

Ending older people's loneliness



Age UK Sheffield Annual report 2020/21

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Reference and administrative details of the Charity, its trustees and advisers

For the year ended 31 March 2021

Trustees	Mr David Campbell (Chair) Ms Emma Challans Mr Graham Duncan Mr Tim Furness Ms Melanie Perkins Ms Melinda Riley (Deceased 20 September 2020) Mr Nigel Smith Mr Liton Ullah Ms Sarah Fulton Tindall (Appointed 5 November 2020) Ms Naomi Sampson (Appointed 5 November 2020)
President	Mr Nick Hutton MBE
Vice-Presidents	Mr Graham Moore Mrs Ruth Wilson
Company registered number	05207254
Charity registered number	1108413
Registered office	First Floor, South Yorkshire Fire & Rescue, 197 Eyre Street, Sheffield, South Yorkshire, S1 3FG
Senior management team	Mr Stephen Chufungleung, Chief Executive and Company Secretary Ms Teresa Barker, Chief Operating Officer
Independent auditors	Shorts, Cedar House, 63 Napier Street, Sheffield, South Yorkshire, S11 8HA
Bankers	Barclays Bank plc, 2-12 Pinstone Street, Sheffield, South Yorkshire, S1 2HN
Solicitors	Knights LLP, Commercial House, 14 Commercial Street, Sheffield, South Yorkshire, S1 2AT

Introduction

The year 2020/21 will be one that none of us will ever forget. The Covid-19 pandemic has had a dramatic impact on everyone, in our personal and working lives.

Very sadly, older people suffered by far the greatest health impacts of Covid-19, with people aged 50 and over (and younger people with certain health conditions) accounting for 99% of all deaths from this new and deadly virus.

At Age UK Sheffield, we are hugely proud of the way in which our charity stood up to support the people who needed us during this crisis. Almost overnight, we totally transformed the way we worked. We contacted all the 1,100 people we were supporting at the time and developed an individual plan for how we would help them to live independently whilst shielding from the virus.

Where necessary, on a risk-assessed basis, we continued to deliver home support services in a Covid-secure way throughout all the lockdowns, where we believed that withdrawing our services would put people at a greater risk.

We established and funded, from scratch, an essential food parcel delivery service, within a matter of weeks. And we re-opened the Wellbeing Centre (our dementia day centre) in September, at a time when almost all face-to-face group activity remained closed.

On top of all this, we kept delivering all our existing services, increasing the number of older people we supported compared to previous years, and demonstrating that when older people in Sheffield need us, Age UK Sheffield is a charity they can trust to be with them.



David Campbell
Chair



Steve Chu
Chief Executive



We contacted all the 1,100 people we were supporting at the time and developed an individual plan for how we would help them to live independently whilst shielding from the virus.

Trustees’ report

The Trustees present their annual report together with the audited financial statements of the Charity for the year 1 April 2020 to 31 March 2021.

The Trustees confirm that the annual report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity’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 (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Age UK Sheffield is a charity and registered company which is governed by a board of Trustees. In 2020/21, the full Board met six times and held a strategic planning day. Our Finance and HR & Governance Groups have a scrutiny function and some delegated authority, and met quarterly. Due to the unique circumstances of the Covid pandemic, all meetings in the year were held online.

Age UK Sheffield Enterprises Limited is a company wholly owned by Age UK Sheffield which is governed by a Board of Non-Executive Directors comprising up to three charity Trustees and up to two independent Directors, one of whom chairs the Board. This trading arm engages in trading activity and donates its surplus to the Charity.

Since the Charity and the Group qualifies as small under section 383 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 is not required.



Objectives and activities



Charity objectives

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)’.

Our vision is:

“For a city in which no older person lives in poverty or loneliness.”

Our mission in pursuing that vision is helping to:

“Live better lives in the best health possible.”

We believe in a holistic, person-centred approach, supporting older people to achieve their own needs and wants, and empowering them to maintain their independence. We may do this by enabling people to increase their financial, physical and mental health and wellbeing, through, for example, increasing benefits claimed, supporting claims for aids and adaptations to the home, and connecting people to local services and resources.

The Trustees’ report below will detail how these objectives were achieved in 2020/21, through the provision of our charitable services, which we are continuing to deliver during 2021/22.

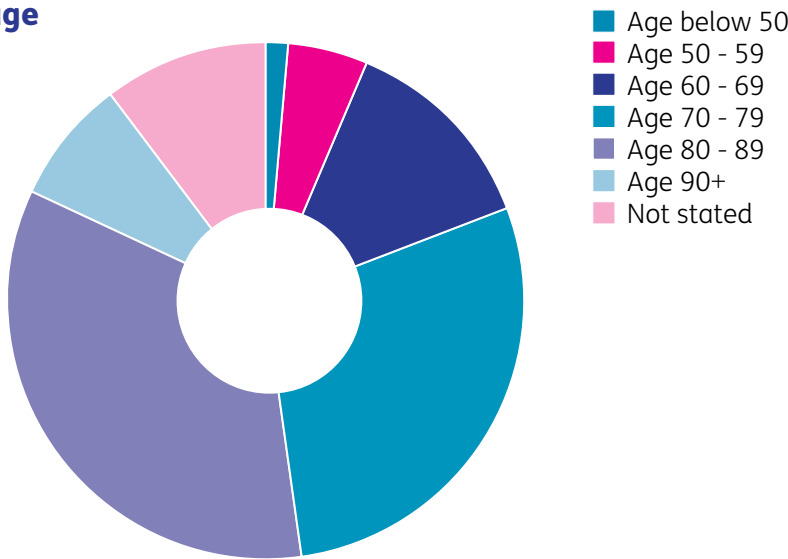
The people we supported



We took thousands of phone calls and had thousands more conversations with older people in Sheffield who came to us for support. In total, in 2020/21 we supported 3,879 older people with recorded case work. That is an increase of over 10% compared to the previous year.

The age profile of our beneficiaries went up; for the first time in recent years, we supported more people aged 80-89 than people aged in their Seventies. In all, 80% of our beneficiaries whose age we recorded were aged 70 or over.

Customer age

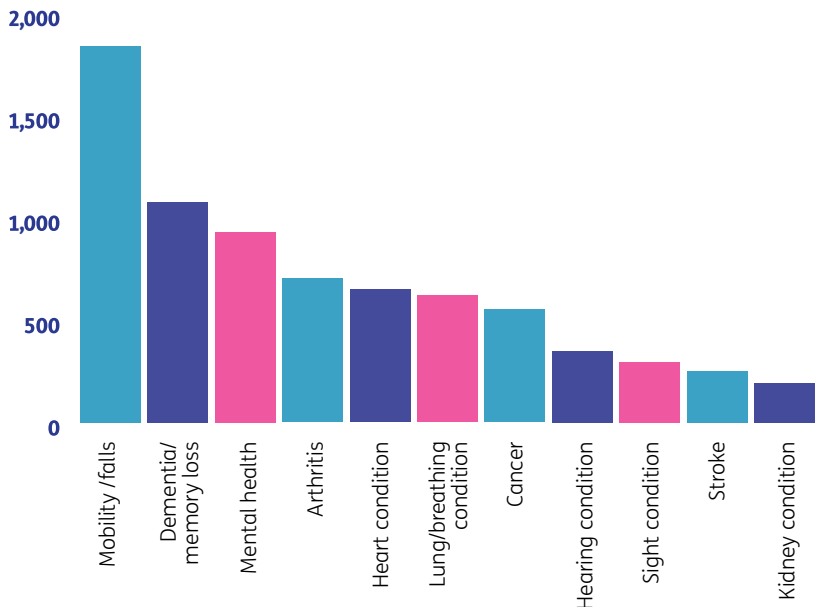


Health condition

We target our work to benefit those who are most in need of support, primarily people who are living with long-term health conditions or multiple long-term conditions.

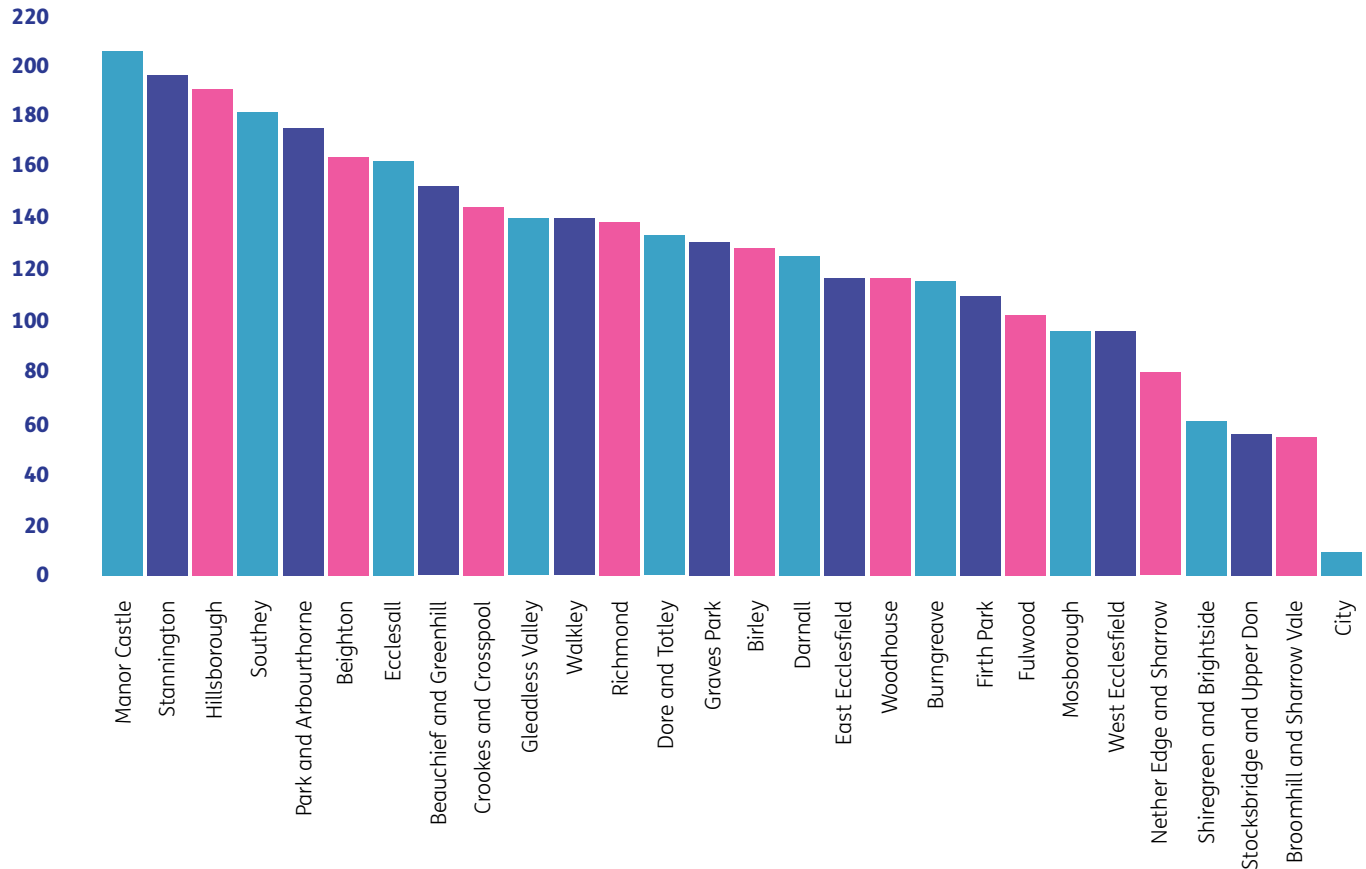
We believe that, in the majority of cases, this work is reducing demand on statutory health and social care services. For example, our work with over 1,800 people who have mobility issues includes advice and practical measures to minimise their risk of experiencing future falls.

The number of people we supported living with dementia or memory loss increased significantly compared to last year, partly as a result of a specific piece of Covid-related work we were commissioned to undertake in 2020, to make contact with people who had been diagnosed with dementia but were not in contact with statutory services.



A citywide service

Our beneficiaries are well spread throughout Sheffield, although we tend to do the most work in areas where we have our closest relationships with the local GPs.



We have also been pleased to note that we increased the ethnic diversity of our beneficiaries in 2020/21. The proportion who identified as a non-White/British ethnicity increased from 5% to 7%. Our Board is committed to further increasing the diversity of our beneficiaries and has committed to spending from reserves to support this work in 2021/22.

2020/21 customer feedback highlights

“You have been the one that has helped me the most and you are Age UK Sheffield and not a health professional. You have been the only one who has explained things to me and talked to me in a way that I would like to be talked to.”



“Huge thank you to Debbie and Mark who helped my brother with the installation of a new refrigerator when his old one broke down during the 12 week lock-down. He is disabled and has leukaemia. Their courtesy, sympathy and empathy are priceless.”



“Throughout lockdown mum’s physical and mental health have been of great concern to us and hearing the [Wellbeing] Centre was reopening was absolutely the best news in months! Personally it’s a massive relief to know that for one day a week worry can be set aside for a few hours in the knowledge she is in a secure environment with caring people who plan appropriate activities and understand her dementia.”

“Thank you so much for all your help. It’s taken so much stress and worry away from me knowing that you’re there for me when I need it. You’ve sorted everything out for me. You helped with incorrectly calculated overpayment of Housing Benefit and Council Tax Support of over £1,500. Got them to recalculate down to 2 pence overpayment.”

“My mum has dementia and heart failure which limits her exercise capacity and means it can be difficult finding things to stimulate mum. The dementia cafe has been fantastic; and more recently with the Zoom sessions. When mum is even more isolated it provides an opportunity for her to meet people, try new activities and provide some routine to her week.”

“You have been the only person who has called me after being discharged from being in intensive care with Covid. I cannot explain how much it means to me that you have shown me that you and your organisation care.”

“We would like to thank you for all that you have done for us. The caring, friendliness and dedication you have shown us throughout. Nothing has been too much trouble. Every phone call I made has always been returned. We thank you from the bottom of our hearts because without you we would never have been able to complete all the forms. I will always recommend your charity to anyone because you have been wonderful.”

GP feedback



“

We have been working closely with Age UK Sheffield for almost two years to deliver a transformational new service to support elderly and isolated people in our community. Despite the complexities thrown at them by the Coronavirus pandemic, Age UK Sheffield have repeatedly risen to the challenge of delivering community based support to some of our most vulnerable patients.

During the spring of 2020 as a network we were resigned to the fact that our project would be derailed by lockdowns, social distancing and shielding rules. However Age UK Sheffield were not going to let our patients go unsupported. Through their agility, flexibility and unshakable positivity they reconfigured our project to deliver a Covid-secure service through a very difficult time. From a personal point of view, during what was a very tough and uncertain time in primary care, I always came away from my meetings with the Age UK Sheffield team with a renewed feeling of hope for the future and a sense of awe at their “can do” attitude.

Humphrey Emery, Porter Valley Primary Care Network

”

“

We approached Age UK Sheffield in 2020 to see if they could provide a Social Prescribing Link Worker role. Our Link Worker has been invaluable and our Board members recognise that Age UK Sheffield is a well-respected organisation and that our patients are engaging really well.

Along with providing support to isolated patients during COVID our Link Worker has been able to secure benefits for patients that were not aware they were entitled to and she has worked closely with patients that are on our dementia register, ensuring that are linked to any services that are available to them.

Emma Reynolds (from the Tramways and Middlewood Medical Centres) added: “Our elderly patients have been especially vulnerable this last year with high levels of isolation and loneliness. Having someone to refer to who can provide a holistic assessment is really useful. Patients will often end up being referred for one problem but finding several others are solved that they had not expected help with. Feedback from patients, relatives and my colleagues has been excellent across the board and I am delighted that we can continue to offer this service to our patients going forward.”

Lisa Shackleton, Hillsborough Primary Care Network

”

Referring in and out

Of the **3,879** people we supported in 2020/21, roughly half made the initial contact directly to us, whilst around **2,000** people were referred into our services by colleagues in the health, social care or voluntary sectors. **1,146** of the referrals came to us from GP practices across the city.



In the course of our work with these customers, we made over **7,000** connections to more than **1,000** local projects, initiatives, or services, which helped older people to meet identified needs.

These connections ranged from financial and consumer advice, to support with health or caring aspirations, to reducing loneliness and social isolation.

Through our expertise in helping people to access unclaimed benefit income, we supported **532 people** to increase their income by a total of **£2.9 million** in the first year. In the majority of cases, they will continue to receive this benefit income for the rest of their lives.



Funding our services



Most of our services are delivered under contract or through grant aid. We continue to be extremely grateful to everyone who funds us to support older people in Sheffield.

In 2020/21, our Independent Living Co-ordination services, which form the majority of our work, were supported by the following organisations:

- NHS Sheffield Clinical Commissioning Group
- Weston Park Cancer Charity
- Macmillan Cancer Support
- The Energy Saving Trust's Energy Redress Fund
- GPA1 GP Neighbourhood
- Hillsborough GP Neighbourhood
- Network North GP Neighbourhood
- Porter Valley GP Neighbourhood
- Age UK

Our Information and Advice service was funded by:

- Westfield Health
- Age UK
- Sheffield Area Kidney Association
- The Jusaca Charitable Trust
- HM Burdall Charity

In addition, we continue to receive significant, long-standing support from the following organisations:

- Sheffield City Council
- Marjorie Coote Older People's Charity Fund
- Sheffield Town Trust
- Sheffield Church Burgesses Trust

A full list of our supporters in 2020/21 can be found on page 22.



The photograph on this page is for illustrative purposes only and is not the case study described.

CASE STUDY: Independent Living Co-ordination (cancer) – “Jane”

Jane was 60, living with cancer, and the main carer for her husband who had a severe respiratory illness. She had just started chemotherapy at the time of the first Covid lockdown and the couple were forced to shield in their second floor flat with no means of getting shopping or medication.

Jane	
What we found	How we helped
<div><div>✗</div>Struggling with the physical and emotional effects of chemotherapy</div> <div><div>✗</div>Sleeping on the floor due to her husband’s coughing</div> <div><div>✗</div>Would not be able to afford to live once her sick pay ended</div> <div><div>✗</div>Worried she would lose her job as a result of her cancer</div>	<div><div>✓</div>Arranged emergency and weekly deliveries of food and medication</div> <div><div>✓</div>Successfully applied for a Weston Park Cancer Charity grant for a new mattress and explored alternative housing options</div> <div><div>✓</div>Sourced specialist advice on employee rights and provided regular wellbeing calls</div> <div><div>✓</div>Supported Jane to apply for Personal Independence Payments, increasing her income by £122 per week.</div>

Jane said: “I don’t know what I would have done without Age UK Sheffield during this really difficult period.”

The Old Coach House



We hope to open these new facilities in early 2022.

We are delighted to say that our final application to the National Lottery Heritage Fund for £581,500, to redevelop The Coach House House and Potting Shed in Hillsborough Park was successful.

Building work got under way on 29th March 2021 and has also been made possible by partnership funding from Age UK Sheffield (£100,000), The Bradbury Foundation (£100,000), Wolfson Foundation (£80,000), Clothworkers Foundation (£75,000), Garfield Weston Foundation (£40,000) and Bernard Sunley Foundation (£20,000).





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CASE STUDY: Independent Living Co-ordination (housing) – “Robert”

Robert was 74 and worried about losing his housing association bungalow after separating from his wife. He was living alone, on a low income. He was also experiencing depression and anxiety, as well as arthritis.

Supported by



Robert	
What we found	How we helped
<div><div>✗</div>Concerned about being forced to move to a smaller home</div>	<div><div>✓</div>Liaised with Housing Officer, who confirmed his right to remain in the property</div>
<div><div>✗</div>Low income</div>	
<div><div>✗</div>Mobility issues due to arthritis</div>	<div><div>✓</div>Helped Robert to claim an additional £7,500 in benefit income</div>
<div><div>✗</div>Continence issues affecting his confidence to get out and about</div>	<div><div>✓</div>Supported to obtain a Blue Badge and Just Can't Wait card to help get out and about</div>

Robert said: “I am so glad for your guidance and advice, I don’t think I could have filled in all the forms by myself. You have allowed me to sit and talk about my problems.”

The Covid-19 pandemic

Our ability to react quickly to meet beneficiary needs has never been better demonstrated than during the Covid-19 pandemic. We knew, before the first lockdown was announced, that some shielding older people would struggle to get food into their home, due to a lack of available friends and family support.

We launched our biggest ever fundraising campaign to deliver essential food parcels to shielding older people. From scratch, we created our first ever food delivery programme, in partnership with St Mary’s Church and Community Centre.

In total, we raised over £60,000, enabling our volunteers to deliver 3,298 essential food parcels between 31st March and 31st July. We also carried out some additional emergency shops for people who were living in poverty, or had been diagnosed with Covid-19, and had no food in the house, as well as some other vital deliveries of medication and clothing.


Business as usual

At the time of the lockdown, we were already supporting a caseload of 1,100 older people. We contacted every single one of them to create an updated personal plan to ensure they could live safe and well through the pandemic. Our volunteer befriending programme, In Touch, expanded by 30%, as we prioritised weekly contact with the older people we were most concerned about.

Whilst our face-to-face services were adapted for several weeks, we took a proactive approach to returning our services to normal as soon as possible. Home visiting services continued throughout, on a needs/risk assessment basis. Our dementia day centre re-opened in September and has continued to operate throughout subsequent lockdowns.

Older people, carers, and community partners have recognised that Age UK Sheffield stood up when it was needed in 2020/21 and re-shaped its services to ensure older people got the support they need.






We raised over

£60,000

enabling volunteers to deliver

3,298


essential food parcels to those who were shielding



We contacted all

1,100

of the people we support to help them to stay safe and well throughout the pandemic



Our volunteer befriending programme expanded by

30%

as we prioritised contact with the people we were most concerned about



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CASE STUDY:
Wellbeing Centre – “Angela”

Angela was 85 and living with Alzheimer’s. She also had suppressed lung function, after cancer. She had worked as a community nurse for 40 years, dedicating her life to caring for others. She loved the arts, theatre and music.

Supported by



Angela	
What we found	How we helped
<div>✗ Apprehensive about attending a group activity</div> <div>✗ Unable to enjoy nature independently due to her dementia</div>	<div>✓ Immediately formed strong friendships</div> <div>✓ Supports Wellbeing Centre activities, including intergenerational activities with nursery children, and assisting at meal times</div> <div>✓ Rediscovered old hobbies, including oil painting</div> <div>✓ Supported to enjoy walks in Norfolk Park</div>

Angela’s daughter said “I cannot believe the change in Mum since coming to you. The difference in her mental health is astounding; I just wish we’d have found you sooner.”



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CASE STUDY:
Porter Valley In Touch – “Bill”

Bill was a 93-year-old widower who was living alone after caring for his wife of 71 years, who had dementia before she passed away. His declining mobility meant he was unable to get out and about for his daily walks.

Supported by



Bill	
What we found	How we helped
<div>✗ Grieving, and feeling lonely and socially isolated, with an impact on his confidence</div> <div>✗ No support bubble due to Covid, relying on deliveries for his daily requirements</div> <div>✗ Missing face-to-face contact</div>	<div>✓ Matched Bill with a student volunteer, Karin, who shared his interest in history</div> <div>✓ He looked forward to Karin’s weekly phone calls and her “cheery voice”</div> <div>✓ Hoping to meet face-to-face, and have company for short walks, after his second vaccine</div>

Bill said “My feelings of loneliness have decreased and my confidence is returning.”

Karin said: “I’m enjoying our sense of connection and the knowledge I am reducing Bill’s loneliness.”

Achievements and performance



Financial review

Our financial outturn for 2020/21 has a bottom line showing a surplus of £344,513. This is an excellent outcome in a highly unusual year, and it is important to break that surplus down to understand that the underlying operating financial performance, which was of a broadly balanced day-to-day budget.

During 2020/21 we received:

- £120,000 of capital grants towards our Coach House project, which are shown as income for this year and will be spent in 2021/22 on the building restoration;
- £67,000 of legacy income;
- £56,000 of additional, earned service delivery grant and contract income which was not related to the Covid pandemic;
- £100,000 of additional service delivery grant and contract income which was related to our work through the Covid pandemic.

The Board of Trustees has considered the substantial budget variations which occurred in 2020/21, largely as a result of the Covid pandemic, and decided to designate all the surplus funds either for specific service delivery-related purposes, or for long-term charity development activities.

Income overview

Our main sources of income continue to be contracts and grants to support our Independent Living Co-ordination work with vulnerable older people. During 2020/21, a year in which so much attention was focused on older people's healthcare, we were especially pleased to be delivering specific NHS-related projects in support of hospital discharge services, and for four of the city's 15 GP Neighbourhoods.

Our excellence in dementia services was recognised by adding a new Young Onset Dementia Hub to our existing Wellbeing Centre, Specialist Dementia Advice Service, local delivery of dementia support in the South-West Sheffield area, and the management support we provide to Sheffield Dementia Action Alliance.

We also receive grants to deliver our free Information and Advice service.

In recent years we have taken a strategic approach to diversifying our sources of income and, in 2020/21, 6.93% of our turnover came from paid-for services, whilst a further 2.93% was earned from our two charity shops.

Expenditure overview

The vast majority of our spending continues to be on staff to deliver services to older people.

Aside from current employees, we contribute to a repayment plan in respect of a defined benefit pension scheme in respect of one former member of staff.

We make a limited number of small grants of up to £500 to small community organisations in the Dore and Totley area, in line with a Sheffield City Council contract we are delivering.

Operational performance

All our contracted services were delivered in line with, or exceeding, output requirements, and our charitable services continue to be in high demand. Service delivery activities are monitored by our Board of Trustees, and quarterly reports are produced for our main grant and contract funders, in line with their requirements. The growth of our services for older people in recent years has, to a large extent, come about through word of mouth about our excellent standards.

Performance against our budget is updated and monitored on a monthly basis, and presented to both our Finance Group and our full charity Board five times during the year.

Cash position

As at 31 March 2021 the Charity had a cash balance of £1,021,000 on a consolidated basis (2020: £659,000).

Fixed assets

We did not own any fixed assets of significant value at 31 March 2021.

List of financial supporters

We would like to thank everyone who supported the work of Age UK Sheffield during 2020/21, and give particular thanks for the financial support given by:

- Age Better in Sheffield
- Age UK
- Arthur Lee Trust
- Sheffield Church Burgesses Trust
- The Jusaca Charitable Trust
- Macmillan Cancer Support
- Marjorie Coote Old People’s Charity Fund
- NHS Sheffield Clinical Commissioning Group
- GPA1 GP Neighbourhood
- Hillsborough GP Neighbourhood
- Network North GP Neighbourhood
- Porter Valley GP Neighbourhood
- Sheffield City Council
- Sheffield Hallam University
- Sheffield Town Trust
- South Yorkshire Community Foundation
- Westfield Health Charitable Trust
- Weston Park Cancer Charity
- Individual donors and fundraisers
- Individual customers and members
- Individuals leaving legacies to Age UK Sheffield
- Armed Forces Covenant Trust
- Energy Saving Trust
- Henry Smith Charity
- H M Burdall Charity
- Garfield Weston Foundation
- National Lottery Heritage Fund
- Sky
- Wolfson Foundation

Going concern

The Trustees acknowledge the ongoing situation regarding the coronavirus pandemic and the impact this has had on the fundraising abilities of the wider charity sector. Despite this, the Charity has performed well during this period, benefiting from the number of contracts for services already in place, as well as local fundraising undertaken to enable the set-up of a food delivery programme. Whilst the two charity shops were closed for the national lockdown period, appropriate

members of staff across the group were able to be furloughed and applications were made for government support packages. As such the Charity and Group have remained in a strong cash position throughout, aided by the robust reserves position from previous years.

Detailed forecasts have been prepared of the expected levels of income and expenditure over the period to December 2022, taking into account known and expected events and activities. The Trustees have considered the level of funds held and the expected levels of income and expenditure for 12 months from the date of authorising these financial statements. After making appropriate enquiries, the Trustees have concluded that they have a reasonable expectation that the forecast levels of income and expenditure are sufficient with the level of reserves in place to mean that the Charity and Group has adequate resources to continue in operational existence for the foreseeable future. For this reason they are therefore of the view that it is appropriate for the financial statements to continue to be prepared on a going concern basis.

Further details regarding the adoption of the going concern basis can be found in the Accounting Policies section of the financial statements.

Reserves policy

Age UK Sheffield has a reserves policy which is regularly reviewed. Trustees have set a minimum reserves figure of £370,000, which has been developed from calculations of the costs of ensuring an orderly closedown of the charity, should such a scenario arise in future.

At 31 March 2021, Age UK Sheffield’s free reserves (unrestricted funds excluding designated reserves) were £547,000, compared to £496,000 in the previous year. The pension deficit reserve valuation shows a liability of £2,000 (2020: £2,000).

The Charity therefore has adequate working reserves and the funding necessary to contribute to our future plans and continued development. In addition, it has reserves available to make long-term investments in its future, such as a third charity shop which opened in October 2021. Reserves levels are kept under regular review.

Structure, governance and management

Constitution

Age UK Sheffield is a charitable company, limited by guarantee. Having formerly been an unincorporated charity since its registration in January 1981, the Charity transferred its assets to a ‘new’ charity, number 1108413 on 31 March 2005.

Following guidance from Age UK, in December 2019, we adopted new Articles of Association at our annual general meeting.

In planning the Charity’s activities, the trustees have regard to both the Charity Commission’s general guidance on public benefit and the specific objectives of the Charity. Age UK Sheffield meets this guidance as all its services deliver the charitable purpose of ‘relief for people in need by reason of age’ as set out in the Charities Act 2006.

Age UK Sheffield Enterprises Limited is a wholly owned subsidiary of Age UK Sheffield which gift-aids its allowable retail sales and end-of-year profits back to the Charity to provide a valuable source of unrestricted income.

The Age UK Sheffield group is a Brand Partner of the national Age UK network, meaning we are completely independent. Our Memorandum and Articles of Association are clear that we support older people within the city of Sheffield.

Governance

Our Code of Governance is organised into seven sections in line with the Charity Governance Code, as follows:

1. Organisational purpose
2. Leadership
3. Integrity
4. Decision-making, risk and control
5. Board effectiveness
6. Diversity
7. Openness and accountability

Trustees

Age UK Sheffield is an independent local organisation, accountable to a governing Board of Trustees representing a cross-section of the local community. When Trustees retire, or there is a need for additional Trustees, an open and inclusive recruitment process is initiated and Age UK Sheffield proactively seeks applications from under-represented groups.

During 2020/21 we had a stable Board of Trustees, under the chairmanship of David Campbell. Melanie Perkins is Deputy Chair and also Chair of our Finance Group. Tim Furness is Chair of our HR and Governance Group. Age UK Sheffield Enterprises is chaired by an independent Director, Nick Ethelstone. Two new Trustees joined the charity in December 2020, Naomi Sampson and Sarah Fulton Tindall. During the year, we were extremely sad that our Trustee, Melinda Riley, passed away, after serving on our Board for five years.

Our Trustee induction process was described as “a model of best practice” in our Charity Quality Standard inspection in April 2018. The report said: “There is a trustee’s handbook that covers all aspects of the role. This includes an induction checklist to ensure everything is covered and signed off.”

Trustees serve for a three-year term and may usually serve for up to three terms.

Meetings

Trustees meet, as a collective board, six times each year to receive operational, strategic and governance reports. They additionally attend an annual strategic planning day. The Finance Group meets five times during the year (prior to full Board meetings) and has a remit to report on trends, achievements and challenges, and to advise the Board on strategic and financial planning for the organisation. The Human Resources & Governance Group meets quarterly to oversee governance, quality and HR-related issues, policies and procedures. The Scheme of Delegation was updated in 2018, as part of the review of the Code of Governance.

Attendance records to our full charity Board meetings during 2020/21 were kept as follows:

Trustee	Attendance
David Campbell	6/6
Emma Challans	2/6
Graham Duncan	3/6
Sarah Fulton Tindall	2/2
Tim Furness	5/6
Melanie Perkins	6/6
Melinda Riley	1/2
Naomi Sampson	2/2
Nigel Smith	6/6
Liton Ullah	6/6

Trustee development

At Age UK Sheffield we are committed to the development of our Trustees as part of our governance processes. Learning and development opportunities were constrained during year due to the pandemic situation, but David Campbell attended the annual Age England Association conference, and our Finance Group Chair, Melanie Perkins, and our Treasurer, Nigel Smith, attended The Smith & Williamson (S&W) London Charity Conference. Its contents directly led to a review of our fraud risk assessment.



Partnerships

Age UK Sheffield believes that, wherever it is in the best interests of the city’s older people, the organisation should work in partnership with other organisations.

Within Sheffield, we work closely with the Local Authority, GP surgeries, local hospitals and voluntary sector partners to receive referrals for services. We signpost to hundreds of local resources and services for the benefit of our customers. We also work with local partners to advocate collectively for the benefit of the voluntary sector in Sheffield.

The Charity is also involved with a number of networks through its membership of the Age England Association.

In 2021/22, our Chief Executive is partially seconded to the national charity, Age UK, to lead a national development programme.

Pay policy for senior staff

The directors are the Charity’s Trustees, all of whom give their time freely, and without remuneration. Details of Trustees’ expenses and related party transactions are disclosed in note 12 and note 23 to the accounts.

The senior management team are the Chief Executive and Chief Operating Officer. They are responsible for directing and controlling, running and operating the Charity on a day-to-day basis. The pay of the senior staff is reviewed annually as part of the whole organisation’s annual pay award review, which is subject to market conditions.

Risk management

Strategic risk management is regularly overseen by the Board. An annual review of the risk register takes place, with quarterly updates presented to the HR and Governance Group to give oversight of changes to the main risks.

Like many local charities, the main risks facing Age UK Sheffield relate to the potential for not achieving income targets, either through loss of contracts or a reduction in grants and gifts. These risks are being managed through a proactive approach to assessing contract risks and opportunities, a planned programme of grant-aid appeals, and ongoing attention to the costs of the organisation.

Trustees’ indemnities

The Trustees, as directors of the charitable company, have been granted a qualifying third party indemnity provision under section 234 of the Companies Act 2006. This does not provide cover in the event of a director being proved to have acted fraudulently or dishonestly.

Statement of Trustees’ responsibilities

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

Company law requires the Trustees to prepare financial statements for each financial year. 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 Group and the Charity and of their incoming resources and application of resources, including their 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 Group will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Charity’s transactions and disclose with reasonable accuracy at any time the financial position of the Group and 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 Group and the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Disclosure of information to auditors

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

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

Auditors

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

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

Mr David Campbell
Chair of Trustees

Independent auditors’ report to the members of Age UK Sheffield

Opinion

We have audited the financial statements of Age UK Sheffield (the ‘parent charitable company’) and its subsidiaries (the ‘group’) for the year ended 31 March 2021 which comprise the Consolidated statement of financial activities, the Consolidated balance sheet, the Charity balance sheet, the Consolidated statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 ‘The Financial Reporting Standard applicable in the UK and Republic of Ireland’ (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Group’s and of the parent charitable company’s affairs as at 31 March 2021 and of the Group’s 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 Charities Act 2011.

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 Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council’s Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees’ use of the going concern basis of accounting in the preparation of the financial statements is appropriate. Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Group’s or the parent charitable company’s ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

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

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors’ report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees’ report is inconsistent in any material respect with the financial statements; or
- the parent charitable company has not kept sufficient accounting records; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees’ responsibilities statement, 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 Group’s and the parent 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 Group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

Auditors’ responsibilities for the audit of the financial statements

We have been appointed as auditor under section 151 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

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

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- through discussions with the directors and other management and from our commercial knowledge and experience of the sectors that the Group operates in, we identified the laws and regulations applicable to the Group; and
- focusing on the specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the Group, we assessed the extent of compliance with those laws and regulations identified above through making enquiries of management and inspecting relevant correspondence.

We assessed the susceptibility of the Group’s financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- considered journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- considering relationships with HMRC and other relevant regulators and the Group’s legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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/auditors-responsibilities. This description forms part of our Auditors’ report

Use of our report

This report is made solely to the charitable company’s trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company’s trustees 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 its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Howard Freeman BSc FCA (Senior Statutory Auditor)

for and on behalf of

Shorts

Chartered Accountants
Statutory Auditor
Cedar House
63 Napier Street
Sheffield
South Yorkshire
S11 8HA

Date: 4 November 2021

Shorts are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

Consolidated statement of financial activities

(incorporating income and expenditure account)
For the year ended 31 March 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Coach House (restricted) 2021 £	Total funds 2021 £	Total funds 2020 £
Income and endowments from:						
Donations and legacies	3	542,361	110,568	132,665	785,594	264,593
Charitable activities	4	518,562	451,499	-	970,061	914,887
Other trading activities	5	-	-	-	-	49,083
Investments	6	546	-	-	546	1,688
Other income	7	-	-	7,910	7,910	81,471
Total Income and endowments		1,061,469	562,067	140,575	1,764,111	1,311,722
Expenditure on:						
Raising funds		4,000	-	-	4,000	-
Charitable activities	8	866,417	543,554	9,627	1,419,598	1,392,778
Total expenditure		870,417	543,554	9,627	1,423,598	1,392,778
Net income / (expenditure)		191,052	18,513	130,948	340,513	(81,056)
Transfers between funds	17	(2,073)	356	1,717	-	-
Net movement in funds before other recognised gains		188,979	18,869	132,665	340,513	(81,056)
Other recognised gains:						
Actuarial gains on defined benefit pension schemes		4,000	-	-	4,000	12,000
Net movement in funds		192,979	18,869	132,665	344,513	(69,056)
Reconciliation of funds:						
Total funds brought forward		593,119	41,772	-	634,891	703,947
Net movement in funds		192,979	18,869	132,665	344,513	(69,056)
Total funds carried forward		786,098	60,641	132,665	979,404	634,891

The Consolidated statement of financial activities includes all gains and losses recognised in the year.
The notes on pages 33 to 50 form part of these financial statements.
Further details on the results for the year can be found in the Financial review section of the Trustees’ Report on page 21.

Consolidated balance sheet

As at 31 March 2021

		2021	2020
	Note	£	£
Fixed assets			
Tangible assets	13	47,655	23,450
Current assets			
Debtors	15	160,633	142,486
Cash at bank and in hand		1,021,230	659,343
		1,181,863	801,829
Creditors: amounts falling due within one year	16	(248,114)	(188,388)
Net current assets		933,749	613,441
Total assets less current liabilities		981,404	636,891
Defined benefit pension scheme liability	21	(2,000)	(2,000)
Total net assets		979,404	634,891
Charity funds			
Coach House fund (restricted)	17	132,665	-
Restricted funds	17	60,641	41,772
Unrestricted funds			
Designated funds	17	240,688	99,055
General funds	17	547,410	496,064
Revaluation reserve		(2,000)	(2,000)
Total unrestricted funds	17	786,098	593,119
Total funds		979,404	634,891

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

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

However, an audit is required in accordance with section 151 of the Charities Act 2011.

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

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

The financial statements were approved and authorised for issue by the Trustees on 04 November 2021 and signed on their behalf by:

Mr David Campbell, (Chair of Trustees)

The notes on pages 33 to 50 form part of these financial statements.

Charity balance sheet

As at 31 March 2021

		2021	2020
	Note	£	£
Fixed assets			
Tangible assets	13	3,594	4,701
Investments	14	60,002	60,002
		63,596	64,703
Current assets			
Debtors	15	162,278	152,152
Cash at bank and in hand		962,082	630,203
		1,124,360	782,355
Creditors: amounts falling due within one year	16	(215,158)	(176,018)
Net current assets		909,202	606,337
Total assets less current liabilities		972,798	671,040
Defined benefit pension scheme liability	21	(2,000)	(2,000)
Total net assets		970,798	669,040
Charity funds			
Restricted funds	17	180,641	41,772
Unrestricted funds			
Designated funds	17	191,719	99,055
General funds	17	598,438	528,213
Total unrestricted funds	17	790,157	627,268
Total funds		970,798	669,040

Included in restricted funds is £132,665 (2020: £nil) related to the Coach House project.

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

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

However, an audit is required in accordance with section 151 of the Charities Act 2011.

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

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

The financial statements were approved and authorised for issue by the Trustees on 04 November 2021 and signed on their behalf by:

Mr David Campbell, (Chair of Trustees)

The notes on pages 33 to 50 form part of these financial statements.

Consolidated statement of cash flows

For the year ended 31 March 2021

	2021	2020
	£	£
Cash flows from operating activities		
Net cash provided by/(used in) operating activities	393,969	(33,246)
Cash flows from investing activities		
Dividends, interests and rents from investments	546	76
Purchase of tangible fixed assets	(32,628)	(21,052)
Net cash used in investing activities	(32,082)	(20,976)
Change in cash and cash equivalents in the year	361,887	(54,222)
Cash and cash equivalents at the beginning of the year	659,343	713,565
Cash and cash equivalents at the end of the year	1,021,230	659,343

The notes on pages 33 to 50 form part of these financial statements.

Notes to the financial statements

For the year ended 31 March 2021

1. Accounting policies

1.1 Company status and general information

The Charity is a private company limited by guarantee, established by constitution on 13 January 1981 in England and Wales. The members of the Charity are the Trustees names on page 3. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The address of the registered office is 1st Floor, South Yorkshire Fire & Rescue, 197 Eyre Street, Sheffield, South Yorkshire, S1 3FG and its registered number is 05207254. The nature of the Charity’s operations and principal activities are included in the trustees’ annual report.

1.2 Basis of preparation of financial statements

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

Age UK Sheffield 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.

The Consolidated Statement of Financial Activities (SOFA) and Consolidated Balance Sheet consolidate the financial statements of the Charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Charity has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of financial activities in these financial statements.

1.3 Basis of consolidation

The financial statements consolidate the accounts of Age UK Sheffield and all of its subsidiary undertaking (‘subsidiaries’).

The results of subsidiaries acquired during the year are included from the effective date of acquisition.

The Charity has taken advantage of the exemption contained within section 408 of the Companies Act 2006 not to present its own Income and expenditure account.

The income and expenditure account for the year dealt within the accounts of the Charity was a surplus of £301,758 (2020: a deficit of £9,407).

1.4 Going concern

The Trustees acknowledge the ongoing situation regarding the coronavirus pandemic and the impact this has had on the fundraising abilities of the wider charity section. Detailed forecasts have been prepared of the expected levels of income and expenditure over the period to December 2022, taking into account known and expected events and activities, The Trustees have considered the level of funds held and the expected levels of income and expenditure for the 12 months from the date of authorising these financial statements.

After making appropriate enquiries, the Trustees have concluded that they have a reasonable expectation that the forecast levels of the income and expenditure are sufficient with the level of reserves in place to mean that the Charity and Group has adequate resources to continue in operational existence for the foreseeable future. For this reason they are therefore of the view that it is appropriate for the financial statements to continue to be prepared on a going concern basis.

1.5 Income

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

The legacies, entitlement is taken as the earlier of the date on which either: the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate.

1. Accounting policies (continued)

Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the Charity has been notified of the executor’s intention to make a distribution. Where legacies have been notified to the Charity, or the Charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

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

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

1.6 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 is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset’s use.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with the administration of the Charity and compliance with constitutional and statutory requirements.

Charitable activities and governance costs are costs incurred on the Charity’s operations, including support costs and costs relating to the governance of the Charity appointed to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

1.7 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Consolidated statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Consolidated statement of financial activities as the related expenditure is incurred.

1.8 Tangible fixed assets and depreciation

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities.

Tangible fixed assets are initially recognised at cost, net of depreciation and any provision for impairment.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

- Leasehold improvements**
Over remaining term of lease
- Office equipment**
20%-30%
- Computer equipment**
33%

1.9 Investments

Investments in subsidiaries are valued at cost less provision for impairment.

1.10 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.

1.11 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.

1. Accounting policies (continued)

1.12 Liabilities

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 payment 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 if 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 within interest payable and similar charges.

1.13 Financial instruments

The Group 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.

1.14 Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.15 Operating leases

Rentals paid under operating leases are charged to the Consolidated Statement of Financial Activities on a straight line basis over the lease term.

1.16 Pensions

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

The Group operates a defined benefits pension scheme and the pension charge is based on a full actuarial valuation dated 31 March 2021.

1.17 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 Group 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 Group 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.

2. Critical accounting estimates and areas of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:
The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgement:
In the opinion of the Trustees there are no critical areas of judgement required in preparing these financial statements.

3. Income from donations and legacies

	Unrestricted funds	Restricted funds	Coach House (restricted)	Total funds
	2021	2021	2021	2021
	£	£	£	£
Donations, grants and fundraising	268,005	89,256	132,665	489,926
Legacies	68,663	-	-	68,663
Age UK	60,399	21,312	-	81,711
Covid related grants	145,294	-	-	145,294
Total 2021	542,361	110,568	132,655	785,594
		Unrestricted funds	Restricted funds	Total funds
		2020	2020	2020
		£	£	£
Donations, grants and fundraising		109,039	80,610	189,649
Legacies		6,330	-	6,330
Age UK		44,114	24,500	68,614
Total 2020		159,483	105,110	264,593

4. Income from charitable activities

	Unrestricted funds	Restricted funds	Total funds
	2021	2021	2021
	£	£	£
Group Support	117,444	157,903	275,347
Support in the Home	353,118	204,212	557,330
Information and Advocacy	48,000	89,384	137,384
Total 2021	518,562	451,499	970,061
	Unrestricted funds	Restricted funds	Total funds
	2020	2020	2020
	£	£	£
Group Support	163,123	111,285	274,408
Support in the Home	333,676	134,979	468,655
Information and Advocacy	50,749	121,075	171,824
Total 2020	547,548	367,339	914,887

5. Income from other trading activities

Income from non charitable trading activities

		Total funds
		2021
		£
Age UK Sheffield Enterprises – Commission		-
	Unrestricted funds	Total funds
	2020	2020
	£	£
Age UK Sheffield Enterprises – Commission	49,083	49,083

6. Investment income

	Unrestricted funds	Total funds
	2021	2021
	£	£
Investment income	546	546

	Unrestricted funds	Total funds
	2020	2020
	£	£
Investment income	1,688	1,688

7. Other incoming resources

		Coach House (restricted)	Total funds
		2021	2021
		£	£
Reimbursed expenses		7,910	7,910

	Unrestricted funds	Restricted funds	Total funds
	2020	2020	2020
	£	£	£
Reimbursed expenses	7,774	50,808	58,582
Other income	22,889	-	22,889
Total 2020	30,663	50,808	81,471

8. Analysis of expenditure on charitable activities

	Unrestricted funds	Restricted funds	Coach House (restricted)	Total funds
	2021	2021	2021	2021
	£	£	£	£
Premises costs	39,664	7,724	-	47,388
Administrative costs	73,556	74,890	7,277	155,723
Staff costs	484,046	426,342	2,350	912,738
Support costs (note 9)	269,151	34,598	-	303,749
	866,417	543,554	9,627	1,419,598

	Unrestricted funds	Restricted funds	Total funds
	2020	2020	2020
	£	£	£
Premises costs	29,362	9,037	38,399
Project costs	40,034	67,452	107,486
Administrative costs	97,893	33,823	131,716
Staff costs	473,772	381,762	855,534
Support costs (note 9)	206,279	53,364	259,643
	847,340	545,438	1,392,778

9. Allocation of support costs

	Total funds	Total funds
	2021	2020
	£	£
Management & Business Support	239,341	195,845
Infrastructure	24,805	21,517
Development	39,603	42,281
Total	303,749	259,643

10. Governance costs

Included in support costs are governance costs of £25,688 (2020: £23,019).

11. Auditors’ remuneration

	2021	2020
	£	£
Fees payable to the Charity’s auditor for the audit of the Charity and subsidiary annual accounts	10,500	7,750
Fees payable to the Charity’s auditor in respect of:		
Taxation advisory services	750	750
Other non-audit services	-	200

12. Staff costs

Total redundancy / termination payments amount to £16,896 (2020: £4,061) and related to contracts ending and reorganisation. Included in the creditors at the year end is £12,206 (2020: £nil) relating to redundancy/ termination payments.

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

	2021	2020
	No.	No.
Average number of employees	60	62

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

The Trustees neither received nor waived any remuneration during the year (2020: £nil). No Trustees are accruing pension arrangements (2020: £nil). No Trustees were reimbursed expenses in the year (2020: £nil).

The total amount of employee benefits received by key management personnel is £104,665 (2020: £103,376). Age UK Sheffield considers its key management personnel comprise of the Senior Management Team.

The total staff cost and employees’ benefits were as follows:

	2021	2020
	£	£
Wages and salaries	1,005,247	895,199
Social security costs	66,635	58,457
Pension costs	34,896	22,603
Total	1,106,778	976,259

13. Tangible fixed assets

	Leasehold improvements	Office equipment	Computer equipment	Total
Group	£	£	£	£
Cost				
At 1 April 2020	-	111,185	41,979	153,164
Additions	28,607	2,291	1,730	32,628
At 31 March 2021	28,607	113,476	43,709	185,792
Depreciation				
At 1 April 2020	-	87,735	41,979	129,714
Charge for the year	123	8,300	-	8,423
At 31 March 2021	123	96,035	41,979	138,137
Net book value				
At 31 March 2021	28,484	17,441	1,730	47,655
At 31 March 2020	-	23,450	-	23,450

	Office equipment	Computer equipment	Total
Charity	£	£	£
Cost			
At 1 April 2020	40,851	20,387	61,238
Additions	2,291	-	2,291
At 31 March 2021	43,142	20,387	63,529
Depreciation			
At 1 April 2020	36,150	20,387	56,537
Charge for the year	3,398	-	3,398
At 31 March 2021	39,548	20,387	59,935
Net book value			
At 31 March 2021	3,594	-	3,594
At 31 March 2020	4,701	-	4,701

14. Fixed asset investments

	Investments in subsidiary companies
Charity	£
Cost	
At 1 April 2020	60,002
At 31 March 2021	60,002

Principal subsidiaries

The following were subsidiary undertakings of the Charity:

Names	Company number	Holding	Included in consolidation
Age UK Sheffield Enterprises Limited	02432642	100%	Yes

The financial results of the subsidiary for the year were:

	£
Total assets as at 31 March 2021	138,712
Total liabilities as at 31 March 2021	(82,766)
Total equity as at 31 March 2021	55,946
Turnover for the year ended 31 March 2021	153,596
Expenditure for the year ended 31 March 2021	123,505
Profit for the year ended 31 March 2021	30,091

Age UK Sheffield Enterprises Limited is consolidated in the group accounts.

15. Debtors

	Group 2021 £	Group 2020 £	Charity 2021 £	Charity 2020 £
Due within one year				
Trade debtors	79,734	61,298	79,331	38,450
Amounts owed by group undertakings	-	-	34,994	38,719
Other debtors	12,407	4,085	-	-
Prepayments and accrued income	68,492	77,103	47,953	74,983
	160,633	142,486	162,278	152,152

16. Creditors: Amounts falling due within one year

	Group 2021 £	Group 2020 £	Charity 2021 £	Charity 2020 £
Trade creditors	20,262	21,176	15,982	18,701
Amounts owed to group undertakings	-	-	2,155	-
Other taxation and social security	17,369	3,265	-	-
Accruals	73,548	45,119	66,463	38,711
Deferred income	111,270	85,159	102,699	84,938
Other creditors	25,665	33,669	27,859	33,668
	248,114	188,388	215,158	176,018

Deferred income represents income deferred for Advance Club memberships received, contract funding received in advance and grant funding whose conditions will be met in 2021/22.

16. Creditors: Amounts falling due within one year (continued)

Deferred income

	Group £	Charity £
Deferred income at 1 April 2020	85,159	84,938
Resources deferred during the year	123,935	102,699
Amounts released from previous years	(97,824)	(84,938)
Deferred income at 31 March 2021	111,270	102,699

17. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/(out) £	Gains / (losses) £	Balance at 31 March 2021 £
Unrestricted funds						
Designated funds	99,055	150,000	(8,367)	-	-	240,688
General funds	496,064	911,469	(858,050)	(2,073)	-	547,410
Pension reserve	(2,000)	-	(4,000)	-	4,000	(2,000)
Total unrestricted funds	593,119	1,061,469	(870,417)	(2,073)	4,000	786,098
Coach House	-	140,575	(9,627)	1,717	-	132,665
Restricted funds	41,772	562,067	(543,554)	356	-	60,641
Total of funds	634,891	1,764,111	(1,423,598)	-	4,000	979,404

The Designated Funds at 31 March 2021 includes £132,888 in respect of the Coach House, £60,000 in respect of I&A service, £40,000 in respect of BAME community and £7,800 in respect of a Volunteer Co-ordinator. The Designated Funds balance brought forward at 31 March 2020 included £82,888 in respect of the Coach House and £16,167 for a Volunteer Co-ordinator.

17. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2019	Income	Expenditure	Transfers in/(out)	Gains / (losses)	Balance at 31 March 2020
	£	£	£	£	£	£
Unrestricted funds						
Designated funds	205,059	-	(100,004)	(6,000)	-	99,055
General funds	466,735	788,465	(747,336)	(11,800)	-	496,064
Pension reserve	(14,000)	-	-	-	12,000	(2,000)
Total unrestricted funds	657,794	788,465	(847,340)	(17,800)	12,000	593,119
Restricted funds	46,153	523,257	(545,438)	17,800	-	41,772
Total of funds	703,947	1,311,722	(1,392,778)	-	12,000	634,891

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

	Group	Group
	2021	2020
	£	£
Net income/(expenditure) for the year (as per Statement of Financial Activities)	340,513	(81,056)
Adjustments for:		
Depreciation charges	8,423	7,452
Interest receivable	(546)	(76)
(Increase)/decrease in debtors	(18,147)	36,811
Increase/(decrease) in creditors	59,726	(5,342)
FRS 102 pension liability adjustment	-	12,000
Tax paid	-	(3,035)
Net cash provided by/(used in) operating activities	389,969	(33,246)

19. Analysis of cash and cash equivalents

	Group	Group
	2021	2020
	£	£
Cash in hand	1,021,230	659,343

20. Analysis of changes in net debt

	At 1 April 2020	Cash flows	At 31 March 2021
	£	£	£
Cash at bank and in hand	659,344	361,886	1,021,230

21. Pension commitments

The Group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Group in an independently administered fund. The pension cost charge represents contributions payable by the Group and amounted to £34,896 (2020: £22,603).

The Group operates a defined benefit pension scheme.

Principal actuarial assumptions at the Balance sheet date (expressed as weighted averages):

	2021	2020
	%	%
Discount rate at 31 March	2.10	2.20
Expected rates of pension increases in payments pre 2006	3.10	3.00
Expected rates of pension increases in payments post 2006	2.50	2.50
Expected rate of inflation - RPI	3.10	2.80
Expected rate of inflation - CPI	2.30	1.80

21. Pension commitments (continued)

The current mortality assumptions include sufficient allowance for future improvements in mortality rates. The assumed life expectations on retirement age 65 are:

	2021	2020
	Years	Years
Males - retiring today	22	22
Females - retiring today	24	24
Males - retiring in 20 years	23	23
Females - retiring in 20 years	26	25

The assets in the scheme were:

	Fair value at 31 March 2021 £	Fair value at 31 March 2020 £
Equities	48,000	34,000
Gifts and bonds	165,000	151,000
Diversified growth fund	31,000	29,000
Property	-	16,000
Cash and other liquid assets	6,000	2,000
Total market value of assets	250,000	232,000

The actual return on scheme assets was £21,000 (2020: -£47,000).

The amounts recognised in the Consolidated statement of financial activities are as follows:

	2021 £	2020 £
Asset gains/(losses) arising during the year	16,000	(54,000)
Liability (losses)/gains arising during the year	(20,000)	57,000
Total amount recognised in the Consolidated statement of financial activities	(4,000)	3,000

21. Pension commitments (continued)

Movements in the present value of the defined benefit obligation were as follows:

	2021 £	2020 £
Opening defined benefit obligation	234,000	291,000
Interest expense on defined benefit obligation	5,000	7,000
Actuarial losses/(gains) on scheme liabilities	20,000	(57,000)
Net benefits paid out	(7,000)	(7,000)
Closing defined benefit obligation	252,000	234,000

Changes in the fair value of scheme assets were as follows:

	2021 £	2020 £
Opening fair value of scheme assets	232,000	277,000
Interest income on scheme assets	5,000	7,000
Administration costs	(1,000)	(1,000)
Net benefits paid out	(7,000)	(7,000)
Gain/(loss) on scheme assets	16,000	(54,000)
Contributions by the Charity	5,000	10,000
	250,000	232,000

The Charity expects to contribute £10,000 to its defined benefit pension scheme in 2021/22.

21. Pension commitments (continued)

Amounts for the current and previous year are as follows:

Defined benefit pension schemes

	2021 £	2020 £
Defined benefit obligation	(252,000)	(234,000)
Scheme assets	250,000	232,000
Deficit	(2,000)	(2,000)

22. Operating lease commitments

At 31 March 2021 the Group and the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	Group 2021 £	Group 2020 £	Charity 2021 £	Charity 2020 £
Within 1 year	43,352	33,119	25,602	15,369
Between 1 and 5 years	47,128	79,829	4,770	18,786
Later than 5 years	1,500,000	-	1,500,000	-
	1,590,480	112,948	1,530,372	34,155

Included in operating leases due later than 5 years is a lease entered into on 1 March 2021 in relation to the Coach House. The lease is for a term of 125 years, of which the first 25 years are rent free, followed by 100 years at £15,000 per annum.

23. Related party transactions

The Charity has not entered into any related party transactions outside of the Group during the current or prior year, nor are there any outstanding balances owing between related parties outside of the Group and the Charity at either Balance Sheet date. Group transactions and balances have been eliminated on consolidation.



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