

AGE CONCERN PETERSFIELD AND DISTRICT
REGISTERED CHARITY NUMBER 1178837
ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

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AGE CONCERN PETERSFIELD AND DISTRICT

CHARITY INFORMATION

Trustees:	Mrs R Bishop (Chair) Ms Maroulla Sullivan (Hon Treasurer) Mrs S Zirps Mr P Rush Mrs R Sander
Principal Officers:	Mr L Seymour (Finance Officer) Mrs S Rocher (Manager)
Charity Number:	1178837
Principal Office:	Age Concern Petersfield and District The Winton House Centre 18 High Street Petersfield Hampshire GU32 3JL
Independent Examiner:	Mr G R Beer MA (Cantab) FCA 4, Chilgrove House Marden Way Petersfield Hampshire GU31 4PU
Bankers:	Lloyds Blackheath London BX1 1LT

AGE CONCERN PETERSFIELD AND DISTRICT

TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

History, objectives and activities of the Trust

Age Concern Petersfield and District is an independent charity and its aim is to promote and encourage the welfare of older people in and around Petersfield, in the area of East Hampshire.

The original Charity was formed over fifty years ago. Since its inception the Trustees had always placed great value on providing practical services which meet the needs of older people and enable them to continue to live independently in their own homes. On 18 June 2019, a new charity was formed as a Charitable Incorporated Organisation (CIO) with the same name and aims as the original charity. The latter ceased activities on 31 October 2019 and on that date all assets and liabilities were transferred to the CIO.

Management and governance arrangements

The governing document provides for a minimum of 3 and a maximum of 12 trustees. Were there a requirement for new trustees, these would be selected and appointed by the current trustees. The chair of trustees is responsible for the induction of any new trustee which involves awareness of a trustee's responsibilities, the governing document, administrative procedures and the history and philosophical approach of the charity. A new trustee would receive copies of the previous year's annual report and accounts and a copy of the Charity commission leaflet "The Essential Trustee: What You Need to Know". The current trustees have held office for between 2 and 4 years.

The trustees annually review the risks that the charity faces. To date these have mainly related to investment management. There are also minor areas of risk relating to employing staff which have been covered by proper procedures and insurance.

Achievements and Performance of the Trust

In the aftermath of the Covid pandemic and with the relaxing of restrictions in late summer of 2021, normal operations resumed and the take-up of our services recovered very well. Clearly, pent-up demand for social contact was strong amongst our clients who had been denied it for so long. Our proactive response to the lockdowns and the maintaining of relations with our clients were strong factors in this successful bounce back.

At the beginning of 2019, we launched a new service, Help at Home, as a successor to Homeclean. This is subscription based, providing a wide range of services covering housework, laundry, shopping and companionship (but not personal care) aimed at helping older people continue to live in their own homes. Kym Devine does an excellent job as coordinator and this service continues to grow. The operating deficit was £3,080.

The Minibus service has continued to provide weekly transport for trips into town and for those attending the Lunch Club, as well as outings and trips further afield during the summer months. The operating deficit for the minibus service was £1,474 for the year.

The Computer Club continues to be popular although numbers and income fluctuate, and the service breaks even.

The Luncheon Club continues to flourish, and numbers are restricted only by the size of the kitchen and the equipment available to the team of volunteers led by our cook Marian Leybourne. She continues her excellent work in providing delicious 2-course meals for only £5. The operating deficit was £3,850 for the period.

AGE CONCERN PETERSFIELD AND DISTRICT

TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Financial Review, Investment Policy and Reserves

The charity continues to be financially dependent on voluntary donations, investment income, investment growth and income from operations to sustain its activities. Interest rates have remained extremely low and investment income has continued to fall slightly, returning 3.1% over the year. In this reporting year, the charity was fortunate to receive legacies of £17,131. The Charity received no Grant funding. Donations and gifts totalled £20,469 which includes these legacies. It is interesting to note that unsolicited donations have tailed off since the end of the pandemic.

The trustees have set a policy that the Expendable Endowment should be invested to maximize the total return (capital growth plus income) with a medium level of risk. The income from investments was £6,150. The capital value of the investments increased by £15,855, a smaller increase than in the booming market conditions in 2021 which was £22,683. At the beginning of the year March 2021, the value of investments was £183,335 and at 31st March 2022 it was £199,190.

Total return from the Expendable Endowment is split between funds retained as capital and funds used as income. Although the trustees have the power to spend the Expendable Endowment, the investment of capital is the only source of ongoing income and so the fund is invested with the objective of ensuring that the Expendable Endowment retains approximately its real value in the medium term. This approach means the money available to spend as income can fluctuate.

Operational costs have decreased to £52,119 for the year (£54,540 for 2021). These figures exclude furlough grants received which reduced actual staff costs in both 2021 and 2022. The net income resources were £8,811 (net income resources £5,741 for 2021). At the end of the year total funds were £207,615 (£198,804 for 2021).

Reserves Policy

The Reserves Policy has been revised following a review this year, and the trustees consider that the revised policy better reflects the long-term aim of the charity of continuing to provide the services which are so valued by its clients. The Reserves Policy is reviewed annually as part of the Charity's governance review.

Unrestricted funds are needed:

- a. To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and
- b. To cover administration fund-raising and support costs without which the charity could not function.

The trustees consider it prudent that unrestricted reserves should be sufficient:

- a. To cover one year's administration, fund-raising and support costs and
- b. To cover 100% of the cost of subsidising the charity's services for one year.

AGE CONCERN PETERSFIELD AND DISTRICT

TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales require 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 of the income resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP;
- 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 and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

Independent Examiner

The trustees intend to ask the existing accountant to undertake the independent examination of the Trust in the following year.

Mrs R Bishop

Signed



Date

22 November 2022

AGE CONCERN PETERSFIELD AND DISTRICT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

I report to the trustees on my examination of the accounts of Age Concern Petersfield and District for the year ended 31st.March 2022.

Responsibilities and Basis of Report

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)b of the 2011 Act.

Independent examiner's statement

I have completed my examination.I confirm that no 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 130 of the Act; or

2 the accounts do not accord with those records; or

3.the accounts do 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 any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination

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.



G R Beer MA (Cantab) FCA
Chartered Accountant

4, Chilgrove House
Marden Way

Petersfield, Hampshire GU31 4PU

22 November 2022

AGE CONCERN PETERSFIELD AND DISTRICT

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

Incoming Resources		Unrestricted Funds	Restricted Funds	Expendable Endowment Funds	Totals 31/3/2022	Unrestricted Funds	Restricted Funds	Expendable Endowment Funds	Totals 31/03/2021
	Note	£	£	£	£	£	£	£	£
Donations and gifts		20,469	-	-	20,469	18,747	-	-	18,747
Fees		15,258	-	-	15,258	5,374	-	-	5,374
Other Contributions		649	-	-	649	-	-	-	-
Furlough Grants		2,549	-	-	2,549	7,135	-	-	7,135
Investment Income	8	-	-	6,150	6,150	-	-	6,342	6,342
Investment Gains/(Loss)		-	-	15,855	15,855	-	-	22,683	22,683
Total resources incoming		38,925	-	22,005	60,930	31,256	-	29,025	60,281
Resources Expended									
Luncheon club		14,706	-	-	14,706	10,842	-	-	10,842
Minibus service		9,255	-	-	9,255	10,289	-	-	10,289
Computer Club		533	-	-	533	50	-	-	50
Help at Home		7,360	-	-	7,360	7,070	-	-	7,070
Christmas Party		237	-	-	237	-	-	-	-
Administration		20,028	-	-	20,028	26,289	-	-	26,289
Total resources expended		52,119	-	-	52,119	54,540	-	-	54,540
Net Income resources/ (resources expended)		(13,194)	-	22,005	8,811	(23,284)	-	29,025	5,741
Gross transfer between Funds		6,150	-	(6,150)	-	21,342	-	(21,342)	-
Funds brought forward at 1 April 2021		14,969	500	183,335	198,804	16,911	500	175,652	193,063
Funds carried forward at 31 March 2022		£7,925	£500	£199,190	£207,615	£14,969	£500	£183,335	£198,804

AGE CONCERN PETERSFIELD AND DISTRICT

BALANCE SHEET AS AT 31 MARCH 2022

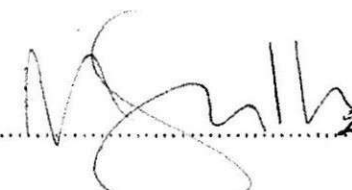
	Note	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Funds £	Total Funds 31/03/2022 £	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Funds £	Total Funds 31/03/2021 £
FIXED ASSETS									
Tangible Assets	6	1,917	-	-	1,917	8,153	-	-	8,153
Investments	8	-	-	199,190	199,190	-	-	183,335	183,335
Total Fixed Assets		<u>1,917</u>	<u>-</u>	<u>199,190</u>	<u>201,107</u>	<u>8,153</u>	<u>-</u>	<u>183,335</u>	<u>191,488</u>
CURRENT ASSETS									
Debtors		2,504	-	-	2,504	1,205	-	-	1,205
Cash at bank and in hand		4,605	500	-	5,105	6,305	500	-	6,805
Total Current Assets		<u>7,109</u>	<u>500</u>	<u>-</u>	<u>7,609</u>	<u>7,510</u>	<u>500</u>	<u>-</u>	<u>8,010</u>
LIABILITIES:									
Creditors: Amounts falling due within one year	9	1,101	-	-	1,101	694	-	-	694
Net Current Assets		<u>6,008</u>	<u>500</u>	<u>-</u>	<u>6,508</u>	<u>6,816</u>	<u>500</u>	<u>-</u>	<u>7,316</u>
Net Assets		<u>£7,925</u>	<u>£500</u>	<u>£199,190</u>	<u>£207,615</u>	<u>£14,969</u>	<u>£500</u>	<u>£183,335</u>	<u>£198,804</u>
THE FUNDS OF THE CHARITY:									
Expendable Endowment Funds	10	-	-	199,190	199,190	-	-	183,335	183,335
Unrestricted Funds	10	7,925	-	-	7,925	14,969	-	-	14,969
Restricted Funds		-	500	-	500	-	500	-	500
Total Charity Funds		<u>£7,925</u>	<u>£500</u>	<u>£199,190</u>	<u>£207,615</u>	<u>£14,969</u>	<u>£500</u>	<u>£183,335</u>	<u>£198,804</u>

and signed on its behalf by:

Mrs R Bishop - Chair

 22/11/2022

Ms M Sullivan – Hon Treasurer

 22/11/2022

AGE CONCERN PETERSFIELD AND DISTRICT

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting Policies

In preparing the accounts the following accounting policies have been complied with:

- a) The accounts have been prepared under the historical cost convention as modified for the revaluation of investments. The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP) :Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 14 July 2014 and the Charities Act 2011.
- b) In preparing the accounts,the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed.No restatements were required.
- c) Fixed assets are valued at cost or where this is not known at estimated cost. Laundry Equipment has been disposed of for nil proceeds and depreciation for the Computer has been provided at 33.33% per annum on a straight-line basis. Depreciation for the Minibus has been provided at 16.667% per annum on a straight-line basis.
- d) Provisions are made for liabilities incurred but not yet paid. Commitments entered into by the trustees but not yet paid are identified in a separate note.
- e) Donations and legacies are recorded as income in the year of receipt. Items receivable are identified in a separate note.
- f) Revenue grants paid and received are recorded in the year's payments and receipts.
- g) Investment income is the income received in the period on sums deposited with building societies, banks, investment funds and national savings.
- h) Income and expenditure is shown gross in the accounts and not netted off.
- i) As a result of a review of the origins of the old charity's funds in 2005 the trustees determined that the funds arising from the sale of the Brownfield House property should have been treated as giving rise to an Expendable Endowment Fund. The property was a gift to the Charity which sold for a substantial profit in 1997. The value of the gift relative to the size of the charity was such that the donor must have intended it to be of a capital nature. The trustees had therefore in 2005 transferred a sum equivalent to the current value of the benefit arising from the sale of the Brownfield House property to an expendable endowment fund.This has been transferred to the new CIO charity
- j) Investment gains and losses includes any gain or loss on the sale of investments and any gain or loss resulting form revaluing investments to market value at the end of the year.
- k) The Trustees have confirmed that there are no material uncertainties about the charity's ability to continue as a going concern.
- l) Irrecoverable VAT is charged against the expenditure heading for which it was incurred.
- m) The charity have registered with NEST to offer employees entitlement to join a defined contribution "money purchase" scheme.Three employees are now eligible.

2. Taxation

The Trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

AGE CONCERN PETERSFIELD AND DISTRICT

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022 (cont)

3. Analysis of employee costs

	31/3/2022 £	31/3/2021 £
Salaries and Pension Contributions	31,200	33,865
Social Security Costs	-	-
Total	<u>£31,200</u>	<u>£33,865</u>

No employee received emoluments of over £60,000 during the period.

Average number employees for the period was 4.

Average number of full time equivalent employees for the period was 0.

4. Legal and Professional costs

	31/3/2022 £	31/3/2021 £
Independent Examiner's Fees	420	400
	<u> </u>	<u> </u>

5. Donated Services

The trustees receive no remuneration for their services.

6. Fixed Assets

	Minibus £	IT Equipment £	Total £
Cost or estimated cost at 1 April 2021	35,746	840	36,586
Disposals	-	-	-
Additions	-	-	-
At 31 March 2022	<u>35,746</u>	<u>840</u>	<u>36,586</u>
Accumulated depreciation at 1 April 2021	28,295	138	28,433
On Disposals	-	-	-
Charge for the year	5,956	280	6,236
At 31 March 2022	<u>34,251</u>	<u>418</u>	<u>34,669</u>
Net book value at 31 March 2022	<u>£1,495</u>	<u>£422</u>	<u>£1,917</u>
Net book value at 31 March 2021	<u>£7,451</u>	<u>£702</u>	<u>£8,153</u>

AGE CONCERN PETERSFIELD AND DISTRICT

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022 (cont)

7. Commitments

The trustees are not committed to any capital purchases at the year end.

8. Fixed Asset Investments

	£
Carrying (market) value at 1 April 2021	183,335
Add: net surplus on revaluation	15,855
Carrying (market) value at 31 March 2022	<u>£199,190</u>

Analysis of Investments

	Market value at year end £	Income from investments for the year £
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	199,190	6,150
	<u>£199,190</u>	<u>£6,150</u>

Material Investment Holding

Investment Held	COIF Investment Fund £
Market Value	<u>£109,431</u>

9. Current Liabilities

	31/3/2022 £	31/3/2021 £
Creditors	-	-
Accruals	1,063	652
Social Security	38	42
	<u>£1,101</u>	<u>£694</u>

AGE CONCERN PETERSFIELD AND DISTRICT

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022 (cont)

10. Analysis of Fund Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Funds £	Total £
Tangible Fixed Assets	1,917	-	-	1,917
Fixed Asset Investment	-	-	199,190	199,190
Current Assets	7,109	500	-	7,609
Current Liabilities	(1,101)	-	-	(1,101)
	<u>£7,925</u>	<u>£500</u>	<u>£199,190</u>	<u>£207,615</u>

The unrestricted funds of the charity may be applied for any charitable purpose at the discretion of the trustees.

The expendable endowment and additions thereto are to be invested and the income used for any charitable purpose at the discretion of the trustees. The expendable endowment may also be spent at the absolute discretion of the trustees.

AGE CONCERN PETERSFIELD AND DISTRICT

DEPARTMENTAL ANALYSES

FOR THE YEAR ENDED 31 MARCH 2022

	31/3/2022 £	31/3/2021 £
Luncheon		
Fees Received	(9,756)	(2,866)
Staff and Pensions Costs	8,498	8,174
Furlough Grants	(1,100)	(4,796)
Mileage	30	-
Supplies	3,535	1,725
Equipment	34	111
Special Occasions	143	9
Room Hire	2,466	823
	<u>3,850</u>	<u>3,180</u>
Minibus		
Fares:Lunchclub & Shopping	(1,220)	(55)
Fares:Outings	(605)	-
Special Outings	307	-
Staff and Pensions Costs	-	1,416
Furlough Grants	-	(1,233)
Fuel	742	116
Parking	500	-
Cleaning	60	69
Maintenance and Repairs	471	1,582
Insurance and Car Tax	806	765
Mobile Phone	60	60
Miscellaneous	8	58
DBS Checks	-	50
Driver Medicals	65	-
Driver Expenses	57	-
Breakdown Cover	223	217
Depreciation	5,956	5,956
	<u>7,430</u>	<u>9,001</u>

AGE CONCERN PETERSFIELD AND DISTRICT

DEPARTMENTAL ANALYSES

FOR THE YEAR ENDED 31 MARCH 2022 (cont)

	31/3/2022 £	31/3/2021 £
Administration		
Donations Received - Unsolicited	(3,338)	(8,747)
Legacies & Bequests	(17,131)	(10,000)
Investment Income	(6,150)	(6,342)
Investment (Gains)	(15,855)	(22,683)
Staff and Pensions Costs	16,368	17,941
Winton House Hot Desk	1,000	-
Furlough Grants	(941)	(285)
Parking & Mileages	-	5
Public Liability Insurance	409	405
Telephone and Postage	230	386
Home Office Use	416	392
Office supplies	13	147
Website and IT Costs	615	381
Room Hire	59	-
Stationery, Photocopying and Printing	40	45
Accountancy and Professional Fees	420	400
Refreshments	-	5
DBS Checks	10	-
Gifts	7	72
Donations	21	772
Promotion and Marketing	135	-
Miscellaneous Expenses	5	37
Covid 19 Supplies	-	5,161
Depreciation	280	138
	<hr/> (23,387)	<hr/> (21,768)
Help at Home		
Fees Received	(3,772)	(2,453)
Staff and Pensions Costs	6,334	6,334
Furlough Grants	(508)	(821)
Home Office Use	208	172
Mobile	202	210
Mileage	273	335
Taxi	39	-
DBS Checks	270	(44)
Cafe	5	-
Telephone & Postage	16	41
Printing and Photocopying	13	22
	<hr/> 3,080	<hr/> 3,796

AGE CONCERN PETERSFIELD AND DISTRICT

DEPARTMENTAL ANALYSES

FOR THE YEAR ENDED 31 MARCH 2022 (cont)

	31/3/2022 £	31/3/2021 £
Christmas Party		
Raffle	(44)	-
Christmas Presents	200	-
Raffle	37	-
	<hr/>	<hr/>
	193	-
	<hr/>	<hr/>
Computer Club		
Fees Received	(510)	-
Room Hire	533	-
Broadband	-	50
	<hr/>	<hr/>
	23	50
	<hr/>	<hr/>
 (Surplus) for the year	 £(8,811)	 £(5,741)
	<hr/>	<hr/>