

AGE CONCERN TWYFORD AND DISTRICT

Charity Registration Number 1163722

AGE CONCERN TWYFORD AND DISTRICT

TRUSTEES' ANNUAL REPORT AND ACCOUNTS

For the year ended 31st March 2022

Principal Address	The Twyford Centre Polehampton Close Twyford Berkshire RG10 9RP
President	Lady Watt
Current Trustees	Patrick Heather (Chairman) Helen Ferguson (Deputy Chairman) Pamela Graddon (Secretary) Matt Everson (Deputy Secretary) Mike Blom-Cooper (Treasurer) Melanie Kate Harvey (Deputy Treasurer) Steve Bryan (HR Matters) Jean Green Trudie Fell Tina Goodwin Marie Westoby Kerry Lerski
Bankers	National Westminster Bank 131, Crockhamwell Road Woodley Berkshire RG10 9DP Virgin Money Jubilee House Gosforth Newcastle upon Tyne NE34PL Redwood Bank Ltd The Nexus Building Broadway Letchworth Garden City Herts SG6 3TA

AGE CONCERN TWYFORD AND DISTRICT

TRUSTEES REPORT

FOR THE YEAR ENDED 31st March 2022

The Trustees present their Report and Accounts for the year ended 31st March 2022

Structure, Governance and Management

The Charity was previously established by a charitable trust deed on 3rd October 1988, which has been amended on 13th July 1998 and 15th July 2004 under the Charity Commission number 800919. As agreed at the 2015 AGM, the status of the Charity was changed from being a Charitable Trust to become a Charitable Incorporated Organisation (CIO). This change took place in September 2015 under a new Charities Commission number 1163722.

The trustees who served during the 2021-2022 year were:

Patrick Heather	- Chairman
Rob Yeadon	- Deputy Chairman – Resigned 31/12/2021
Helen Ferguson	- Deputy Chairman – Appointed 1/1/2022
Pamela Graddon	- Secretary
Matt Everson	- Deputy Secretary - Appointed 1/4/2021
Mike Blom-Cooper	- Treasurer
Melanie Kate Harvey	- Deputy Treasurer - Appointed 1/4/2021
Gordon Holmes	- HR Matters – Resigned 31/5/2021
Steve Bryan	- HR Matters – Appointed 1/4/2021
Frankie MacMillan	- Retired 13/01/2022
Jean Sinclair	- Resigned 14/2/2022
Jean Green	
Moiria Hemson	- Resigned 14/2/2022
Trudie Fell	- Appointed 17/3/2022
Tina Goodwin	- Appointed 17/3/2022
Marie Westoby	- Appointed 17/3/2022
Kerry Lerski	- Appointed 17/3/2022

The Trustees present their report and the independent examined financial statements for the year from 1st April 2021 to 31st March 2022. Reference and administration information is set out within this report. The financial statements comply with current statutory requirements for Charities with a turnover of under £250,000 p.a., and the statement of Recommended Practice – Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102 (effective 1st January 2019).

As we are a small charity, we do not employ the services of professional, HR, Legal or Accounting staff. As such we appoint some trustees as officers, who give their time and expertise without recompense, to cover the professional roles needed to run a regulated charity.

The Trustees hold regular monthly Trustee board meetings, where monthly reports relating to policy, operations and finance are tabled and discussed, and full minuted records of these meetings are produced. As well as the monthly meetings, Trustees are in communication with the Manager of the Day Care Centre regularly throughout the year to provide decision making, advice and direction.

AGE CONCERN TWYFORD AND DISTRICT

The Trustees are responsible for preparing the Trustees' Report and the Financial Statement in accordance with the UK Accounting Standards and applicable law and regulations, as laid down by the Charity Commission. The law applicable to charities requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and the incoming resources and application of resources of the Charity for that period.

COVID-19 PANDEMIC

The Covid-19 pandemic, as per all charities throughout the UK, has continued to impact our charity, throughout the year. The Centre was open from April, however, in liaison with Wokingham BC as per Covid regulations relating to vulnerable members; the number of members allowed to attend the Day Care Centre was restricted to a maximum of 10 per session. Also, when the Omicron Covid variant struck last December, the Centre was closed for a period.

Again, as last year, this has reduced our revenue position regarding member's attendance fees. This has been a continuing concern amongst the Trustees as to the continued viability of the Charity. However, by reducing our overhead costs, by claiming eligible available Government grants and not to mention the continued financial support from our community, we have been able to keep a firm hold of the situation and kept our finances in good shape, to enable us to continue to offer our caring services going forward.

Objectives and Activities

Through the provision of a Day Care Centre at Twyford village, the main objective of the Charity is to assist elderly residents in the area to maintain their independence and quality of life, and to provide the elderly with companionship, stimulation and entertainment. Therefore, in providing this support to the older members of our community, it is hoped that the wellbeing given will reduce the burden on the NHS and Social Care services.

The Charity operates under the strapline of 'friendship and care'.

We serve the local villages of Twyford, Hurst, Wargrave, Sonning, Ruscombe and Charvil as well as the Town of Woodley and part of Earley.

Limited activities have been available because of Covid-19 restrictions. Those available include -

- Nutritious mid-day meals
- Seated physical exercises
- Brain stimulation exercises
- Carers' support groups offering opportunities to discuss matters of concern, as well as giving advice and guidance on all aspects of care for the elderly over the phone
- A twice-monthly coffee morning for people living with dementia and their Carers over Zoom
- A weekly lunch club held each Thursday from 12.30 to 2.00 p.m.
- Mobility Assistance

AGE CONCERN TWYFORD AND DISTRICT

All the activities of the Charity are held only in England and Wales at our Twyford Village Day Care Centre. The Day Care Centre was open from April 2021 but there were still Covid related restrictions in place which limited the number of members who could attend each session. We still had to restrict all activities, which had to be minimised to maintain the required social distances and restricted access, and only table activities for individuals in their bubbles, because nothing could be shared because of the spread of the virus.

The Charity also operates an Outreach Programme, with the aim as detailed below.

There are a number of people over 60 years of age living in and around the Twyford area. The aim of the programme is to make their life more comfortable by letting them know what services and facilities are available to them, and where possible to assist the elderly with help to complete forms etc. The programme is particularly concerned about those people who become socially isolated through no longer having access to transport, or lack of knowledge of how to go about getting a blue badge or even an attendance allowance. The programme also aims to inform our communities of the presence of our Day Care Centre, along with all the activities undertaken, including special events such as our annual musical evening held at The Piggott School. The outreach programme is there to fulfil our Charity's mission in respect to meeting our overall remit.

During the period of the pandemic there was only some limited availability of the non-contact elements of the service.

Transport

The Charity provides transport to enable our members to attend our Day Care Centre; this is done using the Charity's own vehicle and driver as well as through local Community volunteers who provide the transport in their own vehicles to ferry the Members.

For full and comprehensive details of our Charity please visit our website www.ageconcerntwyford.org.uk

Volunteers

In order to fulfil the day-to-day activities of our Day Centre, including driving our members to and from home, the Charity relies on a number of volunteers, at different times, to supplement our paid staff. There are in normal times around 30 volunteers on our books; however, again, for this year because of the pandemic, the use of volunteers was greatly restricted. There are currently only 5 volunteers, 2 for driving members and 3 for working in the Day Care Centre.

The reduced number of volunteers put more pressure on our existing Care staff.

The Trustees would like to express their thanks for all the hard work of their staff and volunteers, for without their effort our Charity would not be the success that it is.

AGE CONCERN TWYFORD AND DISTRICT

Funding

Funds are normally raised through charges to the Members and the local authority for the services provided. Most of our Charity's Members finance their participation at the Day Centre privately. There is however a small number of Members who are sent from Wokingham Borough Council and are paid for directly by the local authority to our Charity, under contract. This contract with Wokingham Borough Council is the only contract our Charity has with either a local authority or Central Government. The value of the contract with the local authority is shown in the Annual Accounts section.

However, the prices charged to our elderly Members and where applicable the local council do not cover the full cost of running the Centre. The Charity is therefore very much reliant on donations and various fund-raising activities including collections and raffles. However, these normal sources of Income have continued to be greatly reduced in 2021-2022; as a consequence the Charity (though not as a main source of income) supplemented their Income by applying and receiving grants from HM Government and the local authority.

Fundraising from the general public is normally a vital promotional tool to ensure that we are fulfilling our Charity's remit alongside our normal revenue streams; this year because of the pandemic, fund-raising activity was reduced in the year, though the Twyford Christmas Fayre was held in December 2021 in which our Charity participated and around £1,100 was raised.

The Charity has not used the services of a Professional fund raiser in the year.

The Charity does not operate any Trading Subsidiaries; however, some income is derived from a share of profits in a local charity shop. Even though the shop uses the Age Concern Twyford and District name it is run by a completely independent organisation separate from our Charity, viz; Age Concern Slough and Berkshire East (ACSABE). The agreement is that ACSABE will pay ACT&D 25% of net profit made on the shop. ACSABE announced a shop loss for 2020-2021, so there will be no payments accruing for that year.

However, as at the end of 2020-2021 ACSABE owed our Charity £13,710, as our share of profit earned in previous years. An instalment plan was agreed and we were paid an amount each month to reduce the debt. As at year end for 2020-2021, the previous debt was reduced to £2,710. However, during the year ACSABE declared that they owed our charity £6,026 as our final share of shop profit for 2019-2020. As a result, the revised ACSABE debt stood at £8,736, at the end of 2021-2022. We are still awaiting their 2021-22 accounts; they are expected to show a profit and therefore an addition to the end of year debt to AGDC. The repayment schedule will continue until the monies owed are paid back.

The following grants, in order to supplement our existence, were applied for and awarded during the year:

1. HM Government Job Retention Scheme	= £20,091 Furlough Scheme
2. H M Government Covid Grants	= £10,667 Paid via Wokingham BC
3. Gift Aid Claim 2020-2021	= £ 1,478
4. Parish Councils/Churches and Charity funds	= £ 1,937
5. Charity Giving Organisations	= £ 1,105
6. Memorial legacy Funds	= £ 1,037
7. David Brownlow Foundation Outreach	= £20,000
8. Individual Donations	= £ 537

AGE CONCERN TWYFORD AND DISTRICT

As above, item 1, the Charity received 6 separate Furlough Scheme grants to make up the £20,091 total and item 2, the Charity received 2 grants from the local authority, Wokingham Borough Council, to make up the £10,667.

Salary and Wages Policy

As a result of the reduced number of members attending the Day Care Centre, our staff were not required to work all their agreed hours each week. As a result, staff were furloughed under the Government's flexible furlough scheme. As such, staff were paid 80% of their normal wage, for hours not actually worked and for all hours actually worked the staff continued to get 100% of normal pay. In that time the Charity was able to claim back from HMRC, 80% of normal pay for hours not worked, for April until July 2021, 70% for hours not worked in August 2021 and 60% for hours not worked in September 2021. The furlough scheme ended after September 2021 and from October staff were paid 100% of normal pay.

As a result of the pandemic, the agreed pay increase for 2020-2021 was not implemented; however, this pay award was implemented in full for 2021-2022 financial year. All rates of pay are higher than the statutory living wage.

The Charity offers staff entry to a Work Place Pension Scheme through Nest Pensions. The Charity pays for those staff who are members a contribution of 3% of total Gross pay. This is more generous than the Government Work Place Pension contribution rules.

Financial Reserve and Investment Policy

The Trustees of the Charity being aware of their financial responsibilities operate a prudent cash reserve policy, to enable the Charity to have reserves to operate for at least one year, should there be a marked downturn in the Charity's financial position. As such the Charity maintains a working capital balance, a working capital reserve balance and a restricted fund reserve cash balance. The restricted fund balance is earmarked for the necessary maintenance costs that the Age Concern Centre building will require over the coming years. Even though the Centre building is owned by Wokingham Borough Council, the Charity is fully responsible for all maintenance and improvement costs for the building. To meet these future liabilities, the policy is to build up this fund further when our financial position allows.

In order to improve the Cash management of the Charity, with regard to the restricted funds, the Trustees agreed in 2018 to purchase a 1-year fixed rate Bond with The Redwood Bank at 1.8% interest. The Redwood Bank is fully regulated with the Financial Conduct Authority (FCA); as such this complies with the Charity's nil risk investment policy. The third 1-year Bond matured in November 2021; a decision was then taken by the Trustees to invest £70,700 into a new 1-year Redwood Bank Bond at 1% interest and to retain investment into the Redwood bank 95-day notice account at 1.06% interest. The reason was this was to enable easier access to funds should the Charity's cash flow position deteriorate.

At Year End the Redwood 1-year Bond was worth £70,991 and the 95 day account had a balance of £18,471, the total monies invested in Redwood Bank being £89,462.

The Trustees are satisfied that the Charity's risk management policy and procedures adequately address the risks to the Charity arising from its activities where it operates.

AGE CONCERN TWYFORD AND DISTRICT

Salary and benefits

There were no benefits given to staff in the year 2021-2022.

Ranges of Salary Paid in 2021-2022

Over £25,000 = 1 Staff Member (highest salary = £30,009 p.a.)

Over £10,000 under £25,000 = 3 Staff Members.

Under £10,000 = 7 Staff Members.

There was no remuneration or benefits given to any of the Trustees in the 2021-2022 Year.

Overseas Income

This is to confirm that the Charity had no overseas dealings whatsoever for 2021-2022.

DBS Checks

The Charity's policy is that all Trustees, Staff and Volunteers undergo a DBS check, also ensuring that the checks are re-visited every 3 years.

All Staff Members and Volunteers who work in the Centre are DBS-checked, but Volunteer drivers are not. They have to sign the Boundary policy, which was agreed would be linked to the Data Protection policy. It was also agreed that temporary staff and short-term volunteers would not be DBS-checked but would be asked to read and sign the Boundary policy. This is carried out and has been certified accordingly.

Achievements and Performance

We re-opened on 20th April 2021 with limited staff after being closed due to the Covid Pandemic that had a huge Impact on the Day Centre and the staff to be able to operate fully for our day care members.

The Centre opened for two days in April; once our day care members increased the Centre then offered three days for day care and from September 2021 the Centre began operating day care services and lunch five days per week.

Lunch Club was restarted Monday 7th September 2021 and afternoon activities were offered with additional cost. Lunches are also offered throughout the week to generate revenue. After working alongside the Covid Task Force team at Wokingham Borough Council we were able to remove the protective screens while still required to be at a two-metre distance and staff to continue to always wear full PPE. Members were still required to wear face coverings when entering the Centre and if walking to the bathroom. Once seated then the masks could be removed. This restriction is still ongoing.

We are pleased to report that the Charity did not suffer from any serious incidents, during the year.

AGE CONCERN TWYFORD AND DISTRICT

Trustee Retirees and changes

There were an unusual number of changes to the Trustee Board during 2021-2022 operational year, due to Trustees moving away from the area, retiring, taking up more senior trustee posts elsewhere and normal resignations.

The Charity was fortunate to receive a large number of applicants to fulfil the vacant positions and after full vetting seven new Trustees were appointed during the year.

The following Trustees left their posts in the Year of this report:

Rob Yeadon	- Deputy Chairman – Retired 31/12/2021
Gordon Holmes	- HR Matters – Resigned 31/05/2021
Frankie MacMillan	- Retired 13/01/2022
Jean Sinclair	- Resigned 14/02/2022
Moir Hemson	- Resigned 14/02/2022

We wish to put on record, our sincere thanks for all their time and effort, dedicated to the Charity over the years of their appointment.

The following were appointed as new Trustees in the Year of this report:

Matt Everson	- Deputy Secretary - Appointed 1/4/2021
Melanie Kate Harvey	- Deputy Treasurer - Appointed 1/4/2021
Steve Bryan	- HR Matters – Appointed 1/4/2021
Trudie Fell	- Appointed 17/03/2022
Tina Goodwin	- Appointed 17/03/2022
Marie Westoby	- Appointed 17/03/2022
Kerry Lerski	- Appointed 17/03/2022

Principal Risks and Uncertainties.

1. Revenue and Donations etc. not covering the expenditure in running the Day Centre.
2. The ability to attract new members to the Day Care Centre.
3. Being able to recruit Caring Staff for the Day Care Centre.
4. Return of pandemic
5. Inadequate cover for the Finance functions

AGE CONCERN TWYFORD AND DISTRICT

Financial Review

The accounts for the Charity, for 2021-2022 financial year, show an overall deficit of expenditure over revenue of (-£18,667) (2020-2021: deficit was -£540). As previously stated, the Day Care Centre operations were greatly affected by the continuous restrictions imposed by Government, due to the Covid 19 pandemic. Even though we were allowed to open the Day Care Centre for large parts of the year, we were restricted to only allowing a maximum of 10 members to attend each day. This had a huge detrimental effect on our revenue figures in the year: however, compared to the previous year 2020/21 for which we closed for most parts, we did receive around 2/3rds more in members' revenue. Where possible, our Charity made use of the Government's support in the year through means of available grants, alongside the continued support of the local community. Please see the Funding section of this report for more details regarding this support.

Total booked income in the year was £98,528, which was much better than the 2020-2021 figure of £48,590, the Day Centre being closed for large parts of that year. The Investment income, in line with the reduced interest rates available, was lower in the year, compared to the previous year. (£819 compared to £1,383)

In line with the Day Care Centre being opened for most of the year, albeit with restricted attendance, our operating costs were far higher in the year, £117,194 compared to £49,130 spent in 2020-2021. The Trustees agreed to a policy of retaining our staff throughout the year, even though there were periods when staff were not required to work. The Charity made use of the continued Government Flexible Furlough scheme; this allowed us to claim from the Government the Furlough rate for the applicable month, for the normal hours not worked by staff, and we in turn paid the staff 80% of their normal rate. Staff continued to be paid 100% of normal wage for hours actually worked. (see the Salaries and Wages policy section of the report for details). The actual staff costs figure of £116,219 was offset by £20,091 received from HM Government, under the job retention scheme, leaving a net wage spend of £96,218. The rest of the expenditure items went up as a result of the re-opening of the Day Care Centre, though office expenditure was less in the year as a result of large purchases of PPE equipment in 2020-2021, the stock of which was used in the current year. The Utilities were also reduced in 2021-2022 as a result of a refund from British Gas, who were our suppliers of electricity, until we changed back to Utilities Warehouse in April 2021. British Gas continued to operate their Direct Debit mandate, throughout 2020-2021, when we were closed for most of that year. Therefore, on closure of the account, the Charity received a refund which reduced the Utilities cost in 2021-22.

Originally the job retention scheme was due to end in October; the Trustees therefore passed a motion for the Charity to take advantage of the Government's bounce back loan scheme, which enables organisations to borrow money with a low interest rate but with no interest due in the first year. This was a cash-prudent resolution; as a result, an amount of £10,000 was borrowed through Nat West Bank, in October 2020. This loan was not needed and was repaid in October 2021 with no Interest due.

The Company vehicle, used for transporting our members was fully depreciated in 2021-22, so the accounts have not booked an asset value for the vehicle. Any revenue received on the sale of the vehicle will be accounted for in the year of sale.

Overall, at the company year end, the Charity has cash reserves of £139,615 including in the restricted fund of £115,471.

AGE CONCERN TWYFORD AND DISTRICT

The attendance restrictions have been lifted for 2022-2023 year and the Day Care Centre is gradually building up its membership numbers. It has to be reported that we lost a number of our members during the pandemic. Therefore, we are continuing to operate at a loss. The Trustees will continue to monitor the financial situation, keeping our expenditure at a minimum. In order to retain our reserves for emergencies, any Building Improvements will need to be kept as low as possible, until we can restore our attendance levels to cover our costs.

The Trustees are indebted to the support of certain private individuals for their donations/legacies; the business community of Twyford and District through Twyford Together (formerly Twyford Village Partnership - TVP); Sonning parish council, Twyford and Charvil Parish Councils; St Andrews Church Sonning; Polehampton Charities; and special thanks to the David Brownlow Charitable Foundation and the Cracker fund, for their continued support for our Outreach programme.

AGE CONCERN TWYFORD AND DISTRICT

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

The Charity's trustees consider that an audit is not required for this year under the Charities Act 2011 part 8 (the Act)) and that an independent examination is sufficient. The Charity under the Act is classified as a small charity (Revenue under £250,000 p.a.) and is subject to presentation relief from the requirements of SORP (FRS102); the Act also allows the accounts to be signed off by an Independent Examiner.

It is my responsibility to:

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

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 you as 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.

In the course of examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 145 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2019 Act; have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Michelle Bingham FCCA ATT
3 South View Close
Twyford
Reading
Berkshire
RG10 9AY



Financial Controls

The Treasurer is tasked with keeping the financial records of the Charity and is the sole authority with our bankers for making supplier payments as well as running Payroll and paying over PAYE and Pension payments. Invoices and Expense claims are authorised by the Day Care Manager and passed over to the Treasurer for payments. The majority of our suppliers have direct debits set up with our bankers. This ensures that payments are paid when due. There is a risk in having just one person responsible for the finances and the Trustees are aware of this and are taking steps to rectify this position.

AGE CONCERN TWYFORD AND DISTRICT

At present, the Treasurer carries out regular reviews of the Financial Controls, which are documented and held at the Day Care Centre. The Controls and Processes are explained to the Independent Examiner as part of the Auditing procedure.

Statement of Financial Activities

YEAR ENDED 31st March 2022

	2021-2022			2021
	Unrestricted	Restricted		
	Funds	Funds	Total	Total
	£	£	£	£
Income				
Wokingham Borough	8,946	-	8,946	18,285
Private Day Care Charges	33,900	-	33,900	7,791
Catering	8,071	-	8,071	1,081
Share of Shop Profits	6,026	-	6,026	0
Donations, Grants and Legacies	36,507	-	36,507	17,601
Transport	876	-	876	450
Membership Fees	993	-	993	1,000
Rents Received	1,000	-	1,000	1,000
Fund Raising	1,313	-	1,313	0
Miscellaneous	76	-	76	0
Job Retention Scheme	20,091	-	20,091	77,162
Investment Income	1	819	820	1,383
Total Income	117,800	819	118,619	125,753

AGE CONCERN TWYFORD AND DISTRICT

Expenditure	2022			2021
Depreciation	203	-	203	2,256
Employee Costs	116,219	-	116,219	108,877
Building Maintenance & Improvements	3,448	-	3,448	1,270
Catering	4,928	-	4,928	29
Utilities	1,023	-	1,023	1,365
Office Expenses	5,691	-	5,691	8,180
Insurance	2,930	-	2,930	2,679
Transport	2,412	-	2,412	958
Miscellaneous	0	-	0	0
Entertainment	27	-	27	0
Training	255	-	255	250
Advertising and Printing	150	-	150	427
 Total Expenditure	 137,286	 0	 137,286	 126,291
 Surplus / (Deficit) for the Year	 -19,486	 819	 -18,667	 540
 Fund Assets at 1st April 2021	 167,018	 0	 167,018	 167,018
Movement in Funds	-19,486	819	-18,667	
Fund Assets at 31 st March 2022	<u>147,532</u>	<u>819</u>	<u>148,351</u>	<u>167,018</u>

AGE CONCERN TWYFORD AND DISTRICT

BALANCE SHEET

AS AT 31st March 2022

Current Assets	2022	2021
Debtors	8,736	13,710
Cash at bank and on hand	139,615	163,105
Vehicle	203	2,459
less depreciation	203	2,256
	<u>0</u>	<u>203</u>
Total Assets	<u>148,351</u>	<u>177,018</u>
Liabilities		
Creditors	0	10,000
Accruals	<u>0</u>	<u>0</u>
Total Liabilities	<u>0</u>	<u>10,000</u>
Total assets less liabilities	<u>148,351</u>	<u>167,018</u>
made up of		
Income Funds		
Restricted funds	819	
Unrestricted funds	147,532	167,018
TOTAL FUNDS	<u>148,351</u>	<u>167,018</u>

AGE CONCERN TWYFORD AND DISTRICT

NOTES TO THE ACCOUNTS

YEAR ENDED 31st March 2021

Basis of preparation

The accounts have been prepared in accordance with the Statement of Recommended Practice for a small charity with revenue under £250,000, this allows for reporting relief from the full accruals accounting under (SORP FRS102) 'Accounting and Reporting by Charities' issued under the Charities Act 2019. In accordance, the accounts are prepared on a Receipts and Payments basis, completed by March 31st 2022. There is also no requirement to provide a cash flow statement.

Restricted Fund

The restricted fund has been established for the repair, maintenance and improvement to The Twyford Centre and its furniture, fittings and equipment. There were no drawings on the Restricted Fund in 2021-2022, as there was no major, building and maintenance work undertaken.

Revenue

The Revenue figures, represent actual monies received up to and including 31/3/2022, with the exception of the shop profit figure of £6,026, this amount has been added to the debt owed by Age Concern Slough and Berkshire East for the use of our Charity's name on their Twyford Charity Shop. Also included are Donations and Grant monies actually received up to and including 31/3/2022, the figures include Gift Aid payments. The majority of revenue received arises from fees received by our Members for attendance days at The Age Concern Twyford and District Day Care Centre, this is supplemented by Grants and Donations received.

Expenditure

The Expenditure figures, includes all Invoices received and paid by Age Concern Twyford and District up to and included 31/3/2022. Invoices are paid on receipt. Please note that monies received from HM Government's job retention scheme, to offset the staff costs, are shown as a minus expenditure amount in the accounts.

Employees Expenditure

Gross Pay	£111,065
Employers NI	£ 2,329
Employers Pens	£ <u>2,805</u>
Total	£ 116,199

The number of Employees during the year = 10

Assets

Debtors represent monies owed to the Charity up to and including 31/3/2022 by Slough Berkshire East Age Concern, the Organisation which runs the Age Concern Charity shop. Our Charity has an agreement with Age Concern Slough and Berkshire East, that in exchange for using our name, Slough would donate a percentage of their profits to us. Age Concern Slough have confirmed that our Charity is owed the sum of £6,026 for 2019-2020, making a total owed as at 31/3/2022 of £8,736. A repayment scheme has been agreed with ACSABE to

AGE CONCERN TWYFORD AND DISTRICT

repay the debt in instalments commencing in 2021-22, the booked debt is due for repayment by September 2022. Our Charity is trying to establish the financial profit position of the Twyford shop in 2021-2022. The agreement is our Charity is due 25% of the shop profit, less overheads. It was established that the shop made a loss in the pandemic effected year of 2020-2021, so no payment was due to our Charity for that year.

The vehicle was fully depreciated in May 2021. There will be a residual value for the vehicle but our accounting policy is not to book any value, until the vehicle is disposed off.

Liabilities

There are no Creditors, booked in the accounts for 2021-2022, all Invoices are paid on receipt, the previous creditor figure of £10,000 shown in the 2020-2021 account represented the 'bounce back' Government backed loan taken out by the Trustees with Nat West Bank; This loan was paid in full with no accrued interest in October 2021.

In preparing these financial statements, the Trustees are required to:

Select suitable accounting policies and then apply them consistently.

Observe the methods and principles in the Charities SORP:

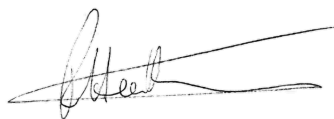
Make judgements and estimates that are reasonable and prudent:

State whether applicable accounting standards have been followed, subject to any material departures, disclosed and explained in the financial statement: and


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 and enable them to ensure that the financial statements comply with the Charities Act 2011, and the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking responsible steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees of the Charity as at 31st March 2022 and signed on its behalf by:



P Heather
Chairman of Trustees



M A Blom-Cooper
Treasurer