funds	24,677	96,239	(93,074)	(9,055)	18,787
	<u>205,481</u>	<u>165,649</u>	<u>(134,021)</u>	<u>-</u>	<u>237,109</u>

**16. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	-	138,733	138,733
Current assets	52,845	103,513	156,358
Creditors due within one year	-	(6,557)	(6,557)
<b>Total</b>	<u>52,845</u>	<u>235,689</u>	<u>288,534</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**16. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	<i>Restricted funds 2021 £</i>	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	-	123,500	123,500
Current assets	18,787	100,098	118,885
Creditors due within one year	-	(5,276)	(5,276)
<b>Total</b>	<b>18,787</b>	<b>218,322</b>	<b>237,109</b>

**17. Pension commitments**

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

The pension cost charge represents contributions payable by the Charity to the fund and amounted to **£720 (2021: £782)**. No amounts were payable to the fund at the balance sheet date.

**18. Related party transactions**

The charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the charity at 31 March 2022.

