

AGE CONCERN - BRACKNELL FOREST

REGISTERED CHARITY NUMBER 265351

ACCOUNTS AND TRUSTEES REPORT

FOR THE YEAR ENDED

31st MARCH 2013

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ACCOUNTS AND TRUSTEES REPORT

FOR THE YEAR ENDED

31st MARCH 2013

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Web site	www.ageconcernbracknell.org.uk
Bankers	Lloyds TSB Bank Bracknell
Independent Examiners	P. Sperling & Co. 1, Morlew Yard Marsh Lane Taplow Berkshire SL6 0DF

AGE CONCERN – BRACKNELL FOREST TRUSTEES’ REPORT

FOR THE YEAR ENDED 31st MARCH 2013

Age Concern Bracknell Forest is a registered Charity number 265351.

The charity Trustees are:-

Mr Bob Pennell (chair)

Mr Allan Emmett

Mr Cliff Thompson

Organisation

The charity is an unincorporated association governed according to the constitution adopted 1972, as amended 1983, 2003, 2004, 2008, 2010 and 27/11/2012.

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 charity is vested in an Executive Committee, the members of which are all Charity Trustees as defined by the Charity Act 2011. There must be at least three and not more than ten Trustees. Decisions are made by simple majority of votes at a properly convened meeting.

Any Executive Committee Meeting or General Meeting of the charity may appoint Trustees provided such Trustees are re-appointed or re-elected at the next AGM. Induction of Trustees is overseen by the Chair of Trustees.

Day to day management of the charities affairs and line management of staff is delegated to the Chief Officer, Mrs Tracey Hedgecox.

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.

In exercising their duty, the charity trustees have reviewed that all of their activities have due regard to public benefit guidance published by the Commission. In particular that beneficiaries are older people who are in need of relief from age related conditions or circumstances.

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. Members 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 members per day. The majority of members are transported to and from the centre by minibus which is fitted with a tail lift for wheelchairs. Members are charged a fee including meals and transport. Operating costs are subsidised by grants from the local authorities and by charitable donations.

In order to make best use of the facilities, we aim to provide for those dementia sufferers whose wellbeing and support network can gain most benefit from the level of care we are able to provide. Our staff provide care throughout the day including assistance with mobility, feeding, and medication. Members 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.

Although Adult Day Care is not subject to CQC regulations we aim to comply with standards for domiciliary care. To that end all of our care staff are trained to NVQ Level 2 or Level 3 plus other appropriate training.

Our staff regularly review care plans and review users’ progress with their CPNs and support network. This generally identifies a marked improvement in the users’ wellbeing and enables them to stay longer in their own homes. Some users are in residential care and attend the Day Centre for essential social contact.

Toenail cutting

Toenail cutting clinics are hosted in the Day Centre on three days per week. The charity provides a surgery and handles bookings, transport and administration. The service benefits the general wellbeing of users, reduces pain and discomfort, and helps to prevent falls. It has been subsidised by a grant from the local Primary Care Trust.

Information services

We operate a telephone answering service from 9am to 1pm weekdays to listen sympathetically to problems and signpost or refer callers to appropriate services. We do not provide advice but do try to use the internet and other means to find and pass on the key information.

We maintain an up-to-date web site to inform elderly people directly or through their friends and family about our activities and other local services and issues relevant to them.

We provide an annual "CARE Day" in partnership with the Coppid Beech Hotel and Thames Valley Police. The event is hosted by the hotel for around 250 over-70s to enjoy Christmas lunch, entertainment and advice on safety at home.

Transport to hospital

We provide transport to hospital and important medical appointments for elderly people who would otherwise have difficulty attending. We suggest donations to cover expenses for our volunteer drivers.

Fundraising Activities

Fundraising activities are an integral part of the services we deliver. They are designed, not only to raise awareness and subsidise our work but also to build community support for the elderly.

Achievements and Performance - for the year ending 31st March 2013

Day Care

The Day Centre opened every weekday except for bank holidays and Christmas week, and three days when travel was disrupted by snow. Average utilisation was 92% of sessions. Because of age and frailty of members we had an average of 1.5 non-attendances per day and a turnover of 3 new members per month.

Mrs Cheryl Spence of Bracknell College continued to train our staff and volunteers.

Toenail Cutting

The charity handled 1550 appointments during the year for a total of 299 users.

Information services

We handled over 1200 telephone calls at the Day Centre office. The website handled an average of 300 unique visitors per month.

270 senior citizens attended the CARE Day in October. Our main contribution was to find and qualify attendees which took some 150 hours of staff and volunteer time.

Transport to hospital

We provided some 250 trips to hospital and about 600 trips for our own toenail cutting service.

Fundraising Activities

The Spring Walk was opened as usual by the Mayor of Bracknell Forest Council and supported by the brownies. In May 2012 it raised £732.

We were honoured to receive the balance of £16,047 proceeds of Bracknell Forest Mayor's charity in May 2012

Proceedings - for the year ending 31st March 2013

Mrs Tracey Hedgecox was appointed as Administrator in April 2012 and was promoted to Chief Officer in June. Mrs Fiona Heston was appointed as Office Administrator in July 2012 and resigned in April 2013.

There has been a concentration on administration during 2012-13 in preparation for incorporation and future services. From now on, we intend to use public events to directly engage more of the elderly population and thereby address needs arising from the changing circumstances of an ageing population. Fiona's replacement will therefore be an Events Organiser. A particular need, identified in conjunction with the Bracknell Older Peoples Partnership, is to help and encourage over-65s to use online services because more than half are disadvantaged by not using the internet.

The Trustees reviewed the offer to be associated as a "Friend of Age UK" and it was effected in August 2012.

The Constitution was revised in November 2012 in order to phase in management practices that will be used after incorporation as a CIO. In particular this affects the constitution of committees.

The Day Centre facilities were enhanced with the addition of new work tables and several new indoor games. The central heating boiler, dishwasher, washing machine and tumble dryer were also replaced during the year.

Reserves Policy

The policy on reserves is reviewed and targets are set at least once per annum by the trustees acting as a whole with reference to the guidance and terminology published by the Charity Commission. The policy is also reviewed, when warranted by changes in risk assessment or business plans. The review includes restricted funds, designated funds and reserves. Transfers to and from funds are authorised by the trustees acting as a whole.

The day care and toenail cutting services are provided directly to a group of beneficiaries requiring continual help. These services need to be sustained in the event of unexpected costs or unforeseen reduction of income. A general reserve equal to at least 6 months of operating expenditure is needed in order to bridge short term effects and/or negotiate alternative sources of resourcing or alternative care services.

The minibus is an essential asset used daily as part of day care provision. It is a costly item that we expect to replace within ten years of purchase, and possibly at short notice if it becomes too unreliable or costly to maintain. Whereas the market value depreciates exponentially a designated fund will be maintained to spread the cost of replacement evenly over the years of ownership. The fund currently stands at £30,007 and is considered to be sufficient.

These funds may be invested but should be available at three months notice.

Financial review

The results for the year and financial position are set out in the Statement of Financial Activities on page 6 and the Balance Sheet on page 7.

Total incoming resources were £184,972 (2012 : £173,412); Resources expended were £151,785 (2012 : £141,490) The surplus for the year was £33,187 (2011 : £31,922).

At 31 March 2013: The restricted fund stood at £1,208 which is the residual capital value of the minibus and there is a designated fund of £30,007 for replacement of the vehicle which may be within the next two years. The general reserve carried forward was £104,154 which equated to 7 months of operational budget for 2013-14.

However, the year ahead is challenging. Costs will increase by about £20,000 including staff increases that have taken effect during the year and income from grants will reduce by at least £20,000. Plans are necessarily fluid but some of the reserves will be consumed to develop new services and new income streams.



Bob Pennell
Chair of Trustees
July 2013

AGE CONCERN - BRACKNELL FOREST

ACCOUNTS AND TRUSTEES REPORT FOR THE YEAR ENDED 31st MARCH 2013

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

I report on the accounts of the charity for the year ended 31st March 2013 which are set out on pages 6 to 10.

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 these 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 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.

Peter Sperling ACA
P. Sperling & Co.
1, Morlew Yard
Marsh Lane
Taplow
Berkshire
SL6 0DF

AGE CONCERN - BRACKNELL FOREST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2013

	Notes	2013 Restricted £	2013 Designated £	2013 Unrestricted £	2013 Total £	2012 Total £
INCOMING RESOURCES						
Grants and Donations	2	0	0	91,852	91,852	82,801
Charitable Trading	3	0	0	93,084	93,084	90,594
Interest Received		0	12	24	36	17
TOTAL INCOMING RESOURCES		0	12	184,960	184,972	173,412
RESOURCES EXPENDED						
Direct Charitable Expenditure	4	651	0	119,361	120,012	129,456
Administration and Advisory Services	5	0	0	31,773	31,773	12,034
TOTAL RESOURCES EXPENDED		651	0	151,134	151,785	141,490
SURPLUS / (DEFICIT) FOR THE YEAR		(651)	12	33,826	33,187	31,922
TRANSFER		(15,110)	29,995	(14,885)	0	0
BROUGHT FORWARD 1st APRIL 2012		16,969	0	111,057	128,026	96,104
CARRIED FORWARD 31st MARCH 2013		1,208	30,007	129,998	161,213	128,026

The notes on page 8 to 10 form part of these financial statements

AGE CONCERN - BRACKNELL FOREST

BALANCE SHEET AS AT 31st MARCH 2013

	Notes	2013		2012	
		£	£	£	£
FIXED ASSETS	7		27,052		28,443
CURRENT ASSETS					
Amounts Due and Prepayments		0		15,854	
Cash at Bank and in Hand		138,027		95,262	
		-----		-----	
		138,027		111,116	
		-----		-----	
CREDITORS					
Amounts falling due within one year	8	3,866		11,533	
		-----		-----	
NET CURRENT ASSETS			134,161		99,583
			-----		-----
TOTAL ASSETS LESS LIABILITIES	9		161,213		128,026
			-----		-----
CAPITAL AND RESERVES					
Restricted Funds	10		1,208		16,969
Designated Funds	11		30,007		0
Unrestricted Funds	12		129,998		111,057
			-----		-----
			161,213		128,026
			-----		-----

Accounts approved by Trustees



Bob Pennell
July 2013



July 2013

The notes on page 8 to 10 form part of these financial statements

AGE CONCERN - BRACKNELL FOREST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2013

1. ACCOUNTING POLICIES

Basis

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice - Accounting by Charities

Grant Income

Grant income is recognised on a receivable basis

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

	Designated 2013 £	Unrestricted 2013 £	Designated 2012 £	Unrestricted 2012 £
Bracknell Forest Borough Council	0	62,332	0	62,332
Berkshire Health Authority	0	0	0	6,000
Parish and Town Councils	0	1,605	0	1,850
East Berkshire Primary Care Trust	0	8,812	0	8,812
Mayors Charity	0	15,825	0	0
Other Donations	0	3,278	0	3,807
	-----	-----	-----	-----
	0	91,852	0	82,801
	-----	-----	-----	-----

3. INCOME FROM CHARITABLE TRADING (UNRESTRICTED)

	2013 £	2012 £
Charges for Day Care Centre Care	74,015	65,971
Toenail Cutting Service	17,201	17,312
Holidays and Outings	0	5,057
Other	1,868	2,254
	-----	-----
As at 31st August 2012	93,084	90,594
	-----	-----

4. DIRECT CHARITABLE EXPENDITURE

	Restricted 2013 £	Unrestricted 2013 £	Restricted 2012 £	Unrestricted 2012 £
Day Centre Costs				
Payroll	0	76,051	0	72,249
Meals for Clients	0	12,882	0	11,162
Other and Depreciation	651	30,128	1,001	29,069
Refurbishment	0	300	0	11,660
	-----	-----	-----	-----
	651	119,361	1,001	124,140
Holidays and Outings	0	0	0	4,315
	-----	-----	-----	-----
	651	119,361	1,001	128,455
	-----	-----	-----	-----

AGE CONCERN - BRACKNELL FOREST

NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31st MARCH 2013

5. ADMINISTRATION AND ADVISORY SERVICES (UNRESTRICTED)

	2013	2012
	£	£
Payroll	23,125	2,935
Other Costs	8,148	8,679
Independent Examination	500	420
	31,773	12,034

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	1
	9	7

Note - All staff are employees, no agency staff have been employed

7. FIXED ASSETS

	Cost	Written Down Value as at 1st April 2012	Additions	Depreciation	Written Down Value as at 31st March 2013
	£	£	£	£	£
Minibus	28,842	1,859	0	651	1,208
Fixtures and Fittings	16,251	328	0	66	262
Lease	40,400	26,256	0	674	25,582
	85,493	28,443	0	1,391	27,052

8. CREDITORS

Amounts falling due within one year :-

	2013	2012
	£	£
Accruals and Deferred Income	3,866	11,533

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets	Net Current Assets	Total
	£	£	£
Restricted Fund (Minibus)	1,208	0	1,208
Designated Funds (Minibus replacement)	0	30,007	30,007
Unrestricted Funds:	25,844	104,154	129,998
	27,052	134,161	161,213

AGE CONCERN - BRACKNELL FOREST

NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31st MARCH 2013

10. RESTRICTED FUNDS

	£
Balance as at 1st April 2012	16,969
Transfer to Designated Funds	(15,110)
Depreciation on Minibus for the year	(651)

Balance as at 31st March 2013	1,208

11. DESIGNATED FUNDS

	£
Balance as at 1st April 2012	0
Transfer from Restricted funds	15,110
Transfer from Unrestricted Funds	14,885
Bank Interest	12

Balance as at 31st March 2013	30,007

12. UNRESTRICTED FUNDS

	£
Balance as at 1st April 2012	111,057
Transfer to Designated Funds	(14,885)
Surplus for the year	33,826

Balance as at 31st March 2013	129,998

13. FUTURE COMMITMENTS

The Trustees have no material future commitments as at 31st March 2013 other than those shown in the accounts.

14. THE TRUSTEES' RESPONSIBILITY

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 taking reasonable steps for the prevention and detection of fraud and other irregularities.