

AGE CONCERN – BRACKNELL FOREST

REGISTERED CHARITY NO : 265351

ACCOUNTS AND TRUSTEES' REPORT

FOR THE YEAR ENDED

31 MARCH 2010

M R Salvage LLP
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7/8 Eghams Court
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AGE CONCERN – BRACKNELL FOREST
ACCOUNTS AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2010

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ACCOUNTS AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2010
CHARITY INFORMATION

Age Concern Bracknell Forest
Registered Charity Number 265351

Address 27 Worlds End Hill
 Forest Park
 Bracknell
 Berkshire
 RG12 0XH

Bankers Lloyds TSB Bank
 Bracknell

Independent Examiners M R Salvage LLP
 7/8 Eghams Court
 Boston Drive
 Bourne End
 Buckinghamshire
 SL8 5YS

AGE CONCERN – BRACKNELL FOREST

ACCOUNTS AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2010

TRUSTEES' REPORT

Age Concern Bracknell Forest is a registered Charity number 265351.

The charity Trustees are:-

Mr Bob Pennell	Chairperson (appointed June 2010)
Mrs Eve Marshall	Vice-Chairperson
Mrs Kerry Edwards	Treasurer
Mr Allan Emmett	
Revd Jane Manley	(appointed January 2010)

The following also served as trustees during the year:-

Mrs Barbara Knight	Chairperson (resigned November 2009)
Mr Maurice Alston	(resigned November 2009)

Organisation

The charity is an unincorporated association governed according to the constitution adopted 1972, as amended 1983, 2003, 2004 and 17/7/2008.

The Members of the charity are individuals or representatives of Voluntary Organisations and Statutory Authorities interested in furthering the work of the charity.

The general control and management of the administration of the charity is vested in an Executive Committee. The members of the Executive Committee are all Charity Trustees as defined by the Charity Act 1993 amended 2006. The Executive Committee consists of three honorary officers, a Chairperson, Vice-chairperson, Treasurer and up to five other Trustees elected by the members of the charity at the AGM of the charity. The Executive Committee may appoint Trustees to fill casual vacancies provided such trustees are re-appointed or re-elected at the next AGM. The Executive Committee may also co-opt one or two additional Trustees subject to the constitution.

Day to day management of the charities affairs and line management of staff is delegated to the Chief Executive Officer, Mrs Sarah Frenett.

Objectives and activities

Age Concern Bracknell Forest (ACBF) promotes the relief of elderly people in and around the districts of Bracknell Forest in particular by the provision and operation of day care facilities for elderly people.

The charity trustees have reviewed that all of their activities have due regard to public benefit guidance published by the Commission.

Day Care

The main activity is to operate the ACBF Day Care Centre at Forest Park Bracknell. This provides day care for the elderly mentally frail and thereby provides essential respite for their carers. Clients are identified and referred by local GPs, Social Services and the Mental Health Team. The centre operates five days per week except for public holidays and caters for 20 clients per day. The majority of clients are transported to and from the centre by minibus which is fitted with a tail lift for wheelchairs.

Clients are charged a fee including meals and transport. Operating costs are subsidised by grants from the local authorities and by charitable donations. The centre hosted 4318 client/days during the year.

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TRUSTEES' REPORT

Objectives and activities (continued)

Our care staff provide general care throughout the day including assistance with mobility, feeding, toileting, and medication. Clients are provided with refreshments and a cooked lunch. Volunteers assist with general care, social interaction and organising activities. Activities are selected to be therapeutic including singing, arts and crafts, reminiscence, and games involving physical and mental exercise.

Demand to care for clients with Alzheimer's and dementia has increased over recent years. In response we have increased our team of carers with the addition of a part-time activities organiser.

One communal activity was the construction of two scarecrows which were displayed to raise donations of £1400 during Ascot week.

Toenail cutting

Toenail cutting clinics are hosted in the Day Centre 3 days per week. The charity provides a surgery and handles bookings, transport and administration. This is subsidised by grant from the local PCT. The charity handled 1018 appointments during the year.

Advice giving events

A series of coffee mornings and open meetings were organised, supported by Age Concern England, to give elderly citizens information and advice on home security and energy saving.

Over 250 senior citizens were invited to a care Day at the local Coppid Beech Hotel to enjoy christmas lunch, entertainment and advice on safety at home.

Christmas hampers

250 Christmas hampers were delivered to vulnerable elderly citizens of the Bracknell Forest area.

Holidays and outings

Five escorted summer outings were provided, each taking 35-50 elderly persons to: Leonards Lee lakes and gardens, a train trip on the Watercress Line, a barge trip on the Kennet Canal, and visits to Arundel Castle and the Houses of Parliament.

A special holiday was organised for 27 senior citizens accompanied by escorts and carers to enjoy an early 5-day Christmas holiday with entertainments and excursion at the Chatsworth Hotel, Eastbourne.

Proceedings

2009/10 was a difficult year for administration of the charity. The previous chair having completed a full term of office duly resigned at the 2009 AGM but was appointed to continue in a care-taking capacity because no new chair was forthcoming.

The body of charity trustees proved to be not strong enough to manage a worsening financial situation, due to increasing cost of providing day care. They had seen the need to engage an administrator but could not afford to continue her salary; the town centre office was closed; and operations were reduced including Christmas hampers, outings, and holidays. However, they were successful in obtaining additional grants from the local authority and community fund.

AGE CONCERN – BRACKNELL FOREST

ACCOUNTS AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2010

TRUSTEES' REPORT

Proceedings (continued)

The chair and a fellow trustee gave notice of resignation to the Executive Committee in November 2009 and the vice-chair assumed the post. Since then the trustees have been successful in restoring correct procedure according to the governing document and Charity Commission regulations. They have documented their own set of regulations, and established committees for more effective management of affairs.

A new trustee has been appointed to fill the vacant post of honorary chair and the executive committee is now engaged in a recovery programme and dialogue with the statutory authorities to agree a development strategy for day care.

Trustee induction will be overseen by the chairperson with reference to relevant Charity Commission publications including CC3, CC22, CC48 and RS7 and the charity's own constitution and regulations.

Financial review

The results for the year and financial position are set out in the Statement of Financial Activities on page 4 and the Balance Sheet on page 5.

Total incoming resources were £202,965 (2009 : £168,124); resources expended were £207,554 (2009 : £170,161) and the deficit for the year was £4,589 (2009 : deficit £2,637).

Unrestricted reserves carried forward at 31 March 2010 were £67,837 (2009 : £67,736). Restricted funds carried forward were £19,495 (2009 : £24,185).

Reserves Policy

Current unrestricted cash reserves stand at £20,000 which is equivalent to approximately two months running costs, and there is a restricted cash reserve of £8,000 for repair or replacement of the minibus. Review and agreement on more robust reserves policy will be finalised in the new financial year.

Bob Pennell
Chairman

..... 13 Aug 2010

AGE CONCERN – BRACKNELL FOREST

ACCOUNTS AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2010

Independent Examiner's Report to the Trustees of Age Concern, Bracknell Forest

I report on the accounts of the charity for the year ended 31 March 2010 which are set out on pages 6 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:-

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An 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 you as 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 our 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 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

Meyrick Field FCA
M R Salvage LLP
Chartered Accountants
and Registered Auditors
7/8 Eghams Court
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Bourne End
Buckinghamshire
SL8 5YS

AGE CONCERN – BRACKNELL FOREST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2010

	Notes	2010 Unrestricted £	2010 Restricted £	2010 Total £	2009 Total £
INCOMING RESOURCES					
Grants and donations	2	107,784	6,036	113,820	73,961
Charitable trading	3	89,123	-	89,123	93,630
Interest received		12	10	22	533
		-----	-----	-----	-----
TOTAL INCOMING RESOURCES		196,919	6,046	202,965	168,124
		-----	-----	-----	-----
RESOURCES EXPENDED					
Direct charitable expenditure	4	152,711	10,736	163,447	143,074
Administration and advisory services	5	44,107	-	44,107	27,687
		-----	-----	-----	-----
TOTAL RESOURCES EXPENDED		196,818	10,736	207,554	170,761
		-----	-----	-----	-----
(DEFICIT)/SURPLUS FOR THE YEAR		101	(4,690)	(4,589)	(2,637)
BROUGHT FORWARD 1 APRIL 2009		67,736	24,185	91,921	94,558
		-----	-----	-----	-----
TOTAL FUNDS AT 31 MARCH 2010		£67,837	£19,495	£87,332	£91,921
		=====	=====	=====	=====

The notes on pages 6 to 9 form an integral part of these financial statements

AGE CONCERN – BRACKNELL FOREST

BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2010

	Notes	2010 £	2009 £
FIXED ASSETS	7	32,516	35,718
CURRENT ASSETS			
Cash at Bank and in hand		58,558	61,901
Amounts due and prepayments		2,093	735
CREDITORS			
Amounts falling due within one year	8	(5,835)	(6,433)
NET CURRENT ASSETS		<hr/> 54,816	<hr/> 56,203
TOTAL ASSETS LESS LIABILITIES	9	<hr/> £87,332	<hr/> £91,921
Restricted funds	10	19,495	24,185
Unrestricted funds	11	67,837	67,736
TOTAL FUNDS		<hr/> £87,332	<hr/> £91,921

The notes on pages 6 to 9 form an integral part of the financial statements

Accounts approved by Trustees:-

.....

13 Aug 2010

.....

Date

.....

.....

Date

AGE CONCERN – BRACKNELL FOREST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2010

1. ACCOUNTING POLICIES

a) **Basis**

The accounts are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice – Accounting by Charities.

b) **Grant income**

Grant income is recognised on a receivable basis

c) **Fixed assets and depreciation**

The initial lease cost of the Day Centre is depreciated using the straight-line method over the sixty-year life of the Agreement.

Fixtures and fittings are depreciated at 20% of written down value.

The minibus has been depreciated at 35% of written down value.

2. GRANTS AND DONATIONS RECEIVABLE

	Restricted 2010 £	Unrestricted 2010 £	Restricted 2009 £	Unrestricted 2009 £
Bracknell Forest Borough Council	-	70,332	-	61,260
Parish & Town Councils	-	5,385	-	2,200
East Berkshire Primary Care Trust	6,036	11,057	-	8,201
Berkshire Community Foundation	-	6,000	-	-
Help the Aged	-	4,200	-	-
Rotary Club	-	4,000	-	-
Other donations	-	6,810	2,300	-
	<hr/>	<hr/>	<hr/>	<hr/>
	£ 6,036	£107,784	£2,300	£71,661
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

3. INCOME FROM CHARITABLE TRADING (UNRESTRICTED)

	2010 £	2009 £
Charges for day centre care	41,043	28,701
Toenail cutting service	15,246	16,264
Holidays and outings	23,818	23,642
Other	9,016	25,023
	<hr/>	<hr/>
	£89,123	£93,630
	<hr/> <hr/>	<hr/> <hr/>

AGE CONCERN – BRACKNELL FOREST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2010

... continued ...

4. DIRECT CHARITABLE EXPENDITURE

	Restricted 2010 £	Unrestricted 2010 £	Restricted 2009 £	Unrestricted 2009 £
Day Centre costs :-				
- payroll	-	83,531	-	91,598
- meals for clients	-	14,060	-	12,547
- other and depreciation	4,700	32,000	3,600	10,508
- windows replacement	6,036	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	10,736	129,591	3,600	114,653
Holidays and outings	-	23,120	-	22,659
Christmas hampers	-	-	-	2,162
	<hr/>	<hr/>	<hr/>	<hr/>
	£10,736	£152,711	£3,600	£139,474
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

5. ADMINISTRATION AND ADVISORY SERVICES (UNRESTRICTED)

	2010 £	2009 £
Payroll	34,909	15,622
Other costs – rent and office	8,786	11,662
Independent examination	412	403
	<hr/>	<hr/>
	£44,107	£27,687
	<hr/> <hr/>	<hr/> <hr/>

6. EMPLOYEES

The number of full time and part time employees at the end of the year was:-

Caring services	7	6
Administration and advisory services	2	2
	<hr/>	<hr/>
Total	9	8
	<hr/> <hr/>	<hr/> <hr/>

NB All staff are employees, no agency staff have been employed.

AGE CONCERN – BRACKNELL FOREST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2010

... continued ...

7. FIXED ASSETS

	Cost £	Written down value 1 April 2009 £	Additions £	Depreciation 31 March 2010 £	Written down value 31 March 2010 £
Minibus	28,842	6,800	-	2,400	4,400
Furniture/equipment	16,251	640	-	128	512
Lease	40,400	28,278	-	674	27,604
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	£85,493	£35,718	£ -	£3,202	£32,516
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

8. CREDITORS

Amounts falling due within one year:-

	2010 £	2009 £
Accruals	5,835	3,639
Advance receipts	-	2,794
	<hr/>	<hr/>
	£5,835	£6,433
	<hr/>	<hr/>

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed assets £	Net current assets £	Total £
Restricted fund	4,400	15,095	19,495
Unrestricted funds	28,116	39,721	67,837
	<hr/>	<hr/>	<hr/>
	£32,516	£54,816	£87,332
	<hr/>	<hr/>	<hr/>

10 RESTRICTED FUNDS

	£
Balance at 1 April 2009	24,185
Sports fund	(2,300)
Bank interest	10
Depreciation on minibus in the year	(2,400)
	<hr/>
Balance at 31 March 2010	£19,495
	<hr/>

AGE CONCERN – BRACKNELL FOREST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2010

... continued ...

11. UNRESTRICTED FUNDS

	£
Balance at 1 April 2009	67,736
Surplus in the year	101
	<hr/>
Balance at 31 March 2010	£67,837
	<hr/> <hr/>

12. FUTURE COMMITMENTS

The Trustees have no material future commitments at 31 March 2010 other than those shown in the Accounts.

13. THE TRUSTEES' RESPONSIBILITIES

The Charities Act requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the charity and of the Income and Expenditure of the Charity for the period. In preparing those financial statements the Trustees are required to:-

- select suitable accounting policies and then apply them consistently.
- 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 a going concern basis unless it is inappropriate to do so.

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 the financial statements to comply with the Charities Act 1993. The Trustees believe that the Accounts comply with current statutory requirements and the requirements of the Statement of Recommended Practice (SORP) concerning Accounts and Reporting by Charities. 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.