

SENIORS HEALTH AND ACTIVE RETIREMENT PROJECT  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31 MARCH 2018

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**TRUSTEES' REPORT STATUTORY INFORMATION FOR THE YEAR  
ENDED 31 MARCH 2018**

**TRUSTEES**

Bob Bengé  
Christine Cambridge  
Christine Compagnoni  
Felicity Lansdown  
Jacqueline Brett  
Janet Nickie  
Louise Baird  
Richard Bull

**SECRETARY**

Louise Baird

**REGISTERED OFFICE**

Queensbridge Sports and Community Centre  
30 Holly Street  
London  
E8 3XW

**COMPANY NUMBER** 3140955

**CHARITY NUMBER** 1054116

**BANKERS**

HSBC Bank PLC  
354 Mare Street  
London  
E8 1HU

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017**

### **ADMINISTRATIVE DETAILS**

Since April 2011, the Trustees have been responsible for the management of day to day affairs, with one member of staff employed part time.

### **STRUCTURE GOVERNANCE AND MANAGEMENT**

#### **Governing Document**

The Seniors Health and Active Retirement Project is a registered charity (no.1054116), and a company limited by guarantee (no.3140955). Its Memorandum and Articles of Association govern it. In the event of the company being wound up, members of the company are each required to contribute an amount not exceeding £1. The working name of the company is The Sharp End, and it will be referred to as such in the rest of this report.

#### **Recruitment and Appointment of the Management Committee**

The Sharp End's governing body is the Management Committee, which consists of up to twelve full members (at least half of whom are users of the services provided) who are both directors and trustees, and up to four co-opted members. The Management Committee generally meets once a month to receive reports and make decisions on the activities of the charity and on its financial position. New members of the Management Committee have been recruited from within the ranks of our clients and through our links with funding agencies such as City and Hackney CCG. Members of the committee have defined roles. The Members of the Management Committee are formally elected at the Annual General Meeting. All new Management Committee members receive an induction pack and meet the Chair before taking up office formally. An assessment of their skills and training needs is made and training organised as required.

#### **Objects**

The objects of the company are to protect and preserve the health of the inhabitants of the London Borough of Hackney [LBH], the City of London and the adjoining boroughs, and to relieve the elderly, being persons 50 years of age or older, regardless of race, religion, disability, gender or sexuality.

How our activities deliver public benefit: Developments, Activities and Achievements

We the Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning the charity's future activities.

The Sharp End is a well-established centre, which has, since 1996, been providing a wide range of activities and services, which accord with both national and local policies and strategies.

Main activities provided include:

- A range of exercise classes including keep fit, chair based exercises, tai chi pilates and yoga
- Creative arts sessions, singing, dance and local walks
- Groups and classes at other local venues as part of outreach

### **Review of the year**

This was the Sharp End's 22<sup>nd</sup> year and, as ever, we were very busy providing our core business which is keeping older people active and stimulated in a friendly and supportive environment.

London Borough of Hackney's Public Health Department granted us £30,410 to run 46 weeks of exercise classes encompassing Dance, Lower and Higher Intensity Exercise, Pilates, Tai Chi and Yoga. Most of these classes were run in-house at Queensbridge Leisure Centre with one run as an outreach at Hawksley Court Community Hall, N16.

London Borough of Hackney granted us £29,040 to run arts and excises classes in-house as well as in supported housing and in GP surgeries. We ran additional unfunded classes such as a Choir and Art Therapy. In autumn 2017, we were selected by Coop Community Fund as a beneficiary, to receive donation made by their members for services they care about.

We were open for classes 46 weeks of the year. The year was divided into 4 terms of either 11 or 12 weeks. Members paid £20 per term, for unlimited access to in-house classes.

We hired professional tutors, with wealth of experience and knowledge to lead our classes, all with positive feedback. This was the sixth full year in our new home GLL's Queensbridge Leisure Centre.

We have continued to work in partnership with Mobile Repair Service and Triangle Stroke Project.

The Sharp End is run by a voluntary Management Committee made up, bar one, of members. Dave Harris provided an independent examination of our accounts, with our thanks. We have one paid member of staff, Nazmun Khanum, who worked four days a week. Nazmun is the Sharp End Coordinator and provides support to the large number of member volunteers who help keep the place running and keep our costs down. We subscribe to the national Investment in Volunteers Programme.

**Risk Assessment**

The LBH are set to continue to support our programmes until the end of March 2019 however their commissioning intentions beyond this date are presently not known, making our forward planning uncertain. We continue to actively seek funding from other sources.

**Investment Policy**

Our policy is to invest any surplus cash funds in a COIF Charities Deposit Fund in order to maximise interest opportunity.

**Reserves Policy**

The Trustees consider that the reserves may be used to support current programmes in view of the cutbacks being seen in grant support. However there is a minimum level of reserves required to provide cashflow for the organisation and provide for winding the activities down in the event of funding ceasing. The reserves will not be allowed to fall below this amount.

**TRUSTEES' RESPONSIBILITIES**

Company and charity 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 of the surplus or deficit of the charitable company for that period. In preparing those financial statements, the Trustees are required to:-

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act 2011. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **DIRECTORS/TRUSTEES**

All Directors of the company are also Trustees of the charity, and there were no other Trustees. The Directors in office during the year are shown below:

Bob Bengé

Christine Cambridge

Christine Compagnoni

Felicity Lansdown

Jacqueline Brett

Janet Nickie

Louise Baird

Richard Bull

### **AUDITORS AND INSPECTION**

The income of the Charity has fallen to a level where an independent inspection is acceptable and the Trustees have appointed Dave Harris to carry out this work.

This report was approved by the board on X 2018 and signed on their behalf.

R Bull 7 December 2017

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF SENIORS HEALTH AND RETIREMENT PROJECT FOR THE YEAR ENDED 31 MARCH 2017**

I report on the accounts of the above named charitable company for the year ended 31 March 2018 as set out on pages 9 to 15.

**Respective responsibilities of trustees and examiner**

The trustees [who are also the directors of the company for the purposes of company law] are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 [the 2011 Act] and that an independent examination is appropriate.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145 [5] [b] of the 2011 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
2. to which, in my opinion, attention should be drawn, beyond disclosures already made, in order to enable a proper understanding of the accounts to be reached.

Dave Harris 28 December 2017

**STATEMENT OF FINANCIAL ACTIVITIES (including the Income and Expenditure account) FOR THE YEAR ENDED 31 MARCH 2018**

	Note	Unrestricted funds	Restricted funds	Total	Total
		£	£	2018	2017
		£	£	£	£
Incoming Resources					
<i>Incoming resources from generated funds</i>					
Voluntary income - donations and small grants		0	0	0	0
Investment income - bank interest		?	?	?	1
<i>Incoming resources from charitable activities</i>	4	54,308.27	30,016.62	84,324.89	78,185
Total Incoming Resources		?	?	?	78,186
Resources Expended					
Charitable activities	5	?	?	80,543.34	81,370
Governance costs	6	0	0	0	0
Total Resources Expended		?	?	80,543.34	81,370
Net Income		?	?	3,781.55	-3,184
Reconciliation of Funds					
Total funds carried forward at 31 March 2017				63,045.00	61,449
Total funds brought forward at 1 April 2018				69,112.00	

The company made no recognised gains and losses other than those reported in the income and expenditure account

The notes on pages 11 to 15 form part of these financial statements

**BALANCE SHEET AS AT 31 MARCH 2018**

	Note	2018 £	£	2017 £
<b>Fixed assets</b>	7	0	0	0
<b>Current assets</b>				
Debtors	8	700.00		1,663
Cash at bank and in hand		71,687.00		64,714
		<u>72,387.00</u>		<u>66,377</u>
<b>CREDITORS: Amounts falling due within one year</b>	9	<u>3,275.17</u>		<u>3,332</u>
<b>NET CURRENT ASSETS/(LIABILITIES)</b>				<u>63,045</u>
<b>NET ASSETS/(LIABILITIES)</b>				<u><u>63,045</u></u>
<b>FINANCED BY:</b>				
Restricted funds				4,513
Unrestricted funds				<u>58,532</u>
				<u><u>63,045</u></u>

In approving these financial statements as Trustees and Directors of the company we hereby confirm the following:

For the year ending 31 March 2018 the company was entitled to exemption from audit under section 477 (Section 2) of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The Trustees/Directors acknowledge their responsibilities for complying with the requirements of the Act 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 accounts were approved by the board of Trustees on X 2018.

R Bull X 2018

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018****ACCOUNTING POLICIES****1a Basis of accounting**

The accounts have been prepared under the historical cost convention and comply with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are as follows:

**1b Going concern**

The Sharp End has unrestricted funds of £X at 31 March 2018.

The Trustees consider that the charity is a going concern and that it is appropriate to prepare accounts on that basis.

**1c Tangible fixed assets**

Fixed assets are shown at historical cost.

Depreciation is provided at rates in order to write off the cost of each asset, less any residual value, over its estimated useful life by the straight line method.

Office furniture and equipment - 25 per cent.

**1d Incoming Resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Grants are accounted for in the period specified for their use by donors.

**1e Reserves Policy**

The Trustees have agreed to the reserves being used to support current programmes in view of the cutbacks being seen in grant support. However there is a minimum level of reserves required to provide cashflow for the organisation and provide for winding the activities down in the event of funding ceasing. The reserves will not be allowed to fall below this amount.

**1f Taxation**

The charitable company is exempt from taxation under sections 466 to 493 of the Corporation Tax Act 2010.

**1g Unrestricted funds**

Unrestricted funds comprise income receivable for the objects of the charity without a further specified purpose.

**1h Restricted funds**

Restricted funds comprise income receivable for specified purposes as laid down by the donor. Direct expenditure only, which meets the criteria, is identified to the fund in the notes. Since individual donor's rules on contributions to management and support costs vary, for the sake of clarity, this aspect is not formally presented in these accounts but treated as an allocation of overhead expenditure.

**1j Designated funds**

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

**2. NET INCOME /OUTGOING RESOURCES FOR THE YEAR**

	<b>2018</b>	<b>2017</b>
This is stated after charging:	£	£
Auditors remuneration	0	0
Depreciation	0	0
Staff Costs (Note 3)	<b>22,700.25</b>	23,392

**3. DIRECTORS AND EMPLOYEES****2018**      **2017**

Particulars of employees (including directors) are shown below:

Employee costs for the year amounted to:

Wages and salaries	22,700.25	23,392
Social security costs - currently subject to a rebate of £2,000 maximum	0	0
	<b>22,700.25</b>	<b>23,392</b>

The average monthly numbers of employees during the year were as follows:

	<b>2018</b>	<b>2017</b>
	<b>No.</b>	<b>No.</b>
Project workers (FTE 0.8).	1	1

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

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Unrestricted funds	Restricted funds	Total	<i>Total</i>
	£	£	£	£
			<b>2018</b>	<b>2017</b>
LBH-Public Health	30,409.44	0	30,409.44	30,410
Hackney Learning Trust	0	27,972.16	27,972.16	2,222
LBH-Main Grants	0	2,044.46	2,044.46	29,040
Membership fees	11,917.80	0	11,917.80	13,209
Session Hire	2,940.00	0	2,940.00	3,304
Other income	9,041.03	0	9,041.03	0
	<b>54,308.27</b>	<b>30,016.62</b>	<b>84,324.89</b>	<b>78,185</b>

<b>5. CHARITABLE ACTIVITIES</b>	<b>Unrestricted funds</b>	<b>Restricted Funds</b>	<b>2018</b>	<b>2017</b>
Salaries	10534.97	12165.28	22,700.25	23,392
Project management	29477.89	11983.11	41,461.00	36,589
Other programme expenses	0.00	0.00	0	3,373
Premises	9519.82	2389.63	11,909.45	14,164
Insurance	616.49	0.00	616.49	603
Printing, postage and stationery	84.71	1314.18	1,398.89	578
Telephone and communications	985.37	299.49	1,284.86	1,390
Payroll	0.00	787.38	787.38	702
Equipment and materials	77.26	265.76	343.02	555
Sundry expenses	42.00	0.00	42.00	24
	<b>51,339</b>	<b>29,205</b>	<b>80,543.34</b>	<b>81,370</b>

**6. GOVERNANCE COSTS**

Independent examination	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**7. TANGIBLE FIXED ASSETS****Cost**

	<b>Office furniture and equipment £</b>	<b>Total £</b>
At 1 April 2017	12,088	12,088
less disposal	<u>0</u>	<u>0</u>
At 31 March 2018	<u>12,088</u>	<u>12,088</u>

**Depreciation**

At 1 April 2017	12,088	12,088
less disposal	<u>0</u>	<u>0</u>
At 31 March 2018	<u>12,088</u>	<u>12,088</u>

**Net Book Amounts**

At 31 March 2018	<u>0</u>	<u>0</u>
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	<b>2018</b>	<b>2017</b>
<b>8. DEBTORS</b>		
Trade debtors	700.00	1,663
Other debtors	0	0
	<u>700.00</u>	<u>1,663</u>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Trade creditors	0	3,332
Other creditors including taxation and social security	0	0
Accruals	3,275.17	0
	<u>3,275.17</u>	<u>3,332</u>

**10. LEASE COMMITMENTS**

The company has no lease commitments.

**11. TRUSTEES' EXPENSES**

The Trustees neither received nor waived any emoluments during the year 2017-18. Trustees can be reimbursed for travel expenses. These amounted to £ nil (2017 £ nil).

**12. RELATED PARTIES**

There are no related parties.