



**MOLE VALLEY**

**ANNUAL REPORT  
2014-2015**

**Registered Charity No 1111678  
Registered Company No 5409543**



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## LEGAL & ADMINISTRATION

**Registered Charity Number: 1111678**

(England and Wales)

**Registered Company Number: 5409543**

(England and Wales)

**Registered Address**

The Point, Mayflower Centre, Lyons Court, Dorking, Surrey RH4 1AB

**Executive Committee**

Chairman	Dennis Wickham
Hon. Treasurer	Tony Lee
Trustee Advice & Information	Pam Toler
Trustee Publicity	Pat Clare
Trustee Carer Support	Elaine Machin
Trustee Visiting Committee	Teresa Tingay
Trustee and Councillor Mole Valley	Bridget Lewis-Carr
Trustee	Grace Wickham
Trustee	Maureen Prescott
Trustee	Nacera Le Mat Hamata

All members of the Executive Committee are Trustees and Volunteers and we thank you for your support.

**Bankers**

H S B C, 18 North Street, Leatherhead, Surrey KT22 7AR

**Independent Examiners**

D H Jennings FCA, 51 Shottermill, Horsham, West Sussex RH12 5HJ

# REPORT OF THE TRUSTEES FOR THE 12 MONTHS TO 31 MARCH 2015

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2015.

On 30 September 2014, under the authority of the Charity Commission, the assets and responsibilities of the charity Age Concern Dorking & District, were transferred to Age Concern Mole Valley North, which was renamed Age Concern Mole Valley and will support older people across the whole district of Mole Valley.

The Trustees have adopted the provisions of the Statement of Recommended Practice known as FRS 102 (SORP) introduced in January 2015.

## **Structure, Governance and Management**

The company is registered as a charitable company limited by guarantee and was set up by Memorandum and Articles of Association. The name was changed to Age Concern Mole Valley, to reflect the area of coverage to include all of the Mole Valley district .

Age Concern Mole Valley is run by an Executive Committee of Trustees. The Committee meets every 2 months.

## **Objectives and Activities**

The initial **aims and objectives** of this merged charity are as follows:

- Provide support to enhance the lives of older people in the Mole Valley District.
- Help older people overcome social isolation and loneliness.
- Enable older people to live independently and remain in their homes as long as they wish to do so.
- Seek the views of older people in order to provide the services that they need the most.
- Work in partnership with other friends and members of Age UK and other organisations for the benefit of older people.
- Be aware and promote the changing needs of older people.
- Provide a point of contact for enquiries and signpost specialist organisations to meet the needs of older people.

**Activities** - The charity has continued to provide a **Visiting and Befriending service** through our team of volunteers throughout Mole Valley. This has included visiting older people in their own homes, sometimes we are providing their only regular visits and also arranging shopping and other home services.

The charity's **Computer Training sessions** have continued at the Point, Lyons Court in central Dorking. This provides a room which is equipped as a "computer drop in Centre". The computer training in Leatherhead has continued with weekly sessions at the All Saints Café, led by an Instructor. Both computer training sessions are supported by our two teams of volunteers.

The **Tai Chi** class in Dorking continues to operate and has been relocated to a larger hall at the Westcott Reading room from May 2014. This popular activity is led by one of our most devoted volunteers, Joyce Kingsley-Jones.

**Outings** – several outings were held for older people over this period and the Dorking Befriending Committee volunteers take the lead and organise these wonderful events.

**Christmas parcels** were delivered to specific households through the Dorking Befriending Committee as in previous years.

**Information and Guidance** – we continue to give help and guidance on a wide range of issues to older people living in the Mole Valley area, or to members of their family. The information line is led by our volunteer, Pam Toler.

The charity has remained in close contact with Age UK nationally and we are pleased to remain formally as a "friend" relating to the national network via Age UK Surrey in Guildford. We also retain close relations with other local charities, which provide for the needs of older people and are grateful to Voluntary Action Mid Surrey for their continued support

### **Achievements and Performance – New Charity**

Over the last 12 months, the Trustees of Age Concern Dorking & District and Age Concern Mole Valley North have been through a successful merger. On 1<sup>st</sup> October the charity, Age Concern Mole Valley was formed. The Executive Committee of the merged charity is a combination of trustees from the original two charities. The Trustees believe that a better service will be provided now that we are merged into one charity covering the whole of the Mole Valley district. Both the Charity Commission and the District Council confirmed this view.

The Visiting and Befriending Service has over 30 volunteers that provide an invaluable service to lonely and isolated older people. Many of our fantastic volunteers are visiting

more than one older person, giving so much of their time. This is highly appreciated by Age Concern Mole Valley.

The computer training sessions are seeing growth in both Dorking and Leatherhead. The six week rotation system in Dorking is working well with our 5 volunteers in the Dorking Drop in Centre, Monday, Thursday and Friday mornings. The Leatherhead computer training sessions have also increased numbers, so we may need to expand the weekly sessions in the future. The course is led by an instructor and supported by 3 volunteers. These computer courses would be not possible without the invaluable support of our volunteers.

The Tai Chi classes are very popular and we have had waiting lists over this period.

The Information and Guidance line has now been extended to cover the whole of Mole Valley.

**Funding Applications** - Early in 2015 we were successful in a funding application to support a business planning Away Day from Age UK – the national body. We also secured funding towards our Computer classes service delivery in Leatherhead from the Community Foundation for Surrey. We thank both organisations for their grants.

**Factors Relevant to Achieving Objectives** - Over this period while Age Concern Mole Valley has still focused on achieving its aims and objectives, it has been through a successful merger and is now reviewing its future strategic plan.

**Volunteers** - Age Concern Mole Valley is extremely grateful for the unstinting efforts of its volunteers who are involved in service provision and are highly valued for their support. Without our highly valued volunteers we would not be able to achieve our aims and objectives and support older people in Mole Valley.

## **Future Plans – New Charity**

Age Concern Mole Valley will continue to develop and build on the invaluable work both Age Concern Dorking & District and Mole Valley North have achieved in previous years.

**New Post** - in January we appointed a Chief Executive Officer, Sonia Hubbard to lead the new charity forward in the future. Sonia has extensive experience in the voluntary and community sector and considerable business expertise and experience in managing change effectively.

**Business planning Away Day in June 2015** – funding has been secured from Age UK the national organisation for an away day in June 2015. This business planning away day will be an opportunity to bring Trustees together to focus on developing future aims and objectives for the charity for the next 3 years.

**New Branding and Website** - We have plans to develop a new look to our leaflets and launch a new website [www.ageconcernmolevalley.org.uk](http://www.ageconcernmolevalley.org.uk) later in 2015.

**Computer Training** – the valuable computer training courses we provide in Dorking and Leatherhead will continue in 2015. We have an additional venue in Leatherhead with computer training being held in the Fairfield Centre from September 2015.

**Befriending Service** – we will recruit a new Volunteer Coordinator in June 2015, with the aim of having more focused support on the Befriending service. We will also initiate a volunteer promotional campaign to support all our services in early 2016.

The Voluntary, Community and Faith Sector make a huge contribution to the lives of people in Mole Valley, providing a range of services and support to the community. Age Concern Mole Valley will continue to provide and build on its invaluable support services to older people, so in turn their service delivery will impact and make a difference to the community in Mole Valley.

I would like to thank all my Trustee colleagues for their hard work in support of the charity and their strong commitment to our vision.

Dennis Wickham  
Chairman

## Financial Review

**Income** for the period totaled £10140, including 2 grants from the Foundation for Surrey, together with donations from both individuals and local organizations, charges for Tai Chi and interest on bank deposits.

**Expenditure increased** to £33836, providing several services, fundraising and governance, including the legal support for the merger with AC Dorking and District. The analysis is shown on note 3 to the accounts

This results in an overall deficit of £23696, before adding an unrealized gain of £2762 from an increase in the market value of investments held on the stock market

At the end of the year, the charity has reserves of £370,533

### Reserves Policy and Risk Management

The Charity has financial investments of £362k, the majority being held with Registered UK banks, to be used on current and future services within the District of Mole Valley.

Trustees regularly review the services we provide liaising, with Social Services and Age UK Surrey on the training and regular updates provided for staff and volunteers as they undertake their roles with older people.

### Trustees' responsibilities in relation to the Financial Statements

Charity law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of each financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the new FRS 102 (SOFA) and the Charities Act 2011.

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



## **Reference and Administration**

Legal and reference information, which is shown after the contents page, forms part of this report.

The financial statements comply with the current statutory requirements, the charity's governing document and the SORP 'Accounting and Reporting by Charities'.

On behalf of the Trustees,

Dennis Wickham  
Chairman  
16 September 2015

## **Report of the Independent Examiner**

I report on the accounts of the charity for the 12 months to 31 March 2015, which are set out on pages 14 to 17

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

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that the audit requirements of the Charities Act 2011 (the Act) does not apply

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charities Commission under s145(5)(b) of the Act, whether particular matters have come to my attention

### **Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of explanations from you as 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 on the view given by the accounts.

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

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - a to keep accounting records in accordance with Section 130 of the Act; and
  - b to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act 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.

D H Jennings FCA  
51 Shottermills  
Horsham  
West Sussex RH12 5HJ  
Date....

## Age Concern Mole Valley

## Statement of Financial Activities for year ended 31 March 2015

	Note	Unrestricted	Restricted	
		2015	2015	2015
		£	£	£
<b>Income and Endowments</b>	<b>2</b>			
Statutory grants		0		0
Charitable Trusts		0	5275	5275
Services provided		1013		1013
Donations and Legacies		2061		2061
Bank Interest		1791		1791
<b>Total Income</b>		<b>4865</b>	<b>5275</b>	<b>10140</b>
<b>Resources Expenditure</b>				
Expenditure on raising funds		783		783
Expenditure on Charitable Activities		28453	4600	33053
<b>Total resources expended</b>	<b>3</b>	<b>29236</b>	<b>4600</b>	<b>33836</b>
<b>Net incoming resources</b>		<b>-24371</b>	<b>675</b>	<b>-23696</b>
<b>Other Gains and Losses</b>		<b>2762</b>		<b>2762</b>
<b>Net Movement of Funds</b>		<b>-21609</b>	<b>675</b>	<b>-20934</b>
Funds brought forward at 1. April 2014		4225	2000	6225
Funds transferred from AC Dorking		385242		385242
<b>Funds c/fwd at 31.March 2015</b>		<b>367858</b>	<b>2675</b>	<b>370533</b>

The statement of Financial Activities has been prepared on the basis that all operations are continuing operations. The Charity has no gains or losses other than dealt with in the Statement of Financial Activities...The notes on pages 14 to 17 form part of these financial statements

## Age Concern Mole Valley

## Balance Sheet as at 31March 2015

	Note 2015	£	£ 2014
<b>Fixed Assets</b>			
Tangible Assets	5	-	
Investments	6	362778	
<b>Current Assets</b>			
Debtors			78
Cash at Bank		11925	6147
<b>Liabilities</b>			
Creditors. Amounts falling due Within 1 year	7	4170	
<b>Net Current Assets / -Liabilities</b>			
Net Assets		370533	6225
<b>The funds of the Charity</b>			
		<b>370533</b>	<b>6225</b>
Unrestricted funds		<b>367858</b>	<b>4225</b>
Restricted funds		<b>2675</b>	<b>2000</b>
<b>Total Charity funds</b>		<b>370533</b>	<b>6225</b>

The notes on the following pages form part of these financial statements

.....  
Dennis Wickham  
Chair

.....  
Anthony Lee  
Hon. Treasurer

2 September 2015

## Age Concern Mole Valley

## Statement of Cash Flows for the year ended 31 March 2015

<b>Cash flow from Operating Activities</b>	<b>2015.</b>	<b>2014</b>
	£	£
Net movement of funds per SOFA	-20934	182
Adjustments for		
Depreciation		
Decrease (-increase) in Debtors	78	-78
Increase (-decrease) in Creditors	4170	
Purchase of Fixed Assets		
<b>Net cash provided by operating activities</b>	<b>-16686</b>	<b>104</b>
<b>Merger of AC Dorking into AC Mole Valley</b>	<b>385242</b>	
<b>Net cash provided within the financial year</b>	<b>368556</b>	<b>104</b>
<b>Changes in cash / cash equivalents in the operating period</b>		
Cash / cash equivalents at 31 March 2014	6147	6043
Net cash provided (as above)	368556	104
Cash / cash equivalents the end of the operating period 31.3.15	374703	6147

## Age Concern Mole Valley

### Notes to the Financial Statements as at 31 March 2015

1. Basis of Preparation

The financial statements have been prepared under the historic cost convention, following the recommendations of the Statement of Recommended Practice known as FRS 102 (SORP) introduced in 2014 covering charities with a year end after January 2015

2. Accounting Policies

**a) Income**

All income is accounted for on an accrual basis, except for voluntary donations, which are taken into account when received

Grants are recognised in full during the year that they are received

Incoming receipts from tax reclaims are included in the SOFA at the same time as the gift to which they relate

**b) Fixed Assets**

Fixed assets are stated at cost and depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life

Computer equipment and office equipment 25% straight line basis

It is the Charity's policy to capitalise fixed assets that are above a de minimus level of £500

**c) Resources expended**

Resources are accounted for on an accruals basis. Expenditure is appointed to cost categories based on the amount attributable during the year, including the cost of generating funds, charitable activities  
Governance costs include legal costs and Trustee meetings only

**d) Recognition of Liabilities**

These financial statements recognise all liabilities that the charity has responsibility for. The charity is not aware of any contingent liabilities

**2. Income and Endowments**

This represents income received from Mole Valley North in the first 6 months of the year followed by receipts from the whole of Mole Valley in the second half of the year

No comparison figures for 2014 are shown, as these relate to the smaller area covered by Age Concern Mole Valley North

**3. Resources Expended**

As with income. The expenditure represents costs in Mole Valley North for the first 6 months, followed by costs for Mole Valley in total for the second 6 months

No attempt has been made to modify the prior year comparisons, these remain as reported in 2014

a.	Expenditure for raising funds	2015	2014
		£	£
	Direct fundraising expense	148	848
	Allocation of general overhead expense	<u>635</u>	<u>0</u>
	total	<u>783</u>	<u>848</u>
3.2	Direct Charitable Expenditure	2015	2014
		£	£
	Visiting and Befriending	4379	4557
	Information and Advice	133	
	Outing for older people	1608	
	Computer training and support	5691	1353
	Tai Chi programme	1320	
	Chief Officer and General office costs	12199	592
	Governance, including Legal cost for the merger	<u>7723</u>	<u>0</u>
	Total	<u>33053</u>	<u>6502</u>

**4 Trustee expenses**

The Trustees received no remuneration or expenses for trustee activities in the year.

**5 Staff**

After the merger with AC Dorking and District, the charity has recruited for the full time role of Chief Executive officer, who will develop existing and new services and co-ordinate staff and the volunteers, who support the services and activities of the charity

## 6 Tangible Fixed Assets

	31.3.14	Transfer from AC Dorking	31.3.15
	£	£	£
Cost	0	7437	7437
Accumulated Depreciation	0	7437	7437
<b>Net fixed assets</b>	nil	nil	nil

A number of fully depreciated PC s were transferred from AC Dorking and continue to be used at the drop in centre at the Mayflower centre

## 7 Investments

The Trustees have arranged the following deposits with UK Registered Financial Institutions

1	Virgin Money	funds at call	1% Interest	227711
2	Metro Bank	1 year deposit	1.5% Interest	85802
3	Metro Bank	funds at call	1% Interest	18122

We have maintained our interest in the COIF Charities Investment fund, which has increased its value by £2762 (9.7%) to £31143 at year end.

These investments are valued in total at £362778.

## 8 Debtors

The charity has no debtors from normal trading activities

## 9 Creditors

The charity has accrued operating expenses, which relate to 2014/15 but were paid in the early part of 2015/16

## 10 Lease

During the year, the Charity signed up for space at the Mayflower centre in Dorking, both to operate the computer drop in centre and to provide a facility for clients to meet with volunteers in Dorking



This lease continues until February 2023 at an annual cost of £4740, but with a general break clause after 3 months notice.

<b>10 Restricted Funds</b>	Balance 31.3.14 £	Additions in year £	Charge in year £	Balance 31.3.15 £
Community Foundation for Surrey	2000	4800	4600	2200
Age UK Surrey		475		475
<b>Total</b>	<b>2000</b>	<b>5275</b>	<b>4600</b>	<b>2675</b>

The balance of £ 2675 is expected to be expended within 2015/16

#### **11 Analysis of group net assets between funds**

Funds at 31.3.15 are represented by:	Unrestricted Funds £	Restricted Funds £	Total Funds £
Investments	362778	0	362778
Bank deposits	9250	2675	11925
Current Liabilities	-4170	0	-4170
<b>Total Assets</b>	<b>367858</b>	<b>2675</b>	<b>370533</b>

#### **11 Commitments**

There are no other commitments not recorded in the financial statements,

