



Trustees' Annual Report

for the period

From (start date) 0 1 0 4 1 1 to (end date) 3 1 10 3 1 2

Section A

Reference and administration details

Charity name

Age Concern Okehampton and Torridge

Other names the charity is known by

Age Concern North West Devon ACOT

Registered charity number (if any)

1 0 1 1 7 8 0

Charity's principal address

2 Crediton Road

Okehampton

Postcode E X 2 0 1 L U

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Janeene Nicholas	Chair		ACOT
2	Barrie Duke	Secretary		ACOT
3	Helen Turner	Treasurer		ACOT
4	Graham Reynolds			ACOT
5	Ann Hain			ACOT
6	Beryl Perkins			ACOT
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year

Section A

Reference and administration details (continued)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (optional information)

Barrie Duke [Voluntary]

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg trust deed, constitution)

Constitution

How the charity is constituted
(eg trust, association, company)

Unincorporated Association

Trustee selection methods
(eg appointed by, elected by)

Appointed and elected at Annual General Meeting

Additional governance issues (optional information)

You **may choose** to include additional
information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
 - relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

We have a full training programme for trustees

The organisation is an independant, local charity managed solely by the Board of Trustees. It works in association with Age Concern Barnstaple, Crediton, Exmouth and South Molton as 'Age Concerns in Devon'. None of these independent charities have any connection with Age UK.

The trustees have considered the major risks to the organisation and consider that the only real threat is the possible need to either re-negotiate the lease on 2 Crediton Road or move to alternative premises. A sum of £10,000n has been identified in the unrestricted fund to support this risk.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of the organisation is to promote the relief of older people in any manner which now is or hereafter deemed by law to be charitable in and around the districts of West Devon and Torridge.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The charity focuses its work for the public benefit of all older people in and around its area of benefit where no other support is available. Services include information, benefits and allowances, foot care and computer training.

Additional details of objectives and activities (optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Small, one-off grants may be made where an older person is at risk and no other help is available.
All financial assets are deposited with CAF Bank Ltd.
The charity is governed solely by the trustees and its services are run entirely by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Information.

We have continued to run this service with no grant support due to the continuing requests for help received by visit, phone, email and the internet. These requests continue to average seven each weekday.
Computer training and support.

We have been able to expand our support for computers with the aid of a grant from the Okehampton United Charities and have attracted over 25 people from Okehampton and the Hamlets who wanted to start with new computers, upgrade their existing one or simply learn about them.
Complex Care Team.

We have continued to work on this project with staff from the NHS, and Social Services linking clients at risk with support from the voluntary sector. The number of referrals is steadily rising and we are preparing to create a home visiting service for Okehampton district and south Torridge where there is an unmet need and there is no current support available.
Foot Care.

This service continues to grow and we have been able to operate two chairs a session at the Okehampton Hospital.

Age Concerns in Devon.

We have continued to meet and train with other groups [see Sec: B] and are developing a marketing and promotional strategy.

Section E

Financial review

Brief statement of the charity's policy on reserves

We continue to retain a level of reserves which will support a small charity operating in a sparsely populated rural area for one year.
We continue to hold a reserve for rents in case we cannot renew our lease on acceptable terms.
We hold unrestricted funds for grant aided projects ending later in 2012

Details of any funds materially in deficit

We hold no deficits.

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We continue to raise our income from individual donations, sale of donated goods and grants for our main services for older people.
We have kept our administrative costs to 5% of our expenditure with the remainder supporting the services we provide for older people.
We have our funds on deposits with the Charities Aid Foundation - CAF Bank Ltd.

Section F

Other optional information

A budget has been set for the coming year that will enable the organisation to grow and extend its services into providing home visits and support for older people.

Section G

Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Barrie Duke

Janeene Nicholas

Position (eg Secretary, Chair, etc)

Secretary

Chair

Date

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Charity Name	No (if any)
Age Concern Okehampton and Torridge	1011780

Receipts and payments accounts

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For the period from	Period start date	To	Period end date
	01-Apr-11		31-Mar-12

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Gifts and donations	4,481	-	-	4,481	3,604
Grants	-	11,441	-	11,441	5,800
Interest	38	-	-	38	31
Sales of donated goods	661	-	-	661	1,466
Other income	-	-	-	-	49
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	5,180	11,441	-	16,621	10,950
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,180	11,441	-	16,621	10,950
A3 Payments					
Wages and salaries	-	-	-	-	-
Property costs and insurance	906	-	-	906	1,098
Office supplies	-	-	-	-	129
Computers and printers	-	-	-	-	2,344
Costs of services provided	561	6,726	-	7,287	7,637
Transport and travel	-	1,585	-	1,585	1,398
Training	-	-	-	-	-
Sundry expenses	-	-	-	-	-
Grants and donations	50	-	-	50	76
Volunteer expenses	13	-	-	13	-
Sub total	1,530	8,311	-	9,841	12,682
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,530	8,311	-	9,841	12,682
Net of receipts/(payments)	3,650	3,130	-	6,780	1,732
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,644	1,450	-	17,094	18,826
Cash funds this year end	19,294	4,580	-	23,874	17,094

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lease renewal and rent 2011	10,000		-
	Grants from 2012 for 2013	-	4,580	-
	Running costs - 6 months in 2013	9,294		-
	Total cash funds	19,294	4,580	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computers and printers	Equipment	-	1,000
	Office supplies	Office	-	250
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees				
Signature		Print Name		Date of approval
Treasurer	H Turner	Helen Turner		01-Oct-12