Company Registration No. 06779873 (England and Wales)

TAVISTOCK AREA SUPPORT SERVICES ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019



LEGAL AND ADMINISTRATIVE INFORMATION

Trustees Mrs V Dodds

Ms V Swann Mrs G Reed Mrs J Gasper

Mr J Pike

(Appointed 27 July 2018) (Appointed 27 July 2018)

Secretary

Mrs D Newman

Charity number

1129175

Company number

06779873

Registered office

The Anchorage Centre

Chapel Street Tavistock Devon PL19 8AG

Independent examiner

Baldwins

Bedford Chambers Bedford Square Tavistock

Devon PL19 0AD

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2019

The trustees present their report and financial statements for the year ended 31 March 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016).

Objectives and activities

The Object of the Charity is to promote the welfare of older and disabled people living within the town of Tavistock and neighboring parishes.

In furtherance of these Objectives we aim:

To provide welfare services for those with a social or financial need.

To provide activities, social events, advice and information in appropriate locations within the "area of benefit".

To provide community transport for people with physical disabilities or restricted mobility to enable access to the community.

To provide community transport services for those living in isolated areas to enable social inclusion and access to the community.

Achievements and performance

Tavistock Area Support Services continues to be a local flag ship supporting the older and disabled residents of Tavistock and the surrounding areas with The Anchorage Centre in Tavistock being the thriving hub of the Charity's activities. With the changes occurring to statutory agencies we remain one of the only 'open front desks' for people to access providing support. The face to face befriending services with one to one support, assistance with form filling and information services have continued to be in demand over the year. A new initiative termed Social Proscribing aimed at providing support for people who have become socially isolated has started with clients being referred by local surgeries and Livewell. This service is expected to expand considerably over the next year. The recording of the life stories of residents has continued but additional funding will need to sought from The Heritage Lottery Fund for this valuable activity to be maintained.

We continue to work closely with other agencies, building links with voluntary, private and statutory providers in the provision of services for older people and those with disabilities in our locality. Our link with Devon County Council through Adult and Community and Transport Co-ordination Services, Livewell, as well as the Clinical Commission Group enable us to build on existing services. Our outreach centres offer a wide range of activities, thereby enhancing the lives of the people who access them.

Our volunteer community car scheme taking clients to medical appointments continues to grow and we are seeing an increase in demand for such services. The mobility hire scheme is popular and well supported allowing people to get out and about. Our 4 wheelchair accessible minibuses cover thousands of miles annually and supports 40 local groups who use them. The single wheel chair accessible vehicle enables many clients to access their medical appointments. Our transport services are supported by a core of volunteers, helping to alleviate isolation for many, enabling people with physical, financial, rural and social deprivation the opportunity to access existing and new activities.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

Rest a While and the Charity Shop situated in the perimeter of the Pannier Market and TASSBAR in Barley Market Street have now been trading for nearly 3 years and have attracted a regular clientele. Rest a While is supported by our Designated Fund and Tavistock Town Council, whilst the Charity Shop and TASSBAR continue to provide funds for the charity.

We were very grateful to receive legacies from the estate of two long time volunteers. Additional funding and support continues from various sources: - Private Donors, TSB, Devon County Council, West Devon CVS and Westbank Community Health and Care.

Our core of volunteers give their time so willingly and are dedicated to making a positive difference to people's lives. Without such commitment from our volunteers TASS would be unable to operate such a wide range of quality services, they are truly 'the unsung heroes of our community'. Similarly we are very fortunate to have a small but dedicated number of staff who ensure that all the Charities services run so efficiently.

The variety of services provided by the charity and the increasing demand is beginning to place a strain on the charities resources. To ensure the sustainability of the charity the Trustees have started to review these services and their associated costs. This will be an ongoing process over the coming year and may result in us reluctantly having to raise the costs for some our services or curtailing them if support is limited.

Financial review

The Trustees consider that due to the uncertain nature of their grant funding the charity should endeavor to maintain reserves sufficient to cover at least 12 months of anticipated expenditure. Sufficient provision is also required for capital replacements and maintenance of the Anchorage Centre.

Structure, governance and management

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.

Mrs V Dodds

Mrs V M Vines

Mr C Shaw

Ms V Swann

Mrs M P Garton

Mrs J A Meckiff

Mr A Parker

Mrs G Reed

Mrs J Gasper Mr J Pike (Resigned 7 November 2018)

(Resigned 30 May 2018)

(Resigned 17 March 2019)

(Resigned 19 September 2018)

(Resigned 24 June 2018)

(Appointed 27 July 2018)

(Appointed 27 July 2018)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

Tavistock Area Support Services was established by Memorandum and Articles of Association dated 24 December 2008, Registered Company No. 06779873 and is a registered Charity No 1129175. Its address is The Anchorage Centre, Chapel Street, Tavistock, Devon, PL19 8AG.

As the main provider of support for older and disabled people living in our area, we continue to work closely with members of the local community.

We value partnership working and as a local charity we work closely with Adult and Community Services, the Fire Brigade and the Police as well as other statutory, private and voluntary sector organizations in providing a complete service for older and disabled people living in Tavistock and surrounding areas. We are used as a referral point by Health and Social Care Services, local GP's, Hospitals and other voluntary sector groups — we are a "Community Hub" making a difference to the lives of others. As part of this partnership TASS is the Voluntary Sector Representative on the Tavistock Community Health & Social Care Teams; a partner organization of the Citizens Advice Bureau; Information Activist for the West Devon Council for Voluntary Services' Transitions project; a member of the Devon Community Transport Group, Transport for Your Community and a member of the Community Transport Association.

The trustees' report was approved by the Board of Trustees.

Trustee

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF TAVISTOCK AREA SUPPORT SERVICES

I report to the trustees on my examination of the financial statements of Tavistock Area Support Services (the charity) for the year ended 31 March 2019.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Ben Sharland

Baldwins Bedford Chambers Bedford Square Tavistock Devon PL19 0AD

Dated: 23/12/2019

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

Lucanos formas	Notes	Unrestricted funds	Restricted funds	Total 2019 £	Total 2018 £
Income from: Donations and legacies	2	118,007	22,155	140,162	63,972
<u>Charitable activities</u> TASS activities income Transport income		21,687 22,774	-	21,687 22,774	3,428 32,380
Other trading activities Investments	3 4	69,696 3,500	-	69,696 3,500	47,668 2,728
Total income		235,664	22,155	257,819	150,176
Expenditure on: Raising funds	5	57,651	318	57,969	45,643
Charitable activities TASS activities expenses Transport expenses Other	6 6 6	60,748 11,572 60,719	20,010 18,129 3,527	80,758 29,701 64,246	59,240 60,615 45,934
Total charitable expenditure		133,039	41,666	174,705	165,789
Total resources expended		190,690	41,984	232,674	211,432
Net gains/(losses) on investments	10	(139)		(139)	(1,909)
Net incoming/(outgoing) resources before transfers		44,835	(19,829)	25,006	(63,165)
Gross transfers between funds		820	(820)	-	-
Net income/(expenditure) for the year/ Net movement in funds		45,655	(20,649)	25,006	(63,165)
Fund balances at 1 April 2018		226,624	409,949	636,573	699,738
Fund balances at 31 March 2019		272,279	389,300	661,579	636,573

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BALANCE SHEET AS AT 31 MARCH 2019

	2019		9	201	8
	Notes	£	£	£	£
Fixed assets					
Tangible assets	11		392,603		413,823
Current assets					
Debtors	12	5,791		6,130	
Investments	13	96,442		96,580	
Cash at bank and in hand		179,736		129,452	
		281,969		232,162	
Creditors: amounts falling due within					
one year	14	(12,993)		(9,412)	
Net current assets			268,976		222,750
					
Total assets less current liabilities			661,579		636,573
Income funds					
Restricted funds			389,300		409,949
Unrestricted funds			•		·
Designated funds	18	164,491		71,090	
General unrestricted funds		107,788		155,534	
			272,279		226,624
			661,579		636,573

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2019.

The trustees acknowledges his responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on ..

Mrs G Reed

Trustee

Mr J Pike Trustee

Company Registration No. 06779873

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

Charity information

Tavistock Area Support Services is a private company limited by guarantee incorporated in England and Wales. The registered office is The Anchorage Centre, Chapel Street, Tavistock, Devon, PL19 8AG.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Anchorage Centre 1% on cost (excluding land)
Leasehold improvements Straight line over 15 years
Plant and equipment 25% on reducing balance
Fixtures and fittings 25% on reducing balance
Motor vehicles 25% on reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

1	Accounting policies	(Continued)

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

1.7 Leases

Rentals payable under operating leases are charged on a straight line basis over the term of the relevant lease.

2 Donations and legacies

Investment income

		Unrestricted funds	Restricted funds	Total	Total
		2019 £	2019 £	2019 £	2018 £
	Donations and gifts Legacies Grants	18,007 100,000	2,000 - 20,155	20,007 100,000 20,155	29,971 - 34,001
	Ciano	118,007	22,155	140,162	63,972
	For the year ended 31 March 2018	25,178	38,794		63,972
3	Other trading activities				
				2019	2018
				£	£
	Rest A While income TASSBAR income Shop income Administration and room hire income Transport service income			9,674 14,444 27,208 18,370	6,965 13,253 17,201 9,439 810
	Other trading activities			69,696	47,668
4	Investments				
				2019	2018
		į	<u></u>	£	£

3,500

2,728

For the year ended 31 March 2018

Fundraising and publicity

Trading costs

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

5 Raising funds **Unrestricted Restricted** Total Total funds funds 2019 2018 £ £ £ £ Fundraising and publicity Staff costs 7,000 7,000 6,484 Fundraising and publicity 7,000 7,000 6,484 Trading costs Transport services 425 17,660 Shop expenses 17,660 11,391 TASSBAR expenses 13,609 9,981 13,609 Rest A While expenses 16,134 16,134 6,865 Staff costs 1,500 8,279 1,500 Depreciation and impairment 1,748 318 2,066 2,218 Trading costs 50,651 318 50,969 39,159

57,651

6,484

38,735

45,219

57,969

318

424

424

45,643

6,484

39,159

45,643

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

6 Charitable activities

	TASS activities expenses	Transport expenses	Other	Total 2019	Total 2018
	£	£	£	£	£
Staff costs	74,626	2,534	-	77,160	67,529
Profit/loss on disposal of fixed asset Repairs and renewals	963	-	-	- 963	1,695
Charitable activities	5,169	<u>-</u>	-	5,169	5,277
Transport	3,103	27,167	- -	27,167	40,902
Administration	~	-	_	-	1,768
Utilities	~	-	-	-	2,684
	80,758	29,701	-	110,459	119,855
Share of support costs (see note 7) Share of governance costs (see note	-	-	57,381	57,381	43,534
7)	-	-	6,865	6,865	2,400
	80,758	29,701	64,246	174,705	165,789
Analysis by fund					
Unrestricted funds	60,748	11,572	60,719	133,039	
Restricted funds	20,010	18,129	3,527	41,666	
	80,758	29,701	64,246	174,705	
For the year ended 31 March 2018				 	
Unrestricted funds	43,777	20,109	42,253		106,139
Restricted funds	15,463	40,506	3,681		59,650
	59,240	60,615	45,934		165,789
	=====				

Restricted Funds expenditure from TASS activities totalling £20,010 is as follows:

- Staff Costs

£18,939

- Repairs

£ 963

- Charitable Activities

£ 108

Restricted Funds expenditure for Transport totalling £18,129 is as follows:

- Staff Costs

£ 2,534

- Depreciation

£15,595

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

Support costs				
	Support Go	vernance	2019	2018
	costs	costs		
	£	£	£	£
Staff costs	10,000	-	10,000	9,073
Depreciation	4,539	-	4,539	5,031
Administrative expenses	42,842	-	42,842	29,430
Audit fees	-	2,960	2,960	2,400
Legal and professional	-	3,905	3,905	-
				
	57,381	6,865	64,246	45,934
•			====	
Analysed between				
Charitable activities	57,381	6,865	64,246	45,934

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

9 Employees

Number of employees

The average monthly number of employees during the year was:

The average monuny number of employees during the year was.	2019 Number	2018 Number
	7 =====	8
Employment costs	2019 £	2018 £
Wages and salaries	95,660 ——	91,365 ———

No employees received emoluments in excess of £60,000.

10 Net gains/(losses) on investments

	Unrestricted funds	Total
	2019 £	2018 £
Gain/(loss) on sale of investments	(139) ———	(1,909)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

		<u>-</u>					
11	Tangible fixed assets						
		Anchorage Centre ir	Anchorage Leasehold Centre improvements e		Fixtures and Me fittings	otor vehicles	Total
		£	£	£	£	£	£
	Cost						
	At 1 April 2018	386,348	9,425	49,203	9,614	155,809	610,399
	Additions	-	-	980	-	-	980
	At 31 March 2019	386,348	9,425	50,183	9,614	155,809	611,379
	Depreciation and impairment						
	At 1 April 2018	53,745	1,257	44,788	5,388	91,398	196,576
	Depreciation charged in the year	3,063	628	1,349	1,057	16,103	22,200
	At 31 March 2019	56,808	1,885	46,137	6,445	107,501	218,776
	Carrying amount						
	At 31 March 2019	329,540	7,540	4,046	3,169	48,308	392,603
	At 31 March 2018	332,603	8,169	4,414	4,226	64,411	413,823

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

11	Tangible fixed assets			(0	Continued)
	Included in cost of land and buildings is freehold lar	nd of £80,000 wi	hich is not depre	eciated.	
12	Debtors				
	Amounts falling due within one year:			2019 £	2018 £
	Other debtors Prepayments and accrued income			4,385 1,406	3,861 2,269
				5,791	6,130
13	Current asset investments				
				2019 £	2018 £
	Investments			96,442 ———	96,580
14	Creditors: amounts falling due within one year				
				2019 £	2018 £
	Other taxation and social security Trade creditors			10,243	1,488 6,599
	Accruals and deferred income			2,750 ——— 12,993	1,325 ———— 9,412
					
15	Analysis of net assets between funds	Unrestricted 2019	Restricted 2019	Total 2019	Total 2018
	Fund balances at 31 March 2019 are	£	£	£	£
	represented by: Tangible assets Current assets/(liabilities)	392,603 268,976	-	392,603 268,976	413,823 222,750
		661,579	-	661,579	636,573
16	Operating lease commitments At the reporting end date the charity had outstand under non-cancellable operating leases, which fall of the charity had outstand under non-cancellable operating leases.		nts for future m	inimum lease	payments
	ţ			2019 £	2018 £
	Within one year			15,399	25,150

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

16	Operating lease commitments			(Continued)
	Between two and five years		-	15,399
		***	15,399	40,549

17 Related party transactions

There were no cleaning services were provided within the year (£3,453 - 2018) by Wright Clean Ltd, a Company controlled by Mr R Smith who was a trustee of Tavistock Area Support Services until 05/10/2017. There was a written agreement previously in place in order for the services provided to not exceed £6,200 (net) per annum. The contract ceased on 20/10/2017.

18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

Movement in funds

Balance at 1 April 2018	Incoming resources	Resources expended	Gains & losses on investment	Balance at 31 March 2019
£	£	£	£	£
71,090	100,000	(6,460)	(139)	164,491
71,090	100,000	(6,460)	(139)	164,491

In 2014 the Trustees voted unanimously to designate funds to provide a facility within the town centre of Tavistock when the opportunity arose. It was agreed 'Rest A While' would be subsidised for the first 3 years by the designated fund. Within the year ended 31st March 2019, a net loss of £6,460 was incurred in relation to the facility 'Rest A While'.

Legacy donations of £100,000 were received in the year and it was agreed that any substantial donations should be ring fenced and allocated to the designated fund for specific purposes.

There was also a loss on investment totalling £139.

As at 31st March 2019 the designated fund stood at £164,491.