

AGE CONCERN OKEHAMPTON AND TORRIDGE
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2004

CHARITY REGISTRATION NUMBER 1011780

**AGE CONCERN OKEHAMPTON AND TORRIDGE
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2004**

<u>CONTENTS</u>	<u>PAGE</u>
REPORT OF THE BOARD OF TRUSTEES	1 – 4
STATEMENTS OF THE BOARD OF TRUSTEES RESPONSIBILITIES	5
INDEPENDENT EXAMINER'S REPORT	6
STATEMENT OF FINANCIAL ACTIVITIES	7 - 8
BALANCE SHEET	9
NOTES TO THE FINANCIAL STATEMENTS	10- 13

REPORT OF THE BOARD OF TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2004

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 Torrridge helping them to achieve a good quality of life.

The year has seen the organisation begin to focus on older people over the age of 50 in order to better fulfil it's responsibilities by helping them to prepare for, and gain skills that will benefit, their well-being in later life.

DEVELOPMENTS

We are particularly grateful for the support of the Tudor Trust in continuing to fund the development of the organisation during 2003/4. The grant will cover the period until the end of 2004 and will enable this organisation to develop several new partnerships and to establish more accurately the needs of those over the age of 50.

The emphasis on helping older people to help themselves has radically altered the nature of our work. There has been an increasing demand for good quality Information and Advice and for mentoring support that helps older people in business, in their personal needs, and with their leisure time.

The One Stop Shop that we have created in Okehampton is responding to these new requests for assistance and has supported an increasing number of individuals and community groups.

We are pleased to be planning with Exeter University a large Research Programme for the next three to four years that will enable older people in North West Devon to be involved with the planning of services that will meet their changing needs over the next twenty years. The scheme will start in early 2005 subject to suitable funding being found.

As support for older people in this area continues to diminish we want to create this opportunity for relevant services to be developed with the involvement of as many organisations, groups and individuals as possible. It is hoped that the findings will be helpful to local, regional, national and international organisations that work with older people.

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.

Day Care

We continue to support the Lunch Club in Whiddon Down and were able to renew our support in North Tawton due to a generous grant from the Durant Trust

Healthy Living

We were unable to attract further support from the Mid Devon Primary Care Trust so that our efforts to improve the eating patterns of older people are struggling.

REPORT OF THE BOARD OF TRUSTEES**FOR THE YEAR ENDED 31 MARCH 2004****One Stop and Charity Shop**

We have been able to create a centre which places any enquirer comfortably at the centre of the room. Information, Advice, Advocacy, IT support and training are then given via the supporting technology situated around the walls. This focus on the person has created a welcoming and non-threatening environment where help is effectively given. The Dartmoor National Park Authority has kindly supported some of the running costs of the centre for 2004 which will enable us to work with those who live on the moor and come to Okehampton as their nearest service town. We are planning to reach out to some Moor towns during the coming year.

Information and Advice

The work in Okehampton continues to grow with an increase in enquiries from prospective carers wanting to learn about all that is involved in living at home and moving to Residential and Nursing Care.

The organisation is currently working towards the Community Legal Service 'Quality Mark' for Information delivery.

Information Technology and Older People

We aim to employ a trainer/mentor in the near future who will be able to help older people who often want targeted learning rather than prescribed IT courses.

Mentoring

Mentoring services have proved to be very popular and we have had many positive responses to our help that enables older people to maintain control over their affairs.

Small Business Support

We continue to support a small number of businesses run by older people both helping with IT equipment setup and use.

Transport Scheme

The funding for transport for frail and elderly and disabled older people ran out during the year. We are planning a new venture that would help older people to use local transport more and are currently looking for partners for this scheme.

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

REPORT OF THE BOARD OF TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2004

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
5 West Street
Okehampton
Devon
EX20 1HQ

ASSOCIATIONS

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

A group member of the Age Concern Federation

A member of the Age Concern Networking group in Devon

A member of West Devon Care and Repair

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

The Chief Officer works on the Age Concern National Home Services committee and represents 263 Age Concern groups on the Age Concern Federation's Campaigns Partnership.

PARTNERSHIPS

Age Concern Okehampton and Torrridge worked in informal partnerships with:

the North Devon College and

the Tarka Foundation

Projects with both organisations ended during the year.

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

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

The surplus of income over expenditure amounts to £5,675. Unspent reserves of £24,843 as at 31 March 2004 are equivalent to 8 months of normal operating expenditure. The trustees consider that this will be sufficient to support the work of the organisation during the coming year.

The charity is dependant 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 2004 the charity received total incoming resources of £45,797 (2003: £54,566), a decrease of £8,769, largely due to the fall in grant income.

Resources expended

Direct charitable expenditure amounted to £40,600 (2003:£46,302) which is mainly due to a decrease in salary costs.

Support costs totalled (1,200) (2003: £5,755), due to an adjustment required to capitalise the purchase of equipment which was, in 2003, accrued as printing and stationery expenditure.

Management and administration expenditure amounted to £1,081 (2003: £2,272 which comprised solely the Independent Examiner's fee.

Fund balances

The combined effect of the above results is an excess of incoming resources over expenditure of £5,675 compared with £237 in the previous year. Fund balances as at 31 March 2003 total £24,843 (2003: £19,168) being made up of unrestricted funds of £11,008 and restricted funds of £13,835.

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: 27 October 2004

STATEMENT OF BOARD OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2004

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.

I report on the financial statements of the charity for the year ended 31 March 2004 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
5 West Street
Okehampton
Devon
EX20 1HT**

DATED: 29 October 2004

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2004

NOTES	General Fund £	Restricted Funds £	Total Funds 2004 £	Total Funds 2003 £
INCOMING RESOURCES				
Donations and gifts	1,117	-	1,117	689
Activities in furtherance of the Charity's objects:				
Sponsorship grants	-	27,438	27,438	36,514
Meals provided	1,736	-	1,736	2,580
Business support, mentoring and consultancy income	14,675	-	14,675	11,165
Activities for generating funds:				
Sale of donated goods	150	-	150	548
Bank interest	462	-	462	422
Other income	217	2	219	2,648
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL INCOMING RESOURCES	18,357	27,440	45,797	54,566
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
RESOURCES EXPENDED				
Charitable Expenditure				
Costs of Activities in Furtherance of the Charity's Objects:				
Meal charges and provisions	935	134	1,069	2,312
Wages and salaries	9,983	14,071	24,054	31,616
Transport and travel	1,260	4,200	5,460	6,141
Back to Business project costs	5,025	-	5,025	2,980
Volunteers expenses	20	-	20	79
Subscription and fees	137	5	142	198
Rent - Other	150	-	150	828
Rates and water	9	25	34	25
Repairs and renewals	597	1,504	2,101	31
Heat & light	212	184	396	233
Depreciation of equipment	141	1,128	1,269	892
Equipment rental	-	30	30	967
Grant	850	-	850	-
	<hr/>	<hr/>	<hr/>	<hr/>
	19,319	21,281	40,600	46,302
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2004

NOTES	General Fund £	Restricted Funds £	Total Funds 2004 £	Total Funds 2003 £
Support costs:				
Telephone	154	215	369	259
Insurance	244	-	244	388
Printing and stationery	(2,882)	252	(2,630)	4,093
Computer and other costs	184	231	415	149
Miscellaneous expenses	19	24	43	116
Advertising	-	-	-	750
Management and administration:				
Bank charges	-	-	-	57
Accountancy and independent examiners fees	1,081	-	1,081	1,058
Business plan expenses	-	-	-	1,157
	<u>(1,200)</u>	<u>722</u>	<u>(478)</u>	<u>8,027</u>
TOTAL RESOURCES EXPENDED	<u>18,119</u>	<u>22,003</u>	<u>40,122</u>	<u>54,329</u>
Net incoming resources	238	5,437	5,675	237
Transfers between Reserves	(719)	719	-	-
Fund Balances at 1 April 2003	<u>11,489</u>	<u>7,679</u>	<u>19,168</u>	<u>18,931</u>
Fund Balances at 31 March 2004	<u>11,008</u>	<u>13,835</u>	<u>24,843</u>	<u>19,168</u>

BALANCE SHEET AT 31 MARCH 2004

	NOTES	£	2004 £	£	2003 £
FIXED ASSETS					
Tangible fixed assets	5		3,433		4,304
CURRENT ASSETS					
Stock	6	100		100	
Debtors	7	559		2,283	
Cash at bank and in hand		22,332		23,040	
			22,991		25,423
CURRENT LIABILITIES DUE WITHIN ONE YEAR					
Creditors and Accruals	8	(1,581)		(10,559)	
NET CURRENT ASSETS					
			21,410		14,864
NET ASSETS					
			24,843		19,168
REPRESENTED BY:					
Restricted funds			13,835		7,679
Unrestricted funds			11,008		11,489
			24,843		19,168

APPROVED BY THE BOARD OF TRUSTEES ON 27 OCTOBER 2004

Mr M Hammond

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2004

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

	2004 £	2003 £
Stepping Stones	4,698	9,393
Tudor Trust	20,000	20,000
Dartmoor National Park	1,990	-
Durant Trust	750	-
Awards for All	-	4,500
CAF	-	1,400
Less than £1,000	-	1,221
	<hr/>	<hr/>
	£27,438	£36,514
	<hr/>	<hr/>

NOTES TO THE ACCOUNTS (cont.)

FOR THE YEAR ENDED 31 MARCH 2004

3. Employees Remuneration

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

Total emoluments during the year amounted to £24,054 (2003: £31,616). The breakdown is as follows:

Emoluments	2004
	£
Gross wages	16,000
Employer's National Insurance	1,457
	<hr/>
	£17,457
	<hr/>

4. Tangible Fixed Assets

All equipment is used for direct charitable purposes.

Cost/Valuation	Office Equipment	Total
	£	£
As at 1 April 2003	7,080	7,080
Additions	398	398
	<hr/>	<hr/>
As at 31 March 2004	7,478	7,478
	<hr/>	<hr/>
Depreciation		
As at 1 April 2003	2,776	2,776
Charge for year	1,269	1,269
	<hr/>	<hr/>
As at 31 March 2004	4,045	4,045
	<hr/>	<hr/>
NET BOOK VALUE		
As at 31 March 2004	3,433	3,433
	<hr/>	<hr/>
As at 31 March 2003	4,304	4,304
	<hr/>	<hr/>

NOTES TO THE ACCOUNTS (cont.)

FOR THE YEAR ENDED 31 MARCH 2004

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

	2004	2003
	£	£
Other debtors	544	1,401
Loan	850	850
Prepayments	15	32
	<hr/>	<hr/>
	1,409	2,283
	<hr/>	<hr/>

7. Creditors and Accruals

	2004	2003
	£	£
Trade creditors	-	5,568
Accruals	1,081	4,991
Other Creditors	500	-
	<hr/>	<hr/>
	1,581	10,559
	<hr/>	<hr/>

AGE CONCERN OKEHAMPTON AND TORRIDGE

NOTES TO THE ACCOUNTS (cont.)

FOR THE YEAR ENDED 31 MARCH 2004

8. Restricted Funds

	Tudor Trust £	Stepping Stones £	Awards For All £	Dartmoor National Park £	Grants Under £1,000 £	Total 2003 £	Total 2002 £
Balance brought forward as at 1 April 2003	4,196	22	2,615	-	846	7,679	15,882
Income	20,000	4,698	2	1,990	750	27,440	16,014
Expenditure	(13,703)	(5,439)	(1,813)	(424)	624	(22,003)	(24,217)
Transfer from General Fund	-	719	-	-	-	719	-
Balance carried forward as at 31 March 2004	10,493	-	804	1,566	972	13,835	7,679

The Tudor Trust grant for the year was awarded for the development of the organisation and related equipment expenditure.

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

The Dartmoor National Parks grant was awarded to provide support to people living on Dartmoor.

9. Trustees Remuneration

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