



**REPORT AND ACCOUNTS FOR THE YEAR END  
31<sup>ST</sup> MARCH 2009**

**REGISTERED CHARITY NUMBER 1091529**

**COMPANY NUMBER 4328143**

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**31<sup>ST</sup> MARCH 2009**

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## AGE CONCERN OXFORDSHIRE, CITY & COUNTY

### REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2009

The Board of Trustees has pleasure in presenting the Report and Accounts for the year ended 31<sup>st</sup> March 2009.

#### Reference & Administrative Information

Charity Name:	Age Concern Oxfordshire, City & County
Charity Registration Number:	1091529
Company Registration Number:	4328143
Registered Office:	St Edmund House 39 West St Helen St Abingdon Oxon OX14 5BW

#### Trustees

The following persons served as Trustees, throughout the year unless stated otherwise. They are also Directors under Company Law and have no beneficial interest in the Charitable Company.

Mr W Norton	(Chairman & Acting Treasurer)
Mr D Wood	
Rev W J Fletcher Campbell	(Deceased 27.11.08)
Sir M Shock	
Mrs R Waghorn	
Ms B Vaughan	
Mr P Lake	
Mr M Palayiwa	
Mrs D Roberts	
Mr K Hawtin	
Mr S Corea	(Appointed 23.10.08)

#### Company Secretary

Mrs M Daniel	(Retired 31.03.09)
Mr P Cann	(Appointed 27.04.09)

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

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**Senior Management Team**

Mrs M Daniel	Chief Executive (Retired 31.03.09)
Mr P Cann	Chief Executive (Appointed 27.04.09)
Mrs P Thewlis	Deputy Chief Executive
Mrs J Alsford	Director of Finance & Business Operations
Ms A Runnicles	Director of Policy & Empowerment
Mr S Bolton	Director of Personnel
Mr A Sell	Director of Day Services

**Auditor**

Shaw Gibbs LLP  
264 Banbury Road  
Summertown  
Oxford  
OX2 7DY

**Bankers**

CCLA Investment Management Ltd  
80 Cheapside  
London  
EC2V 6DZ

Lloyds TSB  
Carfax Branch  
1 High Street  
Oxford  
OX1 4AA

**Solicitors**

Bower & Bailey  
269 Banbury Rd  
Summertown  
Oxford  
OX2 7JF

## **AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED**

**31<sup>ST</sup> MARCH 2009**

#### **Structure, Governance and Management**

##### **Governing Documents**

Age Concern Oxfordshire, City & County is a registered Charity, Number 1091529 (previously 268017). It was incorporated as a company limited by guarantee on 23<sup>rd</sup> November 2001, Company Number 4328143, under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association.

Members guarantee to contribute an amount not exceeding £1 each, to the assets of the Charitable Company in the event of winding up. The total amount of such guarantees at 31<sup>st</sup> March 2009 was 23.

##### **Organisational Structure**

A Board, including an elected Chair and at least six but no more than twelve Trustees governs the Charity. Full meetings are held six times a year and a Finance and Personnel Sub Committee of the Board meets regularly throughout the year. The Finance and Personnel Sub Committee has specific terms of reference and functions, delegated by the Board and reports to the Board through a Chairperson, appointed by the Board. The Company Secretary sits on each of these meetings, but has no voting rights. The Board of Trustees is responsible for the appointment of the Chief Executive, who manages the organisation with the support of a team of five directors.

##### **Method of Recruitment and Appointment of Trustees**

Trustees are appointed to the Board of Age Concern Oxfordshire, City & County under Article 26 of its Articles of Association:

- a) Elections of the Chair and Members of the Board shall take place at the Annual General Meeting at least once every three years. The Annual General Meeting may provide for the rules governing an election if the Board has made no Regulations in accordance with Article 33 of the Articles of Association.
- b) The persons elected as Chair and to the Board may serve for three years from the date of their election and are eligible for re-election, save that the Chair may serve for a maximum of six consecutive years.
- c) Persons elected as Chair and to the Board need not be members of the Charity at the time of their election, but will automatically become members from the time of their election, subject to signing a written consent on the Register of Members.
- d) Any voting member may nominate a person for election as Chair or as a member of the Board. In the event of no nominations being received in advance, nominations may be accepted from the floor at the Annual General Meeting, at which voting is to take place. All nominations must be seconded and, if submitted before the meeting, be in writing.

## AGE CONCERN OXFORDSHIRE, CITY & COUNTY

### REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2009

- e) The Board may nominate a person or persons as Chair or members of the Board, but in this case such nominations must be sent to members of the Charity at the same time as the notice of the meeting at which the voting for the Chair or Board Members is to take place.
- f) If nominations exceed vacancies, an election shall take place by ballot among the members of the Charity. The Board will have the power to decide whether this ballot should be postal, or held at the meeting called for the purpose, or a combination of the two.

As an integral part of the recruitment process the Board continually reviews the mix and skills base of the Trustees.

On appointment the Trustees are provided with a full induction pack, which includes:

- CC3 – The Essential Trustees: what you need to know
- Copy of the Memorandum & Articles of Association
- Copies of the last 3 years Audited Accounts
- Copies of the minutes of the last 6 Trustees' meetings

As part of the ongoing commitment to Trustee involvement we actively encourage the shadowing of projects.

#### **Risk Assessment**

The Trustees carried out a full risk assessment in 2005 and this is reviewed on an annual basis to ensure that any changes in circumstances are taken into account. The three-year Strategic Plan has been rolled forward to run through to 2009, to provide direction and the foundations for individual departmental Work Plans, which are reviewed annually or when circumstances dictate. The new Strategic Plan has been delayed to allow the new Chief Executive influence over the direction of the organisation. Internal controls are in place to minimise the risk associated with all transactions and the implementation of new projects. Policies and Procedures are established and regularly updated to comply with current legislation and to protect the safety of staff, volunteers, clients and visitors of Age Concern Oxfordshire, City & County as well as to protect the reputation of the organisation. The Trustees are satisfied that systems have been established to mitigate the risks identified.

#### **Connected Charities**

Age Concern Oxfordshire, City & County is a member of the Age Concern Federation.

#### **Public Benefit**

The Trustees take into account the Charity Commission's guidance on public benefit and believe that the activities of Age Concern Oxfordshire, City & County are in line with that guidance.

#### **Objectives and Activities**

The objective of Age Concern Oxfordshire, City & County is to promote the welfare of older people in any manner, which is now, or may be deemed by law to be, charitable, in and around Oxfordshire.

## AGE CONCERN OXFORDSHIRE, CITY & COUNTY

### REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2009

#### **Its Mission Statement is as follows:**

“Age Concern Oxfordshire City & County is an independent local charity and a member of the Age Concern Federation. We work with all older people over 50 and their carers throughout the county to help make later life a fulfilling and enjoyable experience.”

#### **Achievements, Performance and Planning for the Future**

A very busy year for Age Concern Oxfordshire (AC Oxon) has seen both the consolidation of existing services and some exciting new developments. We have continued to improve established services, funded mainly through a contract with Oxfordshire County Council with some Primary Care Trust funding. These services include: Social Day Centres at nine venues across the county (five in Oxford City, as well as Banbury, Faringdon, Shipton-on-Cherwell and Nettlebed): Mental Health Day Centres in Watchfield, Hinton Waldrist, Thame and Henley and five Lunch Clubs. Our award winning Flexible Care Service meets the needs of 200 clients with mental health needs as well as providing short breaks for 60 carers and the Phonelink service provides a vital link to over 140 isolated older people. Our Home Visitors support clients to obtain welfare benefits to which they are entitled and Independent Case Support workers give specialist advice and support to older people and their families who are going through the long term care assessment process or are wanting to appeal an NHS Continuing Care funding decision. A major part of this work has involved retrospective appeals, all but three of which have been successful – and for those 3 families there was the satisfaction of having received a fair and transparent hearing and an understanding of why their case had been turned down. The County Council also part funds our Sole Mates footcare service, which cuts over 830 people’s toenails, with a waiting list of over 200.

We also continue to work with the Oxfordshire and Buckinghamshire Mental Health Trust providing 8 Memory Clinics and Carers Support Groups and we are hopeful that the National Dementia Strategy will mean that we will be able to offer more of this vital support.

Two years ago AC Oxon opened offices and a drop in café in the centre of Banbury, the effect was almost immediate, not only did it allow us to support and expand our existing work and staff in the north of the county, it also enabled us to introduce a permanent venue from which to deliver footcare, information and advice and insurance products and services.

The Trustees of Age Concern Banbury indicated a wish to merge with AC Oxon in the spring of 2008 to provide a stronger united presence in the area. This provided us with the opportunity and incentive to ask older people, stakeholders and the general population of the Banbury area: What works well for older people in Banbury? What services or support are missing? What do people want to see Age Concern doing? Information and advice, help to learn computer skills and social opportunities emerged as clear favourites and Phase 1 of our plans to meet the needs identified, concentrating on the public area downstairs, was completed in autumn 2008. We now offer IT courses and support as a registered UK Online Centre and are part of the Digital Inclusion Network. On Wednesdays we share the space with the Oxford Association for the Blind, providing joint support for clients. Footcare is available daily as well as a more comprehensive Information and Advice Service and Insurance products and services. The second phase – improving the offices upstairs to provide space for private interviews - will commence in the summer of 2009.

## **AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2009**

The changes in Banbury have been such a success that we are consulting with older people and exploring ways in which it might be possible to open up the ground floor area at our main offices in St Edmund House, Abingdon to older people and their carers. Improving the visibility and accessibility of AC Oxon and our services is a key focus for our marketing activity.

Community development is an important part of our work both in the city and the rural hinterland but it is work which we have struggled to fund. Two years ago we were successful in obtaining a four year grant from the Big Lottery which has allowed us to build on our Rural Grass Roots research project with Oxford Brookes University (also funded by the Big Lottery). The project works with communities and with older people to combat isolation and improve the physical and mental health of older people. This funding has had a huge impact and has allowed us to show other funders - both grant giving bodies and statutory agencies - what can be achieved. We are now working with in particular; South Oxfordshire District Council and the Primary Care Trust on similar projects and hope that at the end of the Big Lottery funding the project will be sustainable and central to the prevention of physical and mental decline and an integrated part of an older person's experience.

The Trustees' decision to appoint a fundraiser in 2007 has proved very successful not only in securing grants both large and small but also in community events. Two volunteers and a member of staff - all well past retirement age - took part in a sponsored skydive and this year we hope to have a team taking part in the Three Peaks Challenge. We are now registered with Just Giving to receive online donations. The appointment of a Campaigns and Communications Manager has ensured that we have achieved wide publicity for these events as well as activities within our services.

Perhaps the most exciting and challenging work we have embarked on this year is being a part of the Self Directed Support (SDS) pilot in North Oxfordshire, the start of which was delayed until December 2008. Being part of this pilot will enable us to influence decisions behind the implementation of SDS and be a voice for older people as the vast majority of the national SDS work has been with younger people with physical or learning difficulties.

AC Oxon has nearly 500 volunteers across the county. The activities that they support range from providing added value at a Day Centre to actually delivering the service such as Phonelink and Footcare; from being a voice at our Forums to giving advice on our Information and Advice line and from being a local link volunteer in the community "spreading the word" to manning our Reception in Banbury and Abingdon. Their commitment to the organisation is enormous and in terms of time can range from 1-2 hours per month to daily attendance. They are ambassadors for the organisation: many of our volunteers are older people themselves and are proof that keeping active is a key factor in the prevention of ill health. It also helps to show that we are in touch with older peoples' views and can also create an instant rapport between client and volunteer.

The Reverend John (Jock) Fletcher Campbell passed away on the 27<sup>th</sup> November 2008. Jock was a few weeks from his 97<sup>th</sup> birthday and had been a volunteer and Trustee with Age Concern Oxford and Oxfordshire for approximately 40 years. He is greatly missed by staff, volunteers, clients and funders alike, for many years Jock was the first face or voice they saw or heard as he greeted them on reception, he put prospective employees at their ease as they waited for an interview and reminisced about the "good old days" with many a client.

## **AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2009**

Our Chief Executive, Mary Daniel, retired at the end of March 2009. Mary had been with AC Oxon for more than 10 years and in that time the organisation grew from a small concern of less than 20 staff and a turnover of around £250K to the organisation it is today with over 110 staff and a turnover of nearly £2million. Mary was much loved and respected within AC Oxon, throughout the County and served on the Trustee Board of Age Concern England. The Trustees of AC Oxon would like to thank Mary for her commitment and passion throughout those years and wish her a long, happy and healthy retirement.

April 2009 welcomes our new Chief Executive Paul Cann who was previously with Help the Aged. Paul joins us at a very exciting time and two of his first jobs will be to complete the new Strategic Plan with the Trustees and directors and oversee the opening up of the drop-in area at St Edmund House, Abingdon to older people and the general public. Paul is very focused on the need for AC Oxon to market the organisation, so the next year will focus on the ways and means to raise our profile in the county and wider. Funding will be a challenge in 2009-10. With cuts to our main contract with the County Council already notified, the organisation will be looking to identify new streams of unrestricted income and increase existing ones

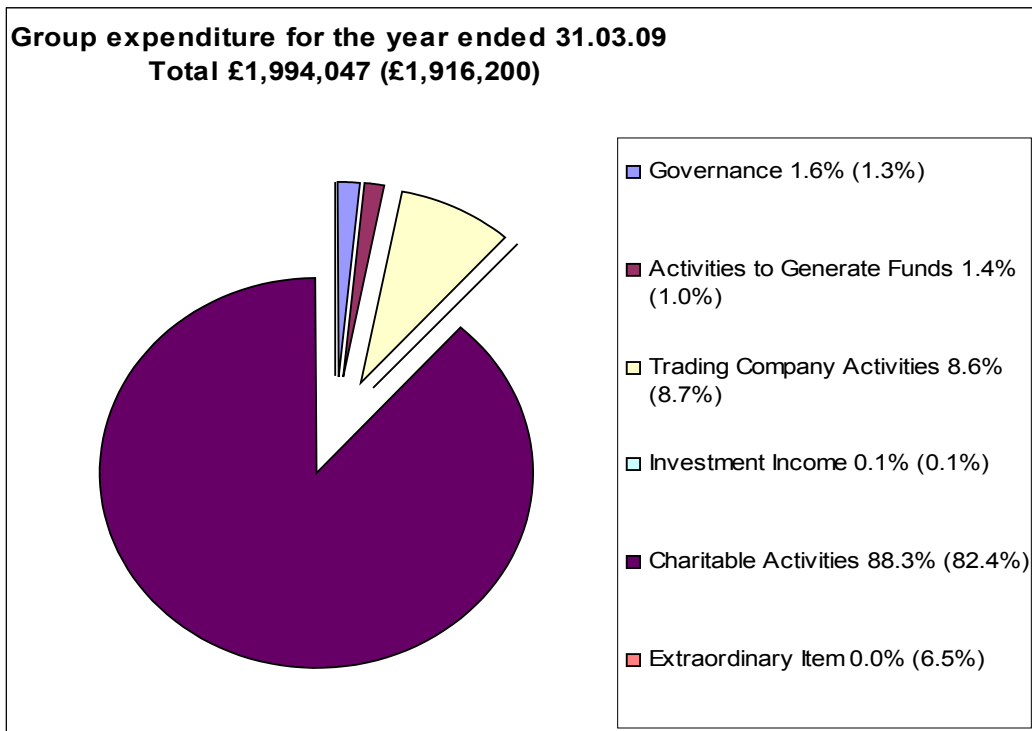
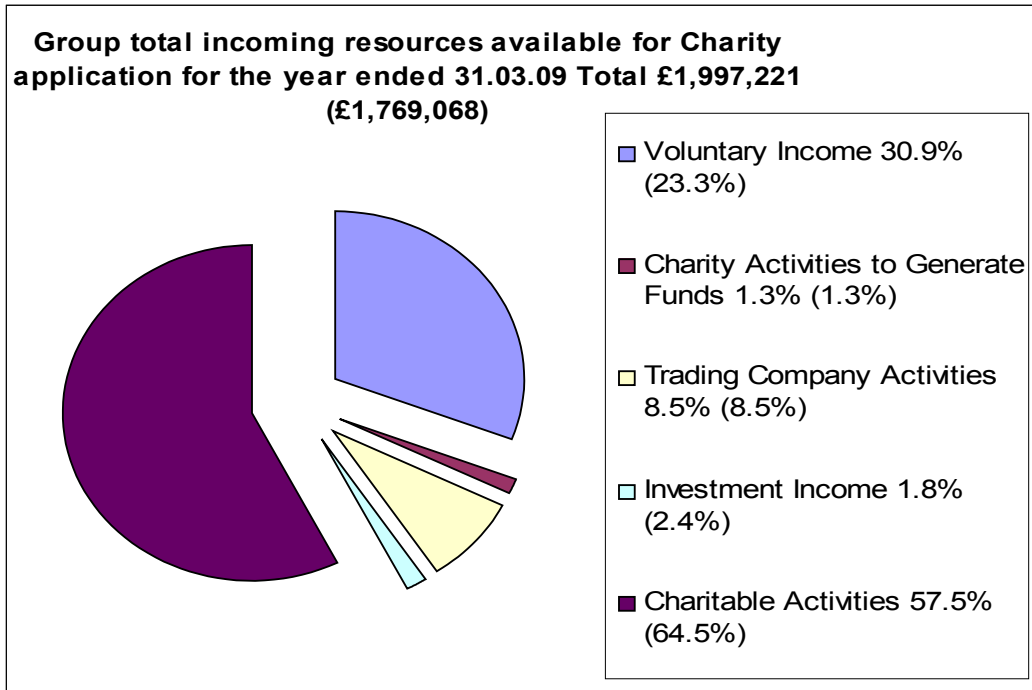
#### **Reserves Policy**

In arriving at a policy for reserves, the Trustees have set aside a contingency reserve (Page 30) to enable the charity to operate through any sudden reduction in funding and negotiate, if possible, alternative funding or make other suitable arrangements for service users. The Trustees aim to hold a contingency reserve sufficient to cover six months of budgeted staff costs, this being the amount likely to be at risk. After taking into account the main contract with the County Council which includes a six month notice period the funds held are sufficient to cover 3.4 months of budgeted staff costs. Additional funds have been designated to meet known future demands. The Trustees are mindful that they should not hold excessive reserves and this is kept under constant review. As at 31<sup>st</sup> March 2009 the designated contingency reserve together with the unrestricted general funds of the charity total £260.653 which represents approximately 1.7 months total resources expended.

AGE CONCERN OXFORDSHIRE, CITY & COUNTY

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2009

Financial Overview



Last year's figures in parenthesis

## **AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2009**

#### **Trading Company**

Age Concern Oxfordshire Trading Ltd was incorporated as a company limited by shares on 8<sup>th</sup> September 2006, Company Number 05929408. The Company is a wholly owned subsidiary undertaking of Age Concern Oxfordshire, City & County.

Consolidated Group Accounts are included in this document

#### **Statement of Trustees' Responsibilities**

The Trustees (who are also Directors at Age Concern Oxfordshire, City & County for the purposes of Company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare Financial Statements for each financial year, which give a true and fair view of the state of affairs of the Charitable Company and the Group and the incoming resources and application of resources, including the net income or expenditure, of the group for the year. In preparing these Financial Statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the Financial Statements on the 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 that disclose with reasonable accuracy at any time the financial position of the Charitable Company and the Group and to enable them to ensure that the Financial Statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Charitable Company and Group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the Charitable Company's auditor is unaware; and
- the Trustees have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**  
**REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED**  
**31<sup>ST</sup> MARCH 2009**

**Appointment of Auditor**

A resolution to reappoint Shaw Gibbs LLP as auditor for the ensuing year will be proposed at the annual general meeting.

The report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

By Order of the Board

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W Norton (Chair)  
Date: 17<sup>th</sup> August 2009

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
AGE CONCERN OXFORDSHIRE, CITY & COUNTY  
(Limited by Guarantee)**

We have audited the financial statements of Age Concern Oxfordshire, City & County for the year ended 31<sup>st</sup> March 2009 which comprise the principal accounting policies, the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the charity's trustees, as a body, in accordance with Section 43 of the Companies Act 1993. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report or for the opinions we have formed.

**Respective Responsibilities of Trustees and Auditor**

The trustees' (who are also the directors of Age Concern Oxfordshire, City & County for the purpose of company law) responsibilities for preparing the Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

The trustees have elected for the financial statements not to be audited in accordance with Part VII of the Companies Act 1985. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the Financial Statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if in our opinion, the information given in the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, the financial statements do not accord with those records or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of Audit Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
AGE CONCERN OXFORDSHIRE, CITY & COUNTY  
(Limited by Guarantee)**

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the Financial Statements.

**Opinion**

In our opinion the financial statements:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities of the state of the Charity's and Group's affairs as at 31<sup>st</sup> March 2009, and of its incoming resources and application of resources, including its income and expenditure, in the year then ended; and
- comply with Section 226A of the Companies Act 1985.

Shaw Gibbs LLP

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**Date: 3 September 2009**

**Shaw Gibbs LLP  
264 Banbury Road  
Summertown  
Oxford  
OX2 7DY**

**Registered Auditors**

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME  
& EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2009**

	Note	Unrestricted Funds £	Restricted Funds £	Total 31.03.09 £	Total 31.03.08 £
<b>INCOMING RESOURCES</b>					
	2				
<b>Incoming Resources from Generated Funds:</b>					
Voluntary Income:		157,466	459,824	617,290	411,915
Activities for generating funds		25,758	-	25,758	23,204
Trading Activities for generating funds		168,671	-	168,671	149,939
<b>Investment Income:</b>		36,605	-	36,605	43,156
<b>Incoming Resources from Charitable Activities:</b>		124,271	1,024,626	1,148,897	1,140,854
<b>Total Incoming Resources</b>		<b>512,771</b>	<b>1,484,450</b>	<b>1,997,221</b>	<b>1,769,068</b>
<b>RESOURCES EXPENDED</b>					
	3				
<b>Costs of Generating Funds:</b>					
Costs of generating voluntary income		27,112	-	27,112	18,123
Costs of generating funds		635	-	635	259
<b>Costs of Investment Income</b>		2,903	-	2,903	2,024
<b>Costs of Charitable Activities</b>		316,682	1,443,775	1,760,457	1,578,409
<b>Costs of Trading Subsidiary</b>		170,610	-	170,610	167,377
<b>Governance Costs</b>		10,356	21,974	32,330	25,250
<b>Closed Final Salary Funding Requirement</b>		-	-	-	124,758
<b>Total Resources Expended</b>		<b>528,298</b>	<b>1,465,749</b>	<b>1,994,047</b>	<b>1,916,200</b>
<b>Net (Outgoing )/Incoming Resources for the Year</b>		<b>(15,527)</b>	<b>18,701</b>	<b>3,174</b>	<b>(147,132)</b>
Realised (losses)/gains on Investments		-	-	-	1,123
<b>Net Income/Expenditure for the Year</b>		<b>(15,527)</b>	<b>18,701</b>	<b>3,174</b>	<b>(146,009)</b>
Unrealised (losses)/gains on Investments		(11,387)	-	(11,387)	494
<b>Net Movement in Funds for the Year</b>		<b>(26,914)</b>	<b>18,701</b>	<b>(8,213)</b>	<b>(145,515)</b>
Total Funds as at 1 <sup>st</sup> April 2008		460,764	52,995	513,759	659,274
<b>Total Funds at 31<sup>st</sup> March 2009</b>		<b>433,850</b>	<b>71,696</b>	<b>505,546</b>	<b>513,759</b>

All of the above results are derived from continuing activities. There are no other gains or losses other than those stated above. Movements in funds are disclosed in note 12 to these accounts.

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**CHARITY STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME  
& EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2009**

	Note	Unrestricted Funds	Restricted Funds	Total 31.03.09	Total 31.03.08
		£	£	£	£
<b>INCOMING RESOURCES</b>					
	2				
<b>Incoming Resources from Generated Funds:</b>					
Voluntary Income:		156,804	459,824	616,628	411,915
Activities for generating funds		45,885	-	45,885	44,232
<b>Investment Income:</b>		36,605	-	36,605	43,156
<b>Incoming Resources from Charitable Activities:</b>		124,271	1,024,626	1,148,897	1,140,854
<b>Total Incoming Resources</b>		<b>363,565</b>	<b>1,484,450</b>	<b>1,848,015</b>	<b>1,640,157</b>
<b>RESOURCES EXPENDED</b>					
	3				
<b>Costs of Generating Funds:</b>					
Costs of generating voluntary income		27,112	-	27,112	18,123
Costs of generating funds		18,294	-	18,294	21,287
<b>Costs of Investment Income</b>		2,903	-	2,903	2,024
<b>Costs of Charitable Activities</b>		316,682	1,443,775	1,760,457	1,578,409
<b>Governance Costs</b>		8,130	21,974	30,104	22,568
<b>Closed Final Salary Funding Requirement</b>		-	-	-	124,758
<b>Total Resources Expended</b>		<b>373,121</b>	<b>1,465,749</b>	<b>1,838,870</b>	<b>1,767,169</b>
<b>Net (Outgoing )/Incoming Resources for the Year</b>		<b>(9,556)</b>	<b>18,701</b>	<b>9,145</b>	<b>(127,012)</b>
Realised (losses)/gains on Investments		-	-	-	1,123
<b>Net Income/Expenditure for the Year</b>		<b>(9,556)</b>	<b>18,701</b>	<b>9,145</b>	<b>(125,889)</b>
Unrealised (losses)/gains on Investments		(11,387)	-	(11,387)	494
<b>Net Movement in Funds for the Year</b>		<b>(20,943)</b>	<b>18,701</b>	<b>(2,242)</b>	<b>(125,395)</b>
Total Funds as at 1 <sup>st</sup> April 2008		483,108	52,995	536,103	661,498
<b>Total Funds at 31<sup>st</sup> March 2009</b>		<b>462,165</b>	<b>71,696</b>	<b>533,861</b>	<b>536,103</b>

All of the above results are derived from continuing activities. There are no other gains or losses other than those stated above. Movements in funds are disclosed in note 12 to these accounts.

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**BALANCE SHEETS AS AT 31<sup>ST</sup> MARCH 2009**

		Group		Charity	
	Note	2009 £	2008 £	2009 £	2008 £
<b>FIXED ASSETS</b>					
Tangible Assets	7	77,663	63,587	53,226	32,865
Investments	8	29,229	14,460	54,229	14,461
		<u>106,892</u>	<u>78,047</u>	<u>107,455</u>	<u>47,326</u>
<b>CURRENT ASSETS</b>					
Debtors	9	104,265	192,961	163,462	263,461
Cash at Bank ~ Deposit Accounts		454,354	493,229	454,354	493,228
~ Current Accounts		202,049	120,798	167,388	97,131
Cash in Hand		970	688	1,032	782
		<u>761,638</u>	<u>807,676</u>	<u>786,236</u>	<u>854,602</u>
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	10	<u>(255,110)</u>	<u>(255,523)</u>	<u>(251,956)</u>	<u>(249,384)</u>
<b>NET CURRENT ASSETS</b>		<u>506,528</u>	<u>552,153</u>	<u>534,280</u>	<u>605,218</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b><u>613,420</u></b>	<b><u>630,200</u></b>	<b><u>641,735</u></b>	<b><u>652,544</u></b>
<b>CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR</b>	10	<u>(107,874)</u>	<u>(116,441)</u>	<u>(107,874)</u>	<u>(116,441)</u>
		<b><u>505,546</u></b>	<b><u>513,759</u></b>	<b><u>533,861</u></b>	<b><u>536,103</u></b>
<b>NET ASSETS FUNDS</b>					
Unrestricted ~ Designated	11	452,165	483,108	452,165	483,108
~ General		(18,315)	(22,344)	10,000	-
		<u>433,850</u>	<u>460,764</u>	<u>462,165</u>	<u>483,108</u>
Restricted		71,696	52,995	71,696	52,995
<b>TOTAL FUNDS</b>	12	<b><u>505,546</u></b>	<b><u>513,759</u></b>	<b><u>533,861</u></b>	<b><u>536,103</u></b>

The Financial Statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to Small Companies.

Signed on behalf of the Trustees on 17<sup>th</sup> August 2009.

\_\_\_\_\_  
W Norton (Chair)

\_\_\_\_\_  
D Wood (Trustee)

## AGE CONCERN OXFORDSHIRE, CITY & COUNTY

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED

31<sup>ST</sup> MARCH 2009

#### 1. ACCOUNTING POLICIES

a) The Financial Statements have been prepared under the Historical Cost Convention with the exception of investments which are included at market value and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005), applicable accounting standards and the Companies Act 1985.

The Statement of Financial Activities (SOFA) and balance sheet consolidate the financial statements of the charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

b) Grants, Donations and Voluntary Income received by way of gifts to the Charity are included in full in the Statement of Financial Activities on a receivable basis.

Income from Legacies is also accounted for on a receivable basis, being recognised in the Statement of Financial Activities in the period in which receipt becomes certain.

c) Income generated from the Supply of Goods and Services is included in full in the Statement of Financial Activities in the period in which the supply is made.

d) Unrestricted Funds are represented by Donations and other incoming Resources generated for charitable purposes, remaining unspent at the period end.

e) Designated Funds are funds set aside, out of unrestricted funds by the Trustees and applied towards specific purposes, as identified by the Trustees.

f) Restricted Funds are represented by income received for specific purposes as laid down by the Donors. Expenditure meeting the criteria of the specified purposes is charged against the funds, together with a fair allocation of Overheads and Support Costs.

g) Staff costs are charged to activities on the basis of staff time spent on those activities.

h) Overhead expenses have been grouped under 3 main headings and Governance and allocated on the basis of their cost drivers as below:

Heading	Example Cost	Cost Driver
Support Staff	Wages	Time spent by each member of support staff on each project
Premises Costs	Rent, Heat & Light	"Desk space occupied" by each project.
Office Costs	Insurance & Stationery Professional	Staff & Volunteers for each project. Staff working on each project.

i) Governance costs are direct costs such as Audit fee and overhead expenses identified as described in item (h). These are then apportioned as an equal percentage to each cost centre based on expenditure.

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED**

**31<sup>ST</sup> MARCH 2009**

- j) Depreciation is provided for on all Tangible Fixed Assets at rates calculated to write off the cost.
- |                    |                              |
|--------------------|------------------------------|
| Leasehold Property | ~ Over the term of the lease |
| Equipment          | ~ 25% on written down value  |
| IT Equipment       | ~ over 3 years               |
| Minibuses          | ~ valued at Market Value     |
- k) All Leases of Equipment are considered to be Operating Leases, and rentals are charged against revenue, when incurred. No assets are held under Hire Purchase Agreements.
- l) Listed Investments are stated at Market Value. Changes in Market Value are credited or charged to the Statement of Financial Activities. Gains and/or Losses arising from the Disposal of Shares are recognised as being realised whereas Gains and/or Losses arising from the movement in Share Prices are recognised as being unrealised.
- m) The Charity participates in a Defined Benefit Scheme and a Defined Contribution Scheme. Pension costs for the Defined Benefit Scheme are assessed in accordance with Actuarial advice and based on the most recent Actuarial valuation of the Scheme. These costs are accounted for on the basis of charging the cost of providing pensions, over the period during which the Charity benefits from the Employees' services. Please see Note 14 for further information. A Defined Contribution Scheme is operated for all employees wishing to partake in a pension scheme but not included within the Defined Benefit Scheme. The assets of both schemes are held separately from those of the Charity, in a fund administered by Age Concern England.
- n) The Charity has taken advantage of the exemption, in Financial Reporting Standard 1 and therefore, the requirement to produce a Cash Flow Statement.
- o) Age Concern Oxfordshire, City & County is a charitable institution with Exemption from UK Corporation Tax under Section 505 of the Income & Corporation Taxes Act 1988.
- p) Value Added Tax is not recoverable by the Charity and is included in the Relevant costs in the Statement of Financial Activities.

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2009 (CONTINUED)**

**2(a). INCOMING RESOURCES - CONSOLIDATED**

	Unrestricted Funds	Restricted Funds	Total 2009	Total 2008
	£	£	£	£
<b>Voluntary Income</b>				
Donations	29,691	-	29,691	24,538
Age Concern Banbury	93,949	-	93,949	-
Legacies	8,911	-	8,911	3,676
<i>Grants:</i>				
Health Authorities	-	143,823	143,823	19,400
Age Concern England	-	58,691	58,691	1,444
Oxfordshire County Council	1,410	70,132	71,542	83,157
Grants	10,684	187,178	197,862	266,925
Sundry	12,821	-	12,821	9,313
Other	-	-	-	3,462
	<b>157,466</b>	<b>459,824</b>	<b>617,290</b>	<b>411,915</b>
<b>Activities for Generating Funds</b>				
Sales (Donated Goods)	151	-	151	-
Sale of Purchased Goods	3,689	-	3,689	5,974
Commission	1,127	-	1,127	-
Membership	235	-	235	455
200 Club Receipts	708	-	708	960
Sponsorship	5,872	-	5,872	3,909
Fundraising	12,333	-	12,333	11,906
Rents	1,045	-	1,045	-
Training	598	-	598	-
	<b>25,758</b>	<b>-</b>	<b>25,758</b>	<b>23,204</b>
<b>Trading Activities for Generating Funds</b>				
Trading Subsidiary	168,671	-	168,671	149,939
	<b>168,671</b>	<b>-</b>	<b>168,671</b>	<b>149,939</b>
<b>Investment Income</b>				
Interest Receivable	35,925	-	35,925	42,675
Share Dividends	680	-	680	481
	<b>36,605</b>	<b>-</b>	<b>36,605</b>	<b>43,156</b>
<b>Incoming Resources from Charitable Activities</b>				
Oxfordshire County Council:	-	993,579	993,579	973,996
Health Authorities	-	31,047	31,047	30,740
Client Fees	108,365	-	108,365	105,662
Café Takings	15,906	-	15,906	30,456
	<b>124,271</b>	<b>1,024,626</b>	<b>1,148,897</b>	<b>1,140,854</b>
<b>TOTALS</b>	<b>512,771</b>	<b>1,484,450</b>	<b>1,977,221</b>	<b>1,769,068</b>

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2009 (CONTINUED)**

**2(b) INCOMING RESOURCES - CHARITY**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2009</b>	<b>Total 2008</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Voluntary Income</b>				
Donations	29,029	-	29,029	24,538
Age Concern Banbury	93,949	-	93,949	-
Legacies	8,911	-	8,911	3,676
<i>Grants:</i>				
Health Authorities	-	143,823	143,823	19,400
Age Concern England	-	58,691	58,691	1,444
Oxfordshire County Council	1,410	70,132	71,542	83,157
Grants	10,684	187,178	197,862	266,925
Sundry	12,821	-	12,821	9,313
Other	-	-	-	3,462
	<b>156,804</b>	<b>459,824</b>	<b>616,628</b>	<b>411,915</b>

**Activities for Generating Funds**

Sales (Donated Goods)	151	-	151	-
Sale of Purchased Goods	3,689	-	3,689	5,974
Commission	1,127	-	1,127	-
Membership	235	-	235	455
200 Club Receipts	708	-	708	960
Sponsorship	5,872	-	5,872	3,909
Fundraising	12,249	-	12,249	11,906
Rents	1,045	-	1,045	-
Training	598	-	598	-
Management Charge for Trading Company	20,211	-	20,211	21,028
	<b>45,885</b>	<b>-</b>	<b>45,885</b>	<b>44,232</b>

**Investment Income**

Interest Receivable	35,925	-	35,925	42,675
Share Dividends	680	-	680	481
	<b>36,605</b>	<b>-</b>	<b>36,605</b>	<b>43,156</b>

**Incoming Resources from Charitable Activities**

Oxfordshire County Council:	-	993,579	993,579	973,996
Health Authorities	-	31,047	31,047	30,740
Client Fees	108,365	-	108,365	105,662
Café Takings	15,906	-	15,906	30,456
	<b>124,271</b>	<b>1,024,626</b>	<b>1,148,897</b>	<b>1,140,854</b>

**TOTALS**

	<b>363,565</b>	<b>1,484,450</b>	<b>1,848,015</b>	<b>1,640,157</b>
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**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED**  
**31<sup>ST</sup> MARCH 2009 (CONTINUED)**

**2(b). INCOMING RESOURCES – CHARITY (cont)**

Age Concern Oxfordshire, City & County merged with Age Concern Banbury on 1<sup>st</sup> September 2008, the balance of the funds and assets held by Age Concern Banbury were transferred into the Age Concern Oxfordshire City & County name. The two Minibuses were valued at Market Value.

A total of £51,792.68 cash was transferred as well as the following Assets:

	<b>Value at Merger</b>	<b>Depreciation &amp; Unrealised Loss</b>	<b>Market Value at 31.03.09</b>
	<b>£</b>	<b>£</b>	<b>£</b>
2 x Minibuses	16,000	2,000	14,000
CAF UK Equity Growth	12,911	4,561	8,350
CCLA COIF Units	13,245	3,297	9,948

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**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2009 (CONTINUED)**

**3(a). RESOURCES EXPENDED – CONSOLIDATED & CHARITY**

	Group		Charity	
	2009	2008	2009	2008
	£	£	£	£
<b>Costs Directly Allocated to Projects</b>				
Staff Costs	1,197,107	1,075,851	1,110,323	982,209
Volunteer Costs	24,871	13,630	24,036	13,505
Activities	177,843	164,068	174,013	159,920
Premises Costs	131,814	122,937	84,665	77,699
Office Costs	34,246	35,549	30,467	31,610
Insurance, Legal & Professional Costs	7,760	11,081	7,085	9,142
<b>Support Costs Allocated to Projects</b>				
Support Staff	237,831	212,215	230,001	212,215
Premises Costs	94,178	97,293	94,178	97,293
Office Costs	56,067	33,568	53,998	33,568
Governance	32,330	25,250	30,104	25,250
Exceptional Item	-	124,758	-	124,758
	<b>1,994,047</b>	<b>1,916,200</b>	<b>1,838,870</b>	<b>1,767,169</b>

**3(b). RESOURCES EXPENDED - CHARITY**

Costs Directly Allocated to Projects	Day Care	Mental Health	I & A, & Advocacy	Empowerment & Development	Independent Living	Statutory Training & NVQ	Voluntary Income & Income Generation	Total	
								2009	2008
	£	£	£	£	£	£	£	£	£
Staff Costs	118,342	339,493	243,780	152,736	178,815	3,726	73,431	1,110,323	982,209
Volunteer Costs	1,225	1,708	3,552	4,102	13,449	-	-	24,036	13,505
Activities	41,942	54,601	11,638	24,975	38,655	60	2,142	174,013	159,920
Premises & Fixed Asset Costs	17,570	26,775	3,321	8,766	28,140	-	93	84,665	77,699
Office Costs	2,116	3,251	9,361	7,781	6,689	340	929	30,467	31,610
Insurance, Legal & Professional Costs	89	964	347	465	2,512	-	2,708	7,085	9,142
<b>Support Costs Allocated to Projects</b>									
Support Staff	47,720	55,282	24,992	19,019	42,751	627	39,610	230,001	212,215
Premises Costs	7,575	12,426	25,080	11,316	28,655	88	9,038	94,178	97,293
Office Costs	7,785	16,037	5,542	6,540	15,376	-	2,718	53,998	33,568
Governance	3,874	8,026	4,828	3,548	5,467	67	4,294	30,104	25,250
	<b>248,238</b>	<b>518,563</b>	<b>332,441</b>	<b>239,248</b>	<b>360,509</b>	<b>4,908</b>	<b>134,963</b>	<b>1,838,870</b>	<b>1,642,411</b>
Exceptional Item								-	124,758
								<b>1,838,870</b>	<b>1,767,169</b>

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2009 (CONTINUED)**

**4. NET INCOMING RESOURCES**

These are stated after charging:

	Group		Charity	
	2009 £	2008 £	2009 £	2008 £
Depreciation of Owned Assets	21,496	22,199	16,854	17,773
Auditor's Remuneration				
~ Audit	9,960	6,533	7,734	5,405
~ Non Audit	-	-	-	-
Trustees Remuneration	-	-	-	-
Trustees Expenses	48	268	48	268
Trustees Indemnity	1,050	1,050	1,050	1,050
	<b>1,491,297</b>	<b>1,439,205</b>	<b>1,396,684</b>	<b>1,345,563</b>

**5. STAFF COSTS**

Staff costs comprise of the following:

	Group		Charity	
	2009 £	2008 £	2009 £	2008 £
Salaries & Wages	1,262,203	1,091,595	1,178,994	1,011,699
Social Security Costs	95,272	80,741	88,708	74,412
Pension Contributions	70,494	75,320	66,096	71,375
Defined Pension Fund	-	124,758	-	124,758
Recruitment & Training	40,825	29,532	40,383	26,060
Temporary Staff	22,503	37,259	22,503	37,259
	<b>1,491,297</b>	<b>1,439,205</b>	<b>1,396,684</b>	<b>1,345,563</b>

The average number of Full-time equivalent employees was:

	Group		Charity	
	2009	2008	2009	2008
Chief Executive	0.7	0.7	0.7	0.7
Direct Charitable	47.0	47.6	46.8	47.5
Charitable Trading	4.8	3.9	0.9	0
Administration & Support	9.1	7.2	9.0	7.1
<b>Totals</b>	<b>61.6</b>	<b>59.4</b>	<b>57.4</b>	<b>55.3</b>
<b>Actual Number of Employees</b>	<b>113.5</b>	<b>112</b>	<b>108</b>	<b>108</b>

No employee earned £60,000 or more per annum

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2009 (CONTINUED)**

**6(a). TRADING ACTIVITIES - CONSOLIDATED**

	Income	Expenditure	Net Profit/ (Loss)	Net Profit/ (Loss) 2008
	2009	2009	2009	£
	£	£	£	
Sales of Donated Goods	121,301	129,453	(8,152)	(10,784)
Sales of Purchased Goods	11,430	2,326	9,104	2,014
Drop In Centre	15,906	6,093	9,813	21,417
Client Fees	108,365	69,260	39,105	45,821
Commissions	39,839	38,400	1,439	5,139
	-	-	-	369
	<b>296,841</b>	<b>245,532</b>	<b>51,309</b>	<b>63,976</b>

**6(b). TRADING ACTIVITIES - CHARITY**

	Income	Expenditure	Net Profit/(Loss)	Net Profit/(Loss)
	2009	2009	2009	2008
	£	£	£	£
Sales of Donated Goods	151	-	151	-
Sales of Purchased Goods	3,689	-	3,689	2,348
Drop In Centre	15,906	6,093	9,813	20,491
Client Fees	108,365	69,260	39,105	45,645
Commissions	1,127	9,181	(8,054)	-
	<b>129,238</b>	<b>84,534</b>	<b>44,704</b>	<b>68,484</b>

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2009 (CONTINUED)**

**7(a). TANGIBLE FIXED ASSETS - CONSOLIDATED**

	Vehicles	Leasehold Property	Shop & Café Equipment	Office & IT Equipment	Total
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 <sup>st</sup> April 2008	-	90,225	53,984	99,324	243,533
Additions	16,000	-	4,477	17,051	37,528
Disposals	-	-	(1,796)	(1,861)	(3,657)
Transfers	-	(535)	535	-	-
<b>At 31<sup>st</sup> March 2009</b>	<b>16,000</b>	<b>89,690</b>	<b>57,200</b>	<b>114,514</b>	<b>277,404</b>
<b>Accumulated Depreciation</b>					
At 1 <sup>st</sup> April 2008	-	51,007	46,939	82,000	179,946
Eliminated on Disposal	-	-	(617)	(1,084)	(1,701)
Charge for Year	2,000	3,660	2,849	12,987	21,496
Transfers	-	(106)	106	-	-
	<b>2,000</b>	<b>54,561</b>	<b>49,277</b>	<b>93,903</b>	<b>199,741</b>
<b>Net Book Value</b>					
At 31 <sup>st</sup> March 2009	<b>14,000</b>	<b>35,129</b>	<b>7,923</b>	<b>20,611</b>	<b>77,663</b>
At 31 <sup>st</sup> March 2008	-	<b>39,218</b>	<b>7,045</b>	<b>17,324</b>	<b>63,587</b>

All Tangible Fixed Assets of the Group are used for direct charitable purposes.

**7(b). TANGIBLE FIXED ASSETS - CHARITY**

	Vehicles	Leasehold Property	Café Equipment	Equipment	Total
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 <sup>st</sup> April 2008	-	61,041	8,968	95,667	165,676
Additions	16,000	-	4,477	17,051	37,528
Disposals	-	-	-	(469)	(469)
<b>At 31<sup>st</sup> March 2009</b>	<b>16,000</b>	<b>61,041</b>	<b>13,445</b>	<b>112,249</b>	<b>202,735</b>
<b>Accumulated Depreciation</b>					
At 1 <sup>st</sup> April 2008	-	48,089	3,941	80,781	132,811
Eliminated on Disposal	-	-	-	(156)	(156)
Charge for Year	2,000	742	2,344	11,768	16,854
	<b>2,000</b>	<b>48,831</b>	<b>6,285</b>	<b>92,393</b>	<b>149,509</b>
<b>Net Book Value</b>					
At 31 <sup>st</sup> March 2009	<b>14,000</b>	<b>12,210</b>	<b>7,160</b>	<b>19,856</b>	<b>53,226</b>
At 31 <sup>st</sup> March 2008	-	<b>12,952</b>	<b>5,027</b>	<b>14,886</b>	<b>32,865</b>

All Tangible Fixed Assets of the Charity are used for direct charitable purposes.

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2009 (CONTINUED)**

**8(a). INVESTMENTS - CONSOLIDATED**

	<b>Listed Investments 2009 £</b>	<b>Total 2009 £</b>	<b>Total 2008 £</b>
As at 1 <sup>st</sup> April 2008	£		
Additions	14,460	14,460	15,030
Disposals	26,156	26,156	-
Net Realised Gains/(Losses)	-	-	(2,187)
Net Unrealised Gains	-	-	1,123
	(11,387)	(11,387)	494
As at 31 <sup>st</sup> March 2009	29,229	29,229	14,460
	29,229	29,229	14,460

**8(b). INVESTMENTS - CHARITY**

	<b>Listed Investments 2009 £</b>	<b>Share in Subsidiary 2009 £</b>	<b>Total 2009 £</b>	<b>Total 2008 £</b>
As at 1 <sup>st</sup> April 2008	14,460	1	14,461	15,031
Additions	26,156	24,999	51,155	-
Disposals	-	-	-	(2,187)
Net Realised Gains/(Losses)	-	-	-	1,123
Net Unrealised Gains	(11,387)	-	(11,387)	494
As at 31 <sup>st</sup> March 2009	29,229	25,000	54,229	14,461
	29,229	25,000	54,229	14,461

**UK listed Investments at Market Value comprise the following holdings:**

Barclays Store	348	1,050
Unilever	10,583	13,410
CAF UK Equity Growth	8,350	-
CCLA COIF Units	9,948	-
	<b>29,229</b>	<b>14,460</b>

**Share in Subsidiary Company at Cost:**

<b>Age Concern Oxfordshire Trading</b>	<b>25,000</b>	<b>1</b>
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**8(c). SUBSIDIARY COMPANY**

The Charity owns the whole of the issued ordinary shares of Age Concern Oxfordshire Trading Ltd, a company registered in England & Wales No. 5929408. The subsidiary is used for primary and non-primary purpose trading activities. All activities have been consolidated on a line by line basis in the SOFA. Any net profit would be gifted to the charity and treated as donations; however the subsidiary did not make a profit in the year to 31<sup>st</sup> March 2009. A summary of the results of the subsidiary is shown below:

AGE CONCERN OXFORDSHIRE, CITY & COUNTY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2009 (CONTINUED)

8(c). SUBSIDIARY COMPANY (continued)

Summary of Results of the Subsidiary	2009	2008
	£	£
Turnover	169,417	149,939
Direct Expenses	155,352	149,266
<b>Gross Profit</b>	<b>14,065</b>	<b>673</b>
Administrative expenses	20,211	21,028
<b>Net Loss</b>	<b>(6,146)</b>	<b>(20,355)</b>
<b>The aggregate of the assets, liabilities and funds was:</b>		
Assets	68,647	61,152
Liabilities	(71,435)	(82,793)
<b>Funds (representing 25,000 (2009) &amp; 1 (2008) Ordinary Shares of £1 each)</b>	<b>(2,788)</b>	<b>(21,641)</b>

9. DEBTORS – CONSOLIDATED & CHARITY

	Group		Charity	
	2009	2008	2009	2008
	£	£	£	£
Trade Debtors	55,907	147,773	55,107	147,689
Amounts owed from Subsidiary Undertaking	-	-	68,281	76,654
Accrued Income	30,882	19,586	22,885	18,368
Prepayments	16,305	23,218	16,018	18,366
Income Tax Recoverable	1,171	2,384	1,171	2,384
	<b>104,265</b>	<b>192,961</b>	<b>163,462</b>	<b>263,461</b>

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2009 (CONTINUED)**

**10(a). CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR – CONSOLIDATED & CHARITY**

	Group		Charity	
	2009	2008	2009	2008
	£	£	£	£
Trade Creditors	33,936	34,502	32,621	29,258
Accrued Expenses	18,926	15,636	17,087	14,741
Taxation & Social Security	-	-	-	-
Pension Contributions	-	-	-	-
Defined Pension Fund	12,476	8,317	12,476	8,317
Receipts in Advance (refer to 10(c))	189,772	197,068	189,772	197,068
	<b>255,110</b>	<b>255,523</b>	<b>251,956</b>	<b>249,384</b>

**10(b). CREDITORS : AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR – CONSOLIDATED & CHARITY**

	Group		Charity	
	2009	2008	2009	2008
	£	£	£	£
Defined Benefit Pension	107,874	116,441	107,874	116,441

**10(c). RECEIPTS IN ADVANCE – CONSOLIDATED & CHARITY**

	Group		Charity	
	2009	2008	2009	2008
	£	£	£	£
At 1 <sup>st</sup> April 2008	197,068	45,189	197,068	45,189
Released to Income	(197,068)	(45,189)	(197,068)	(45,189)
Received in the Year	189,772	197,068	189,772	197,068
Deferred at 31 <sup>st</sup> March 2009	189,772	197,068	189,772	197,068

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

Fund Balances at 31<sup>st</sup> March 2009 are represented by:

	Group			Charity		
	Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
	£	£	£	£	£	£
Tangible Fixed Assets	77,663	-	77,663	53,226	-	53,226
Investments	29,229	-	29,229	54,229	-	54,229
Current Assets	689,942	71,696	761,638	714,540	71,696	786,236
Current Liabilities Falling due within 1 year	(255,110)	-	(255,110)	(251,956)	-	(251,956)
Liabilities Falling Due after 1 year	(107,874)	-	(107,874)	(107,874)	-	(107,874)
	<b>433,850</b>	<b>71,696</b>	<b>505,546</b>	<b>462,165</b>	<b>71,696</b>	<b>533,861</b>

## AGE CONCERN OXFORDSHIRE, CITY & COUNTY

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2009 (CONTINUED)

#### 12. FUNDS

A summary of the funds' movements for the period is disclosed on page 32.

##### **Unrestricted Funds**

The unrestricted funds of the Charity consist of a freely available General Reserve and Designated Funds, where the Trustees have imposed restrictions on the use of the funds.

Designated Funds include a Contingency Reserve, a Buildings Reserve, a Development Fund, a Business and Social Enterprise Reserve and a Defined Benefit Pension Fund.

The Trustees considered that it was no longer helpful to designate unrestricted funds for specific types of projects, the designated Community Services Reserve has therefore been merged with the General Reserve.

The Trustees are aiming for a Contingency Reserve of approximately 6 months budgeted expenditure on all staff not directly involved with the delivery of the main County Council contract. The contract with the County Council has a six month notice period. This together with the Contingency Reserve is considered sufficient to provide cover for any period of reduced funding. The Trustees have agreed that until such time as the Contingency Reserve is at the agreed level, currently £445,613, any General Reserves above £10,000 will be transferred to the Contingency Reserve.

The Building Reserve remains at the level of 18 months rent on all property leased by Age Concern Oxfordshire, City & County to meet the commitment to the leases.

It has long been the practice of Age Concern Oxfordshire, City & County to place unrestricted Legacies of over £5,000 into the Project Development Reserve to support new projects for up to 2 years whilst external funding can be arranged. The Trustees agreed to underwrite the cost of a Business Directory Salesperson for the year to 31<sup>st</sup> March 2009.

The Business and Social Enterprise Fund has fulfilled its purpose by purchasing 24,999 £1 Ordinary Shares in the Trading Company, the balance of the fund has been transferred to the General Reserve and the Business and Social Enterprise Fund was closed as at 31<sup>st</sup> March 2009.

The Defined Benefit Pension Fund has been reduced to reflect the transfer of the balance of contributions due within 12 months of the Balance Sheet date to the General Reserve. Contributions to the now closed Age Concern Retirement Benefits Scheme did not commence until December 2008 due to a legal technicality.

## AGE CONCERN OXFORDSHIRE, CITY & COUNTY

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2009 (CONTINUED)

#### 12. FUNDS (continued)

##### Restricted Funds

The restricted funds of the Charity are those where the Donor has imposed restrictions on the use of the funds. These funds consist solely of Grants received for specific purposes.

- a) Memory Services – Oxfordshire & Buckinghamshire Partnership Mental Healthcare
- b) Reaching Communities – The Big Lottery Fund
- c) Rural Community Development – South Oxfordshire District Council
- d) Making Voices Count – Age Concern England
- e) Support Brokerage – Age Concern England

Oxfordshire County Council – Various

Oxfordshire Primary Care Trust - Various

Restricted Grants and Donations & Legacies over £250, received from (in no particular order):

Rank Foundation	Calouste Gulbenkian Foundation
Age Concern England	Cherwell DC
BT	St Michael's and All Saints Charities
Doris Field Charitable Trust	Oxford City Council
Calpe Trust	Abingdon Town Council
WG Edwards	Oxfam
OCVA	Trusthouse Charitable Foundation
VOWH District Council	West Oxfordshire District Council
Darby's Solicitors	Tudor Capital
St Giles PCC	Mayor of Abingdon's Charity
Marcham PCC	Oxfordshire Learning Network
Oxford Round Table	Little Barringtons' Charity
Vale Housing Association	Parish of Chinnor, Sydenham, Aston Rowant & Crowell
Charitable Trust	Fox FM
Burford Charitable Trust	
RCT Parker	S Carter
P Tolkein	E Stoelker (IM JS Stoelker)
G Thompson	R&D Delbridge
P White	H Chadwick (IM PJ Williams)
S Matthews	M Tull
C Compton	K Patel
E Stern	M McCormack
F Dawson	R Waterhouse
E Lovegrove	

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2009 (CONTINUED)**

**12. FUNDS (continued)**

**FUNDS MOVEMENT SUMMARY - CHARITY**

	<b>Opening Balance</b>	<b>Incoming Resources</b>	<b>Resources Expended</b>	<b>Transfer Between Funds</b>	<b>Closing Balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted Funds</b>					
<b>Designated Funds</b>					
Community Services	4,968	-	-	(4,968)	-
Contingency Fund	239,716	-	-	10,937	250,653
Building Reserve	70,659	-	-	-	70,659
Project Development	26,324	5,000	(8,345)	-	22,979
Business & Social Enterprise	25,000	-	(24,999)	(1)	-
Defined Benefit Pension Fund	116,441	-	-	(8,567)	107,874
	483,108	5,000	(33,344)	(2,599)	452,165
General Reserve	-	358,565	(351,164)	2,599	10,000
	<b>483,108</b>	<b>363,565</b>	<b>(384,508)</b>	<b>-</b>	<b>462,165</b>
<b>Restricted Funds</b>					
a) Memory Services	6,259	31,047	(33,481)	-	3,825
b) Big Lottery (Reaching Communities)	-	85,113	(85,113)	-	-
c) South Oxfordshire District Council	-	21,000	(21,000)	-	-
d) ACE (Making Voices Count)	-	24,744	(24,744)	-	-
e) ACE (Support Brokerage)	-	13,333	(9,873)	-	3,460
Day Services	-	210,320	(214,151)	3,831	-
Empowerment & Development	-	153,740	(132,858)	-	20,882
Independent Living	-	219,011	(227,325)	8,792	478
I&A and Advocacy	-	237,773	(248,499)	13,291	2,565
Mental Health	46,372	483,019	(463,797)	(25,914)	39,680
Statutory Training & NVQ	364	5,350	(4,908)	-	806
	52,995	1,484,450	(1,465,749)	-	71,696
<b>TOTAL FUNDS</b>	<b>536,103</b>	<b>1,848,015</b>	<b>(1,850,257)</b>	<b>-</b>	<b>533,861</b>

## AGE CONCERN OXFORDSHIRE, CITY & COUNTY

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2009 (CONTINUED)

#### 13. CONTINGENT ASSETS

As at 31<sup>st</sup> March 2009 the Charity had received no notifications which can be reasonably quantified.

#### 14. PENSION SCHEME

A decision had been taken by all of the participating employers in the Age Concern Retirement Benefits Scheme to close the Defined Benefit part of the Pension Scheme, due to legal reasons the whole scheme closed to future accrual on 30<sup>th</sup> November 2008. Age Concern Oxfordshire now participates in two pension schemes.

The Charity participates in the Age Concern Pension and Life Scheme which was opened with effect from 1<sup>st</sup> December 2008, this is a defined contribution scheme. The Scheme is a multi-employer scheme as described in FRS17 – Retirement Benefits. Existing Defined Contribution Members and their funds held in the previous Age Concern Retirement Benefits Scheme were transferred in full and without penalty to the new scheme.

The total pension cost to the Age Concern Oxfordshire Group for the year to 31<sup>st</sup> March 09 was £70,494 (2008 - £75,320)

The total pension cost to Age Concern Oxfordshire, the Charity for the year to 31<sup>st</sup> March 09 was £66,096 (2008 - £71,375)

There were no contributions outstanding at the Balance Sheet date.

The Charity participates in the Age Concern Retirement Benefits Scheme, which with effect from 1<sup>st</sup> October 2001 had a defined contribution section and a defined benefit section. The Scheme closed to future accrual on 30<sup>th</sup> November 2008, the existing Defined Contribution members and their funds were transferred in full and without penalty to the Age Concern Pension and Life Scheme. The Age Concern Retirement Benefits Scheme therefore became a scheme with only historic Defined Benefits, existing Defined Benefit members will continue to have preserved benefits under the scheme, but future pension provision will be under the Age Concern Pension and Life Scheme.

The Age Concern Retirement Benefits Scheme is a multi-employer scheme as described in FRS17 – Retirement Benefits. The Scheme is accounted for as if it were a defined contribution scheme, on the grounds that each employer is unable to identify its share of the underlying assets and liabilities in the Scheme on a consistent and reasonable basis.

The most recent full actuarial valuation, for the whole Scheme, was on 1<sup>st</sup> April 2007 and updated to 31<sup>st</sup> March 2009 by a qualified independent actuary. In accordance with FRS17, the valuation of the Scheme's liabilities has been determined using the projected unit method. The Group has no contingent assets in the Scheme.

Balance Sheet results at	31 <sup>st</sup> March 2009 £'000	31 <sup>st</sup> March 2008 £'000
Assets	32,634	37,936
Liabilities	44,212	45,194
<b>Deficit</b>	<b>( 11,578)</b>	<b>(7,258)</b>

**AGE CONCERN OXFORDSHIRE, CITY & COUNTY**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2009 (CONTINUED)**

**14. PENSION SCHEME (continued)**

The funding position on the FRS17 basis has worsened since 31 March 2008. This is mainly due to lower than expected investment returns on the Scheme assets. The scheme's assets do not reflect the investment model that underlies the FRS17 assumptions.

Although the Charity is unable to identify accurately its share of the underlying assets and liabilities under FRS17 the Trustees were made aware that the Charity's share of the deficit on a closed scheme basis at 31<sup>st</sup> March 2008 was likely to be in the region of £124,758. The Trustees agreed to a deficit recovery plan over 10 years, a Defined Benefit Pension Fund was included in the Designated Reserves in the accounts to 31<sup>st</sup> March 2008 and repayment commenced in December 2008.

**15. COMMITMENTS UNDER OPERATING LEASES**

At 31<sup>st</sup> March 2009 the charity had annual commitments under non-cancellable operating lease as set out below.

<b>Land &amp; Buildings</b>	<b>Group</b>		<b>Charity</b>	
	<b>2009</b>	<b>2008</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
After more than Five Years	80,231	80,606	46,731	47,106

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## AGE CONCERN OXFORDSHIRE, CITY & COUNTY

### INCOME & EXPENDITURE ACCOUNT FOR THE TRADING YEAR TO 31<sup>ST</sup> MARCH 2009 – CONSOLIDATED & CHARITY

	Group		Charity	
	2009 £	2008 £	2009 £	2008 £
<b>TOTAL INCOME BROUGHT FORWARD</b>	<b>1,997,221</b>	<b>1,769,068</b>	<b>1,848,015</b>	<b>1,640,157</b>
<b>EXPENDITURE</b>				
Staff Costs	1,491,297	1,439,205	1,396,684	1,345,563
Volunteer Recruitment & Retention	-740	229	-740	229
Volunteer Expenses	13,361	12,715	12,526	12,590
Volunteer Training	283	1,089	283	1,089
Outside Transport	26,474	20,204	26,474	20,204
Staff Travel	62,224	56,116	61,222	54,395
Cost of Meals	50,328	50,632	49,227	50,108
Activities	19,790	16,658	19,685	16,649
Consumables	8,841	10,581	8,480	9,414
Room Hire	55,370	54,324	55,370	53,824
Rent	85,703	82,528	51,206	48,336
Rates	6,246	6,139	3,535	3,338
Insurance	5,928	7,428	5,928	7,345
Light & Heat	10,450	9,257	7,982	7,574
Telephone	22,615	18,561	21,957	17,611
Cleaning	5,797	5,105	5,460	4,736
Repairs, Renewals & Maintenance	6,563	2,246	5,251	2,019
Furniture & Equipment	2,749	498	1,950	408
Printing & Stationery	16,259	19,240	15,600	18,356
Photocopying	5,622	4,993	5,507	4,918
Postage	9,784	9,325	8,759	8,655
Advertising	2,019	4,265	1,122	3,857
Computer Supplies	11,095	6,929	9,962	5,027
Staff Services	518	410	518	410
Subscriptions & Publications	3,199	3,722	3,184	3,722
Conference & Meeting Costs	7,513	6,972	7,513	6,972
AGM Expenses	162	-	162	-
Trustee Expenses	48	268	48	268
Trustee Insurance	1,050	1,050	1,050	1,050
200 Club Prizes	327	456	327	456
Cost: Purchased Goods	902	4,353	-	3,626
Legal Fees	4,374	4,095	4,339	4,060
Professional Fees	5,936	6,095	4,943	5,761
Consultancy Fees	2,400	10,089	2,400	10,089
Audit	9,960	6,533	7,734	5,405
Bank Charges	3,939	2,383	2,617	2,024
Sundries	13,972	9,308	13,558	9,308
Depreciation	21,496	22,199	16,854	17,773
Loss on Disposal of Fixed Asset	193	-	193	-
<b>TOTAL EXPENDITURE</b>	<b>(1,994,047)</b>	<b>(1,916,200)</b>	<b>(1,838,870)</b>	<b>(1,767,169)</b>
<b>EXCESS OF INCOME OVER (EXPENDITURE)</b>	<b>3,174</b>	<b>(147,132)</b>	<b>9,145</b>	<b>(127,012)</b>
Realised Gains on Investments	-	1,123	-	1,123
Unrealised(Losses)/Gains on Investments	(11,387)	494	(11,387)	494
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>(8,213)</b>	<b>(145,515)</b>	<b>(2,242)</b>	<b>(125,395)</b>