

Annual Report of the Trustees of Age Concern Okehampton and Torridge
for the year ending 31 Mar 2007

A. Legal requirements that all charities must report

1. Reference and administrative details of the charity, its trustees and advisers

a) The charity is registered as:

Age Concern Okehampton and Torridge

Uses the acronyms - ACOT and ACOT Services

b) Registered Charity no: 1011780

c) The address of the principal office of the charity is:

2 Crediton Road, Okehampton, Devon EX20 3BD.

d) The following were trustees on 31 Mar 2007, namely

Janeene Nicholas – Chair

Graham Reynolds – Financial Adviser

Barrie Duke – Secretary

Michael Hammond

e) No other persons served as trustees during the year

2. Structure, governance and management

a) The charity was first constituted in 13 Nov 1989 by governing document which was amended on 25 August 1998. It is available on the website in the **Library** at:
www.acot.org.uk

b) Trustees are recruited through advertisements in the press, through volunteer recruiting agencies and on the website, as above. Training is given through an induction process for volunteers and through courses provided by those authorised to present

them.

The charity is run by the board of trustees meeting in committee at least six times a year. Each trustee holds a particular interest and involvement with at least one major area of operation.

Day to day running of the charity is undertaken by the Chief Officer reporting to the chair on a weekly basis and the trustees at least once a quarter.

The organisation was run entirely by six volunteers during the year in the charity shop and the One Stop Shop.

Management is fully electronic so that a record of all enquiries, advice, finance and measured outcomes are always available to the trustees.

3. A financial review

a) We have a Reserves policy which is available in the website Library, as above.

The charity received a legacy of £3,000 during the year. It was decided to await the recruitment of new trustees later in 2007 before determining a specific project for it.

b) There are no debts accrued by the charity.

4. Funds held as custodian trustee on behalf of others

The charity is not a custodian trustee nor has any custodian trustees.

B. Matters That Smaller Charities, Not Subject To Statutory Audit, Must Also Report

1. Objectives and activities

TO PROMOTE THE RELIEF OF ELDERLY PEOPLE IN ANY MANNER WHICH NOW IS OR HEREAFTER MAY BE DEEMED BY LAW TO BE CHARITABLE IN OR AROUND THE DISTRICTS OF OKEHAMPTON & TORRIDGE

2. Achievements and performance

We focused on raising the opportunity for donations to be made through Gift Aid during the year and expect to see an increase during the coming year.

We received over 2000 enquiries for help and information during the year and acted for several people in the role of advocate.

We have supported over 50 older people with computer training, home visits and online support.

The poor weather during the summer prevented us from promoting the 'In for a Dig' project and will look to 2008 for the growing of vegetables and soft fruit.

The charity shop continued to cover the running costs of the centre and promote the recycling of domestic goods.

The major risks to the charity were deemed to be of low impact. The largest risk was seen to be the loss of data held on the computer management system. A reserve server has been set up that can run on an emergency basis if the main server goes down.

3. Plans for future periods

The year was one of consolidation with a focus of completing the requirements of the Age Concern Federation for full membership status. We expect the process to be completed by September 2007.

The next move will be to recruit new trustees to increase the operating skills of the organisation and give greater oversight of development.

It is planned to develop the opportunities for IT training and for the expansion of the Information service during the coming year.

Barrie Duke
Secretary and Trustee
11 Nov 07



Charity Name
Age Concern Okehampton & Torridge
No of regn
1011780

Receipts and payments accounts

For the period from	Period start date	To	Report end date
	01/04/2006		31/03/2007

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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 & Donations	3,827	-	-	3,827	809
Grants	1,000	-	-	1,000	6,400
Re-imbursed expenses	629	-	-	629	1,128
Fees for charitable services	1,452	-	-	1,452	1,525
Interest	313	-	-	313	283
Sales of Donated Goods	1,953	-	-	1,953	1,526
Other income	725	-	-	725	-
Sub total	9,899	-	-	9,899	11,671
A2 Asset and investment sales, etc.					
Total receipts	9,899.06	-	-	9,899	11,671
A3 Payments					
Wages & Salaries	-	-	-	-	2,607
Property Costs incl Insurance	1,260	-	-	1,260	1,024
Transport and Travel	1,030	-	-	1,030	1,733
Computer & Telephones	1,530	-	-	1,530	697
Office Supplies	284	-	-	284	278
Training	-	-	-	-	-
Costs of services provided	1,581	-	-	1,581	116
Professional Fees	1,358	-	-	1,358	-
Sundry Expenses	-	-	-	-	203
Expenses of volunteers	-	-	-	-	815
Sub total	7,043	-	-	7,043	7,473
A4 Asset and investment purchases, etc.					
Total payments	7,043	-	-	7,043	10,738
Net of receipts/(payments)	2,856	-	-	2,856	932
A5 Transfers between funds					
A6 Cash funds last year end	-	-	-	-	6,846
Cash funds this year end	2,856	-	-	2,856	7,778

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	Bank Current Account Bank Deposit Account Petty Cash	2,115 8,519 0 Total cash funds 10,634	- - - -	- - - -
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Amounts owed for services rendered	- - - - - - -	- - - - - - -	- - - - - - -
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		- - - - - - -	- - - - - - -	- - - - - - -
B4 Assets retained for the charity's own use	Computer Equipment Office Equipment Office Furniture Office Equipment	Unrestricted Unrestricted Unrestricted Restricted	- - - -	- - - -
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Amounts owed for supplies & services Accountancy	Unrestricted Unrestricted	367 200 - - -	- - - - -
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Basile Druce	9 Nov 07	

The income of the charity being below the examination threshold of £10000, no independent examination was required in accordance with the Charity Commission Directions. I have reviewed the records and explanations supplied to me by the chief operating officer and confirm that the above account is in accordance with the books records information and explanation supplied to me. The above account has been prepared on the receipts and payments basis. The scope of my work was limited to a review of the computer data file and inspection of the year end bank statements.

Nigel K Wayne FCA, 15a East Street, Okehampton, Devon EX20 1AS
CCXX R2 accounts (SS) 2

07/11/2007

12/11/2007