

AGE CONCERN PETERSFIELD AND DISTRICT
REGISTERED CHARITY NUMBER 1178837
ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

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CHARITY INFORMATION

Trustees:	Mrs R Bishop (Chair) Ms Maroulla Sullivan (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 2023

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 3 and 5 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, normal operations resumed quickly, the take-up of our services continues to grow and expand. ACP has maintained its proactive response: the maintaining of robust relations with our growing number of clients and innovative new ideas to support them.

New initiatives to improve mental health have flourished since Covid and like many other Charities, ACP has found several ways to support those in need: our Chatty Cafe, the Link up Service and the popular Chair based Exercise classes.

The Minibus service has continued to provide weekly transport for trips into town and for those attending the Lunch Club, as well as memorable outings and trips further afield during the summer months. We are indebted to our team of Drivers – professional and trustworthy bar none. The operating deficit for the minibus service was £614 for the year.

The Computer Club continues to be popular. Our coaches provide tuition tailored to each learner, helping to demystify IT in an ever-expanding digital age.

The Luncheon Club continues to flourish (now with a waiting list) and numbers are restricted only by the size of the kitchen and the equipment available to the team of superb 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 £7,211 for the period.

Our Help at Home, led by Kym Devine, provides a value for money service, much valued by the clients. Recruitment issues are ongoing and are felt nationwide.

We look to 2024 – a big year for ACP. We celebrate our 60th Birthday in Petersfield.

AGE CONCERN PETERSFIELD AND DISTRICT

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023 (cont.)

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 improved over the period and investment income remained steady, returning 3.5% over the year. In this reporting year, the charity received no legacies and no grant funding. Donations and gifts totalled £7,328.

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 £5,990. The capital value of the investments decreased by £14,723, reflecting the poor performance of the investment market, reversing the gains of £15,855 in Y/E 2022. At the beginning of the year 1st April 2022, the value of investments was £199,190 and at 31st March 2023 it was £171,917. The difference is accounted for by the sale of funds to the value of £18,990 in the year.

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 increased to £56,985 for the year (£52,119 for 2022), reflecting increasing costs in all areas. The net resources expended were £36,598 (net income resources £8,811 for 2022). At the end of the year total funds were £171,017 (£207,615 for 2022).

AGE CONCERN PETERSFIELD AND DISTRICT

TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023 (cont)

Reserves Policy

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;
- b. To provide a pool equal to 10% of the average charitable expenditure over the preceding years from which funds can be designated to specific projects.

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

R A E Bishop

Date

31/12/2023

AGE CONCERN PETERSFIELD AND DISTRICT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

I report to the trustees on my examination of the accounts of Age Concern Petersfield and District for the year ended 31st.March 2023.

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

2023

**AGE CONCERN PETERSFIELD AND DISTRICT
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023**

Incoming Resources	Note	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Funds £	Totals 31/3/2 £	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Funds £	Totals 31/3/2022 £
Donations and gifts		7,328	-	-	7,328	20,469	-	-	20,469
Fees		20,094	-	-	20,094	15,258	-	-	15,258
Other Contributions		1,748	-	-	1,748	649	-	-	649
Furlough Grants		-	-	-	-	2,549	-	-	2,549
Investment Income	8	-	-	5,990	5,990	-	-	6,150	6,150
Investment Gains/(Loss)		-	-	(14,273)	(14,273)	-	-	15,855	15,855
Total resources incoming		<u>29,170</u>	<u>-</u>	<u>(8,283)</u>	<u>20,887</u>	<u>38,925</u>	<u>-</u>	<u>22,005</u>	<u>60,930</u>
Resources Expended									
Luncheon club		17,577	-	-	17,577	14,706	-	-	14,706
Minibus service		6,983	-	-	6,983	9,255	-	-	9,255
Computer Club		579	-	-	579	533	-	-	533
Help at Home		8,059	-	-	8,059	7,360	-	-	7,360
Christmas Party		88	-	-	88	237	-	-	237
Administration		22,521	500	-	23,021	20,028	-	-	20,028
Let's Get Moving		994	-	-	994	-	-	-	-
Mindfulness Sessions		184	-	-	184	-	-	-	-
Total resources expended		<u>56,985</u>	<u>500</u>	<u>-</u>	<u>57,485</u>	<u>52,119</u>	<u>-</u>	<u>-</u>	<u>52,119</u>
Net Income resources/ (resources expended)		(27,815)	(500)	(8,283)	(36,598)	(13,194)	-	22,005	8,811
Gross transfer between Funds		18,990	-	(18,990)	-	6,150	-	(6,150)	-
Funds brought forward at 1 April 2022	10	7,925	500	199,190	207,615	14,969	500	183,335	198,804
Funds carried forward at 31 March 2023	10	<u>£(900)</u>	<u>£-</u>	<u>£171,917</u>	<u>£171,017</u>	<u>£7,925</u>	<u>£500</u>	<u>£199,190</u>	<u>£207,615</u>

**AGE CONCERN PETERSFIELD AND DISTRICT
BALANCE SHEET
AS AT 31 MARCH 2023**

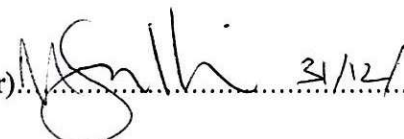
	Note	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Funds £	Total Funds 31/3/2023 £	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Funds £	Total Funds 31/3/2022 £
FIXED ASSETS									
Tangible Assets	6	142	-	-	142	1,917	-	-	1,917
Investments	8	-	-	171,917	171,917	-	-	199,190	199,190
Total Fixed Assets		<u>142</u>	<u>-</u>	<u>171,917</u>	<u>172,059</u>	<u>1,917</u>	<u>-</u>	<u>199,190</u>	<u>201,107</u>
CURRENT ASSETS									
Debtors		712	-	-	712	2,504	-	-	2,504
Cash at bank and in hand		329	-	-	329	4,605	500	-	5,105
Total Current Assets		<u>1,041</u>	<u>-</u>	<u>-</u>	<u>1,041</u>	<u>7,510</u>	<u>500</u>	<u>-</u>	<u>7,609</u>
LIABILITIES:									
Creditors: Amounts falling due within one year	9	2,083	-	-	2,083	1,101	-	-	1,101
Net Current Assets		<u>(1,042)</u>	<u>-</u>	<u>-</u>	<u>(1,042)</u>	<u>6,008</u>	<u>500</u>	<u>-</u>	<u>6,508</u>
Net (Liabilities)/Assets		<u>£(900)</u>	<u>£-</u>	<u>£171,917</u>	<u>171,017</u>	<u>7,925</u>	<u>500</u>	<u>£199,190</u>	<u>£207,615</u>
THE FUNDS OF THE CHARITY:									
Expendable Endowment Funds	10	-	-	171,917	171,917	-	-	199,190	199,190
Unrestricted Funds	10	(900)	-	-	(900)	7,925	-	-	7,925
Restricted Funds		-	-	-	-	-	500	-	500
Total Charity Funds		<u>£(900)</u>	<u>£-</u>	<u>£171,917</u>	<u>£171,017</u>	<u>£7,925</u>	<u>£500</u>	<u>£199,190</u>	<u>£207,615</u>

and signed on its behalf by:

Mrs R Bishop - Chair

 31/12/2023

Ms Maroulla Sullivan (Hon Treasurer)

 31/12/2023

AGE CONCERN PETERSFIELD AND DISTRICT

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

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 2023 (cont)

3. Analysis of employee costs

	31/3/2023 £	31/3/2022 £
Salaries and Pension Contributions	34,160	31,200
Social Security Costs	-	-
Total	<u>£34,160</u>	<u>£31,200</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

	31/3/2023 £	31/3/2022 £
Independent Examiner's Fees	420	420
	<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 2022	35,746	840	36,586
Disposals	-	-	-
Additions	-	-	-
At 31 March 2023	<u>35,746</u>	<u>840</u>	<u>36,586</u>
Accumulated depreciation at 1 April 2022	34,251	418	34,669
On Disposals	-	-	-
Charge for the year	1,495	280	1,775
At 31 March 2023	<u>35,746</u>	<u>698</u>	<u>36,444</u>
Net book value at 31 March 2023	<u>£0</u>	<u>£142</u>	<u>£142</u>
Net book value at 31 March 2022	<u>£1,495</u>	<u>£422</u>	<u>£1,917</u>

AGE CONCERN PETERSFIELD AND DISTRICT
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023 (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 2022	199,190
Less: Transfer of funds to bank current account	(13,000)
Less: net deficit on revaluation	(14,273)
Carrying (market) value at 31 March 2023	<u>£171,917</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	171,917	5,990
	<u>£171,917</u>	<u>£5,990</u>

Material Investment Holding

Investment Held	COIF Investment Fund £
Market Value	<u>£98,124</u>

9. Current Liabilities

	31/3/2023 £	31/3/2022 £
Creditors	-	-
Accruals	2,045	1,063
Social Security	38	38
	<u>£2,083</u>	<u>£1,101</u>

AGE CONCERN PETERSFIELD AND DISTRICT
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023 (cont)

10. Analysis of Fund Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Funds £	Total £
Tangible Fixed Assets	142	-	-	142
Fixed Asset Investment	-	-	171,917	171,917
Current Assets	1,041	-	-	1,041
Current Liabilities	(2,083)	-	-	(2,083)
	<u>£(900)</u>	<u>£-</u>	<u>£171,917</u>	<u>£171,017</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 2023

	31/3/2023 £	31/3/2022 £
Luncheon		
Fees Received	(10,366)	(9,756)
Staff and Pensions Costs	9,304	8,498
Furlough Grants	-	(1,100)
Mileage	-	30
Supplies	5,004	3,535
Equipment	153	34
Expenses	3	-
Special Occasions	112	143
Room Hire	3,001	2,466
	<hr/> 7,211	<hr/> 3,850
Minibus		
Fares:Lunchclub & Shopping	(2,843)	(1,220)
Fares:Outings	(1,697)	(605)
Hire	(334)	-
Special Outings	1,196	307
Fuel	1,885	742
Parking	2	500
Cleaning	150	60
Maintenance and Repairs	795	471
Insurance and Car Tax	835	806
Mobile Phone	60	60
Miscellaneous	90	8
Driver Medicals	100	65
Driver Expenses	76	57
Breakdown Cover	299	223
Depreciation	1,495	5,956
	<hr/> 2,109	<hr/> 7,430

AGE CONCERN PETERSFIELD AND DISTRICT
DEPARTMENTAL ANALYSES
FOR THE YEAR ENDED 31 MARCH 2023 (cont)

	31/3/2023 £	31/3/2022 £
Administration		
Donations Received - Unsolicited	(7,328)	(3,338)
Legacies & Bequests	-	(17,131)
Investment Income	(5,990)	(6,150)
Investment Losses/(Gains)	14,273	(15,855)
Staff and Pensions Costs	17,621	16,368
Winton House Hot Desk	1,000	1,000
Furlough Grants	-	(941)
Parking & Mileages	48	-
Public Liability Insurance	504	409
Telephone and Postage	245	230
Home Office Use	384	416
Office supplies	6	13
Website and IT Costs	768	615
Room Hire	97	59
Stationery, Photocopying and Printing	160	40
Accountancy and Professional Fees	420	420
Refreshments	30	-
DBS Checks	-	10
Gifts	221	7
Donations	750	21
Promotion and Marketing	302	135
Sponsorship	170	-
Training	5	-
Miscellaneous Expenses	10	5
Depreciation	280	280
	<hr/> 23,976	<hr/> (23,387)
Help at Home		
Fees Received	(4,939)	(3,772)
Staff and Pensions Costs	7,235	6,334
Furlough Grants	-	(508)
Home Office Use	208	208
Mobile	207	202
Mileage	318	273
Taxi	-	39
DBS Checks	25	270
Cafe	-	5
Telephone & Postage	46	16
Printing and Photocopying	20	13
	<hr/> 3,120	<hr/> 3,080

AGE CONCERN PETERSFIELD AND DISTRICT
DEPARTMENTAL ANALYSES
FOR THE YEAR ENDED 31 MARCH 2023 (cont)

	31/3/2023 £	31/3/2022 £
Christmas Party		
Raffle	(51)	(44)
Entertainment	2	-
Christmas Presents	21	200
Raffle	-	37
Refreshments	65	
	<u>37</u>	<u>193</u>
Computer Club		
Fees Received	(653)	(510)
Room Hire	579	533
	<u>(74)</u>	<u>23</u>
Lets Get Moving		
Fees Received	(784)	-
Hall Hire	394	-
Sessions Costs	600	-
	<u>210</u>	<u>-</u>
Mindfulness Sessions		
Fees Received	(175)	-
Costs	184	-
	<u>9</u>	<u>-</u>
Deficit/(Surplus) for the year	<u><u>£36,598</u></u>	<u><u>£(8,811)</u></u>