

## **AGE CONCERN BISHOP'S STORTFORD**

**Registered Charity Number 268579**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2021**

The trustees present their report with the financial statements of the charity for the year ended 31<sup>st</sup> March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities 2005 and updated May 2008, taking into account changes made by the Charities Act 2006. The annual Chairman's Report presented to the AGM gives further details of major activities and our commitment to and success in providing benefits to the community.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Principal Address**

The Apton Centre  
22A Apton Road  
Bishop's Stortford  
Hertfordshire  
CM23 3SN

##### **Trustees**

Mrs A Alder	Chair
Mrs D Anderson	
Mr G Cutting	Vice Chair
Mr M Fidler	Resigned 17 <sup>th</sup> September 2021
Mrs C Florey	
Mr R Gilbert	Resigned 17 <sup>th</sup> December 2021
Mr R Hore	Hon. Treasurer – resigned 29 <sup>th</sup> January 2021

##### **Secretary to the Trustees**

##### **Bankers**

HSBC plc  
18 North Street  
Bishops Stortford  
CM23 2LP

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing Document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

##### **Trustees**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees of the charity throughout the year are shown above. Trustees are elected or re-elected annually at the Annual General Meeting. As a result of vacancies arising, the Board of Trustees may appoint trustees at its meetings during the year. Trustees are recruited from across the town and immediate surrounds.

## OBJECTIVES AND ACTIVITIES

### Objectives and Activities

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The focus of our activities remains the promotion of relief of elderly people in any manner as is now, or is hereafter may be deemed by law to be charitable, in the town of Bishop's Stortford.

### Donations

The charity has been most appreciative of the continued support received from Bishop's Stortford Town Council, East Herts Council, Hertfordshire County Council and Age UK Hertfordshire, as well as other charities and individuals who have made grants and donations during the year,

## RESULTS AND REVIEW OF ACTIVITIES

The results for the year are set out in the Statement of Financial Activities on pages 4-7.

The charity continues to provide day centre facilities for elderly people at The Apton Centre in Bishop's Stortford. The centre also provides hairdressing and chiropody services along with social activities including bingo, films, arts and crafts, keep fit, art group, needlework group and organises a number of trips and excursions. A lunch service is provided and a mixture of activities to gently exercise both body and mind.

## RESERVES AND FUNDS

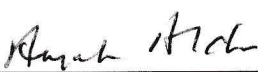
Reserves as at 31 March 2021 totalled £36,319 which equates to 4 months running costs. Net Current Assets are £23,900 and cash balances at the end of the year are £25,824. The Trustees are aware of the position and continue to monitor cash flow closely.

The charity actively monitors its costs and endeavours to ensure that it obtains the optimum value for money.

## DAY TO DAY MANAGEMENT

The centre has a Board of Trustees, which meets approximately four times a year and Centre officers meet as circumstances dictate. Day to day management is administered through the Centre Manager with oversight by the Chair and Vice Chair as necessary.

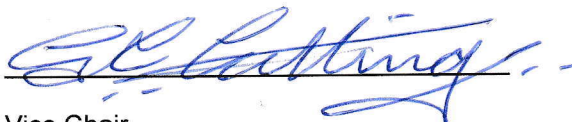
## ON BEHALF OF THE BOARD

  
\_\_\_\_\_

Chair

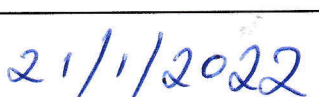
  
\_\_\_\_\_

Date

  
\_\_\_\_\_

Vice Chair

\_\_\_\_\_

Date 

**AGE CONCERN BISHOP'S STOR**  
**STATEMENT OF FINANCIAL ACTI'**  
**FOR THE YEAR ENDED 31 MARCI**

	<b>Notes</b>	<b>Unrestricted £</b>
<b>INCOMING RESOURCES</b>		
<b>Incoming Resources from Generated Funds</b>		
Donations		#REF!
Activities for Generating Funds	2	#REF!
Investment Income	3	-
<b>Incoming Resources from Charitable Activities</b>		
Activities to further the Charity's Objectives (Page 8)	4	#REF!
<b>Total Incoming Resources</b>		#REF!
<b>RESOURCES EXPENDED</b>		
<b>Charitable Activities</b>		
Resources Used (Page 9)		#REF!
Depreciation		#REF!
<b>Governance Costs</b>		#REF!
<b>Total Resources Expended</b>		#REF!
<b>Net Income/(Expenditure)</b>		#REF!

**TFORD  
VITIES  
1 2021**

<b>2021 Restricted £</b>	<b>Total Funds £</b>	<b>2020 Total Funds £</b>
-	#REF!	4,685
-	#REF!	53,723
-	0	0
#REF!	#REF!	58,649
#REF!	#REF!	117,057
#REF!	#REF!	67,041
#REF!	#REF!	1,568
#REF!	#REF!	53,401
#REF!	#REF!	122,010
#REF!	#REF!	-4,953

**AGE CONCERN BISHOP'S STOR**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2021**

	<b>Notes</b>	<b>Unrestricted £</b>
<b>FIXED ASSETS</b>		
Furniture, Plant & Machinery	7	12,414
<b>CURRENT ASSETS</b>		
Debtors: Amounts falling due within one year	8	2,164
Bank and Cash Balances		25,824
<b>Total Resources Expended</b>		27,988
<b>CURRENT LIABILITIES</b>		
Creditors: Amounts falling due within one year	9	4,083
<b>NET CURRENT ASSETS</b>		23,905
<b>NET TOTAL ASSETS</b>		36,319
<b>FUNDS</b>		
Funds brought forward		12,402
Surplus/(Deficit) for the year		#REF!
<b>TOTAL FUNDS CARRIED FORWARD</b>		#REF!

**.TFORD**

<b>2021 Restricted £</b>	<b>Total Funds £</b>	<b>2020 Total Funds £</b>
0	12,414	10,351
0	2,164	3,364
0	25,824	4,886
<hr/> 0	<hr/> 27,988	<hr/> 8,250
0	4,083	6,199
<hr/> 0	<hr/> 23,905	<hr/> 2,051
<hr/> <hr/> 0	<hr/> <hr/> 36,319	<hr/> <hr/> 12,402
0	12,402	17,355
0	#REF!	-4,953
<hr/> 0	<hr/> #REF!	<hr/> 12,402
<hr/> <hr/> 0	<hr/> <hr/> #REF!	<hr/> <hr/> 12,402

**AGE CONCERN BISHOP'S STORTON**  
**Notes to the Financial Statements for the year ended 31 March 2016**

**1. ACCOUNTING POLICIES**

**Accounting Conventions**

The financial statements have been prepared under the historical cost convention in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2007), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accountancy and Reporting for Charities.

**Incoming Resources**

All incoming resources are included in the Statement of Financial Activities where the resource is income and the amount can be quantified with reasonable accuracy.

**Resources Expended**

Expenditure is accounted for on an accruals basis and has been classified under the heading of the activity related to that category. Where costs cannot be directly attributed to particular activities, they are allocated on a basis consistent with the use of resources.

**Fixed Assets**

Depreciation is provided at a rate calculated to write off each asset over its useful life.

**Taxation**

The charity is exempt from taxation on its charitable activities.

**Fund Accounting**

Unrestricted funds can be used in accordance with the charity's objectives and are available for the general purposes of the charity.

Restricted funds can only be used for the particular restricted purpose and within the terms of the restriction. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

**2. ACTIVITIES FOR GENERATING FUNDS**

Attendance Fees  
Room Hire Charges  
Services Provided  
Others

**3. INVESTMENT INCOME**

Deposit Account Interest

**4. GRANTS RECEIVED**

Included in **Activities to further the Charity's Objectives** are the following grants received:

Hertfordshire County Council

East Herts Council  
Herts Community Foundation  
Stansted Airport Trust  
Funding BB Project  
Community Lottery Funding  
Bishop's Stortford Town Council



**IFORD**  
**ending 31 March 2021**

on and in accordance with the  
Charities Act 1993 and the  
governing by Charities.

the charity is legally entitled to the

headings that aggregate all costs  
headings they have been allocated on

ful life.

at the discretion of the Trustees.

n the objectives of the charity.  
icular purposes.

<b>2021</b>	<b>2020</b>
<b>£</b>	<b>£</b>
17,178	34,405
-	18,370
-	425
29,699	523
<hr/>	<hr/>
46,877	53,723
<hr/>	<hr/>

<b>2021</b>	<b>2020</b>
<b>£</b>	<b>£</b>
-	-
<hr/>	<hr/>

grants

<b>2021</b>	<b>2020</b>
<b>£</b>	<b>£</b>
12,541	12,541

10,000	1,077
9,634	-
-	2,000
9,815	-
29,866	-
16,000	16,000
<u>87,856</u>	<u>31,618</u>

**AGE CONCERN BISHOP'S STORTFORD**  
**Notes to the Financial Statements for the year ended 31 March 2021**

**5. TRUSTEES REMUNERATION AND BENEFITS**

**Trustees Remuneration**

Trustees are not paid and do not receive any benefits

**Trustees Expenses**

Trustees can be reimbursed for expenses incurred in furthering the charity's objectives and a Any such expense is approved by two other trustees prior to payment

**6. STAFF COSTS**

	<b>2021</b> <b>£</b>
Wages & Salaries	61,098

**7. FIXED ASSETS**

	<b>2021</b> <b>£</b>
<b>COST</b>	
Brought Forward 1st April	30,293
Costs Capitalised	4,993
Disposals	-
Carried Forward 31st March	35,286
<b>DEPRECIATION</b>	
Brought Forward 1st April	19,942
Charge for year	2,930
Released on disposals	-
Carried Forward 31st March	22,872
<b>Net Book Value 31st March</b>	12,414

**8. DEBTORS**

	<b>2021</b> <b>£</b>
Other Debtors (Due within one year)	2,164

**9. CREDITORS**

**2021**  
**£**

Other Creditors (Due within one year)

4,083

activities.

**2020**  
**£**

53,162

**2020**  
**£**

28,321

1,972

-

30,293

18,374

1,568

-

19,942

10,351

**2020**  
**£**

3,364

**2020**  
**£**

6,199

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF  
AGE CONCERN BISHOP'S STORTFORD (Charity Number 268579)**

I report on the accounts for the year ended 31<sup>st</sup> March 2021 set out on pages 4 – 7.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts and consider that an audit is not required this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under Section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under Section 145(5)(b) of the Charities Act; and
- to state where particular matters have come to my attention.

**Basis of Independent Examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and to comply with the requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



19<sup>th</sup> January 2022

**D L A Sheppard BA (Hons), FCA  
21 Avenue Road  
Bishop's Stortford  
Hertfordshire  
CM23 5NT**