

Ruislip Northwood Old Folks Association

Financial Statement and Trustees' Report for the Year Ended 31 March 2022

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 9NZ

President

The Worshipful the Mayor of Hillingdon

Trustees

Mr S McBain (Chairman)

Mr T Markham (Hon' Treasurer)

Councillor B Haggard

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 those persons who are lonely and do not get out often to attend an afternoon tea with 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 continuance of the Covid-19 epidemic and resultant business shutdown and "Stay At Home" instruction from Government continued to have a significant impact on the operation of the charity, particularly throughout the first three quarters of the year.

The staff continued to support all Association members during the various lock-down and closure periods. Members were regularly contacted with telephone support, particularly those most at risk. The Trustees wish to thank the staff for their continued work and support through these extremely difficult times.

The members holiday to the Isle of Wight in April 2021 did not take place. However, the travel company still retained our £6,000 credit for the cancelled 2020 holiday which will be utilized for the April 2022 holiday costs, as planned.

Apart from the resultant economic impact on meal income for the Association and a commensurate reduction in food and ingredients expenditure, the virus continues to have an impact on the physical and mental wellbeing of both staff and members. As usual, we did lose a number of members through natural causes, although fortunately none due to covid. In addition, a significant number of members have subsequently moved into residential care or to be closer to family. Some members are still reticent about

returning, despite our continuing “protective” actions which include mandatory vaccination for staff, volunteers and members.

The Association continued 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 (May & June) resulting in a furlough payment of £5,248. Trustees, however, agreed to pay all staff their full (100%) salaries. The General Manager, along with the two Club Managers continued to work and were not furloughed enabling us to maintain contact with members throughout.

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 2023 albeit at a significantly reduced value, ensuring the Association’s financial security over the coming year.

The Association would also like to thank the London Borough of Hillingdon for two Covid-19 Lockdown Business Support Grants for £16,000 and £2,400 in April and June respectively.

We also wish to thank the Council for the additional Leaders Initiative Grants of £1,360 in August and £2,400 in November which were used for various “Welcome Back” parties for members.

Despite the various lock down periods, the number of meals served this year increased to 7,459 compared to just 1,500 last year, but still well below the typical pre Covid number of over 12,000 meals. As stated above, there is still a significant reticence by some members to return to the lunch clubs.

Unfortunately, neither the Elm Park Club nor the Tudor Club were able to provide any additional after meal club activities to members until the last quarter in the year.

The Association purchased a new sanitizer for the Elm Park Club (£2,770) and the Elm Park Club part funded the Association’s acquisition of new tables at Elm Park (£995). The difficulty of finding replacement drivers for the two drivers becoming aged 70 during lockdown, and are therefore ineligible for insurance cover with Hillingdon Community Transport (HCT), resulted in the Trustees agreeing to donate the Minibus to HCT. This has zero effect on the Association asset balance sheet, since the write down value of the bus was zero.

Financially, the virus continued to impact the Association in a number of ways. There was a significant reduction in the meal occupancy and thus a resultant reduction in supplier costs. The purchase of hand sanitisers/disinfectants and PPE equipment continued. The reduction in Income through the closure for the early part of the year, however, was offset by the CJRS Grant and the Covid-19 Business Support Grants. The Operational activity for the Association, ie. excluding the Tudor and Elm Park Club activities, made a surplus of £5,357, primarily through the recovery of the £6,000 Holiday Credit. This compares to the equivalent surplus of £36,098 in 2020/2021. The 2021/22 surplus also included an Income Provisions of £782 and Expenditure provisions of £254. Without the Furlough Grant, and the Covid Business Support Grant, the Association would have made a loss of some £18,000 and so we are very grateful for all these additional support packages.

As part of the ongoing Hillingdon Council Post Covid Recovery plan, and because of the excessive surplus last year, the Council have informed us that for the year 2022/23, their Grant will reduce from £84,000 to just £50,000. Whilst our, unexpectedly large, surplus in 2020/21 will help to offset some of the impact of this, the Trustees are concerned of the long-term effect on the operation of the Charity if this Grant is not returned to, at least, the 2021/22 level of £84,000. This risk compounds the impact of the

expected increases in employment costs due to raised National Minimum Wage and National Insurance payments, plus an expected significant increase in utilities and food costs and other expenditure over the next 12 months.

In order to try to mitigate longer term issues, the Trustees recognise the need to increase meal charges and in particular, meal occupancy and so are focusing the marketing of the Association to recruit new members. As a result, we have established an improved website with associated improvements to our social media presence. This is particularly directed at the families of new, potential members. Plus we have provided leaflets to local libraries, doctors' surgeries and other relevant local charities (e.g. H4ALL and Age UK). In addition, we have trialled a local leaflet drop to residents with a "First Meal Free" offer. The success of this leaflet trial will be closely monitored but initial review of the response appears very disappointing.

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

20TH JUNE

2022

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 2022 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

20th June.

2022

Income & Expenditure Accounts 1 April 2021 - 31 March 2022

RECEIPTS/INCOME	Unrestricted Funds £	Restricted Funds £	Reserve Funds £	Total Funds £	2020-21 £
LBH Grant	84,000			84,000	84,000
Furlough Payments	5,248			5,248	26,810
Covid Business Grants	18,400			18,400	40,302
Hillingdon Leaders Grant	3,860			3,860	10,000
Meal Income Elm	16,411			16,411	3,406
Meal Income Tudor	15,213			15,213	4,072
Membership fees	790			790	0
Transport Fees	-			0	0
Sat' Afternoon Teas	81			81	0
Donations	115			115	0
Interest CAF Bank	21			21	52
Interest NS&I (Reserved)			7	7	532
Holiday (Restricted)		9,548		9,548	-6,450
Misc/Other Income		7		7	0
TOTAL RNOFA INCOME	144,139	9,555	7	153,701	162,723

PAYMENTS/EXPENDITURE	Unrestricted Funds £	Restricted Funds £	Reserve Funds £	Total Funds £	2020-21 £
Net Salaries	79,841			79,841	73,489
HMRC	6,790			6,790	5,966
Pension	1,889			1,889	1,349
Staff Training	150			150	0
Staff Expenses	60			60	144
Suppliers	19,238			19,238	605
Transport	296			296	5,847
Entertainment	695			695	820
Sat' Afternoon Teas	330			330	100
Rent	2,432			2,432	1,818
Total Utilities	8,456			8,456	8,071
Stationary	489			489	304
Small Equipment	3,077			3,077	3,652
Assets Equipment	3,253			3,253	10,965
Maintenance	5,801			5,801	2,642
Total Professional Services	11,852			11,852	10,854
Holiday (Restricted)		3,528		3,528	0
Misc/Donation	169			169	0
TOTAL RNOFA EXPENDITURE	144,816	3,528	-	148,344	126,625
PROFIT/LOSS	-678	6,027	7	5,357	36,098

CASH IN BANK AT YEAR END	Unrestricted Funds £	Restricted Funds £	Reserved Funds £	Total Funds £	2020-21 £
CAF CASH	608			608	500
ELM PARK (Restricted)		5,920		5,920	6,660
TUDOR CLUB (Restricted)		2,876		2,876	2,137
CAF GOLD (Inc. Holiday)	99,993			99,993	94,751
NS&I (Reserved)			74,429	74,429	74,421
TOTAL	100,601	8,796	74,429	183,826	178,469

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 #1	Unrestricted	2500	Mar-19	15	167	1977	
Furniture #2	Unrestricted	2500	Mar-19	15	167	1977	
Cooker	Unrestricted	4500	Sep-20	10	450	3775	
Fridge/Freezers	Unrestricted	1000	Apr-15	10	100	289	
Sanitizer/Dishwasher	Unrestricted	2500	Sep-20	10	250	2097	
		10500				8138	
Tudor							
Pre 2018 Assets	Unrestricted	10000	Apr-10	15	667	0	Written Off
Sanitizer/Dishwasher	Unrestricted	2500	Apr-10	10	250	0	Written Off
Furniture	Unrestricted	2500	Apr-19	15	167	1991	
Cooker	Unrestricted	4500	Nov-20	10	450	3851	
Fridge/Freezers	Unrestricted	1000	Apr-15	10	100	289	
		8000				6131	

Elm Park Social Club

Details	Income £	Expenditure £	
Monday Club	0	0	
Tuesday Bingo	44	47	
Art & Craft	276	23	
Scrabble	90	0	
Activities/Day Trip/Saturdays	325	696	
Cards	93	42	
Raffle	0	0	
Donations	880	60	
Bric a Brac	0	0	
Equipment/Furniture	482	1703	
Bank Charges	0	98	
Water	0	261	
TOTAL	2,190	2,930	-740

Tudor Social Club

Details	Income £	Expenditure £	
Bingo	157	63	
B/day	163	250	
Raffles	708	234	
Shop	2080	1758	
Parties	499	346	
Donations	215	0	
Xmas	280	0	
Gardener	60	0	
Entertainer	0	100	
Bank	0	97	
Water	0	575	
TOTAL	4,162	3,423	739