

SEARCH - SERVICES FOR OLDER PEOPLE CIO



REPORT AND FINANCIAL STATEMENTS
For the year ended 31 March 2021

Charity Number 1159907

SEARCH - SERVICES FOR OLDER PEOPLE CIO

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2021

Contents	Page
Trustees annual report	1 to 8
Independent examiners report	9
Statement of Financial Activities (including income and expenditure account)	10
Balance sheet	11
Statement of Cash flows	12
Notes to the financial statements	13 to 25

SEARCH – SERVICES FOR OLDER PEOPLE CIO

TRUSTEES ANNUAL REPORT

For year ended 31 March 2021

The trustees are pleased to present their annual report together with the financial statements of the charity for the period ended 31 March 2021.

The financial statements comply with the Charities Act 2011, and 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).

1. Acting Chair's Report

The year just ended has been and continues to be a challenging period for the Charity with the current Covid-19 Pandemic. Under the new leadership of our Chief Officer Simon Luddington, the services offered to the older residents in Newcastle upon Tyne, specifically in the west of Newcastle has adapted and evolved.

The staff and volunteers have continuously adapted and delivered services throughout the pandemic ensuring the support for older people is maintained.

The trustees have continued to improve the administrative procedures of the charity. Home delivery events, such as Christmas goody bags, Chinese New Year, Afternoon Teas and more were held throughout the year. During the year further refurbishment and changes to office space have been undertaken.

It has been a difficult year with many challenges faced and adaptations made from within Search. We have successfully implemented a working from home system for many of our employees and will continue to offer this level of flexibility going forward. We have also embraced technology and plan to continue delivering a range of activities via online platforms making them more accessible for many of our service users going forward.

Our Board of trustees has continued to recruit new members and we were delighted that Jen Bell (Chair - March 21) and Mark Hardy (June 21) have joined us to strengthen our skills and add to our knowledge. The Board has worked hard to review our progress and fulfil our governance obligations. We look forward to continuing to develop the Charity for the future.

2. Objectives and Activities

The objects are:

- To promote the health and welfare of older people

The main activities of SEARCH are:

- To provide advice and information, including welfare benefits advice
- To organise and support community activities designed to promote health and wellbeing and combat social isolation
- To provide support to access community activities, including addressing social and cultural barriers
- To create volunteering opportunities to enable local people to lead and deliver the activities of the organisation

SEARCH – SERVICES FOR OLDER PEOPLE CIO

TRUSTEES ANNUAL REPORT

For year ended 31 March 2021

- To work with older people, in their communities, to encourage their involvement and promote their influence in local decision making

3. Achievements and Performance

This year we have:

- Provided individual shopping deliveries and weekly chat to 1567 people
- Delivered 1572 hot meals
- Collection and deliveries of 367 prescriptions
- The tech buddy scheme supported 31 people many joining our Zoom activities
- Community Activities were attended by 252 people
- 1088 crafts packs, home activities and local history resources were accessed
- 3221 total activity attendance
- Handled 1142 enquiries for advice and information
- Supported 288 dementia advice and information clients
- Achieved annualised financial benefits for older people of £675,916

Advice and Information

Throughout the COVID pandemic the Advice and Information Service operated via telephone only. Although these were unprecedented times and not as we have always delivered our advice service. We have learnt and adapted as we as we have gone through the past year, and we successfully managed to give advice to 288 individuals and gained an annual income of £459,138.

The dementia Advice Centre service was moved to telephone only, however we were still able to assist and support with a variety of claims and applications including blue badges, attendance allowance, council tax exemptions and much more. We managed to achieve an annual income gain of £216,778 through this service

Community Activities

Search's Community Activities staff and volunteers sprang into action when the first lockdown took hold. We developed a wide range of activities to keep people connected with Search and each other

- Postal, Phone and Doorstep Drops – We posted monthly bulletins and dropped off a range of activity items including quizzes, crafts, books, audio books and DVDs. We also spoke too many of our Search Friends over the phone to make sure they were OK and knew Search is still available for support. We also delivered Afternoon Tea to our Search Friends to celebrate Older Peoples Day, Christmas, Chinese New Year and Easter.
- Walks and picnics – During the summer, we managed to run a weekly walking group around the West End of Newcastle, along with small outdoor get together with our community partners in St James' Graveyard in Benwell and Scotswood Community Garden.
- Online – Search started up Digital Buddies which saw us loan out several tablets and smartphones to Friends who were supported by staff, volunteers and our OT students to get online and connect with others. The activities team developed regular Zoom activities and classes which included a Quiz, Tai Chi, Yoga and craft sessions. Community Services (Chain Reaction)

SEARCH – SERVICES FOR OLDER PEOPLE CIO

TRUSTEES ANNUAL REPORT **For year ended 31 March 2021**

Phone Buddies

Phone buddies has helped to keep people in contact and connected with Search during the lockdown. Initially it was used to connect older people to one another by telephone when they were either unable to leave their home or had limited contact with people during the pandemic. 35 people participated in 8 active groups facilitated by 4 volunteers, and 2 staff.

We have a fantastic group of enthusiastic committed volunteers, and each has been assigned at least one phone group to support. We have a regular zoom meeting with our Buddies volunteers which gives an opportunity to share experiences, learn from each other and develop the group format.

We tried to team Buddies up with those they may have already known prior to the lockdown, however, there are some who would prefer to speak with their assigned volunteer who will phone weekly.

This project has enabled the participants to build relationships with other members of SEARCH and volunteers who are all local thus sharing a sense of identity.

West End Friends

It has been three years since West End Friends (Formerly West End Befrienders) joined Search. During this time the project has continued to support people over 50 in the South Asian and Chinese communities in and around the West End of Newcastle.

Our support helps people access services, live independently in their own homes, and improve health and wellbeing through organising activities and one-to-one visits to reduce social isolation. People over 50 in these communities may experience barriers such as poor mobility, language and not having sufficient knowledge or awareness of available services.

Our bi-lingual project workers and volunteers help our Search Friends with light practical support such as shopping, taking them to hospital and doctor's appointments, and assisting them with applying for benefit entitlements.

During this tough year, we have had to adjust like everyone else to continue supporting these communities. When lockdown started, our project workers and volunteers had to switch to telephone befriending and doorstep visits which greatly help those who live alone and who are isolated to feel a little more connected to the community. We also had craft activities facilitated by local artist who designed craft packs which were tailored for our Search Friends.

These were delivered to each person individually. We also celebrated Chinese New Year in February 2021 with an afternoon tea delivered to 30 of our Search Friends.

The Covid-19 Pandemic also saw us try Zoom activities for the very first time which was a challenge as any of the people we support have limited IT skills and speak very little or no English. We now have a Chinese Zoom Bingo every two weeks.

In this new Financial Year, the West End Friends project will embark on a new Chapter in its history to continue to support people in these communities.

Community Services (Chain Reaction)

Chain Reaction has had an interesting year to say the least. Staff and Volunteers have worked throughout lockdowns and re-openings to ensure our support packages had the essential 1-1 support they needed. The team adapted to the needs of our community and ensured the most vulnerable had the robust support they needed. Our creativity with doorstep support, activity packs and phone calls got us through the first lockdown. The team supported people with essential tasks such as shopping, attending appointments, and ensuring fuel poverty didn't

SEARCH – SERVICES FOR OLDER PEOPLE CIO

TRUSTEES ANNUAL REPORT

For year ended 31 March 2021

make staying indoors even harder. The Pioneers jumped to the challenge and used their skills to ensure connections were maintained and the impact of isolation was reduced, making people smile along the way. Home visits have been very different, particularly for people living with dementia, reminiscence sessions and continuity of support made a difference.

Our work supported the person's wishes to stay in their home and the family hopes that they could stay in their home as long as it was safe to do so. The pandemic helped us see the main gaps in services for older people and as the year progressed these gaps have been reduced. Navigating banking when the banks were shut, helped us learn that banking must be accessible for all, not just people with smart phones. Food support has been a key theme last year, online ordering was impossible for some of the people we support. IT skills would have helped people stay connected with family, but not everyone wanted these skills. We started offering groups via Zoom, and although the up take has been slow, these groups have shown us that people want to be connected and are willing to try new things to get involved. We developed a project called SAFE@HOME to combat the barriers.

Volunteering

During the pandemic both new and longstanding volunteers have been engaged on the following tasks:

- Shopping,
- Lunch delivery,
- Craft pack delivery,
- Special Bulletins,
- Pharmacy delivery

4. Plans for Future Periods

Search will continue to strive and maintain the services that we know are needed, valued and appreciated by our community.

Sustainability

We are looking at longer term sustainability through using our new fundraising strategy which will see Search becoming less reliant on grant funding over the course of three years.

Fundraising Strategy

Our new strategy will investigate ways Search can generate its own income through setting up a trading arm to deliver competitively priced quality services which will enable and support our more vulnerable service users to remain independent.

Priorities for next year include:

- Adapting our projects and service delivery in the post Corona Virus environment
- Developing a Trading Arm
- Continuing to develop our work in the outer west of Newcastle
- Securing funding to support our volunteering project and other activities
- Working in partnership to develop Chain Reaction as part of our new community services contract
- Working more closely in partnership with the Elders Council and the Dementia Advice Centre

We have a highly committed team of trustees, volunteers and staff who work well together to make this happen.

SEARCH – SERVICES FOR OLDER PEOPLE CIO

TRUSTEES ANNUAL REPORT

For year ended 31 March 2021

5. Reference and administrative details of the charity, its trustees and advisors

Charity Name	SEARCH – services for older people CIO	
Registered Charity Number	1159907	
Operational address	1 st Floor Carnegie Building Atkinson Road Benwell Newcastle upon Tyne NE4 8XS	
Trustees	Jen Bell Ruth Taylor Keith Williamson Linda Woodcock Meg Woollam Paul Taylor Marion Talbot Mark Hardy	Chair (Acting Mar 21) Vice Chair (Chair to Mar 21) Treasurer Appointed June 21
Chief Officer	Simon Luddington	Appointed Apr 20
Independent Examiner	Jim Dodds Connected Voice Business Services Ltd Higham House Higham, Place Newcastle upon Tyne NE1 8AF	
Bankers	Unity Trust Bank PLC Four Brindleyplace Birmingham B1 2JB	

SEARCH – SERVICES FOR OLDER PEOPLE CIO

TRUSTEES ANNUAL REPORT

For year ended 31 March 2021

6. Structure, Governance and Management

Governing documents

SEARCH – services for older people CIO was registered as a charitable incorporated organisation 12 January 2015, number 1159907. Search – rights for the elderly had been a registered charity since 1979 and transferred its assets and liabilities to SEARCH CIO in March 2015.

Appointment of Trustees

Trustees are appointed and can serve more than one term. Anyone interested in becoming a new trustee is encouraged to attend trustee meetings before applying for any vacant positions.

Organisation

The Trustees meet each month and deal with the administration of the charity encompassing the strategic vision, financial accountability and risk management.

The operational management of the organisation is undertaken by the paid staff team.

Risk management

The Trustees conduct an annual review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

7. Financial Review

The funding for our work comes from a number of sources, as set out in Note 8 to the financial statements. We are very grateful to all the organisations and individuals who have supported us in this way and enabled us to continue working as we do. The total income for the year was £570,155 (2020: £605,420) being a decrease of 6 per cent.

The Statement of Financial Activities for the year ended 31 March 2021, shows a surplus across all funds of £91,525 (2020: £18,013).

The Balance Sheet at 31 March 2021 shows total funds carried forward of £333,965 (2020: £242,439) of which there are £204,543 unrestricted funds (2020: £172,065).

	2021 £	2020 £	+/-
Total Income	570,155	605,420	-6%
Total Expenditure	478,630	587,407	-19%
Surplus	91,525	18,013	
Net assets	333,965	242,440	
Reserves of Unrestricted funds	204,543	172,065	
Number of days operating costs covered by reserves	156	107	
Average number of employees	22	25	

SEARCH – SERVICES FOR OLDER PEOPLE CIO

TRUSTEES ANNUAL REPORT

For year ended 31 March 2021

As has been detailed elsewhere in this report, 2020/21 has been a challenging and very different year! Comparisons are, therefore, difficult to make and not particularly helpful. On the face of things, a fall in income and activities is worrying. However, the circumstances dictated that many of our normal activities had to be either suspended or dealt with in different ways. This is particularly reflected in our reduced expenditure and the consequent increase in our surplus. As things gradually return to normal, we will see expenditure begin to rise again so the boost to our reserves is very welcome as it is far from certain that income will rise to match that increase in costs.

At a time when funders are unable to be as generous as before and when commissioners are looking for improved services at rock-bottom prices the pressures on our finances will increase. For this reason, we need to manage our financial position very carefully and to look for alternative sources of funding. Fortunately, we have a strong Balance Sheet, and staff and volunteers who are dedicated, competent and resourceful and we can look forward with confidence to the year ahead.

Reserves policy

SEARCH – services for older people CIO aims to maintain a level of free reserves over the years (currently £204,543) sufficient to meet the working capital requirements of the charity in the event of a significant drop in funding. We have established a policy whereby the unrestricted funds not invested in fixed assets held by the charity should be between 3 and 6 months of annual expenditure. At 31 March 2021 reserves represented 5.1 months of running costs which the trustees believe to be prudent.

8. Public Benefit Statement

The trustees have referred to the Charity Commission's guidance on public benefit when reviewing the charity's objectives and planning its future activities. The trustees have also reviewed the charitable purposes of SEARCH, and the external environment, to make sure the Charity is still relevant and needed. The activities outlined in this report demonstrate the public benefit that ensues.

TRUSTEES ANNUAL REPORT

For year ended 31 March 2021

9. Statement of Trustee Responsibilities

The charity trustees are responsible for preparing a trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The charity trustees are required to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of incoming resources and application of resources. In preparing financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. 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 the trustees on ...06/01/22..... and signed on their behalf by:

Ruth Taylor



SEARCH - SERVICES FOR OLDER PEOPLE CIO

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2021

I report on the financial statements of Search - Services For Older People CIO for the year ended 31 March 2021, which are set out on pages 10 to 25.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Member of the Association of Accounting Technicians.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

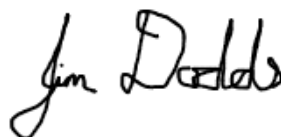
Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than if the requirements that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I 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.

Jim Dodds
Connected Voice Business Services Ltd
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF
Date: 10/01/22



SEARCH - SERVICES FOR OLDER PEOPLE CIO

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income from:					
Donations and legacies	6	2,190	10,300	12,490	48,678
Charitable activities					
Grants and contracts	7	302,322	245,808	548,131	528,936
Other trading activities	8	9,535	-	9,535	27,806
Total income		314,047	256,108	570,155	605,420
Expenditure on:					
Charitable activities					
Operation of the charity	9	279,060	199,570	478,630	587,407
Total expenditure		279,060	199,570	478,630	587,407
Net income/(expenditure)		34,987	56,538	91,525	18,013
Transfers between funds		(2,509)	2,509	-	-
Net movement of funds		32,478	59,047	91,525	18,013
Reconciliation of funds					
Total funds brought forward		172,065	70,374	242,439	224,426
Total funds carried forward		204,543	129,421	333,965	242,439

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 13 to 25 form an integral part of these accounts.

BALANCE SHEET

As at 31 March 2021

	Notes	£	Total 2021 £	£	Total 2020 £
<u>Fixed assets</u>					
Tangible assets	16		432		984
<i>Total fixed assets</i>			432		984
<u>Current assets</u>					
Debtors	17	139,402		59,296	
Cash at bank and in hand	18	264,861		250,489	
<i>Total current assets</i>		404,264		309,785	
Creditors: amounts falling due within one year	19	(70,730)		(68,330)	
<i>Net current assets</i>			333,533		241,455
<i>Total assets less current liabilities</i>			333,965		242,439
<i>Total net assets or liabilities</i>			333,965		242,440
<u>Funds of the charity</u>					
Unrestricted income funds			204,543		172,065
Restricted income funds			129,421		70,374
<i>Total funds</i>			333,965		242,440

The notes on pages 13 to 25 form an integral part of these accounts.

These financial statements were approved by the Board on:

06/01/22

and are signed on its behalf by:

Ruth Taylor
Vice Chair



STATEMENT OF CASH FLOWS

For the year ended 31 March 2021

	Notes	2021 £	2020 £
<u>Cash flows from operating activities</u>			
Net movement in funds		91,525	37,454
Depreciation		552	138
Increase in debtors		(80,107)	(33,647)
Increase in creditors		2,400	(11,566)
<i>Net cash from operating activities</i>		<u>14,372</u>	<u>(7,621)</u>
<u>Cash flow from investing activities</u>			
Purchase of tangible fixed assets		-	-
<i>Net cash used in investing activities</i>		<u>-</u>	<u>-</u>
 Increase in cash and cash equivalents		 14,372	 (26,649)
Cash and cash equivalents at start of year		250,489	277,138
Cash and cash equivalents at end of year		<u>264,861</u>	<u>250,489</u>
 Cash and cash equivalents consist of:			
Cash at bank and in hand		<u>264,861</u>	<u>250,489</u>

The notes on pages 12 to 21 form an integral part of these accounts.

SEARCH - SERVICES FOR OLDER PEOPLE CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

1 Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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 2015) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Search - Services For Older People CIO meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year end of £204,543 and has already secured a significant amount of funding for the current year. The trustees are of the view that the immediate future of the charity for the next 12 to 18 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance or provision of other specified service is deferred until the criteria of income recognition are met.

3.4 Donated goods and services

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

SEARCH - SERVICES FOR OLDER PEOPLE CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

3.5 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.6 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 bank.

3.7 Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

3.8 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charities' work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of work with service users and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

SEARCH - SERVICES FOR OLDER PEOPLE CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Additions to leasehold property	10% straight line
Computer equipment	33% straight line

SEARCH - SERVICES FOR OLDER PEOPLE CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
6 Donations and legacies				
Donations and gifts	1,349	-	1,349	3,956
Ballinger Charitable Trust	-	8,750	8,750	6,250
Other	841	1,550	2,391	38,473
	<u>2,190</u>	<u>10,300</u>	<u>12,490</u>	<u>48,678</u>
7 Charitable activities				
<u>Income from grants</u>				
1989 Willan Charitable Trust	-	-	-	5,000
Barbour Foundation	2,917	-	2,917	-
Caller Ward Grant	-	-	-	618
Chapel Ward Grant	-	-	-	200
City Life Line - COVID	-	4,000	4,000	-
Community Foundation	-	-	-	2,500
Community Foundation - COVID	-	12,583	12,583	-
Community Foundation FOGO	-	-	-	3,000
Connected Voice - COVID	-	2,911	2,911	-
Denton Ward Grant	-	-	-	618
Elders Council	58	805	863	-
Henry Smith Charity Fund at the Community Foundation	-	23,375	23,375	21,400
HMRC Furlough	10,213	-	10,213	-
Joicey Trust	-	-	-	5,000
Karbon Homes	-	2,500	2,500	-
Karbon Homes - COVID	-	1,000	1,000	-
Keeping the Connection at the Community Foundation	-	-	-	1,168
Kellett Fund at the Community Foundation	-	41,500	41,500	28,757
National Lottery Community Fund	-	71,367	71,367	77,340
National Lottery Community Fund - COVID	-	15,750	15,750	-
Newcastle City Council Elswick	2,500	-	2,500	-
Newcastle City Council Lemington Ward	1,620	-	1,620	618
Newcastle City Council VCSE Resilience Fund	12,000	-	12,000	-
Newcastle City Council Wingrove Ward	762	-	762	-
Newcastle City Council	-	5,486	5,486	-
Newcastle City Council Benwell Grant	1,000	-	1,000	-
Newcastle Fund West End Befrienders	-	30,264	30,264	34,635
Persimon Homes - COVID	-	1,000	1,000	-
Reece Group	-	-	-	5,000
Reece Group - COVID	-	4,167	4,167	-
Sir James Knott	-	-	-	5,000
The Edward Gostling Foundation	-	5,000	5,000	-
Your Homes Newcastle	2,616	-	2,616	-
<i>Carried forward</i>	<u>33,685</u>	<u>221,708</u>	<u>255,393</u>	<u>190,854</u>

SEARCH - SERVICES FOR OLDER PEOPLE CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

7 Charitable activities (continued)

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<i>Brought forward</i>	33,685	221,708	255,393	190,854
<u>Income from contracts</u>				
Newcastle Gateshead CCG Health & Wellbeing	13,028	-	13,028	25,697
Chain Reaction	255,576	-	255,576	266,452
Lunchlinks	34	-	34	45,933
Newcastle GP Services Ltd	-	24,100	24,100	-
	<u>302,322</u>	<u>245,808</u>	<u>548,131</u>	<u>528,936</u>
	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
8 Other trading activities				
Contributions from participants	8,010	-	8,010	10,875
Fundraising	1,524	-	1,524	16,930
	<u>9,535</u>	<u>-</u>	<u>9,535</u>	<u>27,806</u>

Income was £570,155 (2020: £605,420) of which £314,047 was unrestricted or designated (2020: £425,679) and £256,108 was restricted (2020: £179,741).

SEARCH - SERVICES FOR OLDER PEOPLE CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
9 Charitable activities				
<u>Direct costs</u>				
Project staff costs	252,277	160,371	412,648	434,497
Project costs	12,973	28,812	41,784	91,605
Grant giving	-	-	-	417
<u>Support costs</u>				
Administration	8,197	4,301	12,498	16,238
Premises expense	3,705	6,086	9,791	39,111
<u>Governance costs</u>				
Independent examiner's fees for reporting on the accounts	1,908	-	1,908	1,908
Trustee expenses	-	-	-	62
Annual report and AGM	-	-	-	3,569
	<u>279,060</u>	<u>199,570</u>	<u>478,630</u>	<u>587,407</u>

Expenditure on charitable activities was £478,630 (2020: £587,407) of which £279,060 was unrestricted or designated (2020: £409,963) and £199,570 was restricted (2020: £177,444).

10 Fees for examination of the accounts

	2021 £	2020 £
Independent examiner's fees for reporting on the accounts	1,908	1,908
Other accountancy services paid to the examiner	5,894	5,574
	<u>7,802</u>	<u>7,482</u>

11 Analysis of staff costs, and the cost of key management personnel

	2021 £	2020 £
Salaries and wages	381,403	403,591
Social security costs	21,759	21,384
Pension costs (defined contribution pension plan)	9,034	8,909
Locum costs	45	613
	<u>412,241</u>	<u>434,497</u>

No employee received remuneration above £60,000 (2020: 0).

The key management personnel of the charity, comprise the trustees and the chief officer. The total employee benefits of the key management personnel of the charity were £42,430 (2020: £33,730).

SEARCH - SERVICES FOR OLDER PEOPLE CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

12 Staff numbers

The average monthly head count was 35 staff (2020: 37 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2021	2020
	Number	Number
The parts of the charity in which the employee's work:		
Charitable activities	22.0	25.0
	22.0	25.0

13 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Transaction(s) with related parties

There has been no related party transactions in the reporting period.

14 Defined contribution pension scheme

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 employer's pension costs represent contributions payable by the charity to the fund and amount to £9,034 (2020: £8,909). There was £0 outstanding as at 31 March 2021 (2020: £0).

15 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

SEARCH - SERVICES FOR OLDER PEOPLE CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

16 Tangible fixed assets		
	Computer Equipment £	Total £
Cost		
Balance brought forward	1,674	1,674
Additions	-	-
Disposals	-	-
Balance carried forward	1,674	1,674
Depreciation		
Basis	SL	
Rate	33%	
Balance brought forward	690	690
Depreciation charge for year	552	552
Disposals	-	-
Balance carried forward	1,242	1,242
Net book value		
Brought forward	984	984
Carried forward	432	432
17 Debtors and prepayments (receivable within 1 year)		
	2021	2020
	£	£
Trade debtors	85,774	28,883
Other debtors	53,344	8,347
Prepayments and accrued income	285	22,066
	139,402	59,296
18 Cash at bank and in hand		
	2021	2020
	£	£
Cash at bank and in hand	264,861	250,489
	264,861	250,489

SEARCH - SERVICES FOR OLDER PEOPLE CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

19 Creditors and accruals (payable within 1 year)

	2021 £	2020 £
Trade creditors	7,299	2,260
Accruals		
Independent examination of accounts	1,908	1,908
Other accruals	3,679	1,791
Deferred income		
Ballinger Trust	-	8,750
Barbour Foundation	2,083	-
Bernicia Foundation	10,000	-
Community Foundation 1989 William Trust	5,000	-
Community Foundation Apple Tree Fund	3,000	-
Community Foundation Pargiter Fund	5,000	-
Community Foundation COVID	1,667	-
Community Foundation FOGO	5,000	-
Community Foundation Work From Home	250	-
Elswick Ward Committee	2,560	-
Garfield Weston Foundation	-	15,000
Hadrian Trust	1,000	-
Henry Smith Grant	-	5,375
Karbon Home Well	2,500	-
Kellett Fund	-	12,500
Newcastle City Council	-	6,132
Northumbria University	2,746	-
National Lottery Community Fund	12,320	11,998
Reece Group	833	-
Sir Jule Thorn Anne Ryland	1,250	-
Your Homes Newcastle	2,616	2,616
Other creditors	19	-
	70,730	68,330

20 Deferred income

Deferred income includes advance payments from grants that relate to future periods.

	2021 £
Balance brought forward	62,371
Amount released to income earned from charitable activities	(62,371)
Amount deferred in year	57,825
Balance carried forward	57,825

21 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

SEARCH - SERVICES FOR OLDER PEOPLE CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

22 Analysis of charitable funds

Analysis of movements in unrestricted funds

For the year ended 31 March 2021

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	172,065	314,047	(279,060)	(2,509)	204,543
Totals	172,065	314,047	(279,060)	(2,509)	204,543

For the year ended 31 March 2020

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	150,642	425,679	(409,963)	5,707	172,065
Totals	150,642	425,679	(409,963)	5,707	172,065

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' of the charity.

SEARCH - SERVICES FOR OLDER PEOPLE CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

22 Analysis of charitable funds (continued)

Analysis of movement in restricted funds

For the year ended 31 March 2021

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
National Lottery Community Fund - community activities and advice and info.	14,908	49,257	(54,210)	2,509	12,464
National Lottery Community Fund - Safe at Home	-	23,375	(24,259)	884	-
Newcastle Fund - West End Befrienders	20,958	35,750	(30,318)		26,390
Kellet Fund at the Community Foundation serving Tyne and Wear and Northumberland	16,194	41,500	(26,225)	-	31,469
The Edward Gostling Foundation	-	5,000	(5,000)	-	-
Karbon Homes	-	2,500	(780)	-	1,720
Henry Smith Charity Fund at the Community Foundation	7,043	23,375	(17,767)	-	12,651
COVID Outbreak Response	-	41,411	(15,440)	(884)	25,087
Newcastle GP Services Ltd	-	24,100	(18,762)	-	5,338
Other small restricted funds	11,270	9,840	(6,808)	-	14,301
Totals	70,374	256,108	(199,570)	2,509	129,421

For the year ended 31 March 2020

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
National Lottery Community Fund - community activities and advice and info.	17,405	67,126	(69,623)	-	14,908
Newcastle Fund - West End Befrienders	21,679	35,638	(36,359)		20,958
Kellet Fund at the Community Foundation serving Tyne and Wear and Northumberland	16,795	28,757	(29,358)	-	16,194
Keeping the Connection at the Community Foundation	1,755	1,196	(2,952)	-	-
Carried forward	57,634	132,717	(138,292)	-	52,060

SEARCH - SERVICES FOR OLDER PEOPLE CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

22 Analysis of charitable funds (continued)

For the year ended 31 March 2020

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
<i>Brought forward</i>	57,634	132,717	(138,292)	-	52,060
Henry Smith Charity Fund at the Community Foundation	7,191	25,774	(25,922)	-	7,043
1989 Willan Charitable Trust	-	5,000	(5,000)	-	-
Other small restricted funds	8,958	16,250	(8,231)	(5,707)	11,270
Totals	73,783	179,741	(177,445)	(5,707)	70,373

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor

National Lottery Community Fund - Ageing well - health, wealth & happiness for the over 50's	Funding for advice and information work and health work. This project was only funded for 5 months of the financial year.
Newcastle Fund -West End Befrienders	Funding from the Newcastle Fund to support the merger of West End Befrienders and Search.
The Edward Gostling Foundation COVID Outbreak Response	Funding for advice and information work and health work. Help continuing services during the pandemic.
Kellet Fund at the Community Foundation serving Tyne and Wear and Northumberland	Funding for a volunteer co-ordinator and associated volunteer expenses.
Keeping the Connection at the Community Foundation	Funding for older people to learn computer skill, enabling them to digitally connect with family and friends.
Henry Smith Charity Fund at the Community Foundation	Funding towards three years salary and on-costs for a part time Community Activities Development Worker, focussing on the outer west of Newcastle.
1989 Willan Charitable Trust	Funding to support the West End Befrienders Project.
Newcastle GP Services Ltd	Funding to employ a service worker to help prevent social isolation and improve overall wellbeing.

Transfers between funds

For the year ended 31 March 2021

Funds	Reason for transfer	Amount £
Between restricted and unrestricted funds	Cover small shortfall of restricted project costs	2,509
Between restricted funds	Extend restricted project	884

SEARCH - SERVICES FOR OLDER PEOPLE CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

22 Analysis of charitable funds (continued)

For the year ended 31 March 2020

Funds	Reason for transfer	Amount £
Between restricted and unrestricted funds	Small grants received relating to community activates transferred to community activates unrestricted	5,707

23 Capital commitments

As at 31 March 2021, the charity had no capital commitments (2020 -£nil).

24 Guarantee

There have been no guarantees given by the charity at 31 March 2021.

25 Debt

There is no debt outstanding which is owed by the charity and which is secured by an excess charge on any of the assets of the charity at 31 March 2021.

26 Governing document

The organisation is a Charitable Incorporated Organisation - Foundation registered on 12 January 2015 as a body corporate under part 11 of the Charities Act 2011.

27 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Tangible fixed assets	432	-	432
Cash at bank and in hand	135,440	129,421	264,861
Other net current assets/(liabilities)	68,672	-	68,672
	<u>204,544</u>	<u>129,421</u>	<u>333,965</u>
	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Tangible fixed assets	984	-	984
Cash at bank and in hand	180,116	70,373	250,489
Other net current assets/(liabilities)	(9,034)	-	(9,034)
	<u>172,066</u>	<u>70,373</u>	<u>242,439</u>