



Trustees' Annual Report for the period



		Period start date			Period end date		
	Day	Month	Year		Day	Month	Year
From	1st	April	2008	To	31st	March	2009

Section A Reference and administration details

Charity name **Age Concern Okehampton and Torridge**

Other names charity is known by **Age Concern NW Devon, ACOT Services, ACOT**

Registered charity number (if any) **1011780**

Charity's principal address

2 Crediton Road

Okehampton

Postcode **EX20 1LU**

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		AGM of ACOT
2	Ann Hain			AGM
3	Beryl Perkins			AGM
4	Mary Sollars			AGM
5	Helen Turner			AGM
6	Graham Reynolds			AGM
7	Barrie Duke	Secretary		AGM
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

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 is the Chief Officer [Voluntary] who runs the organisation on a day to day basis.

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 by AGM

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 Trustee Induction programme.

The organisation is an independent local charity managed by the Board of Trustees, operating in NW Devon.

The charity is an accredited member of the Age Concern Federation. It is not a branch of any other organisation and is responsible for the raising of all its income.

The charity works with other local charities and agencies whose aim is to help older people. The Charity works at a national level with Age Concern England.

The trustees annually review their perception of risks to which the organisation may be exposed including its reputation and all financial commitments in order to effectively reduce the effects of any risk.

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

The object of the organisation shall be to promote the relief of elderly people in any manner which now is or hereafter deemed by law to be charitable in and around the districts of Okehampton and Torrington.

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 public benefit on older people in its area of benefit, and around it, where no other support is available and makes no charges for its services apart for an administrative charge to cover the cost of Foot Care services.

We aim to provide quality information and advice, signposting older people and their carers and relatives to existing, relevant and reliable, service providers.

In designing and providing new services in the year the trustees have been guided by and acted upon the guidance issued by the Charity Commission on Public Benefit.

As a result new services have been developed in response to both public request from older people and from agencies responsible for working with older people.

During the year the IT training program has been revised and new outreach planned to older people who have no acquaintance with computers and the Internet.

The Complex Care Team project has successfully engaged health professionals with voluntary sector services in West Devon since Sept 09

The new Foot Care scheme for clients who do not qualify for NHS care was successfully started in January 09.

Benefit and pension information and advice has been successfully piloted in Dartmoor and Channings Wood prisons and we have agreed to extend the service to Exeter with the agreement of Age Concern Exeter.

Additional details of objectives and activities (Optional information)

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

- policy on grant making;

policy programme related investment;

- contribution made by volunteers.

The charity occasionally will make a small grant to an older person in need or a charitable organisation seeking support.

The charity's financial assets are all invested with CAF Bank Ltd

The organisation is entirely governed and run by volunteers

Summary of the main achievements of the charity during the year

Information and Advice is the flagship service of the organisation. We continue to support enquiries made by older people and their carers across our area of benefit and signpost them to the most appropriate and available service available, ensuring that we do not cause duplication of funded services. Where there are no services we will support the person themselves wherever possible.

IT training has grown and we now offer fun sessions that help people gain a confidence in the use of modern communications technology. We hold three training sessions a week for beginners, and those with intermediate and advanced skill levels.

The **Complex Care Team** has been supported by our Voluntary Sector representative who has linked health professionals and their clients with the services run by the voluntary sector. There is an increasing need for helping older people who are becoming increasingly confined in their own homes.

The **Foot Care** project has been exceptionally well received by a growing number of people who do not qualify for NHS nail cutting services. The funding from the Devon PCT has enabled us to set up the clinic in the Okehampton hospital and will help us to expand these services in the coming year.

The funding from the Devon Community Foundation supported the training of volunteers for work in Dartmoor prison. Their funding from the Grassroots programme will enable us to work with the charity, Live Music Now, in Dartmoor and Channings Wood prisons in the coming year.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees have taken the view that the changes planned to the delivery of services and re-branding which may be accepted by the Age Concern Federation during 2010 will cost this organisation up to £10,000 in administrative, IT and branding costs and have deemed it prudent to allow reserves to increase to reflect this burden.

The charity has a reserves policy and reviewed it during the year. The increase in funds was deemed necessary to fund the future development of services for older people.

We have decided to retain unrestricted funds for the coming year in the concern for the future funding of small charities which are increasingly excluded from funding.

Details of any funds materially in deficit

We have no deficit on our funds.

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.

The charity has continued to raise its funds through donations from the public and through the charity shop and continues to keep a balance with a reliance on grant funding.

All expenditure was directly related to the achievements and increased performance during the year.

It is deemed prudent to keep our small amount of reserves deposited in the CAF Bank Ltd where it is available at short notice.

Section F

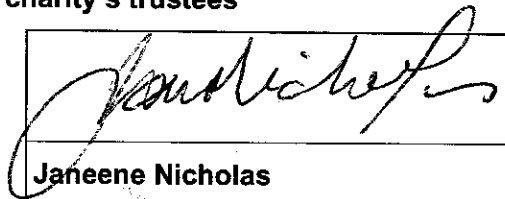

Other optional information

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

	
Janeene Nicholas	Barrie Duke
Chair	Secretary

Full name(s)

Position

Date

21 December 2009



Age Concern Okehampton and Torrington		1011780	
Receipts and payments accounts			
For the period from	01-Apr-08	To	31-Mar-09

CC16a

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	3,579	-	-	3,579	2,263
Grants	7,350	5,340	-	12,690	498
Re-imbursed expenses	-	-	-	-	-
Fees for charitable services	38	-	-	38	20
Interest	390	-	-	390	520
Sales of Donated Goods	-	-	-	-	1,394
Other income	457	-	-	457	-
	-	-	-	-	-
Sub total	11,814	5,340	-	17,154	4,685
A2 Asset and investment sales, etc.					
	-	-	-	-	-
Total receipts	11,813.92	5,340	-	17,154	4,685
A3 Payments					
Wages & Salaries	-	-	-	-	-
Property Costs incl insurance	1,758	-	-	1,758	2,099
Transport and Travel	545	-	-	545	769
Computer & Telephones	1,824	-	-	1,924	1,267
Office Supplies	411	-	-	411	424
Training	9	400	-	409	801
Costs of services provided	143	-	-	143	249
Professional Fees	150	-	-	150	294
Sundry Expenses	67	-	-	67	5
Expenses of volunteers	-	-	-	-	-
Sub total	5,008	400	-	5,408	5,899
A4 Asset and investment purchases, etc.					
	-	-	-	-	-
Total payments	5,008	400	-	5,408	5,899
Net of receipts/(payments)	6,805	4,940	-	11,749	1,213
A5 Transfers between funds					
	-	-	-	-	-
A6 Cash funds last year end					
	9,420	-	-	9,420	10,634
Cash funds this year end					
	16,229	4,940	-	21,169	9,420

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	8,800	-	-
	Bank Deposit Account	7,409	4,940	-
	Petty Cash	20	-	-
	Total cash funds	16,229	4,940	-
(agree balances with receipts and payments account(s))				

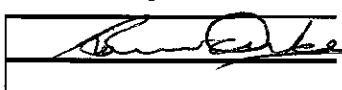
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	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)
B5 Liabilities	Accountancy	Unrestricted	345	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	BARRIE DUKE	5 JAN 10

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Age Concern Okehampton & Torrridge

On accounts for the year
ended

31st March 2009

Charity no
(if any)

1011780

Set out on pages

1 and 2 of CC16a

Remember to include the page numbers of additional sheets.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. 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 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (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 statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention ~~(other than that disclosed below *)~~

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and 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 accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:



Date:

5 Jan 2010

Name:

Nigel K Wayne FCA

Relevant professional qualification(s) or body (if any):

Chartered Accountant

Address:

AIMS Accountants, 15a East Street, Okehampton, EX20 1AS

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

None