

AGE CONCERN OKEHAMPTON AND TORRIDGE
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2003

CHARITY REGISTRATION NUMBER 1011780

**AGE CONCERN OKEHAMPTON AND TORRIDGE
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FOR THE YEAR ENDED 31 MARCH 2003**

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**REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2003**

STATUS

The organisation is a Registered Charity number 1011780.

AIMS AND OBJECTIVES

The aim of the organisation is to work with older people in and around West Devon and Torrington.

Our objective is to remain as a local and proactive organisation providing innovative solutions and opportunities that will enable older people to live well in an increasingly changing and challenging society.

DEVELOPMENTS

We are particularly grateful for the support of the Tudor Trust in continuing to fund the development of the organisation during 2003.

The organisation has begun to develop its work in changing circumstances and to broaden its approach in its support of older people and this is beginning to be reflected in the following services it provides.

SERVICE DELIVERY

Advocacy

Our services continue to be used but are restricted due to the cost of travel and the current low number of volunteers available.

Bereavement Support

We were privileged to assist in the taking of a number of funeral services and in helping families in troubled times.

Day Care

We no longer provide Day Care at the Winsford Centre. The work was suspended in September 2002 when it was decided by the Winsford Trust that the organisation should no longer be operate from the centre.

Changes in the perception and funding of Day Care by the local authority meant that our support was no longer required. The lunch clubs in Hatherleigh and Okehampton have continued in excellent private sector management.

We continue to support Lunch Clubs in Chagford and Whiddon Down but no longer support the Lunch Club that meets at North Tawton due to an unexpected loss of funding by the Durrant Trust.

Healthy Living

We are working with the new Mid Devon Primary Care Trust in a scheme designed to grow vegetable for families on low incomes. A number of people are involved in the project which aims to raise the consumption of vegetable in and around Okehampton.

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Information Centre and Charity Shop

The new Centre started in August 2002, at 2 Crediton Road, Okehampton, and opened by our MP John Burnett, was welcomed by many people in the town. There has been a steady increase in the number of visitors for Information and Advice and for computer courses when the adjoining centre is refurbished.

Information and Advice

The revision of the delivery of these services has led to the recognition that we need to provide a non office-based but efficient service. The need for specialist benefit advice, and information for potential carers and those assisting relatives seeking a place in a registered home has called for home visits.

We are planning to open 'surgeries' in several towns in Torrridge and another centre in the parish of Inwardleigh on an appointment basis that will help reduce travel costs, in time, and raise the profile of this organisation and its activities. This service would be supplemented by a number of 'community mentors' who would supplement the scheme by helping people 'help themselves'.

The provision of a new interactive web-site is beginning to widen our accessibility. See www.acot.ik.com

The demand for photocopying and printing of Information continues to grow and we have invested in more equipment for Okehampton and in the Community Shop in Westward Ho! where we plan to hold surgeries.

Information Technology and Older People

It is clear that in the future older people will be more dependent on IT but at present that are not able to achieve access to the web and the increasing benefits of e-government. Building on our current mentoring work with small Ukonline ICT centres we are planning to develop centres at Okehampton and Inwardleigh which will not only train but also offer older people IT as a means to business creation and support.

We currently provide 12 computers in places where older people have difficulty in accessing IT and the Internet. The village hall at Meddon has recently gained recognition for the use of our computer to run a Flying Club which encourages people of all ages to learn to fly planes and develop their eye and hand co-ordination.

Mentoring

The growing demand for the mentoring of people of all ages and of small community-based organisations in developing funding streams is the basis for a new programme for the provision of community mentors which will be part of the development process in the coming year.

We are linking with the late Lord Young's Second Chance Trust which seeks to provide financial help to people changing careers and now wishes to offer mentor support.

Small Business Support

A wider focus on the needs and problems faced by older people has enabled us to work with those who are in business, in an informal partnership with the Tarka Foundation, and change our approach to linking them with the world of IT.

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Transport Scheme

We continue to fund volunteer driver support for the lunch clubs in North Tawton and Chagford.

During the winter months, we are able to provide free trips for frail and disabled older people living in outlying towns, villages and isolated settlements to shop in Okehampton.

We acknowledge the help provided by the Okehampton Ring and Ride Service, and the Community Car service in delivering the hundreds of journeys made throughout the Okehampton district during the year.

Unemployment

Ian Harper, our ex-development worker, continues to work in Torrridge and Devon in an informal partnership with the North Devon College and its Stepping Stones project, supporting older unemployed people.

OFFICERS

Trustees are appointed by the members of the organisation. The board has the power to co-opt persons to serve as members of the board until the next election of board members. The total number of such members shall not exceed one-third of the total number of members.

The Board of Trustees who held office during the year were as follows:

Mr M Hammond (Chairman)
Mrs J Nicholas
Mrs J Hazell

Mr G Reynolds
Mr P Shea

MANAGEMENT

The organisation was managed day to day by the Chief Officer the Reverend Barrie Duke BA IPSM, who also served to the Board of Trustees

RELEVANT ORGANISATIONS

Bankers: CAFCASH Ltd
West Malling
Kent
ME19 4TA

Accountants: Thomas Westcott Gillard Heal
5 West Street
Okehampton
Devon

ASSOCIATIONS

The charity works closely with other local and national agencies and organisations for the elderly and is:

A group member of the Age Concern Federation

We achieved the requirements of the bi-annual quality standard assessment, noting the discovered need for the identifying of sufficient funds for travel to enable our attendance at regional meetings.

A member of the Age Concern Networking group in Devon

A member of West Devon Care and Repair

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REPORT OF THE BOARD OF TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2003

ASSOCIATIONS (Cont.)

A member of Torrington and District Friends

A member of the Torrington Care Forum, and

A member of Okehampton and District, Council for Voluntary Services.

PARTNERSHIPS

Age Concern Okehampton and Torridge works in informal partnerships with:

The North Devon College, and

The Tarka Foundation

INVESTMENT POWERS AND AUTHORITY

The board has full and unrestricted investment powers provided that the board seeks written professional advice under the Financial Services Act 1986 before exercising such powers.

RISK ASSESSMENT

The major risks, to which the charity is exposed, as identified by the trustees, have been reviewed and systems have been finalised.

FINANCE

The excess of expenditure over income amounts to £193. Unspent reserves of £18,738 as at 31 March 2003 equate to approximately 4 months of normal operating expenditure. The trustees consider that this will be sufficient to support the work of the organisation during the present year.

The charity is dependent on donations, grants and fee income to finance its day to day operations.

REVIEW OF TRANSACTIONS AND FINANCIAL POSITION

Incoming resources

During the year ended 31 March 2003 the charity received total incoming resources of £54,566 (2002: £73,457), a decrease of £18,891, largely due to the fall in grant income and that from the sale of donated goods.

Resources expended

Direct charitable expenditure amounted to £46,302 (2002:£57,647) which is mainly due to a decrease in costs of meals provided.

Support costs totalled £5,755 (2002: £3,844), the increase being mainly attributable to the cost of printing and advertising.

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REPORT OF THE BOARD OF TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2003

Management and administration expenditure amounted to £2,272 (2002: £3,460), including specific expenditure of £1,157 on the Tudor Trust business plan.

Fund balances

The combined effect of the above results is an excess of incoming resources over expenditure of £237 compared with £8,506 in the previous year. Fund balances as at 31 March 2003 total £19,168 (2002: £18,931) being made up of unrestricted funds of £11,489 and restricted funds of £7,679.

RESERVES POLICY

The board have established a policy whereby the unrestricted funds not committed or invested ("the free reserves") held by the charity should equate to no less than 3 months and no more than 6 months of annual running costs. This represents £13,500 to £27,000 in general funds. Such provision gives the charity the security it needs to continue current activities in the event of a significant drop in funding while funding sources are explored or changes made to services.

BY ORDER OF THE BOARD

Mr M Hammond
CHAIRMAN

DATE: 28 September 2003

STATEMENT OF BOARD OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2003

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charity's and of its surplus or deficit for that period. In preparing those financial statements, the Board of Trustees is required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on a going concern basis, unless it is inappropriate to presume that the company will continue in business.

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 them to ensure that the financial statements comply with applicable law / regulations / constitution. 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.

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF AGE CONCERN OKEHAMPTON AND TORRIDGE

I report on the financial statements of the charity for the year ended 31 March 2003 which are set out on pages 8 to 14.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the financial statements. 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 (3) (a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43 (7) (b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 on the financial statements, and the seeking of 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. Consequently, I do not express an audit opinion on the view given by the financial statements.

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 s41 of the 1993 Act; and
 - To prepare financial statements which accord with the accounting records and to 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 financial statements to be reached.

**MRS S L WATTS FCCA
THOMAS WESTCOTT GILLARD HEAL
5 West Street
Okehampton
Devon
EX20 1HT**

DATED: 29 September 2003

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2003

NOTES	General Fund £	Restricted Funds £	Total Funds 2003 £	Total Funds 2002 £
INCOMING RESOURCES				
Donations and gifts	689	-	689	3,957
Activities in furtherance of the Charity's objects:				
Sponsorship grants	20,500	16,014	36,514	45,105
Meals provided	2,580	-	2,580	16,464
Business support, mentoring And consultancy income	11,165	-	11,165	-
Activities for generating funds:				
Sale of donated goods	548	-	548	4,138
Bank interest	422	-	422	125
Other income	2,648	-	2,648	3,668
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL INCOMING RESOURCES	38,552	16,014	54,566	73,457
RESOURCES EXPENDED				
Charitable Expenditure				
Costs of Activities in Furtherance of the Charity's Objects:				
Meal charges and provisions	2,312	-	2,312	9,111
Wages and salaries	11,832	19,784	31,616	34,363
Transport and travel	2,917	3,224	6,141	4,674
Back to Business project costs	2,980	-	2,980	-
Volunteers expenses	79	-	79	1,928
Grant payable	-	-	-	200
Subscription and fees	198	-	198	135
Rent - Shop	-	-	-	3,027
- Other	689	139	828	1,486
Rates and water	25	-	25	-
Repairs and renewals	31	-	31	54
Heat & light	233	-	233	373
Training	-	-	-	115
Depreciation of equipment	642	250	892	642
Depreciation of vehicle	-	-	-	250
Equipment rental	967	-	967	1,289
	<hr/>	<hr/>	<hr/>	<hr/>
	22,905	23,397	46,302	57,647

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2003

NOTES	General Fund £	Restricted Funds £	Total Funds 2003 £	Total Funds 2002 £
Support costs:				
Telephone	259	-	259	741
Insurance	388	-	388	647
Printing and stationery	4,023	70	4,093	1,099
Computer and other costs	149	-	149	334
Miscellaneous expenses	116	-	116	1,023
Advertising	-	750	750	-
Management and administration:				
Bank charges	57	-	57	307
Accountancy and independent examiners fees	1,058	-	1,058	1,411
Development plan expenses	-	-	-	1,742
Business plan expenses	1,157	-	1,157	-
	<u>7,207</u>	<u>820</u>	<u>8,027</u>	<u>7,304</u>
TOTAL RESOURCES EXPENDED	<u>30,112</u>	<u>24,217</u>	<u>54,329</u>	<u>64,951</u>
Net incoming resources	8,440	(8,203)	237	8506
Fund Balances at 1 April 2002	3,049	15,882	18,931	10,425
Fund Balances at 31 March 2003	<u>11,489</u>	<u>7,679</u>	<u>19,168</u>	<u>18,931</u>

BALANCE SHEET AT 31 MARCH 2003

	NOTES	£	2003 £	£	2002 £
FIXED ASSETS					
Tangible fixed assets	5		4,304		684
CURRENT ASSETS					
Stock	6	100		100	
Debtors	7	2,283		1,214	
Cash at bank and in hand		23,040		18,364	
		25,423		19,678	
CURRENT LIABILITIES DUE WITHIN ONE YEAR					
Creditors and Accruals	8	(10,559)		(1,431)	
NET CURRENT ASSETS					
			14,864		18,247
NET ASSETS					
			19,168		18,931
REPRESENTED BY:					
Restricted funds			7,679		15,882
Unrestricted funds			11,489		3,049
			19,168		18,931

APPROVED BY THE BOARD OF TRUSTEES ON 28 SEPTEMBER 2003

Mr M Hammond

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2003

1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with the applicable Accounting Standards and the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities', published in October 2000.
- b) The charity's general fund consists of funds which the charity may use for its purpose at its discretion, and are included in full in the Statement of Financial Activities when receivable.
- c) Grants receivable are accrued in accordance with the terms of the grant, the period to which they relate and are recognised as such in the respective funds concerned.
- d) Incoming resources from the sale of donated goods and from investments are included when receivable.
- e) Fixed assets are included in the accounts at cost.

Depreciation is provided at rates as to write off the cost of the each asset over its estimated useful lives at the rate of 25% per annum on the cost of equipment and vehicles.

- f) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure that meets these criteria is charged to the fund, together with a fair allocation of management and support costs.
- g) Direct charitable expenditure comprises all expenditure relating to the objects of the Charity. Where appropriate they include a proper allocation of items of expenditure involving more than one cost category.
- h) The charity is not registered for Value Added Tax (VAT). In these financial statements, where applicable expenditure is shown inclusive of VAT.

2. Grants Receivable

	2003	2002
	£	£
The Baring Foundation	-	3,965
Devon County Council	-	8,681
Stepping Stones	9,393	10,179
The Tudor Trust	20,000	20,000
Viscount Amory Trust	-	1,000
Awards for All	4,500	-
CAF	1,400	-
Less than £1,000	1,221	1,280
	<hr/>	<hr/>
	£36,514	£45,105
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NOTES TO THE ACCOUNTS (cont.)

FOR THE YEAR ENDED 31 MARCH 2003

3. Employees Remuneration

The charity has employed, on average, 5 people throughout the year.

Total emoluments during the year amounted to £31,616 (2002: £34,363). The breakdown is as follows:

Emoluments	2002
	£
Gross wages	29,824
Employer's National Insurance	1,792
	<hr/>
	£31,616
	<hr/>

4. Tangible Fixed Assets

All equipment is used for direct charitable purposes.

Cost/Valuation	Office	Total
	Equipment	£
	£	£
As at 1 April 2002	2,568	2,568
Additions	4,512	999
	<hr/>	<hr/>
As at 31 March 2003	6,721	3,567
	<hr/>	<hr/>
Depreciation		
As at 1 April 2002	1,884	1,884
Charge for year	892	892
	<hr/>	<hr/>
As at 31 March 2003	2,776	2,776
	<hr/>	<hr/>
NET BOOK VALUE		
As at 31 March 2003	4,304	791
	<hr/>	<hr/>
As at 31 March 2002	684	684
	<hr/>	<hr/>

NOTES TO THE ACCOUNTS (cont.)

FOR THE YEAR ENDED 31 MARCH 2003

5. Stock of Donated Goods

At the end of the financial year the charity had undistributed donated goods for resale in its shop of £100. This is not recognised as an incoming resource in the Statement of Financial Activities until such goods have been distributed.

6. Debtors

	2003	2002
	£	£
Other debtors	1,401	1,046
Loan	850	-
Prepayments	32	168
	<hr/>	<hr/>
	2,283	1,214
	<hr/>	<hr/>

7. Creditors and Accruals

	2003	2002
	£	£
Trade creditors	5,568	256
Accruals	4,991	1,175
	<hr/>	<hr/>
	10,559	1,431
	<hr/>	<hr/>

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NOTES TO THE ACCOUNTS (cont.)

FOR THE YEAR ENDED 31 MARCH 2003

8. Restricted Funds

	Tudor Trust £	Stepping Stones £	Awards For All £	CAF £	Grants Under £1,000 £	Total 2003 £	Total 2002 £
Balance brought forward as at 1 April 2002	13,924	896	-	-	1,062	15,882	-
Income	-	9,393	4,500	1,400	721	16,014	35,719
Expenditure	(9,728)	(10,267)	(1,885)	(1,400)	(937)	(24,217)	(19,837)
Balance carried forward as at 31 March 2003	4,196	22	2,615	-	846	7,679	15,882

The Tudor Trust grant was in aid of a Consultant's business plan and Chief Officer's salary for January to December 2002.

The Stepping Stones grant is payment for an officer who is seconded to the North Devon College to work on their project.

The CAF grant was replacement funding to help the organisation overcome the loss of the Devon County Council contract for Day Care in West Devon.

Included under the heading of grants under £1,000 are

- a winter warmth grant from Age Concern England.
- a grant to support the Eating Well campaign from Mid Devon Primary Care.

9. Trustees Remuneration

Neither the trustees nor any persons connected with them have received any remuneration or reimbursement of expenses during the year.