# AGE CONCERN SIR GAR ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2011

Registered Charity Number. 1106321

Company Number 5207722

THURSDAY



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# AGE CONCERN SIR GÂR

# TRUSTEES 01/04/2010 - 31/03/2011

Peter Loughran (Chair)

Rhiannon Scott (Vice-Chair)

Dyan Evans

Dennis Fox

Harvey Jones

Bernard Williams

Jan Williams

Gill Whitehead

Allan Williams

#### REPORT OF THE TRUSTEES

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2011. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

## REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

5207722 (England and Wales)

# Registered Charity number

1106321

# Registered office

8 Murray Street Llanelli Carmarthenshire SA15 1DZ

#### **Trustees**

| P Loughran (Chair)   | D Fox      | J Williams  |
|----------------------|------------|-------------|
| R Scott (Vice-Chair) | H Jones    | G Whitehead |
| D Evans              | B Williams | A Williams  |

## **Company Secretary**

A Dymock

# STRUCTURE, GOVERNANCE AND MANAGEMENT Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006

## Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error

ON BEHALF OF THE BOARD

Peter Loughran (Chair)

Date. 26/16/11

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF AGE CONCERN SIR GÂR

I report on the accounts for the year ended 31st March 2011 set out on pages three to six

#### Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 the independent examiner's report

My examination was carried out in accordance with the 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 you as 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 statements below

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements
  of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the
  Statement of Recommended Practice Accounting and Reporting by Charities

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

Charles & Co

**Chartered Certified Accountants** 

3 Murray Street

Llanellı

Carmarthenshire

**SA15 1AQ** 

26<sup>th</sup> October 2011

# AGE CONCERN SIR GÂR NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2011

#### 1. ACCOUNTING POLICIES

## a) General

These accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and follows best practice as laid down in the Statement of recommended practice – Accounting and Reporting by Charities (SORP 2005)

# b) Resources expended

The accounts have been prepared on an accruals basis

### c) Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the economic life of that asset as follows

Office equipment - 15% reducing balance

Computer equipment - over 3 years straight line

### d) Pensions

The Charity has arranged a defined contribution pension scheme for its staff members. The assets of this scheme is held separately from those of the Charity, being invested with insurance companies. Pension costs charged in the Statement of Financial Activities represent the contributions payable by the Charity in the year.

## 2. EMPLOYEES' REMUNERATION

The remuneration (including employer's contributions) for the period amounted to £76,230 24

The average number of paid employees for the year were 4

Core (administration of the Charity)

4

## 3. TRUSTEES' REMUNERATION AND EXPENSES

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any Trustee or to any person or persons known to be connected with any of them

Reimbursement of expenses has been made to Trustees in respect of the year

### 4. FIXED ASSETS

| 4, FIAI          | ED ASSETS |                       |        |  |
|------------------|-----------|-----------------------|--------|--|
|                  | Equipment | Computer<br>equipment | Total  |  |
| Cost B/F         | 10,666    | 5,699                 | 16,365 |  |
| Additions        |           |                       |        |  |
| Depreciation B/F | 6,413     | 5,699                 | 12,112 |  |
| Charge for year  | 638       |                       | 638    |  |
|                  |           |                       |        |  |
| Net Book Value   | 3,615     | NIL                   | 3,615  |  |

# 5. CREDITORS AND ACCRUALS

Included in creditors and accruals are the following amounts

£

PAYE 1,503
Accountancy fee 1,200
2,703

# 6. COMMITMENTS UNDER OPERATING LEASES

At 31st March 2011, the Charity had annual commitments under non-cancellable operating leases of £9,500

The operating lease expires 31st August 2012

# AGE CONCERN SIR GAR STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31ST MARCH 2011

| Ī                                  | Unrestricted                            |              |           |             | Rest     | Restricted  |             |          |              |             |   |
|------------------------------------|---|--------------|-----------|-------------|----------|-------------|-------------|----------|--------------|-------------|---|
|                                    |   |              |           |             |          | Kwtw.       |             | _        | 1            |             |   |
|                                    |   |              |           |             | Internet | mapping.    |             |          |              |             |   |
|                                    | information                             | 1            |           | BT Internet | Taster   | digital     | Welfare     | Orop in  | RDP / Poy in | Befriending | Ī                                       |
|                                    |   | Handy Person | Gardening |             | Sessions | switch over | Benefits    | Digital  | Action       | Circles     | Total                                   |
| INCOMING RESOURCES                 | PILET HEIVE                             | 1141141      |           |             |          |             | H ELLEVILLE |          |              |             |   |
| Donations                          | 16 822 43                               |              |           |             |          |             |             |          |              |             | 18 822 43                               |
| Grant Income                       | 69 050 00                               | 1 200 00     |           |             |          | 1 739 00    | i .         |          | 11 595 94    | 38 000 00   | 119 584 94                              |
| Fund Raising                       | 00 000 00                               | 120000       |           |             |          | 1,755.00    |             |          | 1,,000,04    | 1 333 53    | 1110 000 0                              |
| FOR KAISING                        |   |              |           |             |          |             |             |          |              |             | ŀ                                       |
| Total Income Resources             | 85 872 43                               | 1 200 00     |           | -           | •        | 1 739 00    | -           |          | 11 595 94    | 36 000 00   | 138 407 37                              |
| EXPENDITURE                        |   |              |           |             |          |             |             |          |              |             |   |
| Direct Expenditure                 |   |              |           |             |          |             |             |          | I            |             |   |
| Salaries NI & Superannuation       | 59 453 32                               |              |           |             |          | Į l         |             |          | I            | 16 776 92   | 78 230 24                               |
| Kwtw mapping digital switch over   |   |              |           |             |          | 397 30      |             |          | ŀ            |             | 397 30                                  |
| Handyperson Expenses               |   | 780 82       |           |             |          |             |             |          | I            |             | 780 82                                  |
| Befriending Circles                |   |              |           |             |          |             |             |          |              | 3 377 61    | 3 377 61                                |
| Gardening                          |   |              | 54 00     |             |          |             |             |          | l            |             | 54 00                                   |
| Welfare Benefits                   |   |              |           |             |          |             | 2 278 18    |          | i            |             | 2 278 18                                |
| Internet Taster Sessions           |   |              |           |             | 267 80   |             |             |          |              | ł           | 267 80                                  |
| RDV Pov in Action                  |   |              |           |             |          |             |             |          | 3 648 17     | •           | 3 848 17                                |
| Drop in Digital                    |   |              |           |             |          |             |             | 578 38   |              |             | 578 38                                  |
| Management & Administration        |   |              |           |             |          |             |             |          | l .          |             |   |
| Core Expenses                      | 4 415 35                                |              |           | -           |          |             | ,           |          | 1            | 1           | 4 415 35                                |
| Water Heat & Light                 | 1 760 99                                | 32 27        | 32 27     | 32 27       |          | 32 27       | 20 93       | 11 34    | 20 93        | 32 27       | 1 975 54                                |
| Rent                               | 8 538 70                                | 147 01       | 147 01    | 67 85       |          | 147 01      | 79 16       | 147 01   | 79 16        | 147 01      | 9 499 92                                |
| Postage                            | 425 95                                  | 6 25         | 6 25      | 6 25        |          | B 25        | 50 00       | 6 25     | 448 00       | 61 24       | 1 016 44                                |
| Stationery                         | 2,797 76                                | 3 66         | 3 68      | 3 66        |          | 3 66        |             | 3 66     | 269 42       | 20 06       | 3 105 54                                |
| Advertising & Promo                | 297 04                                  |              |           |             |          |             | -           | -        |              |             | 297 04                                  |
| Telephone                          | 1 721 84                                | 26 22        | 26 22     | 26 22       |          | 26 22       | 22 45       | 3 77     | 22 45        | 26 22       | 1 901 61                                |
| Insurance                          | 1 541 32                                | 35 84        | 35 84     | 35 84       |          | 35 84       | 35 84       |          | 35 84        | 35 84       | 1 792 20                                |
| Subscriptions & Licences           | 80 00                                   |              |           |             | _        |             |             |          | 1            |             | 80 00                                   |
| Accountancy                        | 1 200 00                                |              |           | -           |          |             |             |          | 1            |             | 1,200 00                                |
| Cleaning                           | 477 12                                  | 18 38        | 18 38     | 18 38       |          | 18 38       | 14 10       | 4 28     | 14 10        | 18 38       | 601 50                                  |
| Repairs & Maintenance              | 160 60                                  |              |           | -           |          | -           |             | -        | 1 .          |             | 150 50                                  |
| Leasing (Telephones & Photocopier) | 3 740 92                                | 152 72       | 132 32    | 110 27      |          | 147 32      | 105 05      | 109 32   | 110 05       | 168 32      | 4 776 29                                |
| Depreciation                       | 637 84                                  |              | •         | -           |          | -           |             | -        |              |             | 637 84                                  |
| Total Expenditure                  | 87,248 75                               | 1,203 17     | 455 95    | 300.74      | 287 80   | 814 25      | 2,605 71    | 864 01   | 4,648 12     | 20,663 87   | 119,072 37                              |
| Net (Outgoing)/Income Resources    |   |              |           |             |          | I           |             |          | 1            |             |   |
| for the Period                     | (1,376 32)                              | (3 17)       | (455 95)  | (300 74)    | (267 80) | 924 75      | (2.605 71)  | (864 01) | 8,947 82     | 15,338 13   | 17,335 00                               |
|                                    | (,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | (3 17)       | (400.00)  | (300 /4)    | (20/ 00) | 02475       | [2,000 / 1] | (00-01   | U,07/ 02     | 19,350 13   | , ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |

Total Funds B/F

10,000 30

Total funds C/F

27,335 30

Gross Income as above Unrestricted Funds Restricted Funds

88,811 43 47,595 94 136 407 37

Total Expenditure as above Unrestricted Funds Restricted Funds

93 760 38 25,311 99

Net (Expenditure)/Income For The Period

119,072 37

#### AGE CONCERN SIR GAR BALANCE SHEET AS AT 31ST MARCH 2011

|                                     | 2011<br>£       | £         |
|-------------------------------------|-----------------|-----------|
| FIXED ASSETS                        |                 | 3,614     |
| CURRENT ASSETS Bank Current Account | 22.067          |           |
| Bonus Saver Account                 | 23,867<br>1,608 |           |
| CAF Gold Account Cash in Hand       | 3<br>955        |           |
| Odon in Flanc                       | 26,433          | •         |
| LESS CURRENT LIABILITIES            |                 |           |
| Creditors & Accruals                | 2,704<br>2,704  |           |
|                                     | 2,704           | 23,729 57 |
| NET ASSETS                          |                 | 27,344    |
|                                     |                 |           |
|                                     |                 |           |
| Represented By                      |                 |           |
| FUNDS<br>Income Funds               |                 |           |
|                                     |                 |           |
| Unrestricted Funds<br>Core          |                 | 22,284    |
| Restricted Funds                    |                 | 5,051     |
| Interest Received                   |                 | 8         |
|                                     |                 | 27,344    |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2011

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2011 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the board of Trustees on 26 October 2011 and were signed on its behalf by

Peter Loughran (Chair)