

COMPANY REGISTRATION NUMBER: 10294887

CHARITY REGISTRATION NUMBER: 1168807

**Age Concern Tyneside South
Company Limited by Guarantee
Unaudited Financial Statements
31 August 2021**

STEPHENSON COATES AUDIT LIMITED

Chartered Accountants
West 2, Asama Court
Newcastle Business Park
Newcastle upon Tyne
NE4 7YD

Age Concern Tyneside South

Company Limited by Guarantee

Financial Statements

Year ended 31 August 2021

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Age Concern Tyneside South

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 August 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 August 2021.

Chair's report

I am pleased to present to you our annual accounts in my interim capacity as Chair. I would like to take this opportunity to thank my fellow Trustees and express my gratitude for their support and collaborative work commitment. I would also like to place on record my appreciation for all the work our staff and volunteers do; their commitment is exemplary and without them, Age Concern Tyneside South would not be able to offer the incredible services that they do, this has been doubly so during the second year of the Covid-19 pandemic.

It has been a challenging year for our organisation, to managing the constantly changing landscape within society and the changing needs of people during the changing responses to the pandemic, in particular, but thanks to the direction of the senior management team and trustees the organisation continues to slowly progress with a positive forecast for the future.

The charity's financial position is outlined in this report. Our senior management team have had to work hard to manage the number of difficult decisions during this challenging year. Their energy and skills, with the dedication of the board, have ensured we continue to have strong governance and we continue to deliver exceptional value for money and a number of services that are fit for purpose that reflects the charity's values.

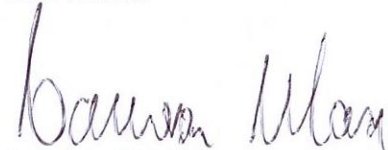
We continue to develop our understanding of the local population and their needs. This will aid us in progressing our strategic objective of making South Tyneside the most age friendly borough in the country. We will not be able to do this alone and we will continue to forge strong links with the community, our statutory and charity partners over the next three years to deliver our goal.

Albeit after the year covered by this annual report we are pleased to welcome new Trustees: Norman Kaier; Jude Puech; Margaret Adams; and Ian Brimer who will help us as an organisation as we progress going forward.

Finally, I would like to take this opportunity on behalf of the Board to express to all our partners and stakeholders who contribute to the work of the charity. Without you we would not be as dynamic, flexible and responsive as we have been over the past ever-changing year and you all, collectively and individually, ensure we maintain our values as we provide the services required to enhance the lives of all who use our services.

We all look forward to continuing to serve the older people who use our services across South Tyneside.

Best Wishes



Cameron Ward
Interim Chair

Age Concern Tyneside South

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 August 2021

Reference and administrative details

Registered charity name	Age Concern Tyneside South
Charity registration number	1168807
Company registration number	10294887
Principal office and registered office	29 Beach Road South Shields NE33 2QU England

The trustees

M Adams (Appointed 1 April 2022)
I Brimer (Appointed 1 April 2022)
R Gillies
N Kaier (Appointed 1 September 2021)
J Puech (Appointed 7 November 2021)
R Staward
A Trollope
I C Ward

Accountants

Stephenson Coates Audit Limited
Chartered Accountants
West 2, Asama Court
Newcastle Business Park
Newcastle upon Tyne
NE4 7YD

Solicitor

Collingwood Legal
30 Riverside Studios
Amethyst Road
Newcastle Business Park
Newcastle upon Tyne
NE4 7YL

Bankers

Barclays Bank
Fawcett Street
Sunderland
SR1 1RS

Age Concern Tyneside South

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 August 2021

Structure, governance and management

Governing documents

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Recruitment, appointment and training new trustees

Charity trustees for the purpose of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected for three years.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity.

The Management Committee meet on a bi-monthly basis and are responsible for the strategic direction and policy of the charity.

Policies for the induction and training of new trustees

Age Concern Tyneside South recognises that an effective board of trustees is essential if the charity is to be effective in achieving its objects. The board must seek to be representative of the people with whom the charity works and must have available to it, all of the knowledge and skills required to run the charity. Individual trustees must have sufficient knowledge, both of trusteeship in general and of the charity's activities, to enable them to carry out their role and to represent the charity at meetings and other events.

The Chief Officer and Chair of Trustees are responsible for the ensuring that the induction process is arranged and completed.

A training programme is in place to ensure that any newly appointed trustee will receive training on all matters necessary to enable them to perform their duties effectively. This will be tailored to their specific needs but, unless the appointee is already sufficiently experienced, should cover as a minimum:- governance and management; equal opportunities; a thorough induction to the history and current activities of the organisation; sufficient explanation of the charities financial accounts and reporting procedures to enable them to exercise fiscal oversight.

Explanation of all charity policies includes those relating to trustee expenses and how they can be claimed. If a new trustee is to take on any specific duties, all needs in relation to this will be assessed. It is acknowledged that trustees have a wide range of other commitments and every effort will be made to make this training accessible to the individual by arranging it to be conducted at times convenient to them.

Organisational structure and decision making

A line management system is in place with day-to-day responsibility for the management of the organisation resting with the Chief Officer. The Chief Officer is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. Day-to-day operational management is headed by individual team members using the reporting structures and line management to finally report to the Chief Officer and Trustees.

Age Concern Tyneside South

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 August 2021

Pay policy for senior staff

The Chief Officer implements the pay policy on an ongoing basis and is responsible for pay review and setting salaries for senior staff. The Board reviews the Chief Officer's salary annually and is responsible for making any decisions about remuneration of the Chief Officer.

Employment policies

The charity operates a number of key employment policies including Equality and Diversity and Health and Safety.

Risk management

The systems of internal control are designed to provide reasonable assurance against material misstatement or loss. Internal control processes implemented by the Trustees include:

- Board scrutiny of the risk register.
- A strategic plan and annual budget approved by the trustees.
- Regular consideration by Trustees of the financial results, variances from budget, forecasts and performance indicators.
- Delegation of authority and segregation of duties.
- Identification of risk and statutory compliance issues including safeguarding.

Trustees have in place a formal risk management framework and policy to assess risk and implement management strategies. A risk register is in place which is scrutinised weekly by the senior management team. This process reports to the board on a quarterly basis reporting exception.

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

Investment Policy

The Articles of Association state that in the furtherance of Age Concern Tyneside South's objectives the charity shall have the power to invest monies not immediately required of its purpose. As of August 2021, no investments were held.

Principal funding sources

- South Tyneside Council
- South Tyneside Clinical Commissioning Group
- Big Lottery - Reaching Communities
- Henry Smith
- Community Foundation
- Kellet Fund
- UK Online IT Training

Reserves Policy

As a minimum ACTS will aim to hold in reserve enough money to cover its known financial commitments (e.g. rental of office space, rental of equipment such as photocopiers), the core functions of the organisation (i.e. those functions not directed to service delivery) for 3 months and enough money to cover its redundancy commitments to employees.

Age Concern Tyneside South

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 August 2021

Key Management Personnel

The key management personnel are the non-executive directors (Trustees) of the organisation; they are responsible for the day-to-day management of the charity's activities:

Chief Officer	Grahame Cassidy
Deputy Chief Officer	Susan Wicks
Services Development Officer	Kate Price

Objectives and activities

The objects for which the charity is established and to which it is specifically restricted are to promote the following purposes for the benefit of the public and/or older people in and around The Borough of South Tyneside:

- preventing or relieving the poverty of older people;
- advancing education;
- preventing or relieving sickness, disease or suffering in older people (whether emotional, mental or physical);
- promoting equality and diversity;
- promoting the human rights of older people in accordance with the Universal Declaration of Human Rights;
- assisting older people in need by reason of ill-health, disability, financial hardship, social exclusion or other disadvantages; and
- such other charitable purposes for the benefit of older people as the Trustees may from time to time decide the outcome of this being the promotion of the well-being of older people.

The charity has the following powers exercisable in achieving its objectives;

- to encourage, promote and organise direct services appropriate to the needs of individual elderly people or groups of elderly people and if thought fit to make reasonable charges for any services provided.
- to promote and organise co-operation in the achievement of the above objects and to that end to support, join in with and co-operate with other charities, voluntary bodies, statutory authorities and other organisations operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
- to establish, support, undertake or execute any charitable trusts, associations or institutions formed for all or any of the objects.
- to establish or acquire subsidiary companies to assist or act as agents for the charity.
- to promote and carry out, or assist in promoting and carrying out, surveys, investigations and research.
- to provide food, drink and refreshments as appropriate but only for persons participating in the activities of the charity.
- to arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures, classes and training courses.
- to publish books, pamphlets, reports, leaflets, journals, films, videos, tapes and other material.
- to appoint and constitute such advisory committees as the Board of Trustees.

The charity has achieved its objectives as illustrated in the review of our achievements and performance.

Age Concern Tyneside South

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 August 2021

Public Benefit

The aims of our services, for older people continue to be ageing well, reducing social isolation, maximising income, advocacy, enabling and promoting physical health and wellbeing.

The trustees are satisfied that in accordance with the Charity Commission guidelines, Age Concern Tyneside South meet the public benefit requirements. The trustees have regard to this guidance when exercising any powers or duties to which the guidance is relevant.

Achievements and performance

1. Sustaining and Growing

The aim is to diversify our income streams, to include charitable trust grants, statutory sector contracts, services we make a charge for, developing community fundraising and developing a range of paid for services; this has been more difficult due to the pandemic, but remains a key objective.

- We retained our Local Authority contracts for FY 2021-23. We have continued to successfully deliver our services as funded by charitable trusts.
- We increased our Clinical Commissioning Group Contract in FY 2021-23 based on our staff's excellent delivery
- We have taken on a 3+2 year contract to deliver dementia day care opportunities
- We aim to maintain and where appropriate grow a more commercial approach alongside our charitable service delivery.
- We continue to meet older people's needs by focusing on person-centred activities and involving older people in the design of our services.

2. Innovating and improving

- We have continued to identify opportunities to work across a wider range of services to this end we have added Urgent Response to our Home from Hospital Service.
- We have successfully grown Age Concern Tyneside South in its 5th year, with increased income, numbers of people helped, staff and volunteer increases too.
- We have continued to use the holistic assessment tool with the majority of clients adding in additional information and options as funding is obtained.
- We have increased the number and quality of grant applications to meet locally identified people's need; these will have a positive impact going forward.

3. Delivering a range of high quality person centred services and social enterprises

The aims of our services for older people continue to be reducing social isolation, maximising income, enabling independent living and promoting health and emotional wellbeing.

- Our Information and Advice service provided 24517 contacts to help 4985 older people with queries or casework in benefits, housing care and local services, including 3,987 additional awards of benefits, grants and entitlements totalling £3.75 million for local people spent locally often within the South Tyneside economy.
 - We provided 2960+ social opportunities during the period through our community-based provision all in a Covid secure way. These services offer a variety of activities that tackle social isolation and loneliness to improve the wellbeing of the service users. We are continuing to build back to pre-pandemic levels.
 - Our exercise classes, leisure and learning activity groups were attended over 1960 times,
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Age Concern Tyneside South

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 August 2021

- Supporting people to remain physically active to improve their health long term.
- We provided advocacy support hours of 1,252 during the year.
- Our Integrated Service and additional Winter Pressures increased to provide 38548 contacts to help 13,141 people. We provided 2442 fall prevention home assessments and installed 5,148 aids and adaptations as well as removing 240 hazards in homes of older people in the borough. We also supported 3,650 people upon discharge from hospital, completing 1,003 activity visits to specifically prevent an admission/re-admission to hospital.
- 315 volunteers supported our organisation providing over 11895 added value hours, the equivalent of 6.5 full time members of staff @ 35 hours per week.
- We delivered over 600 Christmas hampers which was funded by the Barbour Foundation and added to by other donations e.g. (South Tyneside Council, EE, Sky ...).
- We provided transport and support to over 250 people to attend Vaccination appointments during lockdowns.

4. Involving influencing and promoting social inclusion:

- We continue to work with wider stakeholders including the Clinical Commissioning Group (CCG), Local Authority, Public Health and key partners in the Voluntary and Community sector.
- We provide a consultation platform utilised by the Local Government and CCG in obtaining the views of older people in the borough.
- We have actively contributed to the main engagement mechanisms established by the Statutory Sector - at which we are able to influence local policy and decision making.
- We have become Part of a Partnership with Vision and Hearing Support Tyne and Wear Museums, Cultural Spring Mental Health Concern and Your Voice Counts working in a place-based way around building community resilience. This also led to some Digital inclusion joint work too
- We have also been fully involved with Charitable sectors initial conversations and steps towards working differently in an alliancing way.
- We have offered subsidised room hire to a start-up CIC.
- We have provided free space to a local Adult ADHD group so they could meet. And A committee space for Young person's ADHD
- We have provided free space to a volunteer START group to help them meet with recovering alcoholics.

Financial review

Income of £975,693 has been generated during the period; this includes over £117,000 income from paid for services.

The statement of financial activities shows an overall surplus of £108,625.

The organisation is continuing to establish itself in its fifth year as a new charity within the Borough of South Tyneside. Taking into account the challenges faced by all new charities accessing funding streams, alongside the second year of the Global Pandemic brought about from the Covid-19 virus, the organisation has had a good year. The contracts with Statutory Partners have been increased and this assisted in the increase in the projected surplus.

A continuing cost review with a programme of achievable reduction is now in place for the financial year 2022-23 across the whole organisation, with a regular review of Senior Management Team costs. The organisation is also starting to achieve new grant and contract income.

Age Concern Tyneside South

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 August 2021

Plans for future periods

Our strategic aims:

1. Sustaining and Growing

We will continue to engage with older people so we can develop a diverse range of funding streams:

- Research and develop new sources of income which includes paid for services.
- Engage proactively with public sector commissioning bodies, ensuring our work is aligned to their own strategic priorities.
- Become the provider of choice for people with a direct/personal budget and those who pay for their own social care.
- Improve our use of market analysis and social media in service development.
- Work more collaboratively with partnership bids, aiming for this to be a larger share of our overall number of grant applications.

2. Innovating and Improving

- Ensure all services are people centred (what matters to you).
- All our service provision is equitable.
- Build and maintain 1st class performance by engaging our staff and volunteers in our strategy and values.
- Retain ISO:9001 Quality Standard.
- Obtain Advice Quality Standard
- Obtain additional Quality Standards as we are in a position to do so
- Continue to improve our external communication and profile.
- Continue to achieve cost efficiencies across all areas to maximise the impact of limited resources.
- Improve our use of outcomes evaluation methods to better demonstrate our social, health and financial outcomes and impacts.

3. Delivering a range of high quality person centred services and social enterprises

- Focus on reducing social isolation, maximising income, enabling independent living and promoting physical health and emotional wellbeing.
- Position ourselves in the market as One Stop Shop/Wellness Hub for Older People's community-based services including low level dementia.
- Create a bespoke, person centred package of support which can be tailored to the needs and circumstances of individuals.
- Develop partnerships with organisations who share our vision and values.
- Expand dementia provision.

4. Involving, influencing and promoting social inclusion

- Involve and engage with older people, our staff, volunteers and other stakeholders, using the intelligence gathered to develop our own services and social enterprises as well as influencing and lobbying for change and improvement in the lives of older people in our community.
 - Ensure we are accessible and inclusive and that communities that experience discrimination are actively included in our work.
 - To work in a more place-based locality focused way.
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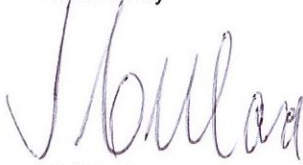
Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 August 2021

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

The trustees' annual report was approved on 15th June 2022 and signed on behalf of the board of Trustees by:



I C Ward
Chair

Age Concern Tyneside South

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Age Concern Tyneside South

Year ended 31 August 2021

I report to the trustees on my examination of the financial statements of Age Concern Tyneside South ('the charity') for the year ended 31 August 2021, which are set out on pages 11 to 26.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

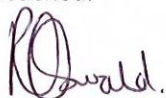
Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Rachael Oswald BA ACA
Stephenson Coates Audit Limited
Chartered Accountants

Date 15th June 2022

West 2, Asama Court
Newcastle Business Park
Newcastle upon Tyne
NE4 7YD

Age Concern Tyneside South

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

31 August 2021

		Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	236,903	157,165	394,068	336,407
Charitable activities	6	550,705	—	550,705	388,175
Other trading activities	7	10,663	—	10,663	34,607
Investment income	8	88	—	88	192
Other income	9	20,169	—	20,169	43,191
Total income		<u>818,528</u>	<u>157,165</u>	<u>975,693</u>	<u>802,572</u>
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	10	1,130	—	1,130	690
Expenditure on charitable activities	11,12	690,505	175,433	865,938	799,636
Total expenditure		<u>691,635</u>	<u>175,433</u>	<u>867,068</u>	<u>800,326</u>
Net income and net movement in funds		<u>126,893</u>	<u>(18,268)</u>	<u>108,625</u>	<u>2,246</u>
Reconciliation of funds					
Total funds brought forward		414,098	23,268	437,366	435,120
Total funds carried forward		<u>540,991</u>	<u>5,000</u>	<u>545,991</u>	<u>437,366</u>

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 14 to 26 form part of these financial statements.

Age Concern Tyneside South

Company Limited by Guarantee

Statement of Financial Position

31 August 2021

		2021 £	2020 £
Fixed assets			
Tangible fixed assets	17	563,669	578,210
Investments	18	2	2
		<u>563,671</u>	<u>578,212</u>
Current assets			
Debtors	19	83,084	81,602
Cash at bank and in hand		361,348	250,527
		<u>444,433</u>	<u>332,129</u>
Creditors: amounts falling due within one year	20	285,907	280,577
Net current assets		<u>158,526</u>	<u>51,552</u>
Total assets less current liabilities		<u>722,197</u>	<u>629,764</u>
Creditors: amounts falling due after more than one year	21	176,206	192,398
Net assets		<u>545,991</u>	<u>437,366</u>
Funds of the charity			
Restricted funds		5,000	23,268
Unrestricted funds		540,991	414,098
Total charity funds	23	<u>545,991</u>	<u>437,366</u>

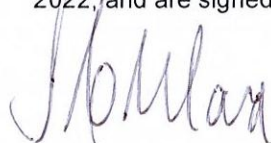
For the year ending 31 August 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 15th June 2022, and are signed on behalf of the board by:



IC Ward
Chair

The notes on pages 14 to 26 form part of these financial statements.

Age Concern Tyneside South

Company Limited by Guarantee

Statement of Cash Flows

Year ended 31 August 2021

	2021 £	2020 £
Cash flows from operating activities		
Net income	108,625	2,245
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	16,601	16,834
Other interest receivable and similar income	(88)	(192)
Interest payable and similar charges	6,806	8,460
Accrued expenses	(550)	1,086
<i>Changes in:</i>		
Trade and other debtors	(1,483)	(60,363)
Trade and other creditors	4,579	43,695
Cash generated from operations	134,489	11,765
Interest received	88	192
Net cash from operating activities	134,577	11,957
Cash flows from investing activities		
Purchase of tangible assets	(2,060)	(205)
Net cash used in investing activities	(2,060)	(205)
Cash flows from financing activities		
Repayments of borrowings	(21,696)	(22,596)
Net cash used in financing activities	(21,696)	(22,596)
Net (decrease)/increase in cash and cash equivalents	110,821	(10,844)
Cash and cash equivalents at beginning of year	250,527	261,371
Cash and cash equivalents at end of year	361,348	250,527

Statement of net funds:	2021	2020
	£	£
Cash and cash equivalents	361,348	250,527
Bank borrowings due within one year	(14,886)	(14,135)
Bank borrowings due over one year	(176,206)	(192,398)
	170,256	43,994

The notes on pages 14 to 26 form part of these financial statements.

Age Concern Tyneside South

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 August 2021

1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 29 Beach Road, South Shields, NE33 2QU, England.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

The directors of the charitable company are satisfied that there are no material uncertainties concerning the charitable company's ability to continue as a going concern for a period of at least 12 months from the date of approval of the financial statements. Accordingly, the financial statements continue to be prepared on the going concern basis.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Age Concern Tyneside South

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions and is recognised as earned. Grant income included in this category provides funding to support performance activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with reasonable certainty. Income received to deliver services over a specific period covering more than one financial year is accounted for over the specific period; related expenditure is accounted when incurred.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Investment income relates to interest earned through holding assets on deposit.

Fixed asset gifts in kind are recognised when receivable and included at fair value. They are not deferred over the life of the asset.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Age Concern Tyneside South

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

3. Accounting policies *(continued)*

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property	- 2% straight line
Fixtures and fittings	- 15% reducing balance
Motor vehicles	- 25% reducing balance

Investments

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Age Concern Tyneside South

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

3. Accounting policies *(continued)*

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Age Concern Tyneside South

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

3. Accounting policies *(continued)*

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

Age Concern Tyneside South Limited is a company limited by guarantee, registered in England and Wales, (number 10294887) and not having a share capital. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

5. Donations, Legacies and Grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Donations	28,671	–	28,671
Legacies			
Legacies	76,975	–	76,975
Grants			
Henry Smith Foundation	–	59,300	59,300
South Tyneside MBC	55,501	–	55,501
Community Foundation Tyne & Wear and Northumberland	–	43,212	43,212
Big Lottery – Reaching Communities	33,085	–	33,085
Community Lottery	–	30,123	30,123
Energy Redress	25,373	–	25,373
Masonic Charitable	–	19,530	19,530
The Good Things Foundations	10,750	–	10,750
The Sobell Foundation	5,000	–	5,000
Elise Pickering	–	5,000	5,000
Other	1,548	–	1,548
	<u>236,903</u>	<u>157,165</u>	<u>394,068</u>

Age Concern Tyneside South

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

5. Donations, Legacies & Grants *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
Donations	66,548	—	66,548
Legacies			
Legacies	—	—	—
Grants			
Big Lottery - Reaching Communities	—	81,461	81,461
Community Foundation Tyne & Wear and Northumberland	19,372	34,125	53,497
Big Lottery - Awards for All	—	34,725	34,725
The Good Things Foundations	23,021	—	23,021
South Tyneside CCG	18,950	—	18,950
The Clothworkers Foundation	15,000	—	15,000
Frailty & Rockwood Engagement	—	13,450	13,450
Bernica Foundation	—	8,179	8,179
Guys & St Thomas NHS Foundation	—	6,400	6,400
Other	2,700	3,000	5,700
NHS South Tyneside	5,000	—	5,000
The Energy Saving Foundation	—	4,476	4,476
	<u>150,591</u>	<u>185,816</u>	<u>336,407</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
South Tyneside MBC	231,456	231,456	256,865	256,865
Gateshead CCG	—	—	45,315	45,315
South Tyneside CCG	201,796	201,796	—	—
Home Support	117,454	117,454	85,995	85,995
	<u>550,705</u>	<u>550,705</u>	<u>388,175</u>	<u>388,175</u>

Age Concern Tyneside South

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

7. Other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Fundraising events	16	—	16
Rental income & room hire	9,680	—	9,680
Reception income	968	—	968
	<u>10,663</u>	<u>—</u>	<u>10,663</u>
	=====	=====	=====
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Fundraising events	910	—	910
Rental income & room hire	29,906	(180)	29,726
Reception income	3,221	750	3,971
	<u>34,037</u>	<u>570</u>	<u>34,607</u>
	=====	=====	=====

8. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	<u>88</u>	<u>88</u>	<u>192</u>	<u>192</u>
	=====	=====	=====	=====

9. Other income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Other income	8,964	8,964	15,660	15,661
Receipts from the Coronavirus Job Retention Scheme	11,204	11,204	27,530	27,530
	<u>20,169</u>	<u>20,169</u>	<u>43,190</u>	<u>43,191</u>
	=====	=====	=====	=====

10. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Costs of raising funds	<u>1,130</u>	<u>1,130</u>	<u>690</u>	<u>690</u>
	=====	=====	=====	=====

Age Concern Tyneside South

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

11. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Direct costs	13,298	273	13,571
Advertising	—	—	—
Premises costs	12,036	5,369	17,405
Office costs	11,897	18,336	30,233
Travel costs	11,274	—	11,274
Motor running expenses	25,240	—	25,240
Other costs	10,725	454	11,179
Bank charges and interest	—	—	—
Staff costs	441,063	107,945	549,008
Legal and professional costs	2,272	1,077	3,349
Support costs	162,702	41,979	204,680
	<u>690,505</u>	<u>175,433</u>	<u>865,938</u>
	=====		
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Direct costs	3,384	413	3,797
Advertising	—	—	—
Premises costs	8,429	4,507	12,936
Office costs	28,733	12,431	41,164
Travel costs	12,827	2,212	15,039
Motor running expenses	20,283	—	20,283
Other costs	3,210	1,374	4,583
Bank charges and interest	(101)	—	(101)
Staff costs	361,229	138,774	500,004
Legal and professional costs	2,802	10,119	12,920
Support costs	133,697	55,312	189,011
	<u>574,493</u>	<u>225,142</u>	<u>799,636</u>
	=====		

Age Concern Tyneside South

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

12. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Direct costs	13,571	–	13,571	3,797
Advertising	–	1,929	1,929	2,316
Premises costs	17,405	2,463	19,867	15,210
Office costs	30,233	34,167	64,400	72,715
Travel costs	11,274	2,651	13,925	17,487
Motor running expenses	25,240	223	25,463	20,489
Other costs	11,179	1,715	12,894	13,866
Bank charges and interest	–	7,969	7,969	9,073
Staff costs	561,519	120,378	681,897	611,165
Legal and professional costs	3,349	4,073	7,422	16,684
Depreciation	–	16,601	16,601	16,834
	<u>661,257</u>	<u>204,680</u>	<u>865,938</u>	<u>799,636</u>

13. Net income

Net income is stated after charging/(crediting):

	2021 £	2020 £
Depreciation of tangible fixed assets	<u>16,601</u>	<u>16,833</u>

14. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,900</u>	<u>1,440</u>

15. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021 £	2020 £
Wages and salaries	621,100	574,020
Social security costs	36,776	29,098
Employer contributions to pension plans	7,605	7,536
	<u>665,481</u>	<u>610,654</u>

The average head count of employees during the year was 43 (2020: 42).

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

The Key Management Personnel of the charity comprises the Trustees, the Chief Office, the Deputy Chief Officer and the Services Development Officer. The total employee benefits of the Key Management Personnel of the Charity was £112,032 (2020: £107,763)

Age Concern Tyneside South

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

16. Trustee remuneration and expenses

The charity trustees were not paid or received any other benefits from employment in the year neither were they reimbursed expenses during the year. No charity trustees received payment for professional or other services supplied to the charity.

17. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Total £
Cost				
At 1 September 2020	599,000	54,780	750	654,530
Additions	—	60	2,000	2,060
At 31 August 2021	599,000	54,840	2,750	656,590
Depreciation				
At 1 September 2020	47,920	28,072	328	76,320
Charge for the year	11,980	4,015	606	16,601
At 31 August 2021	59,900	32,087	934	92,921
Carrying amount				
At 31 August 2021	539,100	22,753	1,816	563,669
At 31 August 2020	551,080	26,708	422	578,210

18. Investments

	Shares in group undertakings £
Cost or valuation	
At 1 September 2020 and 31 August 2021	2
Impairment	
At 1 September 2020 and 31 August 2021	—
Carrying amount	
At 31 August 2021	2
At 31 August 2020	2

All investments shown above are held at valuation.

The charitable company owns two £1 ordinary shares, 100% of the voting capital of Age Concern Tyneside South Trading Limited, a company incorporated and registered in England and Wales. The principal activity of the company is the provision of a home care service. From 1 September 2017 this trade transferred to Age Concern Tyneside South. Age Concern Tyneside South Trading Limited was dormant in the year ended 31 August 2021.

Age Concern Tyneside South

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

19. Debtors

	2021	2020
	£	£
Trade debtors	78,470	76,089
Other debtors and prepayments	4,614	5,512
	<u>83,084</u>	<u>81,601</u>

20. Creditors: amounts falling due within one year

	2021	2020
	£	£
Bank loans and overdrafts	14,886	14,135
Trade creditors	9,967	1,374
Social security and other taxes	13,604	68,421
Other creditors	247,450	196,647
	<u>285,907</u>	<u>280,577</u>

21. Creditors: amounts falling due after more than one year

	2021	2020
	£	£
Bank loans and overdrafts	<u>176,206</u>	<u>192,398</u>

22. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £7,605 (2020: £7,536).

23. Analysis of charitable funds

Unrestricted funds

	At 1 September 2020	Income	Expenditure	At 31 August 2021
	£	£	£	£
General funds	<u>414,098</u>	<u>818,528</u>	<u>(691,635)</u>	<u>540,991</u>

Age Concern Tyneside South

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

23. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 September 2020 £	Income £	Expenditure £	At 31 August 2021 £
Henry Smith Foundation	—	59,300	(59,300)	—
Community Foundation Tyne & Wear and Northumberland	790	43,212	(44,002)	—
Community Lottery	—	30,123	(30,123)	—
Masonic Charitable	—	19,530	(19,530)	—
Heritage Lottery Fund	8,203	—	(8,203)	—
Big Lottery Partnership	7,837	—	(7,837)	—
Elise Pickering	—	5,000	—	5,000
Frailty & Rockwood Engagement	3,450	—	(3,450)	—
Other	2,988	—	(2,988)	—
	<u>23,268</u>	<u>157,165</u>	<u>(175,433)</u>	<u>5,000</u>

Unrestricted funds

	At 1 September 2019 £	Income £	Expenditure £	At 31 August 2020 £
General funds	<u>373,096</u>	<u>616,185</u>	<u>(575,183)</u>	<u>414,098</u>

Restricted funds

	At 1 September 2019 £	Income £	Expenditure £	At 31 August 2020 £
Big Lottery –				
Reaching Communities	47,899	82,211	(130,110)	—
Heritage Lottery Fund	8,207	—	(4)	8,203
Community Foundation	1,372	33,945	(34,527)	790
Charities Aid Foundation	8,036	—	(8,036)	—
Vera Baird Victim Support	1	—	(1)	—
Other	—	3,000	(12)	2,988
Big Lottery Partnership	(3,491)	34,725	(23,397)	7,837
Frailty & Rockwood Engagement	—	13,450	(10,000)	3,450
The Energy Saving Foundation	—	4,476	(4,476)	—
Guys & St Thomas -				
NHS Foundation	—	6,400	(6,400)	—
Bernica Foundation	—	8,179	(8,179)	—
	<u>62,024</u>	<u>186,386</u>	<u>(225,142)</u>	<u>23,268</u>

Age Concern Tyneside South

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2021

24. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Tangible fixed assets	563,671	—	563,671	578,212
Current assets	439,433	5,000	444,433	332,128
Creditors less than 1 year	(285,907)	—	(285,907)	(280,577)
Creditors greater than 1 year	(176,206)	—	(176,206)	(192,398)
Net assets	<u>540,991</u>	<u>5,000</u>	<u>545,991</u>	<u>437,365</u>