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AGE CONCERN WILTSHIRE
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2004



AGE CONCERN WILTSHIRE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2004

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AGE CONCERN WILTSHIRE**COMPANY DETAILS**

Registered Office:	Age Concern Wiltshire 13 Market Place Devizes Wiltshire SN10 1HT
Board of Trustees and Directors:	David Evans, Chair Keith Martindale, Vice Chair Philip Evans, Hon Treasurer Angela Bowerman John Laidlaw Jean Mackay (until 5.8.03) Jean Collens (from 23.5.03) Ian Deane (from 23.5.03)
Director and Company Secretary:	Liddy Davidson
Auditors:	David Owen and Co 17 Market Place Devizes Wiltshire SN10 1BA
Bankers:	Lloyds TSB Bank plc 38 Market Place Devizes Wiltshire SN10 1JD
Solicitors:	Wansbroughs Northgate Street Devizes Wiltshire SN10 1JX
Company Limited by Guarantee Registered in Cardiff No:	2121174
Registered Charity Number:	800912

AGE CONCERN WILTSHIRE

REPORT OF THE DIRECTORS AND TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2004

The Trustees, who are company directors for the purposes of company law, present herewith their report and the audited accounts of the company.

Principal Activities

The principal activities of the company continue to be to promote the welfare of older people in Wiltshire.

To this end, Age Concern Wiltshire worked to address the five core functions of Age Concern, the federation:

1. Direct services for older people.
2. Information and advice.
3. Public education and campaigning.
4. Innovation and research.
5. Partnership with other organisations.

Age Concern Wiltshire fulfils its core functions under a general service agreement between us, Kennet and North Wiltshire Primary Care Trust, West Wiltshire Primary Care Trust and Wiltshire County Council.

Activities carried out with our unrestricted funds included:

- Telephone and "drop in" support and advice.
- Outreach sessions to enable larger numbers of older people to access information and advice
- Information tailored to older people's needs, including one to one casework, support and benefits service.
- Advice and support for community-based day centres and luncheon clubs.
- Befriending of individual older people to reduce isolation and increase social involvement.
- Advice and support for older people's groups and organisations.
- Partnership in joint planning, crime prevention, health promotion and federal activities.
- Public education and campaigning.
- Referrals for gardening work to agencies employing people with learning difficulties and recovering from mental health problems.
- Small grants to individuals and groups in need

Activities carried out with our restricted funds included:

- Payment of grants to community based day centres and luncheon clubs on behalf of Wiltshire County Council.
- Low cost housework support for older people needing help to live independently.
- Continuing contract to provide financial assistance to a reducing number of individuals in nursing homes.
- The purchase of IT software
- Research project for West Wiltshire PCT to carry out interviews with stroke sufferers to record details of their treatment, experiences and submit report.
- Support for a work experience placement and for gardening support through the Progress Fund.

Review of Operations

The Directors and Trustees' report total income of £614,674 (2003 - £645,991) and total expenditure of £602,378 (2003 - £589,582). Fund balances being carried forward to the next financial year total £285,055 (2003 - £272,759).

Our jointly funded three year service agreement which provided unrestricted general funds from 1 April 2000, expired on 31 March 2003 and was renewed for a further year to enable existing activities to continue and to allow our joint funders to undertake a full review of services and activities. The results of the review are still subject to discussion but funding has been extended for the financial year 2004-2005 pending final decisions over longer term funding. Core funds have continued to be used to recruit volunteers and train and support them.

In East Kennet the SHAC befriending service continued to provide a much-needed service using a committed group of volunteers. Following the retirement of the existing co-ordinator, a new co-ordinator was appointed and the opportunity was used to review the existing service. Assessment procedures have been updated, training needs and policies for staff and volunteers reviewed. This has resulted in a strengthened infrastructure and an enhanced level of service for users.

In West Wiltshire, demand for the ENGAGE befriending service grew and a part time project worker was appointed on a temporary contract to assist the co-ordinator, funded from legacy monies. Here again volunteers were crucial to the delivery of this much-needed service, which provides support in the short and medium term as well as a more ongoing basis.

The Trustees reviewed the criteria for the payment of small grants to individuals and groups in need.

AGE CONCERN WILTSHIRE

REPORT OF THE DIRECTORS AND TRUSTEES – CONTINUED

FOR THE YEAR ENDED 31ST MARCH 2004

During the year ACW has been supported by 128 volunteers and two unpaid helpers working alongside staff across its services, contributing a total of 7663 hours of volunteer/unpaid helper time to support service delivery. Volunteers have been used within the information and advice service to help many older people access information and gain increased financial benefits. Positive steps have been taken to hold outreach sessions in libraries, shopping centres and markets where large numbers of older people could be accessed. Gardening, office administration, marketing and income generation have all benefited from time given freely by volunteers.

We have worked in partnership with two organisations responsible for retraining and placing the unemployed. As a result we have provided work experience for a number of placements made by these organisations. The results have been rewarding and beneficial for trainees and ACW. We continued to invest in new information and communications technology and during the year purchased display and marketing equipment, which has been used effectively at public shows and meetings to raise awareness of the needs of older people.

Support has been given to 50 community day centres and lunch clubs, which in turn supported 1531 older people under a new contract with Wiltshire County Council. Other new opportunities for community day services continue to be addressed and we have supported the opening of a new day centre in Devizes.. The "Home Support Scheme" supported 158 older people in North and West Wiltshire with a subsidised housework service and appropriate independent advice to enable them to remain living independently. Working in partnership with agencies employing people with learning difficulties, we were able to make referrals on behalf of older people requiring gardening. Although gardening is the basic service, this scheme has provided social interaction, raised self-esteem and reduced isolation.

In partnership with Age Concern England, we continued to operate a charity shop in Chippenham. The aim of the shop is to provide unrestricted income. Although turnover has improved during the year, ACW's financial gains during the year have been used by Age Concern England to offset previous losses resulting in no net income for ACW during the year. Insurance and other related products continue to be provided as a service for older people, and as a source of commission to generate funds. We made a number of grants to individuals in need and helped others by making or supporting grant applications on their behalf.

Further details are presented in our Annual Review for 2003/2004.

Reserves

The organisation's Reserves Policy states that "*Age Concern Wiltshire's Reserves Policy is to maintain a minimum level of reserves of approximately 50% of annual income funds (not including restricted funds)*". This policy had been achieved at the Balance Sheet date. A copy of the policy is available from our main office.

Future Development

ACW has a further two years to run of its three-year contract with Wiltshire County Council to support and develop Day Centres and Luncheon Clubs in North and West Wiltshire, and in Kennet District.

A further year's funding has been successfully negotiated with Wiltshire County Council to continue the subsidised Home Support service until 31.3.05.

ACW has been unsuccessful in its bid to obtain a second year Progress Fund grant for 2004/05 through Wiltshire and Swindon Community Foundation to fund the supervision of gardening services to older people. However further partnership avenues are being explored with a view to obtaining gardening services for older people.

West Wiltshire PCT has provided a research grant to enable 7 older people to be interviewed to obtain information relating to their experiences of the new Rapid Response Team.

ACW has submitted a funding application to the "Big Lottery" to support a new befriending service in North Wiltshire. If successful, this would complete befriending coverage of the three Districts.

Potential new services around befriending, crisis support, hospital discharge support and provision of nail care will continue to be researched. Quality Standards are a requirement of membership of Age Concern, the federation, and work will continue, to develop and review human resources policies and procedures, service strategies and guidelines for all activities. Recruitment of volunteers will continue together with a rolling programme of induction, training and support, to maintain and expand the number of office and community based volunteers, thus enabling service delivery to a greater number of older people across our areas of activity.

Community safety has become an important area of work and ACW is committed to working with partners to raise awareness of safety issues and in particular around distraction burglaries.

ACW is currently working with a number of partners to obtain grants to fund research into the future needs of older people.

ACW will continue to discuss future funding with its partners to ensure the best use of resources and delivery of services for older people.

AGE CONCERN WILTSHIRE

REPORT OF THE DIRECTORS AND TRUSTEES – CONTINUED

FOR THE YEAR ENDED 31ST MARCH 2004

Risk Review

The Board of Trustees has conducted a review of the major risks to which the Charity might be exposed and systems have or are being established to prevent and mitigate these risks.

Dividends

The company's Memorandum and Articles of Association and its charitable status do not permit the payment of a dividend.

Charitable Status

The company, which is limited by guarantee, is also a registered charity and thus income from charitable activities is exempt from taxation under Section 505, Income and Corporation Taxes Act 1988.

Board of Trustees and Directors

The following have served during the year:-

David Evans - Chair
Keith Martindale - Vice Chair
Philip Evans - Hon Treasurer
Angela Bowerman

John Laidlaw
Jean Mackay (until 5.8.03)
Ian Deane (appointed 23.5.03)
Jean Collens (appointed 23.5.03)

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of a winding up.

Trustees' Responsibility for the Financial Statements

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for that period. In preparing those statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985 and the Charities Act 1993. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

A resolution to reappoint the auditors, David Owen & Co, will be proposed at the Annual General Meeting.

The report has been prepared in accordance with the Statement of Recommended Practice – Accounting & Reporting by Charities and in accordance with the special provisions of part VII of the Companies Act 1985 relating to small entities.

Approved by the Board of Trustees on 27 July 2004 and signed on its behalf by:


David Evans (Chair)

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF
AGE CONCERN WILTSHIRE**

We have audited the financial statements of Age Concern Wiltshire for the year ended 31st March 2004 which comprise the Statement of Financial Activities, the Balance Sheet and related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, for our audit work, for this report or for the opinions we have formed.

Respective Responsibilities of Directors and Auditors

The trustees' (who are also the directors of Age Concern Wiltshire for the purposes of company law) responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom accounting standards are set out in the statement of directors' responsibilities on page 4. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom auditing standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

We read other information contained in the Trustees' Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of Opinion

We conducted our audit in accordance with auditing standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 31st March 2004 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



DAVID OWEN AND CO

17 Market Place
Devizes
WILTSHIRE SN10 1BA

Chartered Accountants and Registered Auditor

27 July 2004

AGE CONCERN WILTSHIRE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2004

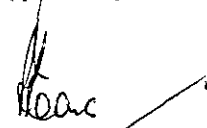
	Notes	Unrestricted Funds £	Restricted Funds £	2004 Total £	2003 Total £
INCOME AND EXPENDITURE ACCOUNT					
Incoming Resources					
Donations and Gifts		26,755	1,091	27,846	42,428
Activities to Further the Charity's Objects:					
Grants and Contracts					
Wiltshire County Council	2	104,673	158,167	262,840	274,111
Kennet & North Wiltshire PCT		153,100	17,000	170,100	170,100
West Wiltshire PCT		99,900	2,500	102,400	107,400
Bath and North East Somerset PCT		-	-	-	100
Age Concern England		1,000	-	1,000	-
District, Town and Parish Councils		1,455	-	1,455	25
Wiltshire & Swindon Community Foundation		-	5,000	5,000	7,390
WCC Supporting People		3,100	-	3,100	-
Other Income		13,855	1,500	15,355	15,757
Activities to Generate Funds:					
Charity Shop		-	-	-	1,024
Other Including Insurance and Funeral Plan Commissions		12,147	-	12,147	13,835
Investment Income					
Bank and Deposit Interest		13,431	-	13,431	13,821
Total Incoming Resources		429,416	185,258	614,674	645,991
Resources Expended					
Cost of Generating Funds					
Fundraising and publicity		49,106	-	49,106	45,134
Charitable Expenditure					
Grants Payable in Furtherance of the Charity's Objects	5	2,452	1,447	3,899	2,719
Cost of Activities in Furtherance of the Charity's Objects and Support Costs		304,977	193,998	498,975	481,265
Management and Administration Costs	6	50,398	-	50,398	60,464
Total Resources Expended	3/13	406,933	195,445	602,378	589,582
Net Incoming/(Outgoing) Resources Before Transfers and Net Income/(Expenditure) For The Year					
		22,483	(10,187)	12,296	56,409
Transfers between funds		1,424	(1,424)	-	-
Net Incoming/Outgoing Resources for Year and Net Movement in Funds					
		23,907	(11,611)	12,296	56,409
Balance Brought Forward at 1st April 2003		238,745	34,014	272,759	216,350
Balance Carried Forward at 31st March 2004	12	262,652	22,403	285,055	272,759

AGE CONCERN WILTSHIRE**BALANCE SHEET AS AT 31ST MARCH 2004**

	Notes	2004 £	2003 £
CURRENT ASSETS			
Debtors	7	13,608	14,842
Short Term Deposits	8	250,000	250,000
Stock		344	349
Cash at Bank and in Hand		48,233	26,384
		<hr/>	<hr/>
		312,185	291,575
CREDITORS – Amounts falling due within one year	9	(27,130)	(18,816)
		<hr/>	<hr/>
NET CURRENT ASSETS/NET ASSETS	11	<u>285,055</u>	<u>272,759</u>
FUNDS	12		
Unrestricted Funds			
General Fund		177,477	170,014
Designated Funds		85,175	68,731
		<hr/>	<hr/>
		262,652	238,745
Restricted Funds		22,403	34,014
		<hr/>	<hr/>
		<u>285,055</u>	<u>272,759</u>

These accounts are prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small entities.

Approved by the Board of Trustees on 27 July 2004 and signed on their behalf by :


Philip Evans
(Honorary Treasurer)

AGE CONCERN WILTSHIRE**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004****1. ACCOUNTING POLICIES****(a) General**

The financial statements have been prepared under the historical cost convention. They have been prepared in accordance with the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended practice issued in October 2000.

(b) Fixed Assets

Fixed assets costing in excess of £5,000 (per individual item) are capitalised. Office equipment will be written off over three years on a straight line basis.

(c) Voluntary Income

Voluntary income is received by way of donations, gifts and legacies and is included in full in the Statement of Financial Activities when received.

(d) Grants

Grants are recognised in full in the Statement of Financial Activities in the year to which they relate.

(e) Restricted Funds

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.

(f) Unrestricted Funds

Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

(g) Designated Fund

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

(h) Staff Costs and Overheads

Further details of these costs are shown on page 13 of the notes to the accounts and represent the proportion of staff time spent on various activities as estimated by the Hon Treasurer and Director.

(i) Resources Expended

Resources expended are, where possible, allocated directly to expenditure headings. Otherwise they are allocated according to an estimate based on staff time attributed, as follows:-

Fundraising and Publicity	7.97
Cost of activities and Support	83.85
Management and Administration	8.18
	<hr/>
	100.00%
	<hr/>

(j) Pensions

The Charity participates in the Age Concern Retirement Benefits Scheme which with effect from 1 October 2001 has a defined contribution section and a defined benefit section. The Scheme is a multi employer scheme as described by FRS17 – Retirement Benefits, thus Age Concern Wiltshire is unable to identify its share of the underlying assets and liabilities. As a result all pension costs for the Charity will be reported on a defined contribution basis. With effect from 1st October 2001 the defined benefit section has been closed to new entrants. Employees joining after this date have been offered membership of a defined contribution scheme or a stakeholder pension scheme. To date there have been no new members. The cost for the period was £17,739 (2003 £22,802). There were no outstanding or prepaid contributions at the balance sheet date.

The last actuarial valuation of the Age Concern England Retirement Benefits Scheme at 1st April 2001 showed a deficit for the whole scheme of £2.7m (approximately 11%) using an ongoing assessment of the funding position. The employer contribution rate has been increased to 17.2% of pensionable salaries with the aim of eliminating the deficit over the future working lifetime of the membership.

The Financial Reporting Standard 17 is being phased in over the next two years. Using this as a basis the deficit for the whole scheme would stand at £7.4m (2003 - £7.1m).

AGE CONCERN WILTSHIRE**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004 - CONTINUED****2. INCOMING RESOURCES**

(a) Includes:-

	Unrestricted Funds £	Restricted Funds £	2004 Total £	2003 Total £
Wiltshire County Council Received in year	104,673	158,167	262,840	214,111
Add deferred income b/fwd	-	-	-	60,000
	<u>104,673</u>	<u>158,167</u>	<u>262,840</u>	<u>274,111</u>

(b) Donations and gifts £27,846 (2003: £42,428) include one legacy of £22,916 (2003: included 2 legacies totalling £36,263)

3. TOTAL RESOURCES EXPENDED

	Salary Costs £	Other Costs £	2004 Total £	2003 Total £
Grants Payable	-	3,899	3,899	2,719
Charity's Objects and Support Costs	233,095	265,880	498,975	481,265
Fundraising and Publicity	30,407	18,699	49,106	45,134
Management and Administration	34,170	16,228	50,398	60,464
	<u>297,672</u>	<u>304,706</u>	<u>602,378</u>	<u>589,582</u>

4. EMPLOYMENT INFORMATION

	2004 £	2003 £
Staff Costs		
Salaries and Pension Contributions	277,875	279,416
National Insurance	19,797	16,056
	<u>297,672</u>	<u>295,472</u>
Other Costs		
Staff Travel	7,700	7,782
Staff Development and Training	3,199	2,785
	<u>308,571</u>	<u>306,039</u>

No employee received emoluments of more than £50,000

**Average Number Employed (Average 14 Full Time Equivalent
from 6 full time and 15 part time staff)**

Direct Charitable	11.50	11.50
Fundraising and Publicity	1.25	1.25
Management and Administration	1.25	1.25
	<u>14.00</u>	<u>14.00</u>

AGE CONCERN WILTSHIRE**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004 - CONTINUED**

	2004	2003
	£	£
5. GRANTS PAYABLE		
During the year 19 grants were made to individuals for the purposes of relieving financial hardship. All were less than £1,000 each.	3,899	2,719
	<u>=====</u>	<u>=====</u>
6. MANAGEMENT AND ADMINISTRATION OF CHARITY		
Trustees received no remuneration or honoraria. Four Trustees received travel expenses totalling £778.		
Salaries and Office Costs	41,996	52,683
Legal Fees	352	411
Auditors Remuneration – Audit Fee	4,935	5,522
Trustees Meetings	89	438
Trustees Expenses	778	93
Trustee Training	862	-
AGM and Annual Report	1,386	1,317
	<u>=====</u>	<u>=====</u>
	50,398	60,464
	<u>=====</u>	<u>=====</u>
7. DEBTORS		
Trade Debtors	7,028	9,196
Other Debtors	6,580	5,646
	<u>=====</u>	<u>=====</u>
	13,608	14,842
	<u>=====</u>	<u>=====</u>
8. SHORT TERM DEPOSITS		
Charities Official Investment Fund (Deposit Account)	250,000	250,000
	<u>=====</u>	<u>=====</u>
9. CURRENT LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR		
Trade Creditors	10,866	13,693
Accruals and Deferred Income	16,264	5,123
	<u>=====</u>	<u>=====</u>
	27,130	18,816
	<u>=====</u>	<u>=====</u>

AGE CONCERN WILTSHIRENOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004 - CONTINUED

	2004 £	2003 £	
10. COMMITMENTS UNDER OPERATING LEASES			
Amounts payable within the next year on operating leases			
Expiring after more than five years			
Premises	16,700	15,550	
Expiring within one to five years			
Equipment	3,175	3,175	
	=====	=====	
11. ANALYSIS OF NET ASSETS BETWEEN FUNDS			
	Restricted Funds £	Unrestricted Funds £	Total Funds £
Fund Balances as at 31st March 2004 are represented by:			
Current Assets	35,002	277,183	312,185
Creditors: Amounts falling due within one year	(12,599)	(14,531)	(27,130)
Total Net Assets	22,403	262,652	285,055

The balance of £22,403 in restricted funds relate to projects for which funds have been specifically allocated.

AGE CONCERN WILTSHIRE**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004 – CONTINUED****12. FUNDS**

The unrestricted funds of Age Concern Wiltshire include certain designated funds earmarked by the Trustees for particular purposes.

Unrestricted Funds	Note	Balance at 1st April 2003 £	Movement in Resources		Transfers Between Funds £	Balance at 31st March 2004 £
			Incoming £	Outgoing £		
Designated funds						
Contingency Fund		7,436	246	-	-	7,682
Repairs and Renewals Fund		15,813	543	-	-	16,356
Legacies and Special Purposes Fund	(i)(ii)	45,482	25,607	2,452	(12,500)	56,137
Needs Assessment	(ii)	-	-	-	5,000	5,000
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		68,731	26,396	2,452	(7,500)	85,175
General Fund		170,014	403,020	404,481	8,924	177,477
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		238,745	429,416	406,933	1,424	262,652
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Restricted Funds		Balance at 1st April 2003 £	Movement in Resources		Transfers Between Funds £	Balance at 31st March 2004 £
			Incoming £	Outgoing £		
Legacies and Special Purposes Fund		5,113	1,091	1,447	-	4,757
- Kennet & N Wiltshire PCT		709	17,000	16,722	-	987
Health Promotion		1,929	-	-	-	1,929
Lloyds TSB IT Grant		500	-	500	-	-
Wiltshire County Council						
- Grants for Day Centres and Lunch Clubs		7,156	114,907	122,063	-	-
- Lunch Clubs		259	-	259	-	-
- Home Support		7,182	43,260	39,712	-	10,730
Wiltshire & Swindon Community Foundation						
- Progress Fund – Placement		2,072	-	2,072	-	-
- Progress Fund – Gardening	(iii)	5,000	5,000	8,576	(1,424)	-
Discovery Interviews		4,094	2,500	4,094	-	2,500
Needs Assessment		-	1,500	-	-	1,500
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		34,014	185,258	195,445	(1,424)	22,403
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Notes

- (i) The trustees have agreed to make the following transfers out of Legacies and Special Purpose Funds to General Funds to cover:
- Additional staffing costs of Engage Befriending Service £4,000
 - Cost of staff member for I&A £1,500
 - Cost of publicity and display equipment £2,000
- (ii) The trustees agreed to transfer £5,000 out of Legacies and Special Purpose Funds to the Needs Assessment Project.
- (iii) The funders have agreed that the balance on the Gardening Progress Fund of £1,424 can be transferred to General Unrestricted Funds to cover management and administration costs of the project.

AGE CONCERN WILTSHIRE**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004 – CONTINUED****13. FURTHER ANALYSIS OF TOTAL RESOURCES EXPENDED**

	Grants Payable	Direct Services	Fundraising Trading Retail	Marketing and Publicity	Management and Admin of Charity	2004 Total Costs	2003 Total Costs
	£	£	£	£	£	£	£
Salary Costs	-	233,095	20,544	9,863	34,170	297,672	295,472
Direct Costs	-	29,804	1,179	10,766	8,429	50,178	24,314
Office and Support Costs	-	64,384	4,345	2,409	7,799	78,937	81,805
Fees and Grants	3,899	171,692	-	-	-	175,591	187,991
	<u>3,899</u>	<u>498,975</u>	<u>26,068</u>	<u>23,038</u>	<u>50,398</u>	<u>602,378</u>	<u>589,582</u>
Unrestricted	2,452	304,977	26,068	23,038	50,398	406,933	391,707
Restricted	1,447	193,998	-	-	-	195,445	197,875
	<u>3,899</u>	<u>498,975</u>	<u>26,068</u>	<u>23,038</u>	<u>50,398</u>	<u>602,378</u>	<u>589,582</u>

Office and Support Costs

	2004 £	2003 £
Staff travel, training and recruitment	14,077	12,753
Premises	26,528	25,234
Office running costs	25,462	27,720
Furniture, equipment and IT	12,870	16,098
	<u>78,937</u>	<u>81,805</u>

Fees and Grants

Day centres and luncheon clubs	115,258	111,870
Home Support	39,712	51,429
Nursing home scheme	16,722	21,973
Small grants	3,899	2,719
	<u>175,591</u>	<u>187,991</u>