

# Annual Report of the Trustees of Age Concern Okehampton and Torrington 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 Torrington

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](http://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 & Torrington	CCX Reference 1011780
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**Receipts and payments accounts**

For the period from	Period start date 01/04/2006	To	Period end date 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 £
<b>A1 Receipts</b>					
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	-
	-	-	-	-	-
<b>Sub total</b>	<b>9,899</b>	<b>-</b>	<b>-</b>	<b>9,899</b>	<b>11,671</b>
<b>A2 Asset and investment sales, etc.</b>	-	-	-	-	-
<b>Total receipts</b>	<b>9,899.06</b>	<b>-</b>	<b>-</b>	<b>9,899</b>	<b>11,671</b>
<b>A3 Payments</b>					
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
	-	-	-	-	-
<b>Sub total</b>	<b>7,043</b>	<b>-</b>	<b>-</b>	<b>7,043</b>	<b>7,473</b>
<b>A4 Asset and investment purchases, etc.</b>	-	-	-	-	3,265
<b>Total payments</b>	<b>7,043</b>	<b>-</b>	<b>-</b>	<b>7,043</b>	<b>10,738</b>
<b>Net of receipts/(payments)</b>	<b>2,856</b>	<b>-</b>	<b>-</b>	<b>2,856</b>	<b>932</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	6,846
<b>Cash funds this year end</b>	<b>2,856</b>	<b>-</b>	<b>-</b>	<b>2,856</b>	<b>7,778</b>

**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 £
<b>B1 Cash funds</b>	Bank Current Account	2,115	-	-
	Bank Deposit Account	8,519	-	-
	Petty Cash	0	-	-
	<b>Total cash funds</b>	<b>10,634</b>	-	-

(agree balances with receipts and payments account(s))

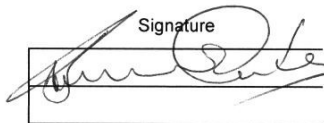
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Unrestricted funds to nearest £
<b>B2 Other monetary assets</b>	Amounts owed for services rendered	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Computer Equipment	Unrestricted	-	-
	Office Equipment	Unrestricted	-	-
	Office Furniture	Unrestricted	-	-
	Office Equipment	Restricted	-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Amounts owed for supplies & services	Unrestricted	367	
	Accountancy	Unrestricted	200	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature 	Print Name Barrie Duke	Date of approval 9 Nov 07
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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

07/11/2007