

Ruislip Northwood Old Folks Association

**Financial Statement and Trustees' Report
for the Year Ended 31 March 2021**

Registered Charity Number 250776_x

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Charity Information

Charity Name and Number

Ruislip Northwood Old Folks Association
Registered Charity No 250776

Correspondence Address

Elm Park Club, Parkway, Ruislip, Middlesex, HA4 8NS

President

The Worshipful the Mayor of Hillingdon

Trustees

Mr S McBain (Chairman)
Mr T Markham (Hon' Treasurer)
Councillor B Haggar
Councillor E Lavery
Mrs C Dann
Mr A Wenman
Mrs L Reed
Mr C James

Bankers

Caf Bank, 25 Kings Hill Avenue, West Malling, Kent
National Savings, Glasgow

Independent Examiner

Mr Geoffrey Porter
152 Eastcote Road
Pinner
Middlesex
HA5 1EZ

Trustees' Annual Report

History, Objectives and Activities

The Ruislip Northwood Old Folks Association ("the Association") was set up in 1949 to benefit the elderly residents of Ruislip and Northwood. It now accepts members from other areas of the London Borough of Hillingdon plus members from the London Boroughs of Harrow and Ealing. It operates two dining centres; Elm Park Club in Ruislip and the Tudor Club located in Eastcote. The main functions of the Association are to provide a wholesome cooked meal at lunch time, every weekday, and to promote the social wellbeing and social inclusion for members over the age of 60 years. Both clubs also provide activities on various days which include Bingo, Scrabble, entertainment and other events determined by the members. These include trips to places of interest such as historic sites, garden centres, the theatre and Christmas markets.

Twice a year the Association organises a holiday with travel, accommodation, site-seeing and entertainment all included. In addition, on four occasions throughout the year, the Association arranges for persons who are housebound to attend tea and an afternoon of activities and entertainment at the Tudor Club. The objectives are to reduce social isolation and to support community integration. The local authority, London Borough of Hillingdon, continues to support the work of the Association.

Management and Governance arrangements

The Trust Deed provides for a minimum of 5 and maximum of 10 Trustees. Trustees are elected or re-elected each year at the Annual General Meeting of the Association. When there is a requirement for new Trustees, these are identified and appointed by the remaining trustees and confirmed at the Annual General Meeting.

Financial Review, Investment Policy and Reserves, Covid-19

The Financial year runs from the 1 April to 31 March each year. The accounting standards set out in the Charities accounting regulations have been followed.

As with all businesses and charities, the Covid-19 epidemic and resultant business shutdown and "Stay At Home" instruction from Government has had a significant effect on the operation of the charity throughout the year.

Because of the virus and the resultant Government travel and isolation restrictions, the members holiday to the Isle of Wight in April 2020 was cancelled by the travel company. The travel company declined to give a refund and retained the money as payment for a future members' holiday. The Trustees took the decision that the Association would bear the interim cost and refund the members in full. This is reflected in these 2020/2021 Accounts. Should a holiday be possible in 2021/2022, the refund will then be utilized and reflected in that future year's accounts.

The staff continued to support all Association members during the Virus from the start of lockdown in March 2020 through to our brief reopening between mid September and mid November and then again through to the end of March 2021. Members were regularly contacted with telephone support, particularly those most at risk. The Trustees wish to thank the staff for their work and support through this extremely difficult time.

Apart from the resultant economic impact on meal income for the Association and a commensurate reduction in food and ingredients expenditure, the virus is likely to continue to have an impact on the physical and mental wellbeing of both staff and members. The Association understand we did not lose any members specifically due to Covid but did, as usual, lose a small number of members due to “normal attrition”. Fortunately, all our staff were Covid clear. By the end of March 2021, all members will have been offered their initial Vaccine inoculations and many would have received their second. Many of our volunteers and some staff would have also been offered the vaccine at this time.

The Trustees agreed to claim the Coronavirus Job Retention Scheme (CJRS) Grant scheme for five staff members by placing them on “furlough” thus enabling the Association to claim 80% of their salary from HMRC (reduced to 70% in August and 60% in September). The Trustees, however, agreed to pay all staff their full salaries throughout. The General Manager along with the two Club Managers continued to work and were not furloughed and enabling us to maintain contact with members throughout. The financial benefit of the claim was mainly reflected in these 2020/21 Accounts; however, we had taken an income provision of £1,443 for the CJRS Grant for the period 15th to 30th March, in the previous, 2019/20, Accounts.

The Association is very grateful to the London Borough of Hillingdon for their continued support with the grant of £84,000 per annum. They have confirmed this support extends to, at least, 31 March 2022 ensuring the Association’s financial security over the coming year.

The Association would also like to thank the London Borough of Hillingdon for the two Covid19 Lockdown Business Support Grants for £20,000 and £20,302 in July and Feb/March, respectively.

The Association also applied for and were successful with a grant from the National Lottery Covid Fund for £5,000.

In addition, we also thank the Support by the Charity of Sir Richard Whittington for a grant to the value of £5,000 for PPE equipment.

The Association continues membership of the Food Share scheme; whereby supermarkets like Waitrose, Tesco, Asda and Aldi, donate unsold, but still in-date produce to Food Share for distribution to worthy causes and we thank them for their support.

As a result of the Government virus lockdowns, the Club Meal Service was unable to open until October, at a reduced attendance to ensure suitable social distancing. We remained open until mid-December, when virus lockdown rules demanded we close again. Therefore, the number of meals served this year was just 1665 compared to over 12,000 last year.

Unfortunately, neither the Elm Park Club nor the Tudor Club were able to provide any additional after meal club activities to members, throughout the whole accept changes year.

Whilst in lockdown, we took the opportunity to purchase and install new catering cookers at both sites as replacement parts were not available for the aging cookers. A new sterilizer unit at the Tudor Club was purchased, again due to the age of the original.

Financially, the virus effected the organization in a number of ways. There was a significant reduction in the meal output and thus the resultant reduction in Supplier costs. A significant increase in expenditure,

however, with the purchase of sanitisors/disinfectants and PPE equipment, which were supported by the Sir Richard Whittington Grant. In addition, we raised the Asset purchases for Sanitizer/Cookers. The loss of meal Income through the year, however, was offset by the CJRS Grant and the Covid-19 Business Support Grants. As a result, the charity made a surplus of £35,014 compared to the surplus of £888 in 2019/2020. The Operational activity for the Association, i.e. excluding the Tudor and Elm Park Club activities and the holidays, made a surplus of £42,548. This compares to the equivalent surplus of £2,937 in 2019/2020. Without the Furlough Grant, the two charitable Grants and the Covid Business Support Grant, the Association would have made a loss of £34,564 and so we are very grateful for all these support packages.

The Association continues to be very grateful to the hard work and support of all our staff and of the many volunteers and organisations who support the Association and membership activities particularly through what has been, for everyone, a very difficult time, both physically and mentally.

Our main banking is undertaken through CAF Bank Current and Gold accounts and our reserves are held in National Savings. This gives access to the deposits should it be needed at short notice. The Association Trustees continue to review its policy on reserves giving weight to current events which affect the running of the Charity. The Reserves have been established to support the operation of the services, including rent, supplies, utilities and staff costs for 6 months, plus staff redundancy costs.

Statement of Trustees' Responsibilities.

Charity law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of the affairs of the charity and its financial activities for that year. In preparing those financial statements, the Trustees are required to:

- 1) Select suitable accounting policies and then apply them consistently
- 2) Make a judgement and estimates that are reasonable and prudent
- 3) State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.
- 4) Prepare the financial statements on the ongoing concern basis unless it is inappropriate to presume that the Charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the preventing and detection of fraud and irregularities.

Signed on behalf of the Trustees



Steve McBain
Chairman

25th May 2021

Independent Examiner's Report to the Executive Committee of the Ruislip Northwood Old Folks Association

I report on the accounts of the Association for the year ended 31 March 2021 which are set out in the attached statements.

Responsibilities and basis of the Report

As the charity trustees of the Association you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act")

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

Independent Examiner's Statement

In connection with 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 are not kept in respect of the Association as required by Section 130 of the Act or
2. the accounts do not accord with those records.

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.

Signed:

G. J. Porter

G J Porter
152 Eastcote Road
Pinner
Middlesex
HA5 1EZ

21st May

2021

Income & Expenditure Accounts 1 April 2020 - 31 March 2021

RECEIPTS/INCOME	Unrestricted Funds £	Restricted Funds £	Reserve Funds £	Total Funds £	2019-20 £
LBH Grant	84,000			84,000	84,000
CJRS Furlough Payments	26,810			26,810	6,543
Covid Business Grants	40,302			40,302	0
Other Covid Grants	10,000			10,000	0
Meal Income Elm	3,689			3,689	29,185
Meal Income Tudor	3,728			3,728	29,739
Membership fees	-			0	1,305
Transport income	-			0	2,350
Housebound Income	-			0	420
Donations	-			0	2,131
Interest CAF Bank	52			52	155
Interest NS&I (Reserved)			532	532	586
Elm Park Soc' Club (Restricted)		14		14	4,611
Tudor Soc' Club (Restricted)		0		0	4,697
Holiday (Restricted)		-6,450	-	-6,450	13,896
TOTAL RNOFA INCOME	168,581	- 6,436	532	162,677	179,618

PAYMENTS/EXPENDITURE	Unrestricted Funds £	Restricted Funds £	Reserve Funds £	Total Funds £	2019-20 £
Net Salaries	73,489			73,489	76,971
HMRC (inc. Ees Tax and NI payment)	5,966			5,966	5,682
Pension (inc. Ees Nest Payment)	1,349			1,349	1,516
Staff Training	144			144	75
Staff Expenses	605			605	203
Suppliers	5,787			5,787	29,843
Transport	820			820	4,544
Housebound	100			100	956
Rent	1,818			1,818	716
Total Utilities	8,071			8,071	9,032
Stationary	304			304	439
Small Equipment	3,652			3,652	850
Assets Equipment	10,965			10,965	2,076
Maintenance	2,642			2,642	3,296
Total Professional Services	10,854			10,854	10,737
Misc	-			0	0
Elm Park Soc' Club (Restricted)		298		298	8,775
Tudor Soc' Club (Restricted)		801		801	8,608
Holiday (Restricted)		-		0	14,412
TOTAL RNOFA EXPENDITURE	126,565	1,099	-	127,664	178,730
PROFIT/LOSS	42,016	-7,535	532	35,014	888

CASH IN BANK AT YEAR END	Unrestricted Funds £	Restricted Funds £	Reserved Funds £	Total Funds £	2019-20 £
CAF CASH	500			500	500
ELM PARK (Restricted)		6,660		6660	6,944
TUDOR CLUB (Restricted)		2,137		2,137	2,938
CAF GOLD	94,751			94,751	59,185
NS&I (Reserved)			74,421	74,421	73,889
TOTAL	95,251	8,696	74,421	178,369	143,456

Description	Fund	Original Cost	Date Purchased	Right off period (years)	Annual Depreciation	Current value	
Bus	Unrestricted	35000	Apr-05	15	2333	0	Written Off
Elm Park							
Pre 2018 Assets	Unrestricted	10000	Apr-10	15	667	0	Written Off
Furniture	Unrestricted	2500	Mar-19	15	167	2152	
Cooker	Unrestricted	4500	Sep-20	10	450	4248	
Fridge/Freezers	Unrestricted	1000	Apr-15	10	100	394	
Stelilizer/Dishwasher	Unrestricted	2500	Sep-20	10	250	2360	
		10500				9153	
Tudor							
Pre 2018 Assets	Unrestricted	10000	Apr-10	15	667	0	Written Off
Stelilizer/Dishwasher	Unrestricted	2500	Apr-10	10	250	0	Written Off
Furniture	Unrestricted	2500	Apr-19	15	167	2166	
Cooker	Unrestricted	4500	Nov-20	10	450	4324	
Fridge/Freezers	Unrestricted	1000	Apr-15	10	100	394	
		8000				6884	

Elm Park Social Club

Details	Income £	Expenditure £	
Club Activities	14	0	
Donations	0	0	
Bank Charges	0	69	
Water	0	229	
TOTAL	14	298	-284

Tudor Social Club

Details	Income £	Expenditure £	
Club Activities	0	515	
Donations	0	0	
Bank Charges	0	69	
Water	0	217	
TOTAL	0	801	-801