



**AGE CONCERN CHATHAM**

**REPORT AND ACCOUNTS**

**FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003**



Daniels & Co  
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# AGE CONCERN CHATHAM

## REPORT AND ACCOUNTS

FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003

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## AGE CONCERN CHATHAM

## LEGAL AND ADMINISTRATIVE INFORMATION

## FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003

**Status**

Age Concern Chatham was incorporated as a company limited by guarantee on 22 January 2002, with registration number 4357957 and was registered with the Charity Commission on 24 April 2002, registration number 1091726. It is governed by its memorandum and articles of association.

**Directors and trustees**

The directors of the charitable company are its trustees for the purposes of charity law and, in accordance with the articles of association, are known as the board of trustees.

The chairman and trustees are elected at least once every three years by the members attending the charity's annual general meeting. They may serve for three years and are eligible for re-election. The chairman may serve for a maximum of six years. The board of trustees has the power to appoint persons to fill any casual vacancies, and to co-opt persons to the board.

The trustees who served during the period and since then were:

Chairman	Mrs Shirley Roper	(appointed 1 June 2002)
Vice Chairman	Mrs Sheila Hart	(appointed 22 January 2002)
	Mrs Peggy Ricketts	(appointed 22 January 2002)
	Mr Alan Beavan	(appointed 22 January 2002)
	Mrs Ruth Boyes	(appointed 1 June 2002)
	Mrs Beryl Chandler	(appointed 1 June 2002)
	Mrs Judy Etheridge	(appointed 1 June 2002)
	Mrs Margaret Grainger	(appointed 1 June 2002)
	Mrs Rona MacLeod	(appointed 1 June 2002)
	Mr Mool Khullar	(appointed 7 May 2003)
	Mrs Elvira Bullimore	(appointed 22 January 2002, resigned 12 March 2003)
	Waterlow Nominees Limited	(appointed 22 January 2002, resigned 22 January 2002)
	Waterlow Secretaries Limited	(appointed 22 January 2002, resigned 22 January 2002)
Secretary	Mrs Peggy Ricketts	

**AGE CONCERN CHATHAM**

**LEGAL AND ADMINISTRATIVE INFORMATION (Continued)**

**FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003**

Operations address Riverside  
CHATHAM  
ME4 4SL

Registered office The Old Courthouse  
New Road Avenue  
CHATHAM  
ME4 6BE

**Investment powers**

In accordance with the memorandum of association the charity has unrestricted powers of investment but the trustees are required to take advice before buying or selling investments.

**Bankers**

National Westminster  
PO Box 171  
148 High Street  
CHATHAM ME4 4DJ

**Solicitors**

Stephens & Son  
41 Railway Street  
CHATHAM ME4 4RP

**Auditors**

Daniels & Co  
The Old Courthouse  
New Road Avenue  
CHATHAM ME4 6BE

## AGE CONCERN CHATHAM

### REPORT OF THE CHAIRMAN

#### FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003

This is my first report as chairman of Age Concern Chatham, and the first report of the charitable company which took over the operation of the former charitable trust on 1 May 2002.

I would like to thank my predecessor, Mrs Peggy Ricketts, for her years of exemplary stewardship. Peggy retired as Chairman on 13 November 2002, amongst her many achievements she masterminded the incorporation of the old Trust.

I should also like to thank our Chief Officer, Mrs Val McConkey, for all her hard work in managing the charitable company on a day to day basis, and, of course, to all our staff and volunteers.

The period has been challenging. We are in the process of renegotiation all our contracts with Medway Council, from which we derive most of our operational income.

We refurbished the Day Centre in September 2002 to a high standard. Partly because of this, and partly because of increased costs, the Day Centre, and the charitable company as a whole, has shown a deficit. Steps have been taken to reduce costs, and increase income, which the trustees hope will rectify the position.

Government legislation has decreed that Carers in the public and private domain are required to gain an NVQ 2/3 Certification by 2005. In keeping with this strategy, all our Carers passed the Foundation Course, recognising their current level of expertise. Additional training will be ongoing until our Carers achieve the required level.

In order for Age Concern Chatham to remain a Preferred Service Provider (PSP), Age Concern has registered with the National Care Standards Commission. The fee for this amounted to £1,400, as a one-off, there will be a yearly fee of £700.

On a more positive note, the three Age Concerns within Medway were each the recipient of monies donated by the Mayor and Mayoress of Medway 2002 Appeal as one of their preferred charities. For Age Concern Chatham, this amounted to approximately £2,400.



SHIRLEY ROPER

## **AGE CONCERN CHATHAM**

### **REPORT OF THE TRUSTEES**

#### **FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003**

The trustees of Age Concern Chatham present the annual report of the charitable company for the period from 22 January 2002 to 31 March 2003.

#### **Purpose of the Charity**

The purpose of the charitable company is to promote the relief of elderly people in Chatham.

#### **Statement of responsibilities of the trustees**

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

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts; and
- d) prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business;

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

#### **Review of developments**

On 1 June 2002 the charitable company took over the operations and assets of Age Concern (Chatham), a charitable trust.

#### **Financial statements**

The accounts have been prepared in accordance with current legal requirements, the Statement of Recommended Practice – Accounting and Reporting by Charities issued in October 2000 and the charity's constitution.

## AGE CONCERN CHATHAM

### REPORT OF THE TRUSTEES (continued)

FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003

#### Reserves policy and risk management

The trustees have reviewed the reserves of the charitable company. The management committee have established a policy whereby the free reserves held by the charity should be between three and four months of the resources expended, between £111,000 and £148,000 in general funds. This would provide working capital and enable the charity to continue operations in the event of a significant reduction in funding long enough to reduce or cease its activities in an orderly manner.

Free reserves amounted to £45,529 at 31 March 2003. The trustees are seeking to increase the free reserves by increasing contract income and reducing costs.

The trustees have assessed the major risks to which the charitable company is exposed and are satisfied that systems are in place to mitigate its exposure to major risks.

#### Tax status

The charity is exempt from taxation on its charitable activities.

#### Organisation

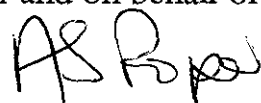
The charity is administered by the board of trustees and managed by its chief officer.

#### Auditors

It is proposed that the company's present auditors, Messrs Daniels & Co., be reappointed under section 385 Companies Act 1985.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities issued in October 2000 and in accordance with the special provisions contained in part VII of the Companies Act 1985 relating to small companies, and was approved by the board on 22 October 2003.

For and on behalf of the trustees



SHIRLEY ROPER  
Chairman

Date 22 October 2003

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

We have audited the financial statements of Age Concern Chatham for the period from 22 January 2002 to 31 March 2003, which comprise the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) under the historical cost convention and the accounting policies as set out herein.

This report is made solely to the company's members, as a body, in accordance with s235 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 the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As described in their report, the trustees are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom accounting standards.

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 charitable company 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 the trustees report and consider the implications for our report if we become aware of any apparent misstatement within it.

We are not required to consider whether the statement in the trustees' report concerning the major risks to which the charitable company is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charitable company's risk management and control procedures.



## AGE CONCERN CHATHAM

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS  
(continued)**Basis of audit opinion**

We conducted our audit in accordance with United Kingdom 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 significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, are consistently applied and are 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 affairs of the charitable company as at 31 March 2003 and of its incoming resources and application of resources, including its income and expenditure for the period then ended and have been properly prepared in accordance with the Companies Act 1985.

DANIELS & CO.  
Chartered Accountants  
and Registered Auditors



The Old Courthouse,  
New Road Avenue,  
CHATHAM ME4 6BE

Date: 22 October 2003

## AGE CONCERN CHATHAM

## STATEMENT OF FINANCIAL ACTIVITIES

## INCOME AND EXPENDITURE ACCOUNT

FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003

	Notes	Unrestricted funds 2003 £
Income and expenditure	1	
<b>Incoming resources</b>		
Donations	2	4,946
Incoming resources from operating activities		
<i>Activities in furtherance of the charity's objects</i>	3	352,571
<i>Activities for generating funds</i>	4	4,484
Investment income	5	678
Net assets transferred from former charitable trust	15	120,333
<b>Total incoming resources</b>		<u>483,012</u>
<b>Resources expended</b>		
Cost of generating funds		251
Charitable expenditure		
<i>Cost of activities in furtherance of the charity's objects</i>	6	338,082
<i>Management and administration</i>	7	32,150
<b>Total resources expended</b>		<u>370,483</u>
<b>Net incoming resources – Net income for the period</b>		<u>£ 112,529</u>
<b>Analysis of incoming resources</b>		
Operating deficit for the period		(7,804)
Net assets transferred from the former charitable trust		120,333
		<u>£ 112,529</u>

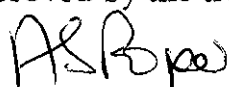
## AGE CONCERN CHATHAM

## BALANCE SHEET AS AT 31 MARCH 2003

	Notes	2003	
		£	£
<b>Fixed assets</b>			
Tangible assets	9		5,643
<b>Current assets</b>			
Stocks		911	
Debtors	10	24,582	
Cash at bank and in hand		119,587	
		<u>145,080</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>38,106</u>	
<b>Net current assets</b>			<u>106,974</u>
			<u>112,617</u>
<b>Creditors: amounts falling due after more than one year</b>	12		<u>88</u>
			<u>£ 112,529</u>
<b>Funds</b>			
Unrestricted	13		<u>£ 112,529</u>

These accounts have been prepared in accordance with the special provisions contained in part VII of the Companies Act 1985 relating to small companies.

Approved by the trustees and signed on its behalf by:



SHIRLEY ROPER

Chairman

Date: 22 October 2003

# AGE CONCERN CHATHAM

## NOTES TO THE ACCOUNTS

FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003

### 1. Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the accounts.

#### *Basis of preparation of accounts*

The accounts have been prepared in accordance with the Companies Acts, the Statement of Recommended Practice, Accounting and Reporting by Charities issued in October 2000, the Financial Reporting Standard for Smaller Entities (effective June 2002), and in accordance with applicable accounting standards, under the historical cost convention.

#### *Incoming resources*

##### *Investment income*

Interest on bank deposits is taken into account on an accruals basis.

##### *Donations*

Donations are credited in the period in which they are received.

#### *Outgoing resources*

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

## AGE CONCERN CHATHAM

## NOTES TO THE ACCOUNTS

FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003

*Balance sheet**Depreciation*

Depreciation is calculated to write off the cost of fixed assets, less estimated residual values, over their expected useful lives, at the following annual rates:

Leased assets	over the period of the lease
Computer equipment	33.33% on cost
Fixtures and equipment	20% on cost

Assets held under finance leases are depreciated over the shorter of their expected useful lives and lease terms.

*Stocks*

Stocks are valued on a first in, first out, basis, at the lower of cost and net realisable value.

*Leases and hire purchase agreements*

Tangible fixed assets acquired under hire purchase agreement and leasing agreements which give rights approximating to ownership (finance leases) are capitalised at inception and depreciated at the appropriate rates for the classes of asset concerned. Payments under hire purchase agreements and finance leases are treated as consisting of capital and interest elements, and interest is charged to profit and loss account.

*Unrestricted funds*

These are funds which are expended at the discretion of the trustees in furtherance of the objects of the charity.

## AGE CONCERN CHATHAM

## NOTES TO THE ACCOUNTS

FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003

## 2. Donations

	2003 £
Day centre	2,697
Transport	2,234
Other	15
	<u>£ 4,946</u>

## 3. Income from activities in furtherance of the charity's objects

	2003 £	£
Day centre		
Medway Council		47,197
Other		18,092
		<u>65,289</u>
Home living support service		
Medway Council	211,175	
Private clients	<u>53,971</u>	
		265,146
Bathing		17,834
Footcare		4,302
		<u>£ 352,571</u>

## 4. Activities for generating funds

	2003
Fundraising	<u>£ 4,484</u>

## 5. Investment income and other interest receivable

	2003
Bank deposit interest	<u>£ 678</u>

## AGE CONCERN CHATHAM

## NOTES TO THE ACCOUNTS

FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003

## 6. Cost of activities in furtherance of the charity's objects

	2003	
	£	£
Day centre		
Wages and salaries	40,919	
Other staff costs	538	
Premises	11,965	
Minibus	10,918	
Catering	8,577	
Other	2,128	
		75,045
Home living support service		
Wages and salaries	225,204	
Staff travel	16,047	
Other staff costs	1,048	
		242,299
Bathing service		
Wages and salaries	15,435	
Staff travel	1,440	
		16,875
Footcare service		
Wages and salaries	3,627	
Staff travel	160	
Other staff costs	76	
		3,863
		<u>£ 338,082</u>

## 7. Management and administration

	2003
	£
Administrative staff salaries	17,098
Audit and accountancy	4,569
Other administration costs	10,483
	<u>£ 32,150</u>

## AGE CONCERN CHATHAM

## NOTES TO THE ACCOUNTS

## FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003

## 8. Employees 2003

The average monthly number of employees was: 53

Staff costs amounted to	2003
	£
Wages and salaries	288,804
Social security costs	13,480
	<u>£ 302,284</u>

There are no employees who receive emoluments of £50,000 or more. No emoluments or expenses were payable to trustees during the period.

9. Tangible fixed assets	2003
	£
<i>Net book values</i>	
Kitchen equipment	1,603
Day centre equipment	3,260
Computer equipment	780
	<u>£ 5,643</u>

*Movements in the year:*

<i>Cost</i>	<i>Additions</i>	<i>Disposals</i>	<i>Closing balances</i>
	£	£	£
Kitchen equipment	2,384	114	2,270
Day centre equipment	4,562	-	4,562
Computer equipment	1,466	-	1,466
	<u>£8,412</u>	<u>£114</u>	<u>£8,298</u>

<i>Depreciation</i>	<i>Charge for period</i>	<i>Disposals</i>	<i>Closing balances</i>
	£	£	£
Kitchen equipment	667	-	667
Day centre equipment	1,302	-	1,302
Computer equipment	686	-	686
	<u>£2,655</u>	<u>-</u>	<u>£2,655</u>



## AGE CONCERN CHATHAM

## NOTES TO THE ACCOUNTS

## FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003

10.	<b>Debtors:</b> <i>amounts falling due within one year</i>	2003 £			
	Trade debtors				
	Medway Council	-			
	Private clients	5,973			
	Prepayments	1,207			
	Accrued income – Medway Council	17,402			
		<u>£ 24,582</u>			
11.	<b>Creditors:</b> <i>amounts falling due within one year</i>	2003 £			
	Trade creditors	4,674			
	Finance leases and hire purchase agreements	324			
	Other taxation and social security costs	11,813			
	Accruals	4,026			
	Salaries	17,213			
	Other	56			
		<u>£ 38,106</u>			
12.	<b>Creditors:</b> <i>amounts falling due beyond one year</i>	2003			
	Finance leases and hire purchase agreements	<u>£ 88</u>			
13.	<b>Analysis of income and expenditure by funds</b>				
		<i>Movement in resources</i>			
	<i>Incoming</i>	<i>Outgoing</i>	<i>Transfers</i>	<i>Closing</i>	
	£	£	£	balances	
				£	
	<b>Unrestricted funds</b>				
	General	483,012	370,483	(67,000)	45,529
	Relocation	-	-	25,000	25,000
	Redundancy	-	-	37,000	37,000
	Fixed assets	-	-	5,000	5,000
	<b>Total</b>	<u>£483,012</u>	<u>£370,483</u>	-	<u>£112,529</u>

The relocation fund has been set up to identify the estimated funds required for the relocation of the Day centre.

## AGE CONCERN CHATHAM

## NOTES TO THE ACCOUNTS

FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003

## 13. Analysis of income and expenditure by funds (continued)

The fixed asset fund has been set up to assist in identifying those funds which are not free funds and represents the net book value of tangible fixed assets less the related loan finance.

The redundancy reserve fund has been set up to identify those funds which would be required to meet the charity's statutory redundancy obligations in the event of it ceasing operation.

## 14. Future financial commitments

2003

Operating lease rental commitments due within one year:

Leases expiring within one year

£ 750

## 15. Transfer of funds from the former charity

On 1 June 2002 the charitable company took over the operations and assets of Age Concern (Chatham), a charitable trust, as shown below:

	£	£
<b>Tangible fixed assets</b>		
Kitchen equipment		2,134
Day centre equipment		65
Computer equipment		<u>1,467</u>
		3,666
<b>Current assets</b>		
Stock	911	
Debtors	30,917	
Cash at bank and in hand	<u>106,750</u>	
	138,578	
<b>Creditors: amounts falling due within one year</b>	<u>21,575</u>	
		<u>117,003</u>
		120,669
<b>Creditors: amounts falling due beyond one year</b>		<u>336</u>
		<u>£120,333</u>
<b>Represented by:</b>		
Unrestricted funds		
General		60,333
Redundancy		32,000
Fixed asset		3,000
Relocation		<u>25,000</u>
		<u>£120,333</u>

AGE CONCERN CHATHAM

NOTES TO THE ACCOUNTS

FOR THE PERIOD FROM 22 JANUARY 2002 TO 31 MARCH 2003

16. Approval of accounts

These accounts were formally approved by the trustees on 22October 2003.