



**BRENT**

Age Concern Brent  
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Reg Charity No. 1011668

## **ANNUAL STATEMENTS OF ACCOUNT** **1<sup>ST</sup> APRIL 2003 – 31<sup>ST</sup> MARCH 2004**

**REGISTERED NUMBER: 2709324**



*Making more of life in Brent*

Royal Patron of Age Concern: HRH The Prince of Wales KG KT GCB  
Age Concern is a federation of registered charities.

Company Limited by Guarantee No. 2709324 Grant Aided by the London Borough of Brent

## AUDITOR'S REPORT

### **Report of the Independent Auditors to the members of Age Concern Brent,**

We have audited the financial statements of Age Concern Brent, which comprise SOFA, Balance Sheet & notes thereto. These financial statements have been prepared under the historical cost convention using the accounting policies stated therein.

This report is made solely to the company's members as a body, in accordance with Sect 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 & for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company & its members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of the Trustees & the auditors**

The Trustees (who are also the directors of Age Concern Brent for the purposes of the companies Act) are responsible for the preparation of the financial statements & their annual report in accordance with applicable law & U K Accounting Standards.

It is our responsibility to audit the financial statements in accordance with relevant legal & Regulatory requirements including U K Auditing Standards. We report to you our opinion as to whether the financial statements give a true & fair view & are properly prepared in accordance with the Companies Act 1985. We also report to you if in our opinion, the Trustees Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not obtained all the information & explanations we require for our audit, or if information required by law regarding trustees' remuneration & transactions with the charity are not disclosed.

We read other information contained in the Trustees Annual Report & consider whether it is consistent with the 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 & disclosures in the financial statements prepared by the Trustees. It also includes an assessment of the significant estimates & judgements made by the Trustees in the preparation of the financial statements, & of whether the accounting policies are appropriate to the charity's circumstances, consistently applied & adequately disclosed.

We planned & performed our audit so as to obtain all the information & 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, error or other irregularity. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In our opinion, the attached financial statements give a true & fair view of the state of affairs of the charity, as at 31 March 2004 & of its incoming resources & application of resources for the period then ended & have been properly prepared in accordance with the Companies Act 1985.

**C J Backhouse & Co, Chartered Accountants & Registered Auditors**

**73 Dorchester Avenue**

**Harrow**

**HA2 7AX**

Date 18/11/04

## **Age Concern Brent**

Annual statements of account  
1<sup>st</sup> April 2003-31<sup>st</sup> March 2004

### **Company Information**

<b>Trustees and Directors:</b>	Per annexed list.
<b>Secretary:</b>	Sue Newman
<b>Registered Office:</b>	6 Craven Park London NW10 8SY
<b>Registered number:</b>	2709324
<b>Registered Charity number:</b>	1011668
<b>Auditor;</b>	C.J. Backhouse & Co 97 Headstone Lane North Harrow Middlesex.HA2 6JL
<b>Bankers:</b>	Royal Bank of Scotland 86 Craven Park Road London NW10 4AE

**Age Concern Brent**

**Trustees and Directors of the Company 2003-2004**

Sorrell Grantham	Chair	Appointed	08/12/2003
Jagdish Patel	Vice-Chair	Appointed	08/11/2003
Cally Akisanya	Treasurer	Appointed	17/12/2003
Bhim Sayal	Trustee	Appointed	08/11/2000
A O Jones	Trustee	Appointed	03/11/2003
Chandra Patel	Trustee	Appointed	17/12/2002
Jean D Brewer	Trustee	Appointed	08/12/2000
Ken Morjaria	Trustee	Appointed	08/11/2000
Michael Adeyeye	Trustee	Appointed	08/12/2000
Saif Awan	Trustee	Appointed	17/12/2002
Tim Blanc	Trustee	Appointed	17/12/2002
Norman Mitchell	Co-opted Member	Appointed	03/11/2003
Joyce Balcombe	Chair	Resigned	08/12/2003

# Age Concern Brent

## Summary statement of financial activities for the year ended 31<sup>st</sup> March 2004

### Unrestricted Funds

	General Fund	Designated Funds	Restricted Funds	Total 2004	Total 2003
<b>Incoming resources;</b>					
Local Government grants	88700			88700	88700
Donations and other income	58115	0	59557	117673	216923
<b>Total incoming resources available for charitable expenditure</b>	146815	0	59557	206373	305623
<b>Charitable Expenditure;</b>					
Direct charitable expenditure	131088		103952	235040	200115
Administrative and other costs	64438		39853	104290	89609
<b>Total charitable expenditure also being total resources expended</b>	195526	0	143804	339330	289724
<b>Net incoming resources;</b>	-48710	0	-84247	-132957	15899
Transfers between funds	57695	-60000	2305	0	0
<b>Net movement in Funds;</b>	8985	-60000	-81942	-132957	15899
<b>Opening Fund balances;</b>	6155	110000	24608	140763	124866
<b>Closing Fund balances;</b>	15140	50000	-57334	7806	140765

Detailed analysis is supplied on Page 8

# Age Concern Brent

## Balance Sheet at 31<sup>st</sup> March 2004

	note	2004	2003
<b>Fixed Assets</b>	17	4770	3340
<b>Current Assets</b>			
Debtors & Prepayments	14	31374	13583
Bank balances		26	136035
Cash in hand		7	556
		<u>31407</u>	<u>150174</u>
<b>Liabilities</b>			
Bank overdraft		2516	
Creditors		17324	5657
Accruals		8533	7094
	5	<u>28373</u>	<u>12751</u>
<b>Net Current Assets</b>		3034	137423
<b>Total Net Assets</b>		<u>7804</u>	<u>140763</u>
<b>Reserves</b>			
<i>Unrestricted Funds;</i>			
General Fund		15139	6155
Designated Funds		50000	110000
		<u>65139</u>	<u>116155</u>
<i>Restricted Funds;</i>		<u>-57335</u>	<u>24608</u>
<i>Total Funds;</i>		<u>7804</u>	<u>140763</u>

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

Approved by the Board of Directors and Trustees on ..... 2004 and signed on its behalf.

  
Director/Trustee

  
Director/Trustee

The annexed notes form part of these statements.

**Age Concern Brent**

**Notes to the Financial Statements for the year ended 31<sup>st</sup> March 2004**

**1. Accounting Policies;**

The Financial Statements are prepared under the historic cost convention and incorporate the results of the principal activity described in the Directors' Report and which is continuing.

The Directors having considered the format of the Income and Expenditure Account set out in sch. 4 of the Companies Act 1985 consider that it is not wholly appropriate for the activities of this company and have taken advantage of para. 2(3) of sch. 4 and have presented an alternative format which better reflects the special nature of the company's activities and complies with the Charities SORP.

2. As the company has Charitable status it is not liable to Corporation Tax.
3. No debtor or creditor exceeded one year's duration.
4. It is the company's policy, in common with similar organisations, to charge the Restricted Funds with the cost of certain capital items under a policy of matching funding with expenditure. On the General Fund only equipment over a value of £500 is capitalised and depreciated over the expected life of the asset. Depreciation is calculated as;

Fixtures and fittings	20% cost
Computer equipment	20% cost

	2004	2003
5. Creditors (less than one year)		
Inland Revenue	16264	5304
Pension Fund provisions	0	353
Pensioners' holiday fund	1060	0
Other creditors	0	
Accruals	<u>8533</u>	<u>7094</u>
	25857	12751

6. The company is Limited by Guarantee and therefore does not have an authorised or issued share capital.
7. The Trustees are not entitled to remuneration in respect of their services. A total of £771 (£897) has been paid to Trustees in reimbursement of expenses incurred in their duties.
8. The company has taken advantage of S30 Companies Act 1985 to omit the word "Limited" from its title.
9. The Directors have relied on special exemptions available to small companies (conferred by Part 1 schedule 8 of the Companies Act 1985) on the grounds that the company qualifies as small by virtue of Section 247 of the Companies Act 1985.

10. The company contributes to external Money Purchase pension schemes for some of its employees. The charge represents the amounts payable by the company in respect of the year.

11. The Trustees have taken advantage of the exemption in FRS1 from the requirement to produce a cash-flow statement on the grounds that it is a small company.

12. Staff costs;	<b>2004</b>	<b>2003</b>
Salaries and costs	217962	185820
Social security	20231	14540
Superannuation (see note 11)	<u>1920</u>	<u>5421</u>
	240113	205781

13. The average number of employees was;	<b>2004</b>	<b>2003</b>
Administration	1	1
Advice workers and others	12	14

No employee earned more than £40,000 during the year.

14. Debtors & prepayments;	<b>2004</b>	<b>2003</b>
Insurance commissions	0	1458
Accrued income	23316	10500
Prepayments	<u>8058</u>	<u>1625</u>
	<u>31374</u>	<u>13583</u>

15. The company derives a substantial part of its income from the London Borough of Brent which has indicated that it will continue to provide funding for the year to 31<sup>st</sup> March 2005.

16. The Charity runs its own shop and income is included in Trading Income. Donations of stock to the shop and the time of volunteers working in the shop are not given a monetary value and so are not included in the Accounts.



## 17. Fixed Assets

	<b>Fixtures, Fittings &amp; Equipment</b>	<b>Computer equipment</b>	<b>Total</b>
Cost at 1/4/03	2811	1774	4585
Additions	2932		2932
Cost at 31/3/04	<u>5743</u>	<u>1774</u>	<u>7517</u>
Depreciation at 1/4/03	889	355	1245
Charge at 31/3/04	1148	355	1502
Depreciation at 31/3/04	<u>2037</u>	<u>710</u>	<u>2747</u>
Net book value at 31/3/04	<u>3706</u>	<u>1064</u>	<u>4770</u>
Net book value at 31/3/03	<u>1922</u>	<u>1419</u>	<u>3340</u>

## 18. Designated reserves policy.

The relocation costs reserve to cover the estimated costs of moving offices to a new location to enable the Charity to comply with new Health and Safety legislation has been written back as the Charity has now moved.

Running costs reserve is to bring the Charity towards having six months running costs in reserve so that if funding from the London Borough of Brent were withdrawn the Charity could reduce its activities gradually or seek alternative funding.

## 19. Restricted reserves policy.

Funders pay the Charity certain funds, usually on the basis of a budgeted application, which are restricted to specific activity and often required progress reporting. These funds are held separately in Restricted Fund accounts and applied to the purpose for which they are granted. The Charity recovers office and management costs on the basis of estimated usage and within the budgeted application, from such Funds.

20. The Trustees are in the process of conducting a risk assessment study in accordance with legal requirements.

**Age Concern Brent**  
**Detailed Statement of Financial Activities for the year ended 31<sup>st</sup> March 2003**

	General Fund	Unrestricted Funds		Total	Restricted Funds				Total	Total 2004	2003
		Designated Funds	Relocation costs Running Costs		Advice & Advocacy	Stonebridge HAT	ICAS				
1. Local Government Grant London Borough of Brent	88700			88700				0	88700	88700	88700
2. Donations and other income											
Age Concern England	222			0				0	0	222	210
Membership fees								0	0	43143	42364
Trading income	43143			43143				0	43143	22364	88970
National Lottery Charities Board					22354			22364	22364	14000	15500
Stonebridge HAT						14000		14000	14000	1601	1601
Bank interest	692			692	129	57		186	878	37075	68278
Other income	14058			14058	20991	2026		23017	37075	216923	
	58115			68115	43474	16083	0	69657	117672		
3. Direct Charitable Expenditure											
Staff costs	125138			125138	75414	16545	9054	101013	226161	189602	
Staff training/travelling	1473			1473	1157	286	524	1967	3440	3393	
Other support costs	4352			4352	412	60		472	4824	3796	
Equipment	125			125	0	500		500	625	3324	
	131088			131088	76963	17391	9578	103952	235040	200115	
4. Administrative and other costs											
Salary & n/c	15238			15238		76		0	15238	14383	
Audit fees	344			344	344			420	764	705	
Legal fees and costs				0	32773			32773	32773	74521	
Office costs	48856			48856		5809	851	6660	56516	89609	
	64438			64438	33117	5885	851	39853	104291		
5. Surplus/-Deficit for the year	-48711			-48711	-66626	-7193	-10429	-84248	-132859	15899	
6. Opening Fund balances	6155	60000	50000	116165	10071	4826	9711	24608	140763	124866	
Transfers between Funds	57695	-60000	0	-2305	1587	0	718	2305	0	0	
Closing Fund balances	15139	0	50000	66139	-54968	-2367	0	-57335	7804	140765	

## **DIRECTORS REPORT FOR FINANCIAL YEAR FROM 1<sup>ST</sup> APRIL 2003 – 31<sup>ST</sup> MARCH 2004**

The Directors present their report together with the Audited Financial Accounts for the year ended 31<sup>st</sup> March 2004

### **Principal Aims & Activities:**

Age Concern Brent (ACB) is both a registered charity and a company limited by guarantee with the constitutional objective "to promote the welfare of the aged in any manner which now is or hereafter may be deemed by law to be charitable within the London Borough of Brent".

Age Concern Brent's (ACB) principal aims are:

- To seek the views of older people in Brent and promote ways of assisting them in representing their views to statutory and voluntary agencies;
- To work both with individuals and groups in terms of service delivery, advocacy, and campaigning;
- To ensure quality in service delivery;
- To work directly with elders/older people themselves in defining ways of meeting their needs.

### **Organisational Structure**

The Executive Committee consists of 12 members of whom 11 are elected by the members of the Company from individual members and 1 member is co-opted.

The Executive Committee met 6 times in the year and was responsible for managing the affairs of the Charity. The Executive Committee received reports from the Chief Officer who is responsible for day to day management, as well as other officers such as the Advice and Advocacy Manager, Development Officer, Volunteer Coordinator, the Trading Officer, Chair, Treasurer.

### **Review of Developments**

This year again the organisation received a standstill grant of £88,700 from the London Borough of Brent. ACB also received continuation funding from Stonebridge Housing Action Trust for development work for older people living on the Stonebridge estate. In terms of staffing Age Concern Brent had 6 full time and 8 part time posts. Age Concern Brent has continued to work to improve the quality of life for Brent's older residents by undertaking the following activities:

#### **1. Advice Information and Advocacy Services**

This service employed 1 full time Advice and Advocacy Manager, 2 full time Advocates and a part-time Administrator funded by NLCB. In addition the service had 2 part time advice workers offering approximately 50 hours of paid advice work per week, who were funded from Brent Council core funding. The service also had the use of 5 dedicated volunteers. The service provided telephone advice and home visits to frail, isolated and housebound older people as well as the Advocacy Service. An amount of £8000 pension back pay was raised for one client alone.

Weekly outreach surgeries were established in 5 different areas. This service was based at Neasden until September 2003 when they moved to Harlesden in the new building.

#### **2. Volunteering Services**

This service has one part-time member of staff (21 hours per week) and two part time volunteers. This service has co-ordinated the work of volunteers to provide the following services to Brent's older population: Advice Services, Befriending, limited Gardening and Practical Tasks and General Volunteering for the Charity Shop, Offices and Insurance Services. Age Concern Brent's Telephone Buddy Scheme enables those on the befriending waiting list to have weekly telephone contact with volunteers.

#### **3. Keep Fit Activities**

One part-time Keep Fit Instructor provided 1 hour keep-fit sessions, three times a week, for 50 weeks during the period under review. In total 70 older people benefited weekly from this service which utilised 234 keep-fit session hours. Additionally, the Keep-Fit Instructor also organised our annual 8 days holiday trip in August to Westcliffe-On-Sea for 40 older persons. Sadly this was to be the last visit there as the hotel closed down.

#### **4. Partnership Work**

Apart from partnership working with Stonebridge Housing Action Trust, ACB has been involved in partnership work with Brent Council and Brent through the Brent Strategy Group for Older Project, RSVP, Community Legal Services, Partnership, South Kilburn New Deal for Community Partnership Brd, South Kilburn Warden Scheme, Willow Housing, Care Review, Healthy Harlesden Project, Social Services Day Care Review, Age Concern Harrow, Age Concern London and with Age Concern England's regional structure for London. ACB Chief Officer also had an active role in Age Concern Federation as its Deputy Chair.

## **5. Insurance Sales, Charity Shop and Equipment Hire**

These services are very competitive and any profits are used to help Age Concern Brent run more effectively. The sale of insurance policies in the areas of building and contents, travel and motor, is an important service for older people who appreciate being able to deal with somebody in person rather than over the telephone. The sale of funeral plans continues to rise.

The shop underwent a number of changes during the year. The volunteer manager left and we employed a temporary manager. The shop makes a significant contribution to our unrestricted income.

Our valuable wheelchair and heater loan service continued during the year.

## **Future Funds Available**

Brent Council have again awarded us a standstill grant of £88,700 for the year 2003 – 2004 and the Advice and Advocacy service is funded to July 2003. Surplus funds from previous years have been budgeted to fund the A & A staff until 31<sup>st</sup> March 2004. Stonebridge HAT agreed to continue funding for development work on the estate. City Parochial Trust have agreed funding of £20,000 over the next 3 years and Community Legal Services have agreed £176,000 over the next years. Both fundings are to further develop our Advice and Advocacy work with other Community groups.

## **Statement of Management Committee's Responsibilities in Relation to the Accounts**

The following statement should be read in conjunction with the Auditor's report. This statement is made with a view to distinguishing the respective responsibilities of the Executive Committee and the auditors in relation to the accounts.

## **The Executive Committee's Responsibilities**

The Executive Committee considers that in preparing the accounts the organisation has used appropriate accounting policies, consistently applied and supported by reasonable and prudent judgment and estimates and that all accounting standards which they consider to be applicable have been followed.

### **Accounting Records**

The Executive Committee has responsibility for ensuring that the organisation keeps accounting records which disclose with reasonable accuracy the financial position of the organisation to enable them to ensure that the accounts comply with the provision of the Charities Act 1993.

### **General Responsibility**

The Executive Committee has a general responsibility to ensure that adequate systems for internal financial control and safeguard against fraud are maintained and that they take such steps as are reasonably open to them to safeguard the assets of the organization.

### **Risk Assessment**

In accordance with Charity Commission regulations, ACB is currently in the process of drawing up a Risk Assessment Policy. The main risks to the organisation are financial ones as most of our services are grant funded. Brent Council our main funder, is currently undertaking a review of their grant funding. It also is increasingly difficult, to recruit staff. Volunteers are of course our mainstay and happily our volunteer base has grown over the past year. We hope over the next 5 years to gradually increase our own income generation which will not only increase our unrestricted income but will also enable us to be more independent and more secure.

### **Reserves Policy**

It is the policy of the Trustees to try to accumulate 6 months expenditure in reserves so as to enable a continuation/6 month close down, should grant funding be discontinued in any particular area.

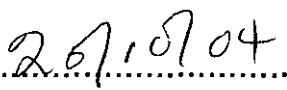
This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985, relating to small entities.

### **Directors and Trustees**

All Directors of the Company are also Trustees of the Charity and there are no other trustees.

Approved on behalf of the Executive Committee.

Signed:  .....  
Sorrell Grantham  
Chair

Date:  .....