

# **AGE CONCERN BRENT**

**(A Company Limited by Guarantee)**

**Charity Number 1011668**

**Company Number 2709324 (England and Wales)**

## **REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 March 2017**

**TUESDAY**



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**30/01/2018**

**#14**

**COMPANIES HOUSE**

**Report and Audited Financial Statements**  
**for the year ended 31 March 2017**

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<p>The Trustees of Age Concern Brent would like to thank our Staff and Volunteers for their hard work and contribution over the last year.</p>
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## **Reference and Administrative Information**

Charity Name: Age Concern Brent (also known as Age UK Brent)  
Charity Registration Number: 1011668  
Company Registration Number: 2709324  
Registered Office and Operational address: 120 Craven Park Road, Harlesden, NW10 8QD

### **Trustees 2016 - 2017**

Tony Burch	-	Chair
Chris Faint	-	Treasurer
Zara Ghods	-	Trustee
Siggy Mitchell	-	Trustee to Jan 17
Joy Mitchell	-	Trustee
Owen Thomson	-	Trustee
Heather DuPille	-	Trustee

**Company Secretary:** Owen Thompson

**Senior Management:** The trustees

**Auditors:** Reddy Siddiqui LLP  
Chartered Accountants  
183-189 The Vale  
London  
W3 7RW

**Bankers:** Royal Bank of Scotland, 86 Craven Park Road,  
London, NW10  
  
UNITY TRUST BANK, Nine Brindley Place  
Birmingham, B1 2HB

**The Trustees of Age UK Brent (Age Concern Brent) would like to thank our funders, for all the financial support given to the organisation. We would like to thank our staff, volunteers and partners for their support during the year.**

**The Management Committee presents its Report and audited financial statements for the year ended 31st March 2017**

**Our Mission**

To promote the well-being of all older people in the London Borough of Brent and to ensure that later life is a fulfilling and enjoyable experience.

**Objectives of the Organisation**

The object for which the Charity is established is:

To promote the following purposes for the benefit of the public and/or older people in and around the London Borough of Brent:

- a) preventing or relieving the poverty of older people;
  - b) advancing education for older people;
  - c) preventing or relieving sickness, disease or suffering in older people (whether emotional, mental or physical);
  - d) promoting equality and diversity in relation to older people;
  - e) assisting older people in need by reason of ill-health, disability, financial hardship, social exclusion or other disadvantage; and
  - f) such other charitable purposes for the benefit of older people as the trustees may from time to time decide,
- the outcome of this being the promotion of the well-being of older people.

To promote such other charitable purposes (which may be wider than for the benefit of older people) as the Trustees may from time to time decide only where the engagement of such activities promote outcomes that are directly or indirectly beneficial and/or aligned to any one or more of the activities and purposes set out above.

Our aims are to reduce isolation, improve health and general well-being, relieve poverty and support older people who have health and social care needs. We have sought to meet our aims by:

- Providing services and support which are appropriate for older people from different communities
- Providing advocacy both to individuals and more widely to enable older people's issues to be recognised
- Being involved in innovation and research to uncover emerging needs of older people; and
- Involvement in partnership and co-operation with other organisations.

**Ensuring our work delivers our aims**

We review our aims, objectives and activities each year. This review looks at what we have achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to older people we are set up to help. The review also helps us ensure our aim, objectives and activities remained focussed on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

## **Structure, Governance and Management**

We have been established for over 30 years and are a registered charity and a company limited by guarantee. The area of benefit is the London Borough of Brent and our charitable objects are 'to promote the welfare of the aged in any manner which now is or hereafter may be deemed to be charitable'. Its governing document is the Memorandum and Articles of Association. We are a membership organisation, governed by a board of trustees elected annually by members.

The company has to comply with both the Companies Act 2006 and the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005)

We are a member of Age UK and meet the quality standards for management and services to older people required of an Age UK organisation.

In the event of the company being wound up members are required to contribute an amount not exceeding £1.

## **Strategies for Delivering the Objectives**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee.

Age UK Brent is governed by a Trustee Board and they hold the responsibility for the governance of the organisation by:

- Providing direction and ensuring that the Charity is meeting its aims and objectives;
- Being involved in determining the strategy, including setting key strategic objectives;
- Having a key regard to the Charity Commission guidance on public benefit;
- Making major decisions about the use of finances; and
- By ensuring that the charity is prudent when using resources when complying and delivering charitable activities.

## **Board of Trustees**

### Recruitment of the Trustees

Our trustees (management committee members) are recruited through a transparent process and can be recruited through elections and through being co-opted. A skills audit is undertaken and based on that recruitment is undertaken to bring special skills and expertise to support and strengthen the board.

The Management Committee seeks to ensure that the needs of the older people are appropriately reflected through the diversity of the trustee body. To enhance the potential pool of trustees, the charity has networked with local voluntary and community organisations, statutory providers, and housing associations.

The current Trustee Board is reflective of the local borough and includes: our chair who is a GP; and specialists with backgrounds in older people's services, volunteering, recruitment, finance and fundraising. We have representation of older people and committee members from diverse backgrounds who are able to represent ethnic communities, carers and disability issues.

*All members of the Trustee Board give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in the accounts.*

### **Induction and training and support to the Board of Trustees**

Newly elected trustees receive induction about the organisation and have access to the operational framework for the organisation, Memorandum and Articles, future plans and objectives provided by the Chief Officer and the Chair.

All trustees are already familiar with the practical work of the charity having been encouraged to observe Board Meetings, getting familiar with the services and activities of the organisation.

Additionally, new trustees are invited and encouraged to attend relevant training courses. These include a course organised by Age UK (the national organisation) and one that covers the obligations of Management Committee members.

The board members also have access to other training and support available from CVS Brent, Age UK and NCVO (National Council of Voluntary Organisations).

The board members receive support and guidance from the Partnership Team from Age UK England.

The trustees also have access to regular updates from the Charities Commission and The Companies House.

The Company Secretary is one of the trustees

### **Operational structure and decision making**

The Board is responsible for all decisions. Where sub-committees exist their function is advisory and any proposals must be ratified by the Management Committee.

A scheme of delegation is in place and day to day responsibility for the provision of the services now rests with the Chair, who delegates parts of this role to other trustees. Where major decisions must be made urgently the Chair will consult with the rest of the board.

### **Internal Controls and Risk Management**

The Management Committee has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

### **Related Parties**

Age UK Brent has signed a Partnership Agreement with Age UK and has to meet the quality standards for management and services to older people required of an Age UK organisation. A further five year Partnership Agreement has been signed by Age UK Brent with Age UK in April 2016.

### **Principal Services and Activities**

The main activities for the year continued to focus upon enabling and empowering older residents of Brent:

- Through the provision of Information, Advice and Advocacy Services;
- Through other activities to promote the social wellbeing of older people and their carers; and
- Involvement in partnership and co-operation with other organisations to ensure that older people receive the widest range of services of good quality appropriate to their needs.

### **How our activities deliver public benefit**

Our main activities and who we try to help are described below. All our charitable activities focus on supporting and enabling the older residents of Brent and are undertaken to further our charitable purposes for the benefit.

### **Who used and benefited from our services?**

Our objects and funding limit the services we provide to older residents in Brent. The main areas of charitable activity are the provision of information, advice, advocacy, befriending services, engaging in activities that reduce isolation and promote healthy lifestyles.

We believe that good quality information is fundamental to older people and access to appropriate help, information and advice about issues such as income, housing and transport is a basic necessity for anyone to enjoy good health and well-being.

The main functions of the Advice has been to assist obtaining welfare rights and benefits, completion of forms, advice on transport, housing, health and social services, help with heating, advocacy, including financial advocacy and negotiations with third parties, including service companies and health and social care agencies.

We highlight the achievements and work undertaken during the year to support the older people, to ensure that they have access to good quality services in the Borough to promote independence, their well being and enhance the quality of their life.

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### **Our Priorities for 2016 - 2017**

- Continue providing direct services to older people and their carers through information, advice, advocacy and health and well being services.
- To support older people who are living alone and socially isolated and to develop targeted services for those with Dementia and their carers.

Summary of the main work undertaken to meet our priorities during the year 2016 - 2017

Continue providing direct services to older people and their carers through information, advice, advocacy and health and well-being services.
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### **INFORMATION, ADVICE AND ADVOCACY SERVICES**

- Information - We have continued to deliver good quality information on a daily basis, through drop-in, telephone and through events. We receive a range of enquiries on a daily basis about accessing help and are able to provide local information and with specialist information through Age UK Factsheets.
- Advice - Through our contract with the Council, Brent Advice Partnership, we delivered advice services to older people and to others who are unable to leave their house e.g. people with learning disabilities. We are subcontracted to CAB Brent, who are the Lead for the service with LB Brent.

- Advocacy support - Through our contract with Voiceability, we have offered Advocacy support to clients through an appointment system and home visits.

### ACHIEVEMENTS AND OUTCOMES

- NUMBER OF CLIENTS SEEN FROM APRIL 2016 – MARCH 2017 – 2,074

Drop-in Advice Surgeries, Outreach Surgeries, Home Visits, Appointments and Advocacy, Seminars & Events, Advice Roadshows. Service User Forums

- NUMBER OF ADVICE GIVEN OVER THE TELEPHONE – 2,000
- TOTAL AMOUNT OF MONEY RAISED FOR CLIENTS - £300,000

#### Health and Wellbeing Services and Partnership work

- Keep Fit and Zumba Classes - We continued to deliver Keep fit and Zumba classes on a weekly basis from four locations around the Borough.

During the year, we worked with partners to provide the following;

- Brent Advice Matters (BAM) - A consortium led by Brent Citizens Advice Bureau and that is to deliver Advice through an innovative and an integrated model.
- Brent Advocacy Consortium – we are part of a consortium led by Voiceability and as part of the project support delivery of advocacy support to older people.
- We continued to work in partnership with the Claremont School on an Intergenerational Project which gave an opportunity for the older and the younger generation to work together on a drama project and more important provided an opportunity for different generations to engage with one another.
- We continued to work with Brent Pensioners Forum and Stonebridge Older Peoples Forum and WISCO

To support older people who are living alone and socially isolated and to develop targeted services for those with Dementia and their carers.

- Face to face Befriending service – this is provided through trained volunteers who are matched with an older, isolated person. The volunteers carry out regular visits to provide friendship. We have a huge demand for this service and need to recruit more volunteers to undertake this much needed service.
- Telephone Befriending Service - Our trained volunteers have also continued to provide a Telephone Befriending Service on a weekly basis to older housebound people. The service is provided to isolated, vulnerable older people living on their own and also to carers of older people with dementia and this is an extremely valued service. We



believe that this service has great potential for expansion for building in quarterly social events to bring the housebound elders to bring wider benefits.

- Our Chair, Dr T Burch represents us on Community Action Dementia Brent (Dementia Action Alliance) whose aim is to make Brent a dementia friendly borough and developing strategies to support those with Dementia and their carers.

### **Funding for services**

The charity continues to operate against a backdrop of reductions in central funding for services. We continue to seek out funds that will allow us to provide as many of our existing and vital services as possible in a financially viable way. Against this backdrop, we are seeking to preserve rather than expand these services.

We continue to look at varied opportunities and this has involved partnerships with-in the Borough and partnership bids with other neighbouring Age UKs.

### **Principal Funding Sources**

- Brent Council (via subcontracts with CAB, Voiceability)
- Age UK

### **Volunteers**

The charity makes extensive use of volunteers in its charitable work, in administration and in its shop. Volunteers are assigned to tasks according to their skills and interests and the needs of the organization. Training is given appropriately and in many cases the training and experience that volunteers receive is of considerable value to the volunteers paid employment is subsequently sought.

### **Financial Review**

During the year 2016 - 2017 Age UK Brent generated income from our fundraising activities such as the charity shop, charges, membership fees and donations. Age UK Brent has also received grants as listed in the Accounts.

The financial results for the year are set out on pages from 10 to 11. During the financial year the charity made a loss of £38,461, largely attributable to restructuring following the conclusion of the material grant for services from Brent Council. This restructuring is now advanced and the Management Committee continues in its efforts to raise additional funds for the Charity's activities whilst exercising close control over expenditure. As a result of the charity's reduced size and exposures, the Board has agreed that the charity's designated reserves should be £30,000.

The Pensions Deficit as at 31<sup>st</sup> March 2017 was £12,497. Whilst interest is still accruing we expected that the charge will be fully paid within the agreed period.

### **The Reserves Policy**

The Charity aims to meet the Charity Commission recommendations on levels of reserves. We therefore aim for reserves equivalent to three month running costs. This would ensure that the charity is able to withstand funding uncertainty and ensure that the services and obligations are fulfilled.

### **Strategic Business Plan**

During the year, the board and the senior staff put together a Three Year plan for the organization.

## **Age UK – Organisation Quality Standard (OQS)**

During the year, we were pleased to obtain the Organisation Quality Standard (OQS) a standard that is endorsed by the Charities Commission

### **Priorities for 2016 - 2017**

Funding constrictions represent a significant challenge to Age UK Brent's ability to continue to provide the same scope and level of services that it has provided in the past. Subject to satisfactory funding arrangements, the charity plans to:

- Continue providing direct services to older people and their carers through information, advice, advocacy and health and well being services.
- To work in collaboration with local and neighbouring partners to provide efficient services.
- To review the structure of the organization and explore options that will secure its long-term sustainability without adversely impacting the core services to older residents of Brent

### **Responsibilities of the Trustees**

The trustees are responsible for preparing the annual report and financial statements in accordance with applicable law and 'Accounting and Reporting by Charities': Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees are required to :

- Select suitable accounting policies and apply them consistently.
- Make judgments and estimates which are reasonable and prudent.
- Follow applicable accounting standards, subject to any material departure disclosed and explained in the accounts.
- Prepare accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in existence.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and in accordance with company law, as the company directors, we certify that:

- So far as we are aware, there is no relevant audit information of which the company's auditors are unaware and

- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

The members of the charitable company are listed on page 1. They guarantee to contribute an amount not exceeding £1 in the event of winding up. The total number of such guarantee at 31<sup>st</sup> March 2017 was 7.

As the company directors, we certify that:

- So far as we are aware, there is no relevant audit information of which the company's auditors are unaware, and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

### **Auditors**

At our annual general meeting on 8<sup>th</sup> February 2017 the members appointed Reddy Siddiqui LLP as their auditors. Auditors were appointed in accordance with section 485 of the Companies Act 2006 a resolution proposing that they be re-appointed will be put at a General Meeting.

### **Form of this Report**

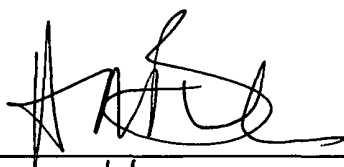
This report has been prepared in accordance with the Statement of Recommended Practice – Accountancy and Reporting by Charities issued in March 2005 in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

### **Public benefit statement**

The management committee confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit "Charities and Public Benefit".

Approved by the management committee on 31st July 2017 and signed on their behalf by Dr Tony Burch, Chair of Age Concern Brent.

Signed by Dr Tony Burch \_\_\_\_\_

  
 25/1/18

Date: \_\_\_\_\_

# **AGE CONCERN BRENT INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEALTHWATCH REDBRIDGE**

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We have audited the accounts of Age Concern Brent for the Year ended 31 March 2017 set out on pages 11 to 20. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102.

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' 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 charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

## **Respective responsibilities of trustees and auditor**

As explained more fully in the statement of trustees' responsibilities set out on pages 2 - 9, the trustees, who are also the directors of Age Concern Brent for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

The trustees have elected for the accounts to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

## **Scope of the audit of the accounts**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## **Opinion on accounts.**

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 and of its incoming resources and application of resources, including its income and expenditure, for the Year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the accounts are not in agreement with the accounting records and returns; or
- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

  
**Seema Siddiqui (Senior Statutory Auditor)  
for and on behalf of Reddy Siddiqui LLP  
Chartered Accountants  
Statutory Auditor**

**Date:**

25-1-18  
183-189 The Vale  
Acton  
London  
W3 7RW

Reddy Siddiqui LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

**Age Concern Brent**  
**Statement of financial activities**  
(incorporating an income and expenditure account)  
**For the year ended 31 March 2017**

	Note	Unrestricted £	Restricted £	2017 Total £	2016 Total £
<b>Income from:</b>					
Donations and legacies	3	2,148	-	2,148	11,321
Charitable activities	4	88,680	101,499	190,179	435,509
Investment income	5	22	-	22	61
Other income		7,867	-	7,867	18,870
<b>Total income</b>		<b>98,717</b>	<b>101,499</b>	<b>200,216</b>	<b>465,761</b>
<b>Expenditure on:</b>					
Raising funds	6	28,503	-	28,503	31,435
Charitable activities	6	42,754	167,422	210,175	399,511
<b>Total expenditure</b>		<b>71,255</b>	<b>167,422</b>	<b>238,678</b>	<b>430,946</b>
<b>Net income / (expenditure) for the year</b>		<b>27,462</b>	<b>(65,923)</b>	<b>(38,461)</b>	<b>34,815</b>
<b>Transfer between funds</b>		<b>(53,967)</b>	<b>53,967</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(26,505)</b>	<b>(11,956)</b>	<b>(38,461)</b>	<b>34,815</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		98,126	11,956	110,082	75,267
<b>Total funds carried forward</b>		<b>71,621</b>	<b>-</b>	<b>71,621</b>	<b>110,082</b>


All of the above results are derived from continuing activities.  
There were no other recognised gains or losses other than those stated above.  
The attached notes form part of these financial statements.


**Age Concern Brent**  
**Balance sheet**  
**As at 31 March 2017**

	Note	2017 £	2017 £	2016 £	2016 £
<b>Fixed assets:</b>					
Tangible assets	10		13,940		15,920
<b>Current assets:</b>					
Debtors	11	20,938		93,275	
Cash at bank and in hand		<u>62,783</u>		<u>72,605</u>	
		83,722		165,880	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	12	<u>(13,543)</u>		<u>(54,523)</u>	
<b>Net current assets / (liabilities)</b>			<u>70,178</u>		<u>111,357</u>
<b>Total assets less current liabilities</b>			84,118		127,277
Creditors: amounts falling due after one year	13		<u>(12,497)</u>		<u>(17,195)</u>
<b>Total net assets / (liabilities)</b>			<u>71,621</u>		<u>110,082</u>
<b>Funds</b>	16				
Restricted funds			-		11,956
Unrestricted funds:					
Designated funds		30,000		60,000	
General funds		<u>41,621</u>		<u>38,126</u>	
Total unrestricted funds			<u>71,621</u>		<u>98,126</u>
<b>Total funds</b>			<u>71,621</u>		<u>110,082</u>

The financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the trustees on 25/1/18  
and signed on their behalf by:

  
Dr Tony Burch  
Chair

  
Chris Faint  
Treasurer  
25/01/18

Company registration no. 2709324

The attached notes form part of the financial statements.

**Age Concern Brent**  
**Notes to the financial statements**  
**For the year ended 31 March 2017**

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**1 Accounting policies**

**Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 - effective 1 January 2015) - (Charities SORP FRS 102) and the Companies Act 2006.

The charitable company meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

**Going concern**

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

**Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Income received in advance for the provision of specified service is deferred until the criteria for income recognition are met.

**Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

**Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

**Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise of trading costs and the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose.
- Expenditure on charitable activities includes the costs of delivering services, exhibitions and other educational activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Trusts artistic programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 7.

**Age Concern Brent**  
**Notes to the financial statements**  
**For the year ended 31 March 2017**

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**1 Accounting policies (continued)**

**Tangible fixed assets**

Fixed assets held on the General Fund are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which is estimated at 5

Fixtures and fittings	20% Reducing Balance
Computer equipment	20% Reducing Balance

**Operating leases**

Rental charges are charged on a straight line basis over the term of the lease.

**Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar

**Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Pensions**

The charity operates a stakeholder pension scheme for its employees. The company makes a salary to a pension scheme for any members of staff who wish to take this up. The charge in respect of the year.



**Age Concern Brent**  
**Notes to the financial statements**  
**For the year ended 31 March 2017**

**2 Detailed comparatives for the statement of financial activities**

	2016 Unrestricted £	2016 Restricted £	2016 Total £
<b>Income from:</b>			
Donations and legacies	11,321	-	<b>11,321</b>
Charitable activities	71,195	364,314	<b>435,509</b>
Other trading activities	-	-	-
Investment income	61	-	<b>61</b>
Other income	18,870	-	<b>18,870</b>
<b>Total income</b>	<b>101,447</b>	<b>364,314</b>	<b>465,761</b>
<b>Expenditure on:</b>			
Raising funds	31,435	-	<b>31,435</b>
Charitable activities:			
Cost of Charitable activities	47,153	352,358	<b>399,511</b>
<b>Total expenditure</b>	<b>78,588</b>	<b>352,358</b>	<b>430,946</b>
<b>Net income / (expenditure) for the year</b>	<b>22,859</b>	<b>11,956</b>	<b>34,815</b>
<b>Net movement in funds</b>	<b>22,859</b>	<b>11,956</b>	<b>34,815</b>
<b>Reconciliation of funds:</b>			
Total funds brought forward	75,267	-	<b>75,267</b>
<b>Total funds carried forward</b>	<b>98,126</b>	<b>11,956</b>	<b>110,082</b>

**3 Income from donations and legacies**

	Unrestricted £	Restricted £	2017 Total £	2016 Total £
Donations	2,148	-	<b>2,148</b>	11,321
	<b>2,148</b>	<b>-</b>	<b>2,148</b>	<b>11,321</b>

**Age Concern Brent**  
**Notes to the financial statements**  
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**4 Income from charitable activities**

	Unrestricted	Restricted	2017 Total	2016 Total
	£	£	£	£
Advice Grant - Tender	-	39,992	39,992	-
Henry Smith	-	7,900	7,900	23,700
Wembley National Stadium Trust	-	-	-	3,125
Age UK - Other Support Grant	-	7,000	7,000	7,570
HealthWatch	-	-	-	5,238
Brent CAB Bam Project	-	-	-	13,905
Wellbeing Project ( Harness )	-	-	-	8,671
Foot Care	-	-	-	946
Age UK ( Advice & Advocacy ) Grant	-	31,467	31,467	11,516
Kilburn park income	-	15,140	15,140	-
Basil	-	-	-	299,999
Winter Pressure Project	-	-	-	7,933
Age UK - Brand Retainer	18,750	-	18,750	10,000
Fundraising	1,527	-	1,527	875
Shop Income	45,841	-	45,841	52,007
Commission Income	8,046	-	8,046	3,111
Rent Income	13,610	-	13,610	3,036
Subscription Income	907	-	907	1,220
<b>Total income from charitable activities</b>	<b>88,680</b>	<b>101,499</b>	<b>190,179</b>	<b>435,509</b>

**5 Income from investments**

	Unrestricted	Restricted	2017 Total	2016 Total
	£	£	£	£
Bank interest	22	-	22	61
	<u>22</u>	<u>-</u>	<u>22</u>	<u>61</u>

**Age Concern Brent**  
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**6 Analysis of expenditure**

	Basis of allocation	Cost of raising funds £	Charitable activities		Support costs £	Governance costs £	2017 Total £	2016 Total £
			Unrestricted £	Restricted £				
Staff costs	Direct	3,993	5,989	135,630			145,612	242,735
Training, travel & recruitment	Direct	125	188	-			313	1,600
Volunteer expenses	Direct	466	698	917			2,081	3,791
Consultancy, legal & professional	Direct	3,689	5,533	-			9,222	5,376
Depreciation	Direct	1,394	2,092	-			3,486	3,980
Activity Expenses	Direct	1,138	1,708	3,493			6,339	85,932
Premises	Direct				21,009		21,009	26,742
Administrative & finance	Direct				46,770		46,770	53,278
Audit fees	Direct					3,600	3,600	7,200
Trustee expenses	Direct					248	248	311
		10,805	16,208	140,040	67,778	3,848	238,679	430,946
Support costs		17,598	26,397	23,783	(67,778)		-	-
Governance costs		99	149	3,600		(3,848)	-	-
<b>Total expenditure 2017</b>		<b>28,503</b>	<b>42,754</b>	<b>167,422</b>	<b>-</b>	<b>-</b>	<b>238,679</b>	<b>430,946</b>
<b>Total expenditure 2016</b>		<b>31,435</b>	<b>47,153</b>	<b>352,358</b>	<b>-</b>	<b>-</b>	<b>430,946</b>	

**Age Concern Brent**  
**Notes to the financial statements**  
**For the year ended 31 March 2017**

**7 Net income / (expenditure) for the year**

	2017	2016
	£	£
This is stated after charging / (crediting):		
Depreciation	3,486	3,980
Auditor's remuneration:		
Audit fees	3,600	3,600

**8 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel**

Staff costs were as follows:	2017	2016
	£	£
Salaries and wages	133,266	220,081
Social security costs	6,566	15,948
Employer's contribution to defined contribution pension schemes	5,781	6,706
	<b>145,612</b>	<b>242,735</b>

No member of the management committee received any remuneration during the year. A total of £0 (2016: £0) has been paid to members of the management committee in reimbursement of expenses and training costs incurred in their duties. No trustees or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2016: nil).

**Staff numbers**

The average number of employees (head count based on number of staff employed) during the year was as follows:

	2017	2016
	No.	No.
Managerial and office staff	3	5
Counselling, advice and information	3	5
Fundraising and trading	-	1
	<b>6</b>	<b>11</b>

No employees received emoluments of more than £60,000

**9 Taxation**

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

**Age Concern Brent**  
**Notes to the financial statements**  
**For the year ended 31 March 2017**

**10 Tangible fixed assets**

	Fixtures, fittings & equipment £	Computer equipment £	Total £
<b>Cost</b>			
At the start of the year	19,678	35,660	55,338
Additions in year	1,506	-	1,506
At the end of the year	21,184	35,660	56,844
<b>Depreciation</b>			
At the start of the year	17,321	22,097	39,418
Charge for the year	773	2,713	3,486
At the end of the year	18,094	24,810	42,904
<b>Net book value</b>			
At the end of the year	3,090	10,850	13,940
At the start of the year	2,357	13,563	15,920

All of the above assets are used for charitable purposes.

**11 Debtors**

	2017 £	2016 £
Trade debtors	2,580	89,765
Other debtors - Net Wages Overpaid	-	-
Prepayments	176	-
Accrued income	18,182	3,510
	<b>20,938</b>	<b>93,275</b>

**12 Creditors: amounts falling due within one year**

	2017 £	2016 £
Trade creditors	-	30,774
Taxation and social security	1,533	4,675
Pension Control Account	378	835
Accruals	11,632	10,338
Deferred income	-	7,900
	<b>13,543</b>	<b>54,523</b>
<b>Deferred income</b>		
	2017 £	2016 £
Amount deferred in the year	-	7,900
Balance at the end of the year	-	7,900

**13 Creditors: amounts falling due after one year**

	2017 £	2016 £
Pension Deficit payable after 1 year	12,497	17,195
	<b>12,497</b>	<b>17,195</b>

**14 Pension scheme**

The charity operates a stakeholder pension scheme for its employees. The company makes a contribution of 6% of gross salary to a pension scheme for any members of who wish to take this up. The charge represents the amount payable in respect of the year.

**Age Concern Brent**  
**Notes to the financial statements**  
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**15 Analysis of net assets between funds**

	General unrestricted £	Designated £	Restricted £	Total funds £
Tangible fixed assets	13,940	-	-	13,940
Current assets	53,722	30,000	-	83,722
Current liabilities	(13,543)	-	-	(13,543)
Long term liabilities	(12,497)	-	-	(12,497)
<b>Net assets at the end of the year</b>	<b>41,621</b>	<b>30,000</b>	<b>-</b>	<b>71,621</b>

**16 Movements in funds**

	At the start of the year £	Incoming resources & gains £	Outgoing resources & losses £	Transfers £	At the end of the year £
<b>Restricted funds:</b>					
Information, advice & advocacy services	-	71,459	101,842	30,383	0
Healthy Eating	-	15,140	25,784	10,645	0
Opportunities for volunteering	-	-	71	71	0
Social Inclusion	-	-	26	26	-
Community Fundraising	-	-	172	172	0
HealthWatch	-	-	325	325	0
Befriending Services	11,956	7,900	39,201	19,345	0
Kilburn PCB - Core	-	7,000	-	(7,000)	-
<b>Total restricted funds</b>	<b>11,956</b>	<b>101,499</b>	<b>167,422</b>	<b>53,967</b>	<b>-</b>
<b>Unrestricted funds:</b>					
Designated funds:					
Designated running costs fund	60,000	-	-	(30,000)	30,000
<b>Total designated funds</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>(30,000)</b>	<b>30,000</b>
<b>General funds</b>	<b>38,126</b>	<b>98,717</b>	<b>71,255</b>	<b>(53,967)</b>	<b>11,621</b>
<b>Total unrestricted funds</b>	<b>98,126</b>	<b>98,717</b>	<b>71,255</b>	<b>(83,967)</b>	<b>41,621</b>
<b>Total funds</b>	<b>110,082</b>	<b>200,216</b>	<b>238,678</b>	<b>-</b>	<b>71,621</b>

**Purposes of restricted funds**

Information, advice and advocacy services, Healthy Eating, Toe Nail Cutting, Social Inclusion, and Keep in Touch:  
 To improve the quality of life for older people by direct support and opportunities to socialise and keep active.  
 Funding for these services is provided by the London Borough of Brent, Harrow and Wembley PCT and the Community.

**Hillside Housing:**

To support older people living independently, funded by the Hillside Housing Trust.

**Opportunities for Volunteering**

This initiative supports all our activities. The funding is provided by Age Concern England.

**Purposes of designated funds**

**Running costs Fund:**

The running costs fund is to set aside sufficient reserves to cover 3 to 6 months expenses in order to reduce expenditure or seek alternative funding if funding from the London Borough of Brent were withdrawn at short notice. The current amount is insufficient for this purpose.

**17 Related party transactions**

There are no related party transactions to disclose for 2017 (2016: none).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.