

Age Concern Harlow

**Annual Report
and
Financial Statements**

For the year ending 31st March 2023

Chief Officer:

Lisa Fowler
Leah Manning Centre, Park
Lane,
Harlow
Essex CM20 2QJ

Hon. Treasurer:

David Tregunno
13 Leaden Close
Leaden Roding
Essex CM6 1SD

Bank:

Lloyds Bank Plc.
East Gate Harlow

Essex

30-93-89

Independent Examiner

Kirsty Taylor, Senior Account Manager.

Hawkins & Co, Accountants & Bookkeepers Ltd

33 Cambridge Road, Stansted

CM24 8BX

Trustees' Annual Report

for the period

1st April 2022 to 31st March 2023

Charity Name	Age Concern Harlow
Registered Charity Number	64451
Charity's principal Address	Leah Manning Centre
	Park Lane, Harlow
	Essex, CM20 2 QJ

Trustees Names and Office

Derek Wing	President
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David Tregunno	Chief Executive and Treasurer
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Name of Chief Officer and Other staff employed: -

Lisa Fowler	Chief Officer
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Anne-Marie Taylor	Assistant Chief Officer
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Elected Executive Committee members in addition to Trustees and Officers.

Jean Skinner	Connie's Wish Rep.
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Ethel Brooker	Friendship F. Rep.
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Jane Millar	Manager Leah Manning Centre Harlow Council Representative
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Structure, Governance and Management

Governing document: - Constitution adopted 2006

Charity is constituted by: - Membership of the charity following nomination.

Trustee selection: - Trustees are appointed or reappointed annually at the Annual General Meeting held in April/July.

Objectives and activities

To further charitable purposes for the benefit of the elderly in the district of Harlow and, in furtherance of these objectives to co-ordinate and supplement the work of all those whose interest is the care and happiness of the elderly in the district of Harlow.

A welcome to 'Age Concern Harlow' booklet has been produced to assist new and existing members. It contains a little history of the group, what is available to members, terms relating to personal conduct at meetings and details of policies and where to find them. Sadly, due mainly to the pandemic, a lot of the information is now out of date. An example is the withdrawal of the Tuesday sessions and the breath of the menu once offered. This will be revised in the coming year.

Additional Governance and Trustee Report

We continue to update ourselves with government legislation in terms of staff pension facilities, data control, staff monitoring, safeguarding and care of vulnerable members etc. Policies and procedures are reviewed annually at the executive meetings, or as specified on the control sheet.

This again has been an extremely hard year for all the members of the club due to the repercussions of the Covid pandemic, which made many clients waring of coming out to a club, particularly at the start of the year. We decided to continue therefore on a Friday club meeting basis until numbers grew.

This was a particularly hard year, for as can be seen from the accounts and the Chief officers report, the Harlow grant funding had been withdrawn. Contingency plans had therefore been discussed and plans made but we were pleased not to need them as we received funding from other sources. We continue to seek future funding to ensure that this most appreciate service can continue.

Full executive meetings had to be abandoned but management meetings and volunteer meetings were held to ensure the momentum and directions of actions that could be taken to support and motivate members. We have missed our executive members and look forward to them returning in the future. Trustees and volunteers receive no remuneration or other benefits for their time, and all are prepared to step into roles to assist others. We thank them all for their hard work and contributions.

Chief Officers report

This year, ACH have provided social sessions on a Friday afternoon for approx. 15 -20 people each week. Our working days remain a Tuesday and Friday although we only hold club on a Friday. The landline telephone number is still diverted to my mobile phone and Tuesdays are spent catching up with missed calls and arranging the transport for Friday.

On 30 April we ran the charity car park, at Harlow Collage grounds, and raised £133.64. Staff & volunteers were on hand to help in shifts on the day which was very helpful.

To celebrate the Queens Platinum Jubilee, we held an afternoon tea on 27th May and had a wonderful Royal themed afternoon.

During this period ACH were advised that our lifeline funding from Harlow Council would not be renewed and our main source of funding was lost. We were, however, able to secure funding from Essex Community Foundation and the lottery fund, which totaled £16436.00, as can be seen in the accounts attached.

During this time, we have held two volunteer meetings, one in November to discuss Christmas plans and one in March to discuss how we can promote our club more. It was decided upon at the March Volunteer meeting that we should distribute leaflets, which is what we have done. These were distributed to doctors' practices, other commercial premises, and friends of volunteers and clients. The meetings provided a time and space for volunteers to give feedback and ideas on the current sessions.

On 16th December 2022 we held a fabulous Christmas party & employed a singer for the event. The singer proved to be such a hit that dancing and singing by volunteers and clients echoed through the premises. We have decided to book him for the following years Christmas party.

Financial Review

All funds held within the bank account are held as unrestricted funds and are the results of the income and expenditure passing through the Organisation. A contingency is maintained in the account as reserves to cover possible winding up fees or emergency funds needed.

We are grateful to the Harlow Council for its support in the form of reduced Rent costs and a Rates rebate. The Lease renewal due, is ongoing due to the changes in staff and the council timetable at this post pandemic time.

This past year has been difficult as clients only returned to social sessions as and when they felt safe to return, so we thank them for their support and commitment.

We also thank, most sincerely those people who have given us donations and grants, as listed on the accounts, without them we would have had difficulty surviving.

The accounts this year cannot be compared to any other year and as can be seen, once again, by the Loss made this year, of £4,876.22, we continue to struggle to ensure the service is maintained. We have appointed a new accountant, auditor, as seen on the front cover, and thank them for their services and assistance. We continue to look for additional trustees and volunteer staff to ensure the continuance of these services. A remuneration committee has been formed to consider the salaries of staff at an annual meeting.

Declaration

The Trustees declare that they have approved the trustees' report and financial statements attached.

Signed on behalf of the charity's Trustees; -

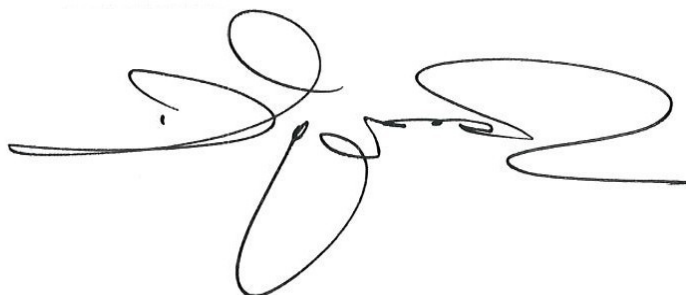
Name

DAVID MARGUNNO

Position

Chief Executive

Signature

A stylized, handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

	Accounts as at 31 st March 2023				
2021/2022	Income			2022/2023	
10,000.00	Harlow Council Grant			£0.00	
0.00	Essex Community Foundation Fund			£6,450.00	
0.00	The National Lottery - Community Fund			£9,986.00	
				16,436.00	16,436.00
2,497.93	Donations	General		56.28	
		Collecting Boxes		£260.76	
		War Memorial Quiz		£423.00	
				£740.04	740.04
160.00	Session Fees	Line dance		0.00	
0.00		Connies Wish		0.00	
2,180.00		Friendship Friday		3,730.00	
1,825.00		Provided Transport		2,656.00	
				6,386.00	6,386.00
541.85	General Fundraising	Social Group Raffle		954.12	
180.00		Christmas & Raffle		46.00	
		Charity Car park		133.64	
				1,133.76	1,133.76
352.00	Food Sales				1,017.00
3,725.18	Sundry Income	HMRC Refund			140.00
21,461.96	Totals		Total Income	25,852.80	25,852.80
	Payments				
434.45	Food Expenses				1,015.95
94.05	Raffle Prizes				323.29
100.00	Line Dance and IT				0.00
102.00	Transport	Volunteers		272.00	
2,805.00		Harlow Community Transport		5,800.00	
		Total		6,072.00	6,072.00
460.26	Liability Insurance	Markel CD70525 Lib Ins		291.20	
421.40		Accountant		292.00	
				583.20	583.20
452.48	Office Equipment				179.31
210.60	Training+Health &S				0.00
1,000.00	NIC + TAX + Pension	Tax		£3,497.82	
479.34		Pension		£479.88	
				3,977.70	3,977.70
65.00	Fundraising				0.00
16,358.04	Salaries				14,355.15
632.40	Internet/Telephone				635.30
22.00	Stationary				28.00
3,000.00	Rent and Rates	Rent £250		3,000.00	
502.66		Rates		389.12	
160.00		GPCA Hire			
		Total		3,389.12	3,389.12
240.00	Sundries	Final Invoice accountant			
210.89		Repairs Electronic			
35.00		OCO z8346924 Ann		35.00	
106.40		Christmas Gifts		135.00	
				170.00	170.00
27,891.97				30,729.02	30,729.02
-6,430.01	Bank Balance 27th Mar.	£ 12,898.28	Income /over expenditure		-4,876.22
	Deposits for 2022	152.00			

Statement of Assets and Liabilities

2021/22

Assets

23,858.27

Bank Current Account

-6,430.01

Income Over Expenditure

17,428.26

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Bank Reconciliation

Balance as shown on Bank Statement

Debtors

Plus Outstanding

Creditors

Less Outstanding

Income and Expenditure accounts Balance

Signed Treasurer Mr D Tregunno AIB

Independent examiner's report

Report to the Annual General Meeting of Age Concern

I have independently examined the accounts of Age Concern in accordance with the Charity Accounting Regulations 1997.

Age Concern has elected both to prepare the accounts and to subject its accounts to independent examination.

My responsibilities are to :-

- # Identify whether or not the accounts are properly prepared
- # Check that the accounts are in accordance with the Charity Accounting Regulations 1997
- # Look for possible signs of fraud or other irregularities
- # Check that the accounts are in accordance with the Charity Accounting Regulations 1997
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Where matters arise from this examination that require to be reported to the AGM, I will report on them.

My Report:

No matters have arisen during the examination that require to be reported to the AGM. I have an adverse report.

Signed Accountant

