

SEARCH - Services for Older People CIO

ANNUAL REPORT AND FINANCIAL STATEMENTS
For the period 12 January 2015 to 31 March 2016

Registered Charity Number 1159907

SEARCH – Services for Older People CIO

Trustees Annual Report

For period 12 January 2015 to 31 March 2016

The trustees are pleased to present their annual report together with the financial statements of the charity for the period ended 31 March 2016.

The financial statements comply with the Charities Act 2011, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

Chairs report

Welcome to the 2015/2016 Search Annual Accounts.

2015/2016 is the 36th year of Search in the west of Newcastle upon Tyne.

Over this time Search has remained reflective of its local community but has of course grown, adapted and modernised.

Over the past year Search has strengthened its organisational infrastructure investing in:

- new technology to improve communication with our customers and partners
- a larger staff team and more support to volunteers, and
- pension offers for all employees.

Most importantly we have also secured a number of new funding opportunities, enabling us to offer new services to increasing numbers of older people and volunteers in the city.

We've complimented this by continuing to innovate and improve and have:

- again successfully received external accreditation for our advice and information services, and
- established even more robust information and monitoring systems to evidence the impact our services have on the lives of older people in Newcastle.

I'm excited about the year ahead. We want to embed and consolidate the new projects set up in 2015/2016 as well as continue to look for new opportunities.

Wendy Dale

Chair of Board of Trustees

Search

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Structure, governance and management

Governing documents

Registered as a charitable incorporated organisation 12 January 2015, number 1159907, with a constitution agreed on 2 December 2014. Linked to Search – Rights for the elderly charity number 507949.

Appointment of Trustees

Trustees are appointed and can serve more than one term. Interested possible new trustees are encouraged to attend trustee meetings before applying for any vacant positions.

Organisation

The Trustees meet each month and deal with the administration of the charity encompassing the strategic vision, financial accountability and risk management.

The operational management of the organisation is undertaken by the paid staff team.

Risk management

The Trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Our Purposes and Activities

- To promote the health and welfare of older people
- To provide welfare benefits advice, and information, for those of pensionable age and their carers.
- To organise and support community activities for older people, designed to promote health and wellbeing and combat social isolation
- To create volunteering opportunities to enable local people to lead and deliver the activities of the organisation
- To work with older people, in their communities, to encourage their involvement and promote their influence in local decision making

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Achievements and Performance

This year we have:

- Handled 2,984 enquiries for advice and information
- Financial benefit achieved for older people of £750,920.23
- Enabled 413 older people to attend activity sessions and events
- Worked with 28 volunteers, who donated 5,824 hours of their time

During the last financial year SEARCH was successful in winning funding from several different sources and has gone through a number of new developments following this. In April 2015 we were awarded a contract for our first successful tender for Chain Reaction, a newly commissioned service by Newcastle City Council.

The primary aim of Chain Reaction is to reduce the risk of social isolation for older people. SEARCH are working in partnership with two other charities, Mental Health Concern and KeyRing, to deliver the service across Newcastle. We have appointed 3 Chain Reaction Pioneers and 5 Chain Reaction Connectors to provide this valuable service.

We have also been able to appoint a second advice and information worker and a volunteer coordinator, to enhance the services we already provide. Our aim is to expand our work from the inner west of Newcastle to cover other outlying areas in the west of the borough.

During 2015/16 we have also invested in our infrastructure, updating and refreshing SEARCH's logo, publicity material and communications tools, which included launching a new website.

Financial review

SEARCH – Services for Older People CIO is primarily funded by a grant from the Big Lottery and contracts with Newcastle City Council and Newcastle Clinical Commissioning Groups. The total income for the year was £278,295. This income is allocated across respective funds on the Statement of Financial Activities in accordance with the Statement of Recommended Practice (SORP) 2015.

The Statement of Financial Activities for the year ended 31 March 2016, shows a surplus across all funds of £48,010.

The Balance Sheet at 31 March 2016 shows total funds carried forward of £77,989 of which there are £18,025 restricted funds.

Reserves policy

SEARCH – Services for Older People CIO has maintained a level of free reserves currently £59,965 to meet the working capital requirements of the charity in the event of a significant drop in funding. It has established a policy whereby the unrestricted

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funds not invested in fixed assets held by the charity should be between 3 and 6 months of annual expenditure. At 31 March 2016 reserves represent 3 months of running costs, the trustees are aware that the current level of reserves is at the lower end of this target, and will be building up reserves with planned operating surpluses.

Plans for future periods

The Trustees have continued to regularly review and update their governance arrangements in light of new legislation and the growth in staff numbers.

We are in the process of refreshing the organisations strategic aims and developing a business plan to consolidate our current position, whilst also exploring new opportunities. We will continue to develop the organisation in line with our community development approach and by working in close partnership with other local community and voluntary organisations.

The organisation is in a good position to continue its development and is well placed to make the most of the opportunities available to support working with older people, promoting their health, wealth and happiness by providing supportive opportunities to remain active and independent.

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Reference and administrative details of the charity, its trustees and advisors

Charity Name	SEARCH – Services for Older People CIO	
Registered Charity Number	1159907	
Operational address	74 Adelaide Terrace Benwell Newcastle upon Tyne NE4 9JN	
Trustees	Mrs Wendy Dale Mrs Ruth Taylor Mrs Linda Woodcock Ms Ann Honey Kasia Kurowska Haley Hudson Meg Woolam	Chair Vice Chair Treasurer Appointed 31/03/16
Chief Officer	Johanne Mears	
Solicitors	Stephen S Marshal ST James Court Larges Street Derby DE1 1BE	
Independent Examiner	Jim Dodds Ellison Services Higham House Higham, Place Newcastle upon Tyne NE1 8AF	
Bankers	Unity Trust Bank PLC Nine Brindleyplace Birmingham B1 2HB	

Statement of Trustee Responsibilities

The charity trustees are responsible for preparing a trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The charity trustees are required to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of

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incoming resources and application of resources. In preparing financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 28/07/16 and signed on their behalf by:

Wendy Dale

SEARCH - Services for Older People CIO

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the period 12 January 2015 to 31 March 2016

I report on the financial statements of Search - Services for Older People CIO for the period 12 January 2015 to 31 March 2016, which are set out on pages 8 to 17

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning 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 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Jim Dodds FCIE
Ellison Services Limited
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF
Date: 03/08/2016

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STATEMENT OF FINANCIAL ACTIVITIES

For the period 12 January 2015 to 31 March 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total 2016 £
Income from:				
Donations and legacies	4	1,541	27,033	28,574
Charitable activities				
Grants and contracts	5	143,076	100,648	243,724
Other trading activities	6	2,395	3,384	5,780
Investment income	7	217	-	217
Total incoming resources		147,229	131,066	278,295
Expenditure on:				
Charitable activities				
Operation of the charity	8	113,235	117,050	230,286
Total resources expended		113,235	117,050	230,286
Net incoming (outgoing) resources		33,994	14,016	48,010
Transfers between funds		9,687	(9,687)	-
Net movement in funds for the year		43,681	4,329	-
Reconciliation of funds				
Total funds brought forward				-
Exceptional item brought forward	3	16,284	13,696	29,980
Total funds carried forward		59,965	18,025	77,989

The notes on pages 10 to 17 form an integral part of these accounts.

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BALANCE SHEET

As at 31 March 2016

	Note	£	Total 2016 £
Fixed assets			
Tangible assets	14		1,067
Total fixed assets			1,067
Current assets			
Debtors and prepayments	15	10,849	
Cash at bank and in hand		113,005	
Total current assets		123,854	
Liabilities			
Creditors: amounts falling due within one year	16	(46,932)	
Net current assets			76,922
Total assets less current liabilities			77,989
Net assets			77,989
Funds of the charity			
Unrestricted income funds			59,965
Restricted income funds			18,025
Funds of the charity			77,989

The notes on pages 10 to 17 form an integral part of these accounts.

These financial statements were approved by the Board on:

28/07/16

and are signed on its behalf by:

Wendy Dale
Chair

SEARCH - Services for Older People CIO

NOTES TO THE FINANCIAL STATEMENTS

For the period 12 January 2015 to 31 March 2016

Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1 Basis of preparation

- (a) The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).
- (b) Search - Services for Older People meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

2 Reconciliation with previous Generally Accepted Accounting Practice

- (a) In preparing the accounts, the trustees have considered whether in applying the accounting policies required by the Charities SORP FRS 102 the restatement of comparative items was required.
- (b) At the date of transition no restatements were required.

3 Preparation of the accounts on a going concern basis

- (a) The charity reported an unrestricted surplus for the year of £43,681 and have already secured a significant amount of funding for the coming year. The trustees are of the view that the immediate future of the charity for the next 12 to 18 months is secure and that on this basis the charity is a going concern.

4 Income

- (a) These are included in the Statement of Financial Activities (SOFA) when: the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and monetary value can be measured with sufficient reliability.
- (b) Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

5 Interest receivable

- (a) Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

6 Fund accounting

- (a) Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

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NOTES TO THE FINANCIAL STATEMENTS

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7 Expenditure and irrecoverable VAT

(a) Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the direct cost of work with service users and other activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading

(b) Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

8 Allocation of support costs

(a) Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charities work and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities.

9 Tangible fixed assets

(a) Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Fixtures and fittings	-25%	straight line
Computer equipment	-33%	straight line
Additions to leasehold property	-10%	straight line

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NOTES TO THE FINANCIAL STATEMENTS

For the period 12 January 2015 to 31 March 2016

Exceptional Item

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
3 Transfer	16,284	13,696	29,980
	16,284	13,696	29,980

As at 1 April 2015 part of the assets of Search - Rights for the Elderly (charity number 1159907-1) were transferred to Search - Services for Older People CIO

Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2016 £
4 Income from donations and legacies			
Donations	416	-	416
Grants, general			
Imagine Project	1,125	-	1,125
Elswick Community First	-	950	950
Sir James Knott Trust	-	3,000	3,000
Comic Relief	-	1,800	1,800
Ballinger Charitable Trust	-	14,583	14,583
Other	-	6,700	6,700
	1,541	27,033	28,574
5 Income from charitable activities			
Grants			
Big Lottery - community activities and advice and information.	-	77,559	77,559
Newcastle City Council	26,260	-	26,260
Kellett Fund at the Community Foundation serving Tyne and Wear and Northumberland	-	13,489	13,489
Contracts			
Newcastle Gateshead CCG Innovation	49,874	3,600	53,474
Chain Reaction	66,942	6,000	72,942
	143,076	100,648	243,724
6 Income from other trading activities			
Contributions from participants	60	3,384	3,444
Fundraising	297	-	297
Sundry income	2,038	-	2,038
	2,395	3,384	5,780

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NOTES TO THE FINANCIAL STATEMENTS

For the period 12 January 2015 to 31 March 2016

	Unrestricted Funds £	Restricted Funds £	Total 2016 £
7 Investment income			
Bank interest	217	-	217
	<u>217</u>	<u>-</u>	<u>217</u>

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2016 £
8 Operation of the charity			
<u>Direct costs</u>			
Staff costs	92,698	85,054	177,752
Project costs	2,217	14,746	16,963
Grant giving	-	1,513	1,513
	<u>94,915</u>	<u>101,313</u>	<u>196,229</u>
<u>Support costs</u>			
Administration	6,810	8,015	14,824
Premises	8,711	7,722	16,433
Depreciation	1,067	-	1,067
	<u>16,588</u>	<u>15,737</u>	<u>32,324</u>
<u>Governance costs</u>			
Independent examiner's fee	1,260	-	1,260
Annual report and AGM	472	-	472
	<u>1,732</u>	<u>-</u>	<u>1,732</u>
Total operation of the charity	<u><u>113,235</u></u>	<u><u>117,050</u></u>	<u><u>230,286</u></u>

Expenditure on charitable activities was £230,286 of which £113,235 was unrestricted or designated and £117,050 was restricted

9 Net income/(expenditure) for the year

This is stated after charging :	2016 £
Depreciation	1,067
Staff pension contribution	22,266
Independent examiner's fees for reporting on the accounts	1,260
Other accountancy fees paid to the examiner	3,912
	<u>28,505</u>

SEARCH - Services for Older People CIO

NOTES TO THE FINANCIAL STATEMENTS

For the period 12 January 2015 to 31 March 2016

10 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

This is stated after charging :	2016 £
Gross wages, salaries and benefits in kind	145,262
Employer's National Insurance costs	10,224
Employer's pension costs	22,266
Locum costs	1,452
Other staff costs	1,672
	<u>180,877</u>

No employee received remuneration above £60,000

The charity trustees were not paid any other benefits from employment with the charity in the year. No charity trustee received payment for professional or other services supplied to the charity.

During the year £nil expenses were reimbursed to the trustees

The key management personnel of the charity, comprise the trustees and the Chief Executive Officer. The total employee benefits of the key management personnel of the charity were £32,027

11 Staff Numbers

The average monthly head count was 9 staff and the average monthly number of full-time equivalent employees during the year were as follows:

	2016 Number
The parts of the charity in which the employee's work	
Charitable activities	9.0
	<u>9.0</u>

12 Pension commitments

Tyne & Wear Pension Fund - Defined Benefit

Search - Services for Older People CIO participated in the Tyne and Wear pension fund. This is a multi-employer defined benefit scheme.

Pension contributions payable by the charity for the year 31 March 16 amount to £16,967 (2015 - £16,520). There was -£1,574 outstanding as at 31 March 2016 (2015 - £1,541).

The pension scheme is held by the linked charity 1159907-1 Search - Rights for the Elderly. A subsumption agreement has now been signed with Newcastle City Council, so when the last remaining active member of the Tyne and Wear Pension Fund retires next year, they will subsume the pension liabilities of Search - Rights for the Elderly, which will reduce the pension deficit to approximately £70,000, which Search - Rights for the Elderly will repay to Newcastle City Council over an agreed period of time.

Other pensions - Defined Contribution

Pension contributions payable by the charity for the year 31 March 16 amount to £5,255. There was -£1,858 outstanding as at 31 March 2016.

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NOTES TO THE FINANCIAL STATEMENTS

For the period 12 January 2015 to 31 March 2016

	Leasehold property improvmt £	Total £
14 Tangible fixed assets		
Cost		
Balance brought forward	-	-
Transfer from unincorporated entity	38,614	38,614
Additions	-	-
Disposals	-	-
Balance carried forward	38,614	38,614
Depreciation		
Balance brought forward	-	-
Transfer from unincorporated entity	36,479	36,479
Depreciation charge for year	1,067	1,067
Disposals	-	-
Balance carried forward	37,546	37,546
Net book value		
Brought forward	-	-
Carried forward	1,067	1,067
15 Debtors and prepayments (receivable within 1 year)	2016 £	
Debtors	1,433	
Other debtors	7,867	
Prepayments and accrued income	1,549	
	10,849	
16 Creditors and accruals (payable within 1 year)	2016 £	
Trade creditors	2,022	
Pension (March 2016)	3,052	
Accruals		
Independent examination of accounts	1,260	
Other accruals	112	
Deferred income		
Ballinger Charitable Trust	20,417	
Kellett Fund at the Community Foundation	13,489	
Newcastle Gateshead CCG Innovation	4,000	
Ward grant	2,580	
	46,932	

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NOTES TO THE FINANCIAL STATEMENTS

For the period 12 January 2015 to 31 March 2016

17 Deferred income

Deferred income comprises of advance payments from grants which relate to periods after the accounting year end and

	2016
	£
Balance brought forward	-
Amount released to income earned from charitable activities	-
Amount deferred in year	40,486
Balance carried forward	<u>40,486</u>

18 Movements of major funds

	Transfer unincorporated entity £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted fund					
General funds	16,284	147,229	(113,235)	9,687	59,965
Totals	<u>16,284</u>	<u>147,229</u>	<u>(113,235)</u>	<u>9,687</u>	<u>59,965</u>

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' to be used by the charity at the trustees discretion

	Transfer unincorporated entity £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted fund					
Dulverton Trust	3,301	-	-	(3,301)	-
Community Foundation	6,386	-	-	(6,386)	-
Community Foundation - Women's Fund	1,935	-	-	-	1,935
Big Lottery - community activities and advice and info.	2,074	77,559	(76,425)	-	3,208
Kellett Fund at the Community Foundation serving Tyne and Wear and Northumberland	-	13,489	(10,397)	-	3,092
Ballinger Charitable Trust	-	18,183	(15,079)	-	3,104
Other small restricted funds	-	21,834	(15,149)	-	6,685
Totals	<u>13,696</u>	<u>131,066</u>	<u>(117,050)</u>	<u>(9,687)</u>	<u>18,024</u>

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For the period 12 January 2015 to 31 March 2016

Purpose of restricted funds

Dulverton Trust	Towards the volunteer co-ordinator for support and activities for older people
Community Foundation	Learning and social activities for older people
Community Foundation - Women's Fund	Funding to support the Asian women's well-being group
Big Lottery - community activities and advice and info.	Funding for advice and information work and health work
Kellett Fund at the Community Foundation Serving Tyne and Wear and Northumberland	Funding for a volunteer co-ordinator and associated volunteer expenses
Ballinger Charitable Trust	Funding for a part time advice and information worker

19 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2016 £
Fixed assets	1,067	-	1,067
Current assets	65,344	58,510	123,854
Creditors: amounts falling due within one year	(6,446)	(40,486)	(46,932)
	<u>59,965</u>	<u>18,024</u>	<u>77,989</u>

20 Guarantee

There have been no guarantees given by Search - Services for Older People CIO at 31 March 2016

21 Debt

There is no debt outstanding which is owed by Search - Services for Older People CIO and which is secured by an excess charge on any of the assets of Search - Services for Older People CIO at 31 March 2016

22 Governing Document

The organisation is a Charitable Incorporated Organisation - Foundation registered on 12 January 2015 as a body corporate under part 11 of the Charities Act 2011.