

2625647

AGE CONCERN ST HELENS

REPORT OF THE BOARD OF TRUSTEES  
AND CONSOLIDATED ACCOUNTS

FOR THE YEAR ENDED  
31 MARCH 2003



AGE CONCERN ST HELENS  
INDEX TO THE CONSOLIDATED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2003

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# AGE CONCERN ST HELENS

## COMPANY INFORMATION

Board of Trustees	Dr M Thomas - Chairman Mrs M Brooks Mr J Caunce Mrs D Worton Mr W Ball Mrs D A Dalton Mr R Martland Dr P J Tunstall
Chief Executive	Mr P J Longworth
Secretary	Mr P J Longworth
Registered Office	24/28 Claughton Street ST HELENS Merseyside WA10 1RZ
Company Number	2625647
Charity Number	1003476
Auditors	Livesey Spottiswood Chartered Accountants and Registered Auditors 17 George Street ST HELENS Merseyside WA10 1DB
Bankers	National Westminster Bank Plc PO Box 25 5 Ormskirk Street ST HELENS Merseyside WA10 1DR
Solicitors	Haygarth Jones 8 Hardshaw Street ST HELENS Merseyside WA10 1RE

## AGE CONCERN ST HELENS

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

The Board of Trustees, who are also the directors of the company, present their report, together with the audited accounts for the year ended 31 March 2003.

#### **Governing Instrument**

The company is governed by its Memorandum and Articles of Association.

The company is limited by guarantee, whereby every member of the company undertakes to contribute to the assets of the company in the event of winding up, while they are members or within one year after they cease to be a member, for payment of the debts and liabilities of the company contracted before they cease to be members, such amounts as may be required not exceeding £1.

#### **Objects And Principal Activities**

The charity's object and principal activity continues to be to promote the welfare of older people within the borough of St Helens.

The principal activities of the subsidiary company, St Helens Age Concern Trading Limited, continued to be that of acting as insurance agents in respect of policies for the aged and carrying out ancillary trading activities for the benefit of Age Concern St Helens.

The charity is a member of the National Age Concern Federation. Our policy continues to be to work to improve the quality of life for local older people through:-

**Social Advocacy** including public education and campaigning, influencing legislation and decisions on specific issues, encouraging positive attitudes towards older people and promoting understanding between generations.

**Innovation And Research** including identifying new needs and opportunities amongst the older population pioneering new models of care and monitoring effectiveness of services for older people.

**Providing Direct Services** including helping individual older people, providing care services for older people, providing training and support for those caring for older people, providing information.

**Partnership In Joint Social Planning** including working with other local and national agencies to improve the quality of life for local older people.

**Support** for organisations concerned with older people in the borough.

#### **Organisation**

The trustees who have served during the year are set out on page 3. Trustees are appointed by the members and serve for three years after which period they may put themselves forward for reappointment. The trustees meet regularly to manage the charity's affairs.

#### **Reserves Policy**

The trustees have reviewed the Charity's needs for reserves in line with the guidance issued by the Charity Commission and have issued a detailed reserves policy. The trustees believe that in addition to known commitments, there is a need to hold at least six months running costs in reserve given that the charity's sources of funding are not certain.

## AGE CONCERN ST HELENS

### REPORT OF THE BOARD OF TRUSTEES (continued) FOR THE YEAR ENDED 31 MARCH 2003

#### Reserves Policy (continued)

The policy statement provides that the trustees will produce annually a detailed analysis of reserves, both restricted and unrestricted based on the audited accounts indicating the trustees' intentions with regard to the use of those reserves.

For the year ended 31 March 2003, this analysis revealed that of total reserves of £1,714,808, £1,536,456 was held as tangible fixed assets, £37,291 was held as restricted funds and the balance of £141,061 represented less than six months running costs.

#### Risk Management

The Board of Trustees has conducted its own detailed review of the major risks to which the charity is exposed and systems have been introduced to mitigate those risks.

#### Board Of Trustees

The Trustees who served during the year and up to the date of this report, were as follows:-

Dr M Thomas	- Chairman
Mrs M Brooks	
Dr J H E Baines	(resigned 23.4.03)
Mr J Caunce	
Mr J Roughley	(resigned 15.10.02)
Mrs D Worton	
Mr W Ball	
Mrs D A Dalton	
Mr R Martland	
Dr P J Tunstall	(appointed 29.1.03)

In accordance with the Articles of Association, Mrs D Worton, Mr W Ball and Mrs D A Dalton retire by rotation, who, being eligible, offer themselves for re-election.

#### Responsibilities Of The Board Of Trustees

Company law requires the trustees, who are also the directors of the charity, to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the group and of the surplus or deficit of the company and of the group for that period. In preparing those accounts, the trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- prepare the accounts on the going concern basis, unless it is inappropriate to presume that the company will continue in business.

## AGE CONCERN ST HELENS

### REPORT OF THE BOARD OF TRUSTEES (continued) FOR THE YEAR ENDED 31 MARCH 2003

#### Responsibilities Of The Board Of Trustees (continued)

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

#### Developments, Activities And Achievements

This has been a challenging year for the organisation, which is principally attributable to uncertainties as to the level of grant funding to be received. This inevitably has an impact on cash flow and potential sustainability of activities. A reduction in the available funding through charitable trusts has also impacted upon income levels as a result of performance issues within the investment market. Additionally, increased competitiveness within both the charity shops and insurance sectors has meant that both staff and volunteers have had to work extremely hard to maintain this valuable source of unrestricted income for the organisation.

The trustees and senior management team have been proactive in monitoring the above and taking the necessary remedial action to ensure that the organisation remains fit for purpose during 2003/4. In 2000, trustees agreed that one of the core objectives for the organisation was to raise the voice of older people within the local community. This year, the Senior Voice Forum for St Helens, which is facilitated through Age Concern St Helens, has gone from strength to strength and has been able to identify three priority areas around health, transport and safety. The Forum was also active in challenging the Local Authority with regard to the Charging Policy, which was introduced from October 2002.

For a variety of reasons, this year has also proved challenging for our Information & Advice service. We are indebted to the Coalfields Regeneration Trust who invested money to allow us to re-establish this service. The achievements of the service in such short time, in terms of the number of people helped and the extra money attracted to the local community because of that support, together with the fact that the service has achieved the Community Legal Service Quality Mark with a glowing commendation regarding its systems of operations stand out as real achievements. For financial reasons, we have not been able to sustain the full level of resource originally agreed as part of the project. We are, however, exploring all options to continue to fund this service for the future.

This year saw the retirement of Mr James Roughley as Treasurer and Trustee. Jim had give in excess of 20 years service to the organisation. His contribution cannot be overstated and we would like publicly to thank Jim and wish him well in his retirement.

## AGE CONCERN ST HELENS

### REPORT OF THE BOARD OF TRUSTEES (continued) FOR THE YEAR ENDED 31 MARCH 2003

#### Developments, Activities And Achievements (contd.)

At a Board Away Day in January, trustees revisited their priorities for the organisation over the next 5 years and agreed that Age Concern St Helens will have:

- a system in place, for involving older people in the planning, delivery, monitoring and development of services
- supported older people in presenting their views and getting their voice heard
- embraced and contributed to the development of the Age Concern "federation" in particular exploring the potential for developing partnerships in the context of improving quality of service and efficient use of resources.

#### The following areas were identified as key activities for service development

- To provide services which are flexible and based on identified needs.
- To further develop the Mansion House as an Active Age Centre and Community Resource.
- To provide a consistent, coherent and integrated Information & Advice and to develop social policy/campaigning function.
- To encourage statutory bodies to fund an Advocacy service for older people.
- To encourage statutory bodies to fund preventative policies as a priority.
- To develop the concept of "active care" as a facilitating function of active age for those with support needs.
- To explore the need for and feasibility of the organisation becoming active within the intermediate care market.

#### The following areas were identified as key activities for organisational development

- To ensure the understanding of and commitment to the aims and purpose of the organisation by all people involved, e.g. staff, volunteers, students and service users
- To ensure effective communication systems
- To review and update the finance systems across the organisation
- To maintain and improve the effectiveness and efficiency of the organisation and the services it provides, through validated quality assurance systems
- To promote and provide access to education, training and continued professional development opportunities for all involved with the organisation, tailored to their individual and collective needs.
- To develop further the partnership approach with statutory and voluntary agencies locally.

This year has also seen the culmination of several years work with regard to establishing an active age service for older people within the Borough. Age Concern St Helens was a key partner in the Healthy Living Initiative, with a significant amount of money being secured for the borough-wide initiative.

None of this could have been achieved without the continued commitment and dedication of our volunteers who give their time so generously to help us provide quality services for our community. Trustees would also like to thank and congratulate the Chief Executive and his staff team for steering the organisation through this challenging year.

## AGE CONCERN ST HELENS

### REPORT OF THE BOARD OF TRUSTEES (continued) FOR THE YEAR ENDED 31 MARCH 2003

#### Transactions And Financial Position

The net expended resources of the group for the year, amounted to £26,177 (2002 net incoming resources – £29,460).

The performance of the group in the opinion of the Board of Trustees was satisfactory.

#### Tangible Fixed Assets

Movements in tangible fixed assets are shown in note 10 to the accounts.

#### Auditors

A resolution to re-appoint Livesey Spottiswood, Chartered Accountants, as auditors will be put to the members at the Annual General Meeting.

This report was approved by the Board of Trustees and signed on its behalf by:-



P J Longworth (Secretary)

31 July 2003



## AGE CONCERN ST HELENS

### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF AGE CONCERN ST HELENS

We have audited the accounts on pages 9 to 26 which have been prepared under the historical cost convention and the accounting policies set out on pages 13 and 14.

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 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 company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

The responsibilities of the charity trustees who also act as company directors for preparing the Annual Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees Responsibilities.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the accounts 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 accounts, 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 charity is not disclosed.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Basis of Opinion**

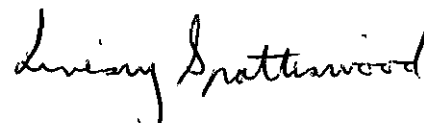
We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity'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 accounts 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 accounts.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
AGE CONCERN ST HELENS (continued)**

**Opinion**

In our opinion, the accounts give a true and fair view of the state of affairs of the charitable company and of the group as at 31 March 2003 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



**CHARTERED ACCOUNTANTS  
AND REGISTERED AUDITORS**

**Livesey Spottiswood  
Chartered Accountants  
and Registered Auditors  
17 George Street  
St Helens  
Merseyside  
WA10 1DB**

**31 July 2003**

## AGE CONCERN ST HELENS

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2003

	Notes	Unrestricted Funds £	Restricted Funds £	2003 Total £	2002 Total £
<b>Incoming Resources:</b>					
Grants and donations	2	12,136	251,470	263,606	290,308
Operating activities:					
Furtherance of charity objects	3	191,492	6,814	198,306	177,228
Generating funds	4	14,535	-	14,535	10,070
Investment Income		1,922	-	1,922	2,756
Other		1,128	-	1,128	318
Commercial trading operations	5	<u>140,888</u>	<u>-</u>	<u>140,888</u>	<u>127,468</u>
<b>Total Incoming Resources</b>		<u>362,101</u>	<u>258,284</u>	<u>620,385</u>	<u>608,148</u>
<b>Cost of Generating Funds:</b>					
Commercial trading operations	5	98,266	-	98,266	80,548
Fundraising and publicity	6	<u>54,827</u>	<u>-</u>	<u>54,827</u>	<u>58,967</u>
		<u>153,093</u>	<u>-</u>	<u>153,093</u>	<u>139,515</u>
<b>Net Incoming Resources Available for Charitable Application</b>		<u>209,008</u>	<u>258,284</u>	<u>467,292</u>	<u>468,633</u>
<b>Charitable Expenditure:</b>					
Cost of activities in furtherance of the objects of the charity:					
Community & Mansion House					
Support Services		29,060	133,766	162,826	171,908
Active Age		56,807	17,428	74,235	33,208
Community development		3,898	20,500	24,398	27,280
Information & advice service		-	39,526	39,526	39,885
Senior voice project		4,293	30,400	34,693	12,283
Bistro		48,791	-	48,791	60,593
Management and administration		<u>87,827</u>	<u>21,173</u>	<u>109,000</u>	<u>94,016</u>
<b>Total Charitable Expenditure:</b>	6	<u>230,676</u>	<u>262,793</u>	<u>493,469</u>	<u>439,173</u>
<b>Net (Resources Expended)/Incoming Resources For The Year</b>					
		(21,668)	(4,509)	(26,177)	29,460
Funds at 31 March 2002		<u>1,699,183</u>	<u>41,800</u>	<u>1,740,983</u>	<u>1,711,523</u>
Funds at 31 March 2003		<u>1,677,515</u>	<u>37,291</u>	<u>1,714,806</u>	<u>1,740,983</u>

The consolidated statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

The notes on pages 13 to 26 form part of these accounts.

AGE CONCERN ST HELENS

CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2003

	Notes	2003 £	2002 £
<b>Income</b>			
Gross income of continuing operations		620,385	608,148
Total expenditure of continuing operations		(646,562)	(578,688)
<b>Net (Expenditure)/Income For The Year Before Taxation</b>	7	(26,177)	29,460
Taxation	8	-	-
<b>Net (Expenditure)/Income For The Year</b>		<u>(26,177)</u>	<u>29,460</u>

The group had no recognised gains or losses in either of the above years other than those shown in the Statement of Financial Activities.

The summary Income and Expenditure Account is presented in order to ensure compliance with the Companies Act 1985.

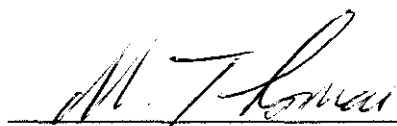
The notes on pages 13 to 26 form part of these accounts.

**CONSOLIDATED BALANCE SHEET  
AS AT 31 MARCH 2003**

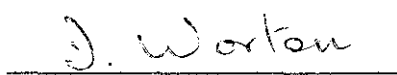
	Notes	2003 £	2002 £
<b>Fixed Assets</b>			
Tangible assets	10	<u>1,536,456</u>	<u>1,553,126</u>
<b>Current Assets</b>			
Stock		2,018	974
Debtors	11	42,308	35,837
Cash at bank and in hand		<u>175,714</u>	<u>182,366</u>
		220,040	219,177
<b>Creditors:</b> Amounts falling due within one year	12	<u>(41,688)</u>	<u>(31,318)</u>
<b>Net Current Assets</b>		<u>178,352</u>	<u>187,859</u>
<b>Net Assets</b>		<u>1,714,808</u>	<u>1,740,985</u>
<b>Capital And Reserves</b>			
Share Capital - Equity	13	2	2
Restricted funds	14	37,291	41,800
Unrestricted general funds		1,676,368	1,697,725
Non-charitable trading funds		<u>1,147</u>	<u>1,458</u>
		<u>1,714,808</u>	<u>1,740,985</u>

The accounts were approved by the Board of Trustees on 31 July 2003 and signed on its behalf by:-

**M Thomas**  
(Chair)



**D Worton**  
(Trustee)



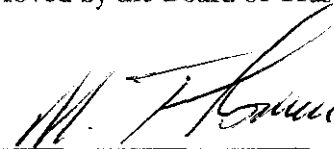
The notes on pages 13 to 26 form part of these accounts

**CHARITY BALANCE SHEET  
AS AT 31 MARCH 2003**


	Notes	2003 £	2002 £
<b>Fixed Assets</b>			
Tangible assets	10	<u>1,535,844</u>	<u>1,552,148</u>
<b>Current Assets</b>			
Stock		1,689	578
Debtors	11	64,461	74,112
Cash at bank and in hand		<u>149,052</u>	<u>138,303</u>
		215,202	212,993
<b>Creditors:</b> Amounts falling due within one year	12	<u>(37,387)</u>	<u>(25,616)</u>
<b>Net Current Assets</b>		<u>177,815</u>	<u>187,377</u>
<b>Net Assets</b>		<u>1,713,659</u>	<u>1,739,525</u>
<b>Reserves</b>			
Restricted funds	14	37,291	41,800
Unrestricted funds		<u>1,676,368</u>	<u>1,697,725</u>
		<u>1,713,659</u>	<u>1,739,525</u>

The accounts were approved by the Board of Trustees on 31 July 2003 and signed on its behalf by:-

**M Thomas**  
(Chair)



**D Worton**  
(Trustee)



The notes on pages 13 to 26 form part of these accounts

## AGE CONCERN ST HELENS

### NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003

#### 1 Accounting Policies

##### 1.1 Basis Of Preparation Of Accounts

The Accounts are prepared under the historical cost convention in accordance with applicable accounting standards. The accounts have also been prepared in accordance with the Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2000) and the Charities Act 1993.

The company has taken advantage of the exemptions in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

##### 1.2 Basis Of Consolidation

The accounts have been prepared for the charity and its subsidiary, St Helens Age Concern Trading Limited.

##### 1.3 Fixed Assets

Fixed assets are capitalised at cost, where acquired, or management's approximate valuation of cost where donated.

##### Depreciation

Depreciation is calculated to write off the cost of fixed assets, over their expected useful lives on the following bases:-

Land	not provided
Buildings	2% on cost
Equipment	20% to 33% on cost
Furniture, fixtures & fittings	20% on cost
Motor vehicles	20% on cost

##### 1.4 Stocks

Stocks are valued at the lower of cost and net realisable value.

## AGE CONCERN ST HELENS

### NOTES TO THE CONSOLIDATED ACCOUNTS (continued) FOR THE YEAR ENDED 31 MARCH 2003

#### 1 Accounting Policies (continued)

##### 1.5 Donations and Grants

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the donation, grant or similar income and any conditions for receipt are met.
- the trustees are reasonably certain they will receive it; and
- the trustees are reasonably certain that the value can be reliably measured.

##### 1.6 Investment Income

This and any associated tax credits are included in the accounts when receivable.

##### 1.7 Expenditure and liabilities

General liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to expenditure. Expenditure has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

##### 1.8 Pension Costs

Age Concern St Helens contributes to defined contribution pension schemes and stakeholder pensions schemes for certain employees, and to Age Concern Retirement Benefits Scheme a defined benefit scheme for one employee. Contributions are charged in the Statement of Financial Activities.



## AGE CONCERN ST HELENS

NOTES TO THE CONSOLIDATED ACCOUNTS (continued)  
FOR THE YEAR ENDED 31 MARCH 2003

## 2 Grants &amp; Donations

	Unrestricted Funds £	Restricted Funds £	2003 Total £	2002 Total £
<b>Grants:</b>				
Age Concern England	-	-	-	12,000
St Helens MBC	-	141,750	141,750	141,476
The Baring Foundation	-	10,000	10,000	-
Dunhill Medical Trust	-	-	-	10,000
Tudor Trust	-	-	-	10,000
The Coalfields Regeneration Trust	-	-	-	51,227
Age Concern Support Services (North West)	-	-	-	3,000
NHS	-	23,000	23,000	20,000
St Helens & Knowsley Community Health NHS	-	-	-	500
The Rainford Trust	-	-	-	2,000
Providence Hospital Endowment Fund	-	1,000	1,000	500
Age Concern England	-	-	-	495
Neighbourhood Renewal Community Chest Greater Merseyside	-	5,000	5,000	5,000
Healthy Living Initiative	-	5,170	5,170	-
Charles Hayward Trust	-	9,620	9,620	-
<b>Donations:</b>				
Scottish Power Company (MANWEB)	-	10,000	10,000	-
Nationwide Foundation	-	10,000	10,000	-
Colonel W W Pilkington Trust Fund	5,000	-	5,000	10,000
Boxing Day Sponsored Event	-	1,858	1,858	1,149
St Helens Community U.V.O	-	250	250	250
Sir Alistair Pilkington Trust	100	-	100	100
St Helens Business Club	485	-	485	2,070
Anonymous Trust Fund	-	-	-	10,000
The Lord Cozens - Hardy Trust	500	500	1,000	500
The Ravensdale Trust	2,000	5,000	7,000	2,000
The United Reform Church	-	-	-	100
The Stroke Association	-	366	366	300
St Helens Council (Health Partnership)	-	4,237	4,237	-
Mrs J Hunter (in memory of Margaret Harmsworth)	-	-	-	170
Mr A G Lyon (in memory of Ethel Lyon)	-	-	-	160

## AGE CONCERN ST HELENS

NOTES TO THE CONSOLIDATED ACCOUNTS (continued)  
FOR THE YEAR ENDED 31 MARCH 2003

## 2 Grants &amp; Donations (cont'd)...

## Donations (cont'd):

	Unrestricted Funds £	Restricted Funds £	2003 Total £	2002 Total £
Mrs D Dougherty (in memory of Charles Reynold)	-	-	-	115
Mrs I Ross (in memory of Edwin Davies)	-	-	-	102
Allpine Foundation	-	-	-	200
Barbara & Marie (in memory of Kitty Whally)	-	-	-	100
St Helens Chamber of Commerce	1,182	6,453	7,635	1,609
CCE TSW	-	-	-	2,550
Lloyds TSB Foundation	-	8,500	8,500	-
Percy Bilton Trust	-	4,665	4,665	-
Windle United Charity	-	1,638	1,638	-
The Green & L Ainsworth Family Benevolent Fund	-	750	750	-
Girobank Plc	-	500	500	-
St Helens MBC	-	300	300	-
Manchester Unity Friendly Society	-	200	200	-
Mr A J Craven (in memory of James Craven)	200	-	200	-
Mrs M Hope & Family (in memory of Mr J Hope)	-	235	235	-
General Social Care Council	-	-	-	850
Mrs S Tebb (in memory of Gladys Troillett)	131	-	131	-
Enid Sumner	-	100	100	-
Mrs L Casey (in memory of Ada Melling)	-	175	175	-
Mrs Mercer	155	-	155	-
Fight the Freeze Campaign	660	-	660	-
Sundry Donations	<u>1,723</u>	<u>203</u>	<u>1,926</u>	<u>1,785</u>
	<u>12,136</u>	<u>251,470</u>	<u>263,606</u>	<u>290,308</u>

# AGE CONCERN ST HELENS

## NOTES TO THE CONSOLIDATED ACCOUNTS (continued) FOR THE YEAR ENDED 31 MARCH 2003

### 3 Charity Objects:

	Unrestricted Funds £	Restricted Funds £	2003 Total £	2002 Total £
Service user fees	25,698	-	25,698	23,708
Active Age user fees	7,815	-	7,815	4,769
Shop sales	70,939	-	70,939	64,535
Catering	54,691	-	54,691	47,742
Rental income	31,349	-	31,349	33,328
Trainee fees	1,000	-	1,000	1,075
St Helens College Franchise	-	5,547	5,547	1,531
Lottery	-	1,267	1,267	540
	<u>191,492</u>	<u>6,814</u>	<u>198,306</u>	<u>177,228</u>

### 4 Generating Funds:

Fundraising	<u>14,535</u>	<u>-</u>	<u>14,535</u>	<u>10,070</u>
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### 5 Commercial Trading Operations in Trading Subsidiary

In accordance with its Memorandum and Articles of Association, the trading subsidiary, St Helens Age Concern Trading Limited, pays to the registered charity, such sums as after due provision for the financial requirements of the business, shall absorb or extinguish profits which otherwise would be available for distribution. The following is a summary of the trading results of the subsidiary:-

	2003 £	2002 £
Turnover	140,888	127,468
Cost of sales and administrative expenses	<u>(98,266)</u>	<u>(80,548)</u>
Net Profit	42,622	46,920
Tax on profit on ordinary activities	<u>-</u>	<u>-</u>
	42,622	46,920
Amount gifted to the charity	<u>(42,933)</u>	<u>(45,869)</u>
Retained in the subsidiary	<u>(311)</u>	<u>1,051</u>

The assets and liabilities of the subsidiary were:

Fixed assets	612	978
Current assets	51,271	66,349
Creditors: amounts falling due within one year	<u>(50,734)</u>	<u>(65,867)</u>
Total net assets	<u>1,149</u>	<u>1,460</u>
Aggregate share capital and reserves	<u>1,149</u>	<u>1,460</u>

AGE CONCERN ST HELENS

NOTES TO THE CONSOLIDATED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2003

6 ANALYSIS OF TOTAL RESOURCES EXPENDED

	Community & Mansion House Support Services £	Active Age £	Community Development £	Information & Advice Service £	Senior Voice Project £	Bistro £	Fundraising & Publicity £	Management & Admin £	2003 Total £	2002 Total £
Operational costs allocated	41,066	20,660	10,600	9,289	9,200	3,868	17,871	(112,554)	-	-
Wages and social security	69,327	19,208	12,651	26,154	19,144	22,736	24,385	100,830	294,435	273,483
Honoraria	1,991	-	-	-	-	-	3,570	-	5,561	4,966
Repairs and renewals	146	887	385	821	-	583	-	17,485	20,307	27,289
Rent	1,630	-	-	-	450	-	-	24	2,104	1,360
Heat, light and water	-	-	-	-	-	-	-	11,992	11,992	12,644
Telephone	657	104	78	78	52	9	238	6,722	7,938	7,083
Printing, stationery and postage	-	-	-	-	-	-	-	15,367	15,367	9,988
Advertising and promotions	-	-	-	1,714	-	-	40	842	2,596	5,571
Insurance	7,327	-	-	-	-	-	-	9,513	16,840	13,183
Catering costs	14,509	291	-	-	-	19,851	485	625	35,761	31,251
Motor and travel costs	15,263	2,835	551	769	4,206	944	2,223	3,504	30,295	24,056
Board meetings expenses	-	-	-	-	-	-	-	427	427	544
Garden costs	-	-	-	-	-	-	-	1,793	1,793	2,544
Training costs	648	502	133	389	1,641	300	26	1,494	5,133	3,736
Tutor fees and materials	415	28,815	-	-	-	-	-	-	29,230	23,648
Consultancy	-	-	-	-	-	-	4,204	9,625	13,829	5,792
Legal and professional fees	-	-	-	-	-	-	-	595	595	228
Audit	-	-	-	-	-	-	-	4,178	4,178	3,034
Cleaning and sundry	2,829	-	-	312	-	500	-	3,899	7,540	9,576
Depreciation	7,018	933	-	-	-	-	-	32,639	40,590	35,507
Purchases	-	-	-	-	-	-	1,785	-	1,785	2,657
	<u>162,826</u>	<u>74,235</u>	<u>24,398</u>	<u>39,526</u>	<u>34,693</u>	<u>48,791</u>	<u>54,827</u>	<u>109,000</u>	<u>548,296</u>	<u>498,140</u>
Fundraising and Publicity									54,827	58,967
Charitable Expenditure									493,469	439,173
<b>Total</b>									548,296	498,140

# AGE CONCERN ST HELENS

## NOTES TO THE CONSOLIDATED ACCOUNTS (continued) FOR THE YEAR ENDED 31 MARCH 2003

### 7 Net Income For The Year Before Taxation

	2003 £	2002 £
The net income for the year is stated after charging:-		
Depreciation of owned assets	38,314	35,507
Auditors' remuneration	<u>4,000</u>	<u>4,000</u>

### 8 Taxation

On trading activities	<u>-</u>	<u>-</u>
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### 9 Staff Costs - Charity

	2003 £	2002 £
Wages and salaries	267,815	247,758
Social security costs	17,312	17,360
Pension contributions	<u>9,308</u>	<u>8,365</u>
	<u>294,435</u>	<u>273,483</u>

The average number of employees of the charitable company analysed by function was:-

	2003	2002
Direct charitable expenditure	20	20
Management and administration	<u>5</u>	<u>5</u>
	<u>25</u>	<u>25</u>

No employee earned £50,000 per annum or more and the Trustees did not receive any emoluments or expenses during either year.

## AGE CONCERN ST HELENS

NOTES TO THE CONSOLIDATED ACCOUNTS (continued)  
FOR THE YEAR ENDED 31 MARCH 2003

10 Tangible Fixed Assets	Land £	Freehold & Long Leasehold Buildings £	Equipment £	Furniture Fixtures & Fittings £	Motor Vehicles £	Total £
<b>Group</b>						
<b>At Cost</b>						
At 1 April 2002	230,640	1,426,865	28,589	92,056	55,160	1,833,310
Additions	-	8,619	11,498	4,169	-	24,286
At 31 March 2003	<u>230,640</u>	<u>1,435,484</u>	<u>40,087</u>	<u>96,225</u>	<u>55,160</u>	<u>1,857,596</u>
<b>Depreciation</b>						
At 1 April 2002	-	141,615	21,306	90,713	26,550	280,184
Charge for the year	-	28,707	4,104	1,127	7,018	40,956
At 31 March 2003	<u>-</u>	<u>170,322</u>	<u>25,410</u>	<u>91,840</u>	<u>33,568</u>	<u>321,140</u>
<b>Net Book Value</b>						
At 31 March 2003	<u>230,640</u>	<u>1,265,162</u>	<u>14,677</u>	<u>4,385</u>	<u>21,592</u>	<u>1,536,456</u>
At 31 March 2002	<u>230,640</u>	<u>1,285,250</u>	<u>7,283</u>	<u>1,343</u>	<u>28,610</u>	<u>1,553,126</u>
<b>Charity</b>						
<b>At Cost</b>						
At 1 April 2002	230,640	1,426,865	25,549	92,056	55,160	1,830,270
Additions	-	8,619	11,498	4,169	-	24,286
At 31 March 2003	<u>230,640</u>	<u>1,435,484</u>	<u>37,047</u>	<u>96,225</u>	<u>55,160</u>	<u>1,854,556</u>
<b>Depreciation</b>						
At 1 April 2002	-	141,615	19,244	90,713	26,550	278,122
Charge for the year	-	28,707	3,738	1,127	7,018	40,590
At 31 March 2003	<u>-</u>	<u>170,322</u>	<u>22,982</u>	<u>91,840</u>	<u>33,568</u>	<u>318,712</u>
<b>Net Book Value</b>						
At 31 March 2003	<u>230,640</u>	<u>1,265,162</u>	<u>14,065</u>	<u>4,385</u>	<u>21,592</u>	<u>1,535,844</u>
At 31 March 2002	<u>230,640</u>	<u>1,285,250</u>	<u>6,305</u>	<u>1,343</u>	<u>28,610</u>	<u>1,552,148</u>

All fixed assets are for use in direct furtherance of the charity's objects.

# AGE CONCERN ST HELENS

## NOTES TO THE CONSOLIDATED ACCOUNTS (continued) FOR THE YEAR ENDED 31 MARCH 2003

	Group		Charity	
	2003	2002	2003	2002
	£	£	£	£
<b>11 Debtors</b>				
Trade debtors	25,398	26,534	1,118	4,644
Other debtors	-	-	46,433	60,165
Prepayments and accrued income	<u>16,910</u>	<u>9,303</u>	<u>16,910</u>	<u>9,303</u>
	<u>42,308</u>	<u>35,837</u>	<u>64,461</u>	<u>74,112</u>
	Group		Charity	
	2003	2002	2003	2002
	£	£	£	£
<b>12 Creditors: Amounts falling due within one year</b>				
Trade creditors	23,885	11,493	23,826	10,209
Social security and other taxes	6,823	7,077	6,180	6,681
Accruals	<u>10,980</u>	<u>12,748</u>	<u>7,381</u>	<u>8,726</u>
	<u>41,688</u>	<u>31,318</u>	<u>37,387</u>	<u>25,616</u>
<b>13 Share Capital - Trading Subsidiary</b>			2003	2002
			£	£
Authorised Equity Shares				
100 Ordinary shares of £1 each			<u>100</u>	<u>100</u>
Allotted, Called Up And Fully Paid: Equity Shares				
2 Ordinary shares of £1 each			<u>2</u>	<u>2</u>

# AGE CONCERN ST HELENS

## NOTES TO THE CONSOLIDATED ACCOUNTS (continued) FOR THE YEAR ENDED 31 MARCH 2003

### 14 Restricted Funds

	Movement in Resources			Balance at 31.3.03 £
	Balance at 1.4.02 £	Incoming Resources £	Expenditure & Transfers £	
Age Concern England	495	-	495	-
Various Donations From Tyresave Customers (Boxing Day Party)	670	1,858	874	1,654
Age Concern England	12,000	-	12,000	-
Coalfields Regeneration Trust	12,067	-	12,067	-
Age Concern Services (North West)	3,000	-	3,000	-
N.H.S	10,000	23,000	21,500	11,500
St Helens & Knowsley Community Health NHS	500	-	-	500
Neighbourhood Renewal Community Chest Greater Merseyside	3,000	-	3,000	-
Individual Lottery Supporters	68	1,267	1,236	99
St Helens MBC	-	141,750	141,750	-
Providence Hospital Endowment Fund	-	1,000	200	800
Scottish Power Company (Manweb)	-	10,000	10,000	-
The Baring Foundation	-	10,000	10,000	-
Nationwide Foundation	-	10,000	10,000	-
The Green & Lillian Ainsworth and Family Benevolent Fund	-	750	750	-
Healthy Living Initiative	-	5,170	5,170	-
Lloyds TSB Foundation	-	8,500	2,500	6,000
Neighbourhood Renewal Community Learning Chests Greater Merseyside	-	5,000	1,000	4,000
Percy Bilton Trust	-	4,665	933	3,732
Charles Hayward Trust	-	9,620	1,924	7,696
Windle United Charity	-	1,638	328	1,310
St Helens U.V.O Community Trust	-	250	250	-
The Lord Cozens - Hardy Trust	-	500	500	-
The Ravensdale Trust	-	5,000	5,000	-
The Stroke Association	-	366	366	-
St Helens Chamber of Commerce	-	6,453	6,453	-
St Helens College	-	5,547	5,547	-
St Helens MBC	-	300	300	-
St Helens Council (Health Partnership)	-	4,237	4,237	-
Girobank Plc	-	500	500	-
Manchester Unity Friendly Society	-	200	200	-
Mrs M Hope & Family (in memory of Mr J Hope)	-	235	235	-
Mrs L Casey (in memory of Ada Melling)	-	175	175	-
Enid Sumner	-	100	100	-
Sundry Donations	-	203	203	-
	<u>41,800</u>	<u>258,284</u>	<u>262,793</u>	<u>37,291</u>



AGE CONCERN ST HELENS

NOTES TO THE CONSOLIDATED ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2003

14. Restricted Funds (continued)

Funds received from Age Concern England towards the relief of Winter Warmth for older people.

Funds received from Various Donations from Tyresave customers towards the cost of a party for older people on Boxing Day.

Funds received from Age Concern England towards Information & Advice Development Project.

Funds received from Coalfield Regeneration Trust towards the provision of the Development of an Information & Advice Service.

Funds received from Age Concern Support Services (North West) towards the provision of Senior Voice Project.

Funds received from N.H.S towards the provision of Senior Voice Project.

Funds received from St Helens & Knowsley Health NHS towards the provision of Peer Activity Motivators.

Funds received from Neighbourhood Renewal Community Chest Greater Merseyside towards the provision of Senior Voice Forum Development.

*Funds received from individual supporters towards weekly lottery payments.*

Funds received from St Helens MBC towards the provision of Day Care Services & Befriending Scheme.

Funds received from Providence Hospital Endowment Fund towards the provision of loop systems.

Funds received from Scottish Power Company (Manweb) towards Information & Advice Service.

Funds received from the Baring Foundation towards Merseyside Collaborative Project.

Funds received from Nationwide Foundation towards the Information & Advice Service.

Funds received from The Green & Lillian Ainsworth and Family towards transport costs.

AGE CONCERN ST HELENS

NOTES TO THE CONSOLIDATED ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2003

14. Restricted Funds (continued)

Funds received from Health Living Initiative towards the cost of activity tutor fees.

Funds received from Lloyds TSB Foundation towards training days and venue costs.

Funds received from Neighbourhood Renewal Community Learning Chests Greater Merseyside towards computer training classes.

Funds received from Percy Bilton Trust towards the purchase of computer equipment.

Funds received from The Charles Hayward Foundation toward security measures.

Funds received from Windle United Charity towards provision of loop systems.

Funds received from St Helens U.V.O Community Trust towards the provision of Community Day Services.

Funds received from The Lord Cozens-Hardy Trust towards transport costs.

Funds received from The Ravensdale Trust towards security provisions and ground maintenance/gardening.

Funds received from The Stroke Association towards the use of premises at the Mansion House and the cost of producing memory books.

Funds received from St Helens Chamber towards the salary cost of employing Day Care Workers.

Funds received from St Helens College towards the provision of computer training classes.

Funds received from St Helens MBC towards the cost of Pensioners Parliament in Blackpool.

Funds received from St Helens Council (Health Partnership) towards secondment of Active Age Development worker.

Funds received from Girobank Plc towards the provision of Mansion House Day Care.

Funds received from Manchester Unity Friendly Society towards provision of Mansion House Day Care.

Funds received from Mrs M Hope & Family (in memory of Mr J Hope) towards Rainford Day Centre.

# AGE CONCERN ST HELENS

## NOTES TO THE CONSOLIDATED ACCOUNTS (continued) FOR THE YEAR ENDED 31 MARCH 2003

### 14. Restricted Funds (continued)

Funds received from Mrs L Casey (in memory of Ada Melling) towards Active Age activities at Mansion House.

Funds received from Enid Sumner towards provision of Mansion House Day Care.

Funds received from various supporters towards provision of Mansion House Day Care.

### 15. Analysis Of Group Net Assets By Fund

	Tangible Fixed Assets £	Current Assets £	Creditors Due Within One Year £	Total £
Equity	2	-	-	2
Restricted funds	13,538	23,753	-	37,291
Unrestricted funds	<u>1,522,916</u>	<u>196,287</u>	<u>(41,688)</u>	<u>1,677,515</u>
	<u>1,536,456</u>	<u>220,040</u>	<u>(41,688)</u>	<u>1,714,808</u>

### 16. Pension Costs

The charity contributes to defined contribution pension schemes and stakeholder pension schemes for certain employees and the charge for the year was £6,269 (2002 £6,132).

The Charity participates in the Age Concern Retirement Benefits Scheme for 1 employee, which with effect from 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 and it has not been possible to identify the charity's share of the underlying assets and liabilities. As a result all pension costs for the Charity will be reported on a defined contribution basis.

The cost for the period was £3,039 (2002 - £2,233).

There were no outstanding or prepaid contributions at the balance sheet date.

The last actuarial valuation of the Age Concern Retirement Benefits Scheme at 1 April 2001 showed a deficit for the whole scheme of £2.7m 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 £7.1m (2002 - £3.7m).

## AGE CONCERN ST HELENS

### NOTES TO THE CONSOLIDATED ACCOUNTS (continued) FOR THE YEAR ENDED 31 MARCH 2003

#### 17 Subsidiary Undertaking

Included in the group are the accounts of St Helens Age Concern Trading Limited, a company operating within the United Kingdom.

St Helens Age Concern Trading Limited is controlled by the Board of Trustees of the Charity in accordance with its Memorandum and Articles of Association and the principal activities of the trading subsidiary are detailed in the Board of Trustees' report.

#### 18 Capital Commitments

At 31 March 2003, there were no commitments for capital expenditure for which contracts had been placed. (2002 £NIL).