

# **Link Age Southwark**

Communities supporting older people

Formerly Dulwich Helpline and Southwark Churches Care

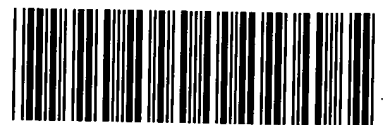
**(A Company Limited by Guarantee)**

## **Trustees Annual Report and Financial Statements**

### **For The Year Ended 31 March 2016**

**Company Registration Number: 05189161**  
**Charity Registration Number: 1105923**

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## **Report of the Trustees for the Year Ended 31<sup>st</sup> March 2016**

### **Legal and Administrative Information**

#### **Trustees**

Katharine St. John-Brooks (Chair)  
Adrian Greenwood (Deputy Chair & Company Secretary)  
Tim Roberts (Treasurer)  
Myra Chapman (to October 2015)  
Sunil Chopra (elected October 2015, resigned March 2016)  
Patricia Cox  
Neville De Souza (elected October 2015)  
Juanita Fan  
Kirsty Gould  
Stephen Gudgeon (to October 2015)  
Nicholas Merriman QC  
Lesley O'Mara (co-opted May 2016)  
Edward Salmon  
Susan Sternglass Noble (co-opted March 2016)  
Anne Sullivan

#### **Company Number**

05189161

#### **Charity Number**

1105923

#### **Registered Office**

Dulwich Community Hospital,  
East Dulwich Grove,  
London SE22 8PT

#### **Director**

Gemma Juma

#### **Independent Examiners**

Knox Cropper Chartered Accountants  
8/9 Well Court  
London EC4M 9DN

#### **Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill, West Malling  
Kent ME19 4JQ

# **Trustees' Report**

## **For the year ended 31 March 2016**

The Trustees, who are also the Directors of the charity for the purposes of the Companies Act 2006, present their annual report with the financial statements of Link Age Southwark (formerly Dulwich Helpline and Southwark Churches Care) for the year ended 31<sup>st</sup> March 2016. The Trustees confirm that this annual report and financial statements comply with statutory requirements, the requirements of Link Age Southwark's governing document, and the provisions of Charities Statement of Recommended Practice (SORP 2015) issued on 16 July 2014.

### **Governance and Administration**

#### **Link Age Southwark constitution and organisational structure**

Link Age Southwark is controlled by its governing document, the Memorandum and Articles of Association and is constituted as a charity and company, limited by Guarantee, as defined by the Companies Act 2006.

Link Age Southwark was known as Dulwich Helpline and Southwark Churches Care (DH&SCC) until September 2015, when the charity's name was changed at a Special General Meeting of its members. Dulwich Helpline (DH) and Southwark Churches Care (SCC) were both founded in 1993 as independent charities. In October 2012, after a period of joint working, the two charities merged. The assets, staff and work of SCC were transferred to DH, and SCC was closed. The charity operated as Dulwich Helpline and Southwark Churches Care until the 7<sup>th</sup> September 2015, when the name of the charity was changed to Link Age Southwark (hereafter in this report, LAS).

The members of LAS (all Trustees plus up to 35 additional members from among our supporters, service users and volunteers) are eligible to elect Directors/Trustees, and to put forward and vote on resolutions at the Annual General Meeting (AGM). On 7<sup>th</sup> September 2016, membership stood at 38.

#### **Staff**

At the end of the financial year there were two full time and five part time staff.

#### **Governance and decision-making**

Legal responsibility for the management and stewardship of the Charity is vested in the Board of Trustees. The charity has a Chair, Deputy Chair, Company Secretary and a Treasurer. Trustees meet every two months. The Board of Trustees has a finance subcommittee, which meets regularly throughout the year, reports to the Board, and has its own Terms of Reference. Trustees make strategic decisions, in consultation with the Director. Day to day management is delegated to the Director, who attends all Board meetings. Operational decisions are taken by the Director and staff. Staff report to the Director, who in turn is line managed by the Chair.

#### **Recruitment and appointment of Trustees**

Rule 38 of the Articles of Association refers to a power to fix the maximum number of Directors. At the AGM of 19<sup>th</sup> October 2015, a resolution was passed to set the maximum number of Directors at 15, on the understanding that the usual number will not exceed 12. The period of office is three years. The Articles of Association provide that, at each AGM, one third of the Trustees (or the number nearest to one third) must retire from office: those who have been in office longest retire first. Retiring Trustees may normally put themselves forward for re-election by the members of the charity.

A succession plan is reviewed by the Board regularly, and skills audits are undertaken to inform Trustee recruitment.

Trustees bring experience from the public, private and voluntary sectors and have expertise in management, finance, law, service delivery, IT and care of older people. Trustees are recruited according to their knowledge, skills and experience from the members of the charity, from the wider local community and from applicants responding to adverts.

During 2015-2016, two new Trustees were elected at the 2015 AGM, two new Trustees were co-opted up to the 2016 AGM when they will be eligible for election to the Board and three Trustees resigned for personal reasons.

### **Trustees' Liability and Responsibilities**

The liability of the members (including all Trustees) is limited to a sum not exceeding £10.

The Trustees are responsible for preparing the Annual Report and the Financial Statements in accordance with applicable law and regulations. The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and for taking reasonable steps for the detection and prevention of fraud and other irregularities.

### **Induction and training of Trustees**

The induction programme for new Trustees includes:

- written information about LAS's activities;
- a copy of LAS's memorandum and articles of association;
- a copy of LAS's policies and procedures;
- a copy of the NCVO Code of Good Governance;
- information on Trustees' legal responsibilities;
- a meeting with the Chair and the Director;
- an invitation to attend a service user referral and matching meeting in the office;
- an invitation to attend an activity group to meet service users;
- an invitation to attend LAS's activities in the community;
- attendance, as an observer, at a Board of Trustees meeting.

Trustees are encouraged to attend relevant training courses including those run by Community Southwark, the Small Charities Coalition, Cass Business School, New Philanthropy Capital and legal firms offering relevant training. They receive updates from the office on matters pertaining to effective governance.

## **Risk Management**

Trustees maintain a risk register, to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. LAS's risk register is reviewed and updated annually, with appropriate mitigation measures put in place.

## **Mission, Objectives and Activities**

### **Public Benefit**

The Trustees confirm that in setting LAS's objectives and planning its activities they have complied with the duty to have due regard to the Charity Commission's general guidance on public benefit, *Charities and Public Benefit*.

The principal object of LAS is to assist in the relief of need, hardship and distress within South London.

### **Our Vision**

Friendly, vibrant local communities where older people thrive.

### **Our Mission**

Link Age Southwark helps older people stay connected with their communities, alleviating loneliness, improving health and wellbeing and making communities stronger through volunteering.

### **Our Values**

#### **We are positive**

We bring joy, vitality and warmth to every setting we enter.

#### **We have a 'can do' attitude**

We encourage everyone to share their unique skills, talents, passions and experience with each other.

#### **We are always connecting**

We know that connecting with other people is critical to everyone's wellbeing.

#### **We respect the individual**

We see the person, not their age and always truly listen the person in front of us, seeking to understand their point of view.

#### **We are not alone**

We work in strong partnerships and link older people with our volunteers and with other services when that will help them and their communities thrive.

## **Achievement and performance**

In 2015-16, LAS achieved its mission and aims through activities relating to the following areas of work:

- the recruitment, training and ongoing support of volunteers;
- delivering services to older people;
- fundraising; and
- organisational development.

In 2015-16 we:

- worked with 388 dedicated volunteers who contributed over 17,000 hours of their time;
- provided support to 565 older people, with an average age of 83, 21% of whom were over 90;
- delivered services specifically to support people with mild to moderate dementia;
- ran 20 social and activity groups, which met 587 times over the year;
- supported over 110 befriending relationships;
- provided support to 50 new service users;
- provided 3384 driving and escorted shopping trips to keep people connected to their wider community;
- undertook 54 volunteer gardening and DIY jobs;
- facilitated two regular inter-generational groups in local schools; and
- arranged two successful parties for all our service users.

We adopted a new name and strapline in the year – *Link Age Southwark: communities supporting older people* and rebranded our operations, using pro bono volunteer time and skills to do so. And we overhauled our IT systems and implemented a new database to enable us to better serve our beneficiaries and volunteers and report on our outputs and outcomes.

### **Overview of service delivery**

LAS provides friendly volunteer support for isolated older people aged over 60, across the London Borough of Southwark.

Over the course of the year, 565 people used the following services, which reduce isolation, and enable people to remain living independently in their own homes for as long as possible.

- **Befriending**  
A volunteer visits someone regularly in their own home, for conversation, or to provide support with a specific task, such as reading, assisting with digital technology, or participating in a particular social activity.
- **Social and activity groups**  
We run vibrant activity groups across the Borough, ranging from book group to bridge, yoga to reminiscence.
- **Practical tasks**  
We offer one-off practical help around the home. Volunteers carry out a range of tasks such as help with putting up shelves, changing a light bulb or light gardening.

- **Transport**

Volunteers provide lifts to older people to help them remain connected to their wider community, engage in activities to improve their health, wellbeing and quality of life and to maintain a social life. Where wheelchair-accessible, or escorted transport is required, we endeavour to provide it by using low-cost community transport providers

- **Inter-generational work with local schools**

The inter-generational schools groups bring together older people and school pupils around a programme of activities including computing and social occasions.

- **Referrals and assessment**

Referrals come to LAS from a variety of sources, including health and social care professionals, other voluntary organisations, family and friends, and individuals themselves. Each older person referred is contacted and with their consent an appointment is made to visit them in their own home to discuss and assess their circumstances, establish their needs and wishes, engage them in the range of services we offer and ensure they are accessing other services which meet their needs.

Each staff service co-ordinator has a caseload of individual service users and is responsible for specific activity groups and befriending relationships. The co-ordinators meet fortnightly to allocate new service user referrals, discuss user needs and match service users with appropriate volunteers. Activity groups are co-ordinated by staff who support the volunteers who, wherever possible, run them.

The delivery of LAS services relies on volunteers and a small, committed staff team. Where we cannot meet an individual's particular needs, we refer people to complementary sources of support and advice.

We work in close partnership with a range of organisations in the wider community. We have particularly strong partnerships with the other members of COPSINS – the Consortium of Providers of Services to Older People in Southwark – Age-UK Lewisham and Southwark; Blackfriars Settlement; Time and Talents; Southwark Pensioner's Centre; and the Alzheimer's Society. We also work closely with the many local organisations which refer to us, fund-raise for us, host and support our activity groups in the wider community, and which support us in so many ways.

### **Plans for the Future**

Link Age Southwark is embarking on a sustainable expansion over the coming three years in response to increasing demand for our services. We will seek to match more befrienders, run more activity groups, and recruit more volunteers to deliver our services. Our principal aims and objectives remain consistent for the coming year, and Trustees seek to continue to deliver high quality services and volunteering experiences. In 2016/17, we will:

- attract new service users and volunteers;
- implement new fundraising streams;
- increase our activity in the centre and north-central parts of the Borough;
- secure at least one quality mark and begin work on a second;
- prioritise high quality monitoring and evaluation of our work.



## **Funding and Finances**

### **Financial Review**

LAS's income for the financial year 2015-16 was £301,683 (2014-15 - £297,519), which is a 1.4% increase. Indeed, this has been a year of consolidating the position of the charity and building a strong platform to plan for an expansion of activity, which involves a growth in staffing capacity to meet the ever increasing demands on LAS as a charity supporting older people within our community.

Income has included substantial grants from Southwark Council (including a contribution from NHS Southwark Clinical Commissioning Group) which has been sustained at a level of £123,250 for three years now. City Bridge Trust has supported the Dementia Project with a grant of £40,000 for each of three years. A number of other Foundations and Trusts have responded to our applications for grants, and also many other individuals and groups have contributed voluntarily to the charity's valuable work; it has been very pleasing to see this increase in support where the total income from these sources was £163,258 (2015 - £151,616).

Expenditure was £279,804 (2014-15 - £271,523) and this too has only risen marginally; within these expenses there has been the start of growing the staffing numbers, and other costs have been under good control despite needing to put in a reasonable level of expenditure for the rebranding following the change of name launched at last year's AGM. This has meant that the charity has had another good year showing a surplus of £21,879, similar to the previous year's result of £25,996, and this will be used maintain our reserves, where total funds retained in the charity are now £222,316 (2015 – £200,437).

The Trustees have, during the year, set new objectives, backed by a three year budget which shows an expansion and strengthening of the staffing capacity from 6 to 9.5 FTEs. The staffing costs commensurate with that is budgeted to grow by £43,000 (approximately 20%) in this current year, with further increases in the following two years. In order to meet this there are significant stretch targets for raising funds, which includes making increased applications to trusts and foundations. Also, building on the success of the Patrons scheme, the team are looking for new opportunities from corporate supporters, on-line fundraising and seeking funds from within the diversity of our faith communities in the borough. Despite these new targets, the trustees have budgeted for deficits during this expansion period; this is presently planned as a deficit of £19,000 in this current year and then nearer to break-even in years two and three.

The Trustees also recognise that there are two other significant risks during this expansion period. Firstly, there is the situation arising from the now agreed redevelopment of the Dulwich Community Hospital site, where the offices are presently situated, which will require the charity to seek suitable new premises within the borough in the next one to two years. This is likely to give rise to substantial costs for refurbishing premises to make them appropriate to the charity's work and/or a significant increase in rent from the very favourable level that has been enjoyed for several years at the present site as a result of the support for our work from the Southwark NHS Clinical Commissioning Group and its predecessors. Allied to this is a large increase in the costs for occupying the current premises which is being threatened by NHS Property Services; it is believed this will be covered elsewhere by the local NHS. The Trustees have designated a total of £75,000 to be set aside to meet these potential costs, if they arise within the period of the current three year expansion plan.

At 31<sup>st</sup> March 2016, the total funds, including the 2015/16 surplus of £21,879, are £222,316, of which the designated funds as detailed above (£75,000) mean that there are free reserves of £147,316. This is within the acceptable range for reserves as set out in the revised policy.

### **Reserves and Investments Policies**

The Trustees have reviewed the Reserves and Investment Policies as follows:

The charity should hold a reserve of six months of budget expenditure (running costs); this is designed to allow the charity to continue to meet its commitment to support both current and future beneficiaries in the face of an unexpected loss of income. This will allow time to consider all possibilities from establishing alternative provision for current beneficiaries, reshaping the cost base particularly with regard to the personnel posts, through to the orderly closure of the charity as a very last resort. On this basis the required level of reserves would be £160,000 representing six months of the current year's budget expenditure of £320,000.

In order to hold sufficient in reserves the Trustees have invested these free funds in various term deposits and notice accounts with other banking institutions, up to the limit of the FSCS guarantee, to ensure they are available if called on for in such adverse circumstances foreseen in the Reserves Policy.

### **Independent Examiner**

A proposal to appoint Kevin Lally of Knox Cropper, Chartered Accountants, as independent examiner for the forthcoming year will be put forward at the forthcoming Annual General Meeting.

This report was approved by the Board of Trustees on 7 September 2016 and signed on its behalf by:

*Katharine St. John-Brooks*

**Katharine St. John-Brooks**  
Chair

*Tim Roberts*

**Tim Roberts**  
Trustee and Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**

**LINK AGE SOUTHWARK**

**FOR THE YEAR ENDED 31 MARCH 2016**

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I report on the financial statements of Link Age Southwark for the year ended 31 March 2016 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

This report is made to the Trustees, as a body, in accordance with the terms of my engagement. My work has been undertaken so that I might carry out an Independent Examination of the financial statements in accordance with the General Directions given by the Charity Commissioners. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees, as a body, for my work or for this report.

**Respective responsibilities of trustees and examiner**

The Charity's Trustees, who are also the Directors of the charitable company, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an Independent Examination is required. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- follow the procedures specified in the General Directions given by the Charity Commission under section 145 (5) (b) of the Charities Act.
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the 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 any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion 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
  - to keep accounting records in accordance with the companies Act 2006; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed Kevin Lally

Date 7<sup>th</sup> September 2016

Kevin Lally FCA  
Knox Cropper, Chartered Accountants  
8/9 Well Court, London, EC4M 9DN

**LINK AGE SOUTHWARK**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2016**

|   | Notes  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2016<br>£ | Total<br>2015<br>£ |
|---|--------|----------------------------|--------------------------|--------------------|--------------------|
| <b>INCOME AND ENDOWMENTS FROM:</b>        |        |                            |                          |                    |                    |
| <b>Donations and Legacies</b>             |        |                            |                          |                    |                    |
| Voluntary Income                          | 2      | 110,058                    | 53,200                   | 163,258            | 151,616            |
| <b>Charitable Activities</b>              |        |                            |                          |                    |                    |
| Fundraising Income                        |        | 11,999                     | -                        | 11,999             | 20,211             |
| Investment Income – Bank Interest         |        | 3,176                      | -                        | 3,176              | 2,442              |
| Supporting Older People                   | 3      | 123,250                    | -                        | 123,250            | 123,250            |
| <b>Total Income</b>                       |        | <u>248,483</u>             | <u>53,200</u>            | <u>301,683</u>     | <u>297,519</u>     |
| <b>EXPENDITURE ON:</b>                    |        |                            |                          |                    |                    |
| Raising Funds                             | 4      | 21,127                     | -                        | 21,127             | 21,824             |
| Charitable Activities                     | 4      | 205,477                    | 53,200                   | 258,677            | 249,699            |
| <b>Total Expenditure</b>                  |        | <u>226,604</u>             | <u>53,200</u>            | <u>279,804</u>     | <u>271,523</u>     |
| <b>Net Movement in Funds</b>              |        | 21,879                     | -                        | 21,879             | 25,996             |
| <b>Reconciliation of Funds</b>            |        |                            |                          |                    |                    |
| Total Funds at the start of the year      |        | 200,437                    | -                        | 200,437            | 174,441            |
| <b>Total Funds at the end of the year</b> | 12, 13 | <u>£222,316</u>            | <u>£-</u>                | <u>£222,316</u>    | <u>£200,437</u>    |

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 14 to 20 form part of these financial statements.

**LINK AGE SOUTHWARK**

**BALANCE SHEET**

**AS AT 31<sup>st</sup> MARCH 2016**

|  | Notes | 2016            |                 | 2015            |                 |
|--|-------|-----------------|-----------------|-----------------|-----------------|
|  |       | £               | £               | £               | £               |
| <b>FIXED ASSETS</b>                          | 9     |                 | -               |                 | -               |
| <b>CURRENT ASSETS</b>                        |       |                 |                 |                 |                 |
| Debtors                                      | 10    | 7,285           |                 | 8,379           |                 |
| Cash at bank and in hand                     |       | <u>229,752</u>  |                 | <u>219,632</u>  |                 |
|  |       | 237,037         |                 | 228,011         |                 |
| <b>CREDITORS</b>                             |       |                 |                 |                 |                 |
| Amount falling due within one year           | 11    | <u>(14,721)</u> |                 | <u>(27,574)</u> |                 |
| <b>NET CURRENT ASSETS</b>                    |       |                 | <u>222,316</u>  |                 | <u>200,437</u>  |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       |                 | <u>£222,316</u> |                 | <u>£200,437</u> |
| <b>CHARITY FUNDS</b>                         |       |                 |                 |                 |                 |
| Restricted Funds                             | 12    |                 | -               |                 | -               |
| Designated Funds                             | 12    |                 | 75,000          |                 | -               |
| General Funds                                | 12    |                 | <u>147,316</u>  |                 | <u>200,437</u>  |
|  |       |                 | <u>£222,316</u> |                 | <u>£200,437</u> |

The Company is exempt from the requirements relating to preparing audited accounts in accordance with Section 477 of the Companies Act 2006. The members have not required the Company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These accounts 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 the 7<sup>th</sup> September 2016 and signed on their behalf by:

*Katharine St. John-Brooks*

Katharine St. John-Brooks  
Chair of Trustees

*Tim Roberts*  
Tim Roberts  
Trustee & Treasurer

The notes on pages 14 to 20 form part of these financial statements.

Company Registration No. 05189161

## LINK AGE SOUTHWARK

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2016

#### 1. ACCOUNTING POLICIES

##### **Basis of Preparation**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the small entity provisions of Financial Reporting Standard 102 and with the Charities SORP (FRS 102) "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)", and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

##### **Reconciliation with previous Generally Accepted Accounting Practice**

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102, the restatement of comparative items was required. The transition has had no impact on the charitable company's financial performance or financial position at the date of transition (1<sup>st</sup> April 2014) and in respect of the financial statements for the year ended 31<sup>st</sup> March 2015. Therefore, no reconciliation of reserves or net income/(expenditure) is required.

##### **Company Status**

The company is a company limited by guarantee. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

##### **Fund Accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are to be used in accordance with specific restrictions imposed by donors and have been raised by the company for particular purposes. The cost of raising and administering such funds is charged against the specific fund.

Investment income, gains and losses are allocated to the appropriate fund.

##### **Income**

All income is included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy – except when donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

##### **Expenditure**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources. Overheads and other salaries are allocated between the expense headings on the basis of time spent.

**LINK AGE SOUTHWARK**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2015**

**1. ACCOUNTING POLICIES (Continued)**

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and are allocated on the basis of staff cost.

Governance costs are those incurred in connection with enabling the charity to comply with external regulation, constitutional and statutory requirements and in providing support to the board of trustees in the discharge of their statutory duties.

**Tangible Fixed Assets and Depreciation**

All assets costing more than £1,000 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value over their expected useful lives on the following bases:

|                        |        |               |
|------------------------|--------|---------------|
| Furniture and Fixtures | 33.33% | straight line |
| Office Equipment       | 33.33% | straight line |

**Pensions**

The Charity contributed up to 10% of gross salaries into individual employees' personal pension schemes as approved by the board of trustees. Pension charge represents the amounts payable by the company to the various schemes in respect of the year.

**LINK AGE SOUTHWARK**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2016**

**2. VOLUNTARY INCOME**

|  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | 2016<br>Total<br>£ | 2015<br>Total<br>£ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| <b>Grant Income</b>                    |                            |                          |                    |                    |
| The City Bridge Trust                  | -                          | 40,000                   | 40,000             | 40,000             |
| The Dulwich Almshouse Charity          | -                          | 5,700                    | 5,700              | 5,600              |
| Garfield Weston Foundation             | -                          | -                        | -                  | 10,000             |
| The Mercers' Company Charitable Trust  | -                          | 7,500                    | 7,500              | 7,500              |
| The Goldsmiths' Company Charity        | -                          | -                        | -                  | 3,000              |
| The Peter Minet Trust                  | -                          | -                        | -                  | 2,500              |
| John Horseman Trust                    | -                          | -                        | -                  | 2,000              |
| The Elizabeth & Prince Zaiger Trust    | 5,000                      | -                        | 5,000              | 5,000              |
| May & Stanley Smith Charitable Trust   | -                          | -                        | -                  | 8,723              |
| The Sobell Foundation                  | 10,000                     | -                        | 10,000             | 10,000             |
| Time and Talents                       | 10,000                     | -                        | 10,000             | 5,000              |
| The Drapers' Charitable Fund           | 10,000                     | -                        | 10,000             | -                  |
| Wakefield and Tetley Trust             | 7,000                      | -                        | 7,000              | -                  |
| Peckham and Nunhead Community Council  | 1,000                      | -                        | 1,000              | -                  |
| Dulwich Community Council              | 4,763                      | -                        | 4,763              | -                  |
| <b>Other Voluntary Income</b>          |                            |                          |                    |                    |
| Dulwich Luncheon Club                  | -                          | -                        | -                  | 1,385              |
| Church Collections                     | 1,760                      | -                        | 1,760              | -                  |
| Gift Aid                               | 8,169                      | -                        | 8,169              | 5,853              |
| Friends                                | 5,898                      | -                        | 5,898              | 8,703              |
| Concerts and Events                    | 2,896                      | -                        | 2,896              | 2,212              |
| Other Voluntary Income                 | 80                         | -                        | 80                 | 2,883              |
| In Memoriam                            | 1,465                      | -                        | 1,465              | 765                |
| Funraisers                             | 1,330                      | -                        | 1,330              | 1,855              |
| Legacy                                 | -                          | -                        | -                  | 1,000              |
| Individuals and organisation donations | 40,697                     | -                        | 40,697             | 27,637             |
|  | <u>£110,058</u>            | <u>£53,200</u>           | <u>£163,258</u>    | <u>£151,616</u>    |

**3. CHARITABLE ACTIVITIES – SUPPORTING OLDER PEOPLE**

|                                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2016<br>£ | Total Funds<br>2015<br>£ |
|----------------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| Southwark Health and Social Care | 123,250                    | -                        | 123,250                  | 123,250                  |
|                                  | <u>£123,250</u>            | <u>£-</u>                | <u>£123,250</u>          | <u>£123,250</u>          |



**LINK AGE SOUTHWARK**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2016**

**4. RESOURCES EXPENDED**

|                               | Direct Staff<br>Costs<br>£ | Other<br>Direct<br>Costs<br>£ | Governance<br>and<br>Support Costs<br>£ | 2016<br>Total<br>£ | 2015<br>Total<br>£ |
|-------------------------------|----------------------------|-------------------------------|---|--------------------|--------------------|
| <b>Raising Funds</b>          | 15,526                     | 1,482                         | 4,119                                   | 21,127             | 21,824             |
| <b>Charitable Expenditure</b> |                            |                               |   |                    |                    |
| Direct Costs                  | 167,214                    | 20,489                        | -                                       | 187,703            | 182,768            |
| Support Costs (Note 5)        | -                          | -                             | 51,778                                  | 51,778             | 48,813             |
| Governance Costs (Note 6)     | -                          | -                             | 19,196                                  | 19,196             | 18,118             |
|                               | <u>167,214</u>             | <u>20,489</u>                 | <u>70,974</u>                           | <u>258,677</u>     | <u>249,699</u>     |
| <b>Total</b>                  | <u>£182,740</u>            | <u>£21,971</u>                | <u>£75,093</u>                          | <u>£279,804</u>    | <u>£271,523</u>    |

**5 SUPPORT COSTS**

|                                | Support<br>Costs<br>£ | Raising<br>Funds<br>£ | Governance<br>Costs<br>£ | 2016<br>Total<br>£ | 2015<br>Total<br>£ |
|--------------------------------|-----------------------|-----------------------|--------------------------|--------------------|--------------------|
| Rebranding                     | 2,858                 | 227                   | 163                      | 3,248              | -                  |
| Repairs, Maintenance & IT      | 5,462                 | 435                   | 310                      | 6,207              | 5,347              |
| Telephone                      | 4,277                 | 340                   | 243                      | 4,860              | 4,082              |
| Bookkeeping                    | 4,432                 | 353                   | 252                      | 5,037              | 6,336              |
| Rent                           | 6,995                 | 556                   | 398                      | 7,949              | 7,949              |
| Insurance                      | 861                   | 68                    | 49                       | 978                | 978                |
| Training and recruitment       | 2,623                 | 209                   | 149                      | 2,981              | 2,553              |
| Printing, Postage & Stationery | 7,753                 | 617                   | 440                      | 8,810              | 8,139              |
| Staff Costs                    | 16,344                | 1,300                 | 929                      | 18,573             | 19,828             |
| Depn. bank chgs, consumable    | 173                   | 14                    | 10                       | 197                | 257                |
| <b>Total</b>                   | <u>£51,778</u>        | <u>£4,119</u>         | <u>£2,943</u>            | <u>£58,840</u>     | <u>£55,469</u>     |

**6. CHARITABLE ACTIVITIES - GOVERNANCE**

|  | 2016<br>£      | 2015<br>£      |
|--|----------------|----------------|
| Independent Examination and Accountancy Fees | 2,599          | 2,515          |
| Other Governance Costs                       | 3,259          | 2,772          |
| Support Costs                                | 2,943          | 2,773          |
| Staff Costs                                  | 10,395         | 10,058         |
|  | <u>£19,196</u> | <u>£18,118</u> |

**LINK AGE SOUTHWARK**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2016**

**7. NET INCOME**

|                                       | <b>2016</b>  | <b>2015</b>  |
|---------------------------------------|--------------|--------------|
|                                       | £            | £            |
| This is stated after charging:        |              |              |
| Depreciation of tangible fixed assets | -            | 251          |
| Independent examination               | 2,599        | 2,515        |
| Pension Costs                         | 6,690        | 8,217        |
|                                       | <u>6,690</u> | <u>8,217</u> |

During the year, no trustees received any remuneration or benefits in kind. During the year 1 Trustee received £54 reimbursement of expenses (2015 - £Nil)

**8. STAFF COSTS**

|                              | <b>2016</b>     | <b>2015</b>     |
|------------------------------|-----------------|-----------------|
|                              | £               | £               |
| Staff costs were as follows: |                 |                 |
| Wages and Salaries           | 189,446         | 181,165         |
| Social Security Costs        | 15,572          | 15,403          |
| Pension Costs                | 6,690           | 8,217           |
|                              | <u>£211,708</u> | <u>£204,785</u> |

The average number of full time equivalent employees during the year was:

|            | No:      | No:      |
|------------|----------|----------|
| Charitable | 5        | 5        |
| Support    | 1        | 1        |
|            | <u>6</u> | <u>6</u> |

No employee received remuneration amounting to more than £60,000 in the year (2015: none).

The total employee benefits, including employer pension contributions of the key management personnel amounted to £46,188 (2015: £45,513).

**9. TANGIBLE FIXED ASSETS**

|                                    | <b>Office<br/>Equipment<br/>£</b> |
|------------------------------------|-----------------------------------|
| <b>Cost</b>                        |                                   |
| At 1 April 2015 and 31 March 2016  | <u>20,714</u>                     |
| <b>Depreciation</b>                |                                   |
| At 1 April 2015 and 31 March 2016  | <u>20,714</u>                     |
| <b>Net Book Value</b>              |                                   |
| At 31 March 2015 and 31 March 2016 | <u>£-</u>                         |

**LINK AGE SOUTHWARK**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2016**

**10. DEBTORS**

|                                | <b>2016</b>   | <b>2015</b>   |
|--------------------------------|---------------|---------------|
|                                | £             | £             |
| Other Debtors                  | -             | 7,372         |
| Prepayments and Accrued Income | 7,285         | 1,007         |
|                                | <b>£7,285</b> | <b>£8,379</b> |

**11. CREDITORS: amounts falling due within one year**

|                              | <b>2016</b>    | <b>2015</b>    |
|------------------------------|----------------|----------------|
|                              | £              | £              |
| Other creditors              | 4,609          | 4,252          |
| Accruals and Deferred Income | 10,112         | 23,322         |
|                              | <b>£14,721</b> | <b>£27,574</b> |

**12. STATEMENT OF FUNDS**

|                                 | Brought Forward | Income          | Expenditure       | Transfers | Carried Forward |
|---------------------------------|-----------------|-----------------|-------------------|-----------|-----------------|
|                                 | £               | £               | £                 | £         | £               |
| <b>Unrestricted Funds</b>       |                 |                 |                   |           |                 |
| General Funds                   | 200,437         | 248,483         | (226,604)         | (75,000)  | 147,316         |
| Designated Funds                | -               | -               | -                 | 75,000    | 75,000          |
| <b>Total Unrestricted Funds</b> | <b>200,437</b>  | <b>248,483</b>  | <b>(226,604)</b>  | <b>-</b>  | <b>222,316</b>  |
| <b>Restricted Funds</b>         |                 |                 |                   |           |                 |
| <b>Activity Groups</b>          |                 |                 |                   |           |                 |
| The Dulwich Almshouse Charity   | -               | 5,700           | (5,700)           | -         | -               |
| Mercers' Company                | -               | 7,500           | (7,500)           | -         | -               |
|                                 | <b>-</b>        | <b>13,200</b>   | <b>(13,200)</b>   | <b>-</b>  | <b>-</b>        |
| <b>Dementia Project</b>         |                 |                 |                   |           |                 |
| The City Bridge Trust           | -               | 40,000          | (40,000)          | -         | -               |
| <b>Total Restricted Funds</b>   | <b>-</b>        | <b>40,000</b>   | <b>(40,000)</b>   | <b>-</b>  | <b>-</b>        |
| <b>SUMMARY OF FUNDS</b>         |                 |                 |                   |           |                 |
| Unrestricted Funds              | 200,437         | 248,483         | (226,604)         | -         | 222,316         |
| Restricted Funds                | -               | 53,200          | (53,200)          | -         | -               |
|                                 | <b>£200,437</b> | <b>£301,683</b> | <b>£(279,804)</b> | <b>£-</b> | <b>£222,316</b> |

**LINK AGE SOUTHWARK**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2016**

**13. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

|                               | <b>Unrestrict<br/>ed Funds</b> | <b>Restricted<br/>Funds</b> | <b>Total<br/>Funds<br/>2016</b> | <b>Total<br/>Funds<br/>2015</b> |
|-------------------------------|--------------------------------|-----------------------------|---------------------------------|---------------------------------|
|                               | £                              | £                           | £                               | £                               |
| Tangible Fixed Assets         |                                |                             |                                 | -                               |
| Current Assets                | 237,037                        | -                           | 237,037                         | 228,011                         |
| Creditors due within one year | (14,721)                       | -                           | (14,721)                        | (27,574)                        |
|                               | <u>£222,316</u>                | <u>£-</u>                   | <u>£222,316</u>                 | <u>£200,437</u>                 |

**14. PENSION COMMITMENTS**

The Charity contributed up to 10% of gross salaries into individual employees' personal pension schemes as approved by the board of Trustees. The pension cost charge represents contributions payable by the charity to the schemes and amounted to £6,690 (2015: £8,217). At the end of the year there were no amounts owing.

**15. PRIOR YEAR COMPARATIVES**

The breakdown between funds of income and expenditure for the year ending 31<sup>st</sup> March 2015 was as follows:

|   | <b>Unrestricted<br/>Funds</b> | <b>Restricted<br/>Funds</b> | <b>Total<br/>2015</b> |
|---|-------------------------------|-----------------------------|-----------------------|
|   | £                             | £                           | £                     |
| <b>INCOME AND ENDOWMENTS FROM:</b>            |                               |                             |                       |
| Donations and Legacies                        | 93,016                        | 58,600                      | 151,616               |
| Charitable Activities                         | <u>145,903</u>                | <u>-</u>                    | <u>145,903</u>        |
| <b>Total Income</b>                           | <u>238,919</u>                | <u>58,600</u>               | <u>297,519</u>        |
| <b>EXPENDITURE ON:</b>                        |                               |                             |                       |
| Raising Funds                                 | 21,824                        | -                           | 21,824                |
| Charitable Activities                         | 181,006                       | 68,693                      | 249,699               |
| <b>Total Resources Expended</b>               | <u>202,830</u>                | <u>68,693</u>               | <u>271,523</u>        |
| <b>Net Movement in Funds before transfers</b> | 36,089                        | (10,093)                    | 25,996                |