



## Rural Community Services (West Cheshire)

# Trustees Annual Report and Financial Statements

### For the Year ended March 31st 2017

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Narrow Boats at Wrenbury



# 1 Trustees Report

## Chair's Message

Rural Community Services has been providing OPAL services since 2011 and in that time we have increased the range of those services, attempting always to address the needs of those older people and carers we provide for. I don't think anyone could accuse us of standing still or resting on our laurels as we always have some new development or service improvement in train.

The environment we operate in becomes ever more complex and less easy to adapt to. This creates additional work for the staff and Trustees and this has certainly been a feature this last year.

In the last year we have, I'm pleased to say, received funding from the Westminster Foundation, specifically to develop our GoOnline service and improve our approach to volunteer recruitment and development. As a result, we are delivering additional GoOnline sessions, some of which focus on specific issues, and we have produced a comprehensive volunteer's handbook plus additional recruitment material. We are very appreciative indeed for this grant funding which allows us to develop these activities.

We have also been successful in an application to Brightlife to develop two new services, initially in the Frodsham area. Both are intended to reduce the risks of older people becoming socially isolated and feeling lonely. These services, which are called New Horizons and What's' Cooking, are currently being developed by a new Organiser who is recruiting a team of volunteers who with her will deliver these two services.

Funding requires our constant attention and planning especially as the ground seems to shift all the time. The Borough Council is currently undertaking some significant changes to the way our services and others are commissioned and funded. We are of necessity tied into and contributing to these developments, and are trying to ensure that our services remain adequately funded.

Over the year a lot of work has been undertaken by the Trustees to improve our governance and forward planning and there are several work streams and plans in place. We recognise that we need more Trustees to help run the charity, and this year we have run a Trustee recruitment campaign. This has had some success but we intend to continue to try to expand the Trustee group, partly to allow some Trustees to move on after their long service.

I am constantly reminded that without the people involved in our charity we would be unable to achieve any of what we do and we would be of little use to the older people and carers we aim to support. Huge thanks have to go to our staff team who are so committed and work so very effectively together. I also want to thank our Trustees for the time and effort they put in, all on a voluntary basis.

Finally, I must acknowledge and express appreciation to our many volunteers without whom we could not operate and on whom the older people and carers we support rely on and derive comfort and companionship.



**Jane Colville**

Trustee Director and Chair of Board of Trustees

27<sup>th</sup> September 2017



## Objectives

**Our mission is to offer accessible, enabling and enjoyable daytime activities for older people in rural West Cheshire.**

Our principal objective is to provide a benefit for older people who are in need of social inclusion because they are housebound or socially isolated and are finding it difficult to take part in social activities in their community without the support of others.

## Review of Activities and Achievements

RCS continues to provide a range of OPAL services – OPAL Clubs, OPAL BreakTime, and OPAL GoOnLine – and to consolidate and extend our activities. OPAL services are provided for older people living within rural areas of West Cheshire.

RCS continues to be financially sound, and we have maintained a level of reserves which would allow us to run for at least 6 months if current funding sources become unavailable.

The RCS website [www.opalservices.org.uk](http://www.opalservices.org.uk) includes information about all our activities plus details on how to contact us and support us.

## OPAL Clubs

OPAL Clubs are social clubs for older people who are finding it more difficult to get out and about and to socialise with family, friends and other people in their communities.

We work to improve the well-being of OPAL Club members – physically, emotionally and mentally – through companionship with other members and volunteers, the provision of stimulating and entertaining social activities and opportunities to share a meal with fellow members. Members are involved in deciding which entertainment activities are arranged, taking into account their interests.

We indirectly also provide a weekly break for the carers of our members, many of whom are older people themselves.



Several times each year outings are arranged to local venues, such as garden centres, pubs and canal boat trips, especially in the summer and around Christmas time.

Speakers and entertainers are invited to the Clubs from time to time, along with lifestyle advisers such as health professionals, local police officers, pharmacists and local clergy.

OPAL Clubs are held at Frodsham, Helsby, Kelsall, Malpas, Tarporley and Tattenhall. OPAL Clubs provide a sociable and relaxed day out for older people in and around these local communities, generally from 10.00 am to 3.00 pm.

The total number of registered members in the 6 OPAL Clubs at the end of March 2017 was 89, up from 88 at March 2016. During the year 35 people left their local OPAL Club (a relatively high 40% change in overall membership). As a result, 123 individuals attended the Clubs over the year.

There were 3,989 member attendance days during the 2016-17 period, a 3% increase over last year. The attendance rate for the 2016-17 year was 82%, again a small increase over the previous year. Many OPAL Club members are very elderly and frail and absence rates because of ill health can sometimes be higher than normal.

The number of OPAL Club volunteers was unchanged at around 170 through the year.

## OPAL BreakTime

BreakTime is a service aimed at “giving a break” to carers of older people living in the rural communities in West Cheshire. BreakTime continues to be a popular service and through 2016-17 increased the number of supported carers.

During 2016-17 this important carer support service provided a total of 35 carers with ongoing support through one of our BreakTime volunteers. The service that each carer receives is regularly reviewed to ensure it remains relevant and of value. A total of 63 full reviews were carried out during the year. Breaktime provides different opportunities for carers to maintain and/or develop social contacts which ensure they have a life outside of caring. The service also provides support to some carers who work, so that they can maintain their working arrangements.



We try hard to ensure that the support we offer is tailored to the needs of each carer and the person they care for so that it affords the greatest benefit.

Many of those carers referred to the BreakTime service are caring for individuals who have dementia. This can be very stressful for the carer and many of the carers we support are in desperate need of time off from their caring responsibilities. We are in process of reviewing the way in which the BreakTime service might be modified/improved in order to better provide for this particular group of carers.

In total there were 19 BreakTime volunteers providing the service through the year. Some of the BreakTime partnerships have now been operating for over three years. Volunteering with BreakTime is rewarding but demanding, therefore there is a robust system in place to ensure that all volunteers receive the support they need, including regular reviews and meetings with staff and fellow volunteers.

During the year, our two BreakTime Organisers undertook a Loss and Grief course with St Luke's Hospice which helps them support the volunteers and the carers when the cared for person passes on.

By the end of March 2017 we were providing the BreakTime service to 35 carers (an increase of 21% from 29 at the end of the previous financial year). We provided 1,402 hours of breaks through this year (down 14% from the previous year). The number of volunteers fell slightly from 22 to 19 during the year.

## OPAL GoOnline

GoOnline is a service aimed at attracting older people and carers in rural areas who are keen to become more competent and aware of up-to-date communication technology to pursue their personal interests and to keep in touch with family and friends. GoOnline also provides an opportunity for older people to socialise while they become familiar and confident with their laptops, tablets and mobiles.



*During 2016-17 GoOnline sessions were held in Malpas, Kelsall, Tarvin, Farndon, Oakmere and Frodsham.*



Our GoOnline volunteers are very committed and skilled individuals who are not only proficient with computers but are also able to encourage and support our service users. We are very grateful for the significant contribution they willingly make to the service.

During 2016-17 the number of volunteers regrettably fell significantly from 20 to 13 but despite this we still managed to provide 566 hours of volunteer support, a fall of only 17% compared to the previous financial year. We recorded 413 client attendances, a decrease of only 8% over last year.

The GoOnline service is the only one of the three main services we currently provide which does not have reliable ongoing core funding. This prevents us from expanding the service to meet a continuing demand, so we were delighted to receive funding this year from the Westminster Foundation to support this service. This will allow us to recruit additional volunteers and to plan expansion and service developments over the next year or two.

## Volunteers

Volunteers are the backbone of the charity. Without their enthusiasm, time, commitment and caring nature we could not provide our range of services offered to our local communities.

Volunteers not only help to run our services, provide transport and cook OPAL Club lunches, but some also help manage the charity through Local Committees and as Trustees or Steering Group Members. We are especially appreciative of those dedicated volunteers who support more than one service.



The total number of OPAL service volunteers fell by 5% during the 2016-17 year to 200 at the end of March 2017.

We are delighted to report that in late 2016 the Westminster Foundation chose to award us funding to strengthen the recruitment and development of our volunteers over the next year. This will make a big difference to us and have a positive effect on our ability to match individual volunteers to the needs of our services.



OPAL services provide many opportunities for local people to act as volunteers and use their skills and experience to benefit their local community. Our volunteers gain many benefits themselves, thus providing additional significant social value from the Charity's activities.

We seek to provide opportunities for young people to experience the voluntary sector, enabling them to acquire skills and valuable career experience. We are in contact with some of the local schools and colleges to offer possible placements and work experience.

## Financial Review

**OPAL Clubs:** In 2016 - 17, the charity received a £37,600 one-year grant awarded by CWaC Adult Social Care to support the OPAL Club service and core costs.

The OPAL Clubs have supported the charity by making a payment in total of £5,370. This money is now essential in supporting the core costs of running the OPAL Club Service as grant funding is now falling short of the costs of running this service.

The OPAL Clubs have received donations and grants from individuals and local organisations, which together with fund raising events have enabled them to buy new equipment and provide entertainment and outings for their members.

All the OPAL Clubs as well as the main charity have interest bearing accounts for any surplus funds they hold.

**BreakTime:** £32,000 was awarded through the Carers Grant by CWaC and the Cheshire West and Vale Royal Clinical Commissioning Groups to continue the BreakTime service for a further 12 months.

**GoOnline:** The GoOnline project secured funding of £3,000 from CWaC. In addition, in December, a 12-month award of £24,495 from the Duke of Westminster Foundation was received to enable us to widen the spread of the project into further areas of West Cheshire.

**Bright Life:** The charity was awarded funding by Brightlife to begin two new one-year projects from April 2017, What's Cooking and New Horizons, initially in the Frodsham area.

**Volunteer Recruitment:** The Westminster Foundation awarded the charity £4,872 to enable us to devote resources specifically to volunteer recruitment and training.

We were fortunate also to receive a number of other smaller grants and donations, which boosted income to support the running of the varying OPAL services and essential costs.

The Strategic Funding Group continues to strive to secure additional funding to support and expand our services, which also includes our own fund raising events. As a result:

- The RCS '1000 Club' received income of £3,870 from which prize money of £2,980 has been paid.
- A Christmas raffle in December raised £767.
- OPAL Services charity boxes placed in retail units raised £175.
- RCS has two internet services to help us raise funds. [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk) This website collects money from online retailers when online purchases are made and passes those funds to a designated charity. [www.mydonate.bt.com](http://www.mydonate.bt.com) This website facilitates direct giving and allows those completing any sponsored events to create a fundraising page linked to our charity.

The charity is registered to receive gift aid enabling it to claim back tax on any donations received from individual taxpayers. In 2016, £304 was received from HMRC.

Looking ahead, funding of £18,800 has been awarded from CWaC to support the running of the six OPAL Clubs in 2017/18 but for the first 6 months only. New commissioning arrangements are currently being put in place and although the grant will continue, it will be at a reduced rate falling well below the cost of running the service.

CWaC has granted funding of £16,000 for the BreakTime service for the first 6 months of 2017/18. A new application has been required to be submitted for funding for a further 18 months, but this also will be at a reduced rate.

The charity is aware that there are no certainties about future funding and this current year is being particularly challenging in confirming income for our core services. The charity continues in its quest to establish other income streams to support the organisation into the future.

The charity has been fortunate to accumulate reserves over its 6 years of operation and it is the opinion of the Trustees, the financial position of the charity at this present time is secure and satisfactory.

## **Reserves Policy**

Our Reserves Policy is to designate sufficient reserve funds to cover commitments and responsibilities across all our current services for at least 6 months of current operations.

## **Risk Assessment**

The Board has carried out a comprehensive analysis of risks to future operations and has identified these 3 main risks:

- a significant reduction in ongoing CWaC grant funding
- a significant reduction in funding from other grant funders
- not enough suitable volunteers for planned services

We have taken appropriate actions to control or reduce these risks to acceptable levels. In particular, the risks to funding levels has determined our Reserves Policy and reinforced our efforts to secure and maintain longer-term funding from a range of sources.

The Board of Trustees has concluded that RCS has sufficient assured funding and other resources to fulfill its commitments and responsibilities until at least the end of the 2017-18 financial year.

## 2 Company Information

**Rural Community Services (West Cheshire)** is a company limited by guarantee.

<b>Charity Name</b>	Rural Community Services (West Cheshire)
<b>Registered company no.</b>	7521625 (England and Wales)
<b>Registered office</b>	18 Utkinton Road, Tarporley, Cheshire CW6 0HS
<b>Date of Incorporation</b>	8 <sup>th</sup> February 2011
<b>Date activities commenced</b>	22 <sup>nd</sup> May 2011
<b>Accounting reference date</b>	31 <sup>st</sup> March
<b>Registered charity no.</b>	1143753

### **Board of Trustee Directors 2016-17**

P Cllr Mrs Gill Clough	From February 2011
P Cllr Mrs Jane Colville	From February 2011, Chair
P Cllr Mr Doug Haynes	From February 2011
P Cllr Mrs Pat Holder	From July 2012
Mrs Ilene Hoyle	From January 2015
Mr Roger Parrott	From February 2011, Secretary
Mrs Mary Thompson	From February 2011, Treasurer
P Cllr Mr John Webb	From October 2011

**Company Secretary** Roger Parrott

### **Independent Examiner**

Susan H Jelks CTA ATT  
Chartered Tax Consultant & Accountant  
Yew Tree House  
Abbey Green  
Whixall  
Whitchurch  
Shropshire SY13 2PT

### **Bankers**

The Co-operative Bank plc  
PO Box 101  
1 Balloon Street  
Manchester M60 4EP

### **Governing Document**

The Governing Document for Rural Community Services (West Cheshire) is the Memorandum and Articles of Association.

## **Public Benefit**

The Trustees believe that RCS provides its services wholly for the public benefit in rural areas of West Cheshire, in compliance with Charity Commission guidance on Public Benefit.

## **Trustees**

There are eight Trustees on the RCS Board of Trustees who are also Directors of the Company for the purposes of Company Law. Five of the current Trustees signed the Memorandum of Association in February 2011 which created the Company.

The procedure for the appointment of Trustees and the election of a Chair for Board meetings is set out in the Articles of Association.

It is a requirement of the Articles of Association that each OPAL Club is represented by a Trustee. At March 2016, each OPAL Club was represented by a Trustee, with the exception of the Frodsham Club which has not yet set up Trustee representation.

There must be at least 5 Trustees but there is no maximum set, and the Board is intending to appoint additional Trustees in the future.

## **Responsibilities of Trustees**

The Trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with UK Generally Accepted Accounting Practice (UK Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs at the charity and of the surplus/deficit of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgments and estimates that are reasonable and prudent
- prepare the financial statements on the on-going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006.

The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as the Trustees are aware:

- there is no relevant information of which the charity's independent examiner is unaware,
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

## Management and Organisation

A Steering Group comprising the Trustees plus a number of advisors from each of the OPAL services acts as the management body of the charity, with three reporting sub-committees – Finance, Human Resources and Fundraising. Each OPAL Club has its own Management Committee.

The charity employs 6 part-time staff (at end March 2017) but it also relies heavily on the time and energy given generously by around 200 volunteers.

The Trustees wish to record their thanks to the staff and volunteers for their dedication and contributions to the development of the charity through the year.

## Future Plans

The updated 2016 Business Plan focusses on the actions required to ensure the ongoing success of the charity and its services, and actions to improve the governance and robustness of the charity in dealing with potential future operational and financial situations.

## Declaration

The Trustees declare that there were no Serious Incidents, as defined by the Charity Commission, or any other matters which should have been brought to the attention of the Charity Commission.

## Small Company Provisions

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

## Independent Examiner

Susan Jelks was re-appointed as independent examiner at the 2016 AGM.

This Trustees Annual Report was approved by the Board of Trustees on 27th September 2017.



**Roger Parrott**  
Trustee Director and Honorary Secretary  
27th September 2017



### **3 Report of the Independent Examiner For the Year ended 31 March 2016**

Report to the trustees/members of Rural Community Services (West Cheshire) on the accounts for the year ended 31 March 2017, charity number 1143753 set out on pages 12 to 17.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for the year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- 1) examine the accounts under section 145 of the Charities Act
- 2) to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b)) of the Charities Act, and
- 3) to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

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

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 130 of the Charities Act, and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met.



Signed:

Date: 27th September 2017

**Susan H Jelks** CTA ATT  
Chartered Tax Consultant & Accountant  
Whitchurch, Shropshire, SY13 2PT

**4 Statement Of Financial Activities**  
**(Including Income & Expenditure Account)**  
**For The Year Ended 31 March 2017**

	Notes	Total Funds 2017 £	Unrestricted Funds 2017 £	Restricted Funds 2017 £
<b>Incoming Resources</b>				
<b>Incoming Resources from Generated Funds:</b>				
<i>Voluntary Income:</i>				
Donations & Grants	2	13,850	5,822	8,028
<b>Activities for generating Funds:</b>				
Members Fees		38,921	38,921	0
<b>Incoming Resources from Charitable Activities:</b>				
Grants & Contracts	3	99,821	53,018	46,803
<b>Total Incoming Resources</b>		<u>152,592</u>	<u>97,761</u>	<u>54,831</u>
<b>Resources Expended</b>				
Costs directly allocated to activities	4	50,869	11,765	39,104
Managerial, Governance & Support costs	4	91,570	89,443	2,127
<b>Total Resources Expended</b>		<u>142,439</u>	<u>101,208</u>	<u>41,231</u>
<b>Reconciliation of Funds</b>				
Total funds brought forward		78,397	59,922	18,475
Net movement in funds during the period		10,153	(3,447)	13,600
<b>Total Funds Carried Forward</b>		<u>88,550</u>	<u>56,475</u>	<u>32,075</u>

The statement of financial activities includes all gains and losses in the period/year. All incoming resources and resources expended derive from continuing activities.

The notes in section 6 form part of these financial statements.

**5 Balance Sheet**  
As at 31 March 2017

	Notes	2017		2016	
		£	£	£	£
<b>Fixed assets</b>					
Tangible Assets	7		6,197		7,804
<b>Current assets</b>					
Debtors	8	6,340		5,300	
Cash at Bank LMCs		51,988		49,151	
Cash at Bank RCS		33,514		14,874	
Reserve Bank accounts		75,000		65,000	
CAF Account RCS		506		504	
Cash in Hand		4		10	
		<u>167,352</u>		<u>134,839</u>	
<b>Creditors</b> – amounts falling due within one year	9	<u>(35,355)</u>		<u>(15,152)</u>	
<b>Net current assets</b>			<u>131,997</u>		<u>119,687</u>
			138,194		127,491
<b>Creditors</b> - Amounts falling due after one year & within five years	10		-		-
<b>Net Assets</b>			<u>138,194</u>		<u>127,491</u>
<b>Unrestricted Funds</b>	11		92,780		95,677
<b>Restricted Funds</b>	11		45,414		31,814
<b>Total funds</b>			<u>138,194</u>		<u>127,491</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year to 31 March 2016. The members have not required the company to obtain an audit of its financial statements for the year to 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

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

The financial statements were approved by the Board of Trustees on 27th September 2017 and were signed on their behalf by:

*M Thompson*

**Mary Thompson**  
Trustee Director and Honorary Treasurer  
27th September 2017



## 6 Notes to the Financial Statements As at 31 March 2017

### 6.1 Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period/year.

#### (a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities and in accordance with the Companies Act 2006 and the Statement of Recommended Practice : Accounting and reporting by Charities, The Charities Act 2011.

#### (b) Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes. Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### (c) Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to then grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers including waived expenses where quantified has been included in these accounts.

Investment income is included when receivable.

Incoming resources from charitable trading activity are accounted for when earned.

Incoming resources from grants, where related to performance and specific deliverables are accounted for as the charity earns the right to consideration by its performance.

#### (d) Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure include any Vat which cannot be recovered, and is reported as part of the expenditure to which it relates. The charity is not currently required to be Vat registered, nor has it chosen to be Vat registered on a voluntary basis.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fund raising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries/members. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

## 6.1 Accounting Policies continued.....

### (d) Resources Expended continued.....

All costs are allocated between the expenditure categories of the SoFA on a basis designated to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others apportioned on an appropriate basis where it is felt appropriate to do so, e.g. floor area, per capita or other estimated usage as set out in Note 4.

### (e) Fixed Assets

Fixed assets are stated at cost less accumulated depreciation. Initial costs of "small" items purchased, which form part of a total asset when viewed in the overall use of that asset, e.g. kitchen equipment/utensils/crockery, have been capitalised as a "set up" cost.

In future the cost of minor additions below £500 are not capitalised.

Depreciation is provided at rates to write off the cost of those assets over their expected useful life.

Fixed assets, equipment, furniture, fixtures and fittings 33.3% reducing balance basis.

6.2 Donations	Total	Unrestricted	Restricted
Donations	7,156	0	7,156
Miscellaneous	387	0	387
Voluntary contributions	3,463	3,463	0
Waiver of expenses	1,696	1,696	0
CWAC transport	663	663	0
Malpas mini bus	485	0.00	485
	<u>13,850</u>	<u>5,822</u>	<u>8,028</u>

## 6.3 Incoming Resources from Activities to further the Charity's Activities

	Total	Unrestricted	Restricted
CWaC Grant	38,100	38,100	0
CWaC Breaktime	36,150	0	36,150
Grants	350	0	350
Lottery	3,870	3,870	0
Fund Raising	6,672	6,672	0
Events/outings	941	0	941
Adult Learning	0	0	0
GoOnLine	8,245	0	8,245
Clubs for CRB & Voluntary training	0	0	0
Clubs for iPad	0	0	0
Dementia Friends	216	0	216
Brightlife	901	0	901
Miscellaneous	1,888	1,888	0
Volunteer recruitment	2,488	2,488	0
Bank Interest	0	0	0
	<u>99,821</u>	<u>53,018</u>	<u>46,803</u>

<b>Total resources Expended</b>	<b>Total</b>	<b>Unrestricted</b>	<b>Restricted</b>
<b>Costs directly allocated to activities</b>			
Centre Rent	13,318	0	13,318
Transport costs	8,765	0	8,765
Centre telephone costs	70	0	70
Lunches & refreshments	12,731	0	12,731
Other directly related expenses	1,840	0	1,840
Direct fundraising costs/expenses	3,330	3,330	0
Direct events/outings costs	10,115	8,275	1,840
Volunteer training/CRB checks	-	0	0
LMC expenditure	-	0	0
Miscellaneous	700	160	540
	<u>50,869</u>	<u>11,765</u>	<u>39,104</u>
<b>Managerial, Governance &amp; Support costs</b>			
Staff salaries, PAYE/NIC	59,983	59,983	0
Staff travel	4,361	4,361	0
Staff training & recruitment costs	949	949	0
CRB checks	512	512	0
Volunteer costs	5,518	5,518	0
Professional Fees	455	455	0
Independent Examination/accountancy fees	950	950	0
Insurance	1,442	1,442	0
Publicity/website	3,150	3,150	0
Stationary & postage	2,530	2,530	0
Telephone/broadband	1,009	1,009	0
Office/meeting room rental	584	584	0
Tutor Fees (Adult learning)	1,310	0	1,310
Lottery	2,980	2,980	0
Consumable equipment - loss on disposal	1,476	1,476	0
Fund raising managerial	450	450	0
Adult learning	-	0	0
Breaktime	-	0	0
GoOnLine	-	0	0
Dementia Friends	216	0	216
Carer Events	601	0	601
Miscellaneous	-	0	0
Loss on disposal of equipment	150	0	0
Depreciation	3,094	3,094	0
<b>6.5</b>	<u>142,589</u>	<u>101,208</u>	<u>41,231</u>

#### **Net Incoming Resources for the Year**

This is stated after charging:

	<b>2017</b>	<b>2016</b>
Depreciation	3,094	3,896
Independent Examination costs	950	875

## 6.6 Trustee Remuneration & Related Party Transactions

No members of the management committee received any remuneration during the year. All travel and other management costs re-imbursed to members were substantiated and fully documented accordingly.

	<b>2017</b>	<b>2016</b>
Such costs amounted to:		
Roger Parrot	132	120
Mary Thompson	79	125
Total	<u>211</u>	<u>245</u>

## 6.7 Taxation

As a registered Charity it is exempt from tax on income and capital gains. The Charity does not currently operate a trading section which could fall within taxation regulations.

## 6.8 Tangible Fixed Assets Cost

	<b>Total</b>	<b>Equipment</b>
At 1st April 2016	23,734	23,734
Additions in year	2,963	2,963
Disposals in year	(1,476)	-1,476
As at 31 March 2017	<u>25,221</u>	<u>25,221</u>

### Depreciation

At 1st April 2016	15,930	15,930
Charge for the year	3,094	3,094
Eliminated on disposals	0	0
As at 31 March 2017	<u>19,024</u>	<u>19,024</u>

### Net Book Value

As at 31 March 2017	<u>6,197</u>	<u>6,197</u>
As at 1 April 2016	<u>7,804</u>	<u>7,804</u>

## 6.9 Debtors

	<b>2017</b>	<b>2016</b>
Sundry debtors	5,997	4,728
Prepayments	343	572
	<u>6,340</u>	<u>5,300</u>

**6.10 Creditors - Amounts falling due within 2017 2016**

Deferred Income;	
GoOnLine (Duchess Westminster)	21,500
Lloyds Bank Foundation for England & Wales	-
Dementia Friends	248
Volunteer Recruitment	2,584
Brightlife - New Horizons	1,069
	<u>25,401</u>
Accruals	9,954
	<u><u>35,355</u></u>

**6.11 Creditors - Amounts falling due after 2017 2016 & within five years**

Deferred income	<u><u>-</u></u>
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**6.12 Movements in Funds**

	At 1 April 2016	Incoming Resources	Outgoing Resources	At 31 March 2017
<b>Restricted Funds</b>				
Donations	46,253	8,028	0	54,281
Grants & Contracts	162,996	46,803	0	209,799
Members Fees	30,450	-	)	30,450
Specific activities	(139,789)	0	(39,104)	(178,893)
Managerial, governance & support cost	(68,096)	0	(2,127)	(70,223)
Total Restricted Funds	<u>31,814</u>	<u>54,831</u>	<u>(41,231)</u>	<u>45,414</u>
<b>Unrestricted Funds</b>				
Donations	22,020	5,822	0	27,842
Members Fees	128,771	39,471		168,242
Grants & Contracts	231,585	53,018	0	284,603
Managerial, Governance & support costs	(236,448)	0	(89,443)	(325,891)
Management Fee	0	5,370	(5,370)	0
Activities costs	(50,251)	0	(11,765)	(62,016)
Total Unrestricted Funds	<u>95,677</u>	<u>103,681</u>	<u>(106,578)</u>	<u>92,780</u>
<b>Total Funds</b>	<u>127,491</u>	<u>158,512</u>	<u>(147,809)</u>	<u>138,194</u>