

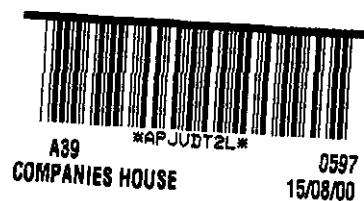
Counsel and Care for the Elderly

(a company limited by guarantee)

Accounts 31 December 1999
together with Council's and Auditors' reports

Company number: 645708

Registered Charity number: 203429



Counsel and Care for the Elderly

Report of the Council

For the year ended 31 December 1999

Financial Statements

The Council presents its report and financial statements for the year ended 31 December 1999.

Responsibilities of Council Members

Company law requires the Council Members, as trustees and directors, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and the results for that period. In preparing those financial statements, the Council Members are required to:

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

The Council Members are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

Objective and principal activities

The objective of the charity is to make available advice and practical help to older people, their carers and relatives. Its principal activities are the provision of an advice service and financial help for older people in care and at home, and the accessing of financial resources from other agencies. The charity also publishes reports, articles and leaflets, disseminates information, advises others who work with older people and promotes high standards of care and positive images of ageing.

A review of the work of the charity is contained in the *Annual Report and Review for 1999/00*.

Financial results

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting by Charities. During the year the resources held on Unrestricted Funds reduced by £8,143.

Legacies receivable during the year amounted to £100,945 compared with £218,106 in 1998.

At 31 December 1999, unrestricted reserves amounted to £232,548 and, in addition, the charity held funds of £123,564 provided by other organisations and agencies to be spent as determined by those organisations and agencies.

The Treasurer's Report in the *Annual Report and Review* expands on the financial results for the year.

Counsel and Care for the Elderly

Report of the Council (continued)

Council Members

The Members of the Council during the year, who are directors as defined by the Companies Act 1985, were as follows:

Miss Davina Hodson	Chairman
Mr Oliver Rowell	Deputy Chairman
Mr Derrick Mead LVO	Treasurer

Mrs Valerie Barrow	Mr Wally Harbert OBE
Mr Anthony Douglas	Miss Pamela Hibbs CBE
Mr Brian Dowling	Mrs Sylvia Quayle
Mr Peter Ferrari	Mr Sushil Radia (appointed 9 June 1999)
Mrs Francoise Findlay	Mrs Marjorie Saywood
Mrs Joceline Graham	Mr John Skinner
Mrs Diana Grassie (resigned 8 March 2000)	Dr Stephen Webster
Dr Monica Greenwood	

Reserves policy

It is the view of the Council that we should endeavour to maintain a balance on unrestricted funds equivalent to six months expenditure. Such reserves at 31 December 1999 were below that level and Council has taken measures to focus on our fundraising efforts more effectively. The aim is to improve funding so that the stated policy is achieved.

Year 2000

The new computer system purchased at the beginning of 1999 is "Year 2000 compliant" and no operational problems were encountered as a result of the change of date. Also no failures occurred in other equipment over the New Year period.

General Manager/Chief Executive

Jef Smith retired as General Manager on 31 August 1999 after nearly ten years in that post. He remained with the organisation as Fundraising Manager until 31 January 2000 when he became an independent consultant. Council is pleased to place on record its appreciation of his work in developing the charity over his period as General Manager and wishes him and his wife a long and happy future.

Council appointed Martin L. Green to the new post of Chief Executive and he took up that position on 1 September 1999. Council look forward to working closely with him to continue the enhancement of our services to older people.

Counsel and Care for the Elderly

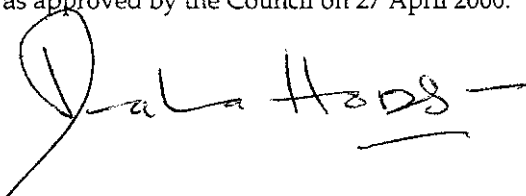
Report of the Council (continued)

Auditors

Binder Hamlyn has resigned as the auditors of the Company. In accordance with Section 385 of the Companies Act 1985, a resolution proposing that Hays Allan be appointed as auditors of the company will be put to the Annual General Meeting.

This report was approved by the Council on 27 April 2000.

D Hodson
Chairman

A handwritten signature in black ink, appearing to read 'D. Hodson', with a horizontal line extending from the end of the signature.

Twyman House
16 Bonny Street
London NW1 9PG

BINDER HAMLYN

Andersen Worldwide

20 Old Bailey
London EC4M 7BH

Auditors' report

To the members of Counsel and Care for the Elderly

We have audited the financial statements on pages 5 to 14 which have been prepared under the historical cost convention and the accounting policies set out on pages 7 and 8.

Respective responsibilities of Council Members and Auditors

As described on page 1 the Council Members are responsible for the preparation of the accounts in accordance with applicable United Kingdom law and accounting standards. Our responsibilities, as independent auditors, are established in the United Kingdom by statute, the Auditing Practices Board and by our profession's ethical guidance.

Basis of opinion

We conducted our audit in accordance with Auditing Standards 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 Council in the preparation of the financial statements and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

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 of the company's state of affairs at 31 December 1999 and of its results for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Binder Hamlyn

Binder Hamlyn

Chartered Accountants and Registered Auditors

20 Old Bailey
London
EC4M 7BH

27 April 2000

Counsel and Care for the Elderly

Statement of financial activities

Incorporating an income and expenditure account

For the year ended 31 December 1999

			Restricted funds			
	Notes	Unrestricted Funds £	Funded Projects £	Administered Grants £	1999 Total £	1998 Total £
Incoming resources						
Donations and grants						
- unrestricted		253,710	-	-	253,710	204,030
- restricted		-	343,381	55,462	398,843	316,307
Legacies		100,945	-	-	100,945	218,106
Income from other sources	3	121,483	-	-	121,483	130,316
Total incoming resources		476,138	343,381	55,462	874,981	868,759
Resources used						
Direct Charitable Expenditure						
Services to older people						
- Staff salaries and pensions	4	140,353	240,825	-	381,178	376,077
- Support costs	5	87,261	60,066	-	147,327	144,674
Grants and fees						
- Administered Grants	6	-	-	62,397	62,397	58,365
		227,614	300,891	62,397	590,902	579,116
Other Expenditure						
Fund raising						
- Staff salaries and pensions	4	99,253	-	-	99,253	88,217
- Support costs	5	21,163	-	-	21,163	21,104
- Publicity and other costs		38,310	225	-	38,535	23,453
Administration and finance						
- Staff salaries and pensions	4	41,165	-	-	41,165	39,499
- Other overheads	5	22,083	-	-	22,083	17,467
Central expenses	7	34,693	8,787	-	43,480	44,930
		256,667	9,012	-	265,679	234,670
Total resources used		484,281	309,903	62,397	856,581	813,786
Net incoming/(outgoing) resources for the year before transfers						
		(8,143)	33,478	(6,935)	18,400	54,973
Transfer between funds	12	(5,923)	-	5,923	-	-
Net incoming/(outgoing) resources for the year		(14,066)	33,478	(1,012)	18,400	54,973
Funds at 1 January 1999		246,614	51,840	39,258	337,712	282,739
Funds at 31 December 1999		232,548	85,318	38,246	356,112	337,712

All operations of the company continued throughout both periods and no operations were acquired or discontinued.

The company has no other recognised gains and losses other than those stated above. The surplus for the year for Companies Act 1985 purposes is £18,400 (1998: £54,973). The accompanying notes are an integral part of the accounts.

Counsel and Care for the Elderly

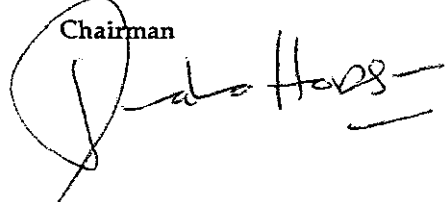
Balance sheet

31 December 1999

		Unrestricted	Restricted funds		1999	1998
	Notes	Funds	Funded	Administered	Total	Total
		£	Projects	Grants	£	£
			£	£		
Fixed assets						
Tangible assets	8	20,962	26,172	-	47,134	17,343
Current assets						
Stock		16,474	-	-	16,474	25,256
Debtors	9	98,031	4,165	-	102,196	145,294
Cash at bank and in hand		163,553	54,981	41,073	259,607	217,905
		278,058	59,146	41,073	378,277	388,455
Creditors: amounts falling due within one year	10	(52,472)	-	(2,827)	(55,299)	(54,086)
Net current assets		225,586	59,146	38,246	322,978	334,369
Total assets less current liabilities		246,548	85,318	38,246	370,112	351,712
Creditors: amounts falling due after one year	11	(14,000)	-	-	(14,000)	(14,000)
Net assets		232,548	85,318	38,246	356,112	337,712
Funds employed		232,548	85,318	38,246	356,112	337,712

The financial statements on pages 5 to 14 were approved by the Council on 27 April 2000.

D Hodson
Chairman



D F Mead
Treasurer



Counsel and Care for the Elderly

Notes to the financial statements

1 Company status

Counsel and Care, whose full title is Counsel and Care for the Elderly, is a registered charity and a company limited by guarantee and does not have a share capital. It is licensed by the Secretary of State for the Department of Trade and Industry to omit the word "limited".

2 Accounting policies

a) Basis of preparation

The financial statements are prepared under the historical cost convention.

The financial statements, incorporating a Statement of Financial Activities, have been prepared in accordance with the Statement of Recommended Practice: Accounting by Charities and applicable accounting standards.

b) Fund accounting

General unrestricted funds comprise accumulated surpluses and deficits on general funds and the cumulative realised and unrealised gains and losses on investments. They are available for use at the discretion of the Council in furtherance of the general charitable objectives of Counsel and Care.

Designated funds are amounts which have been set aside at the discretion of the Council. There are at present no designated funds.

Restricted funds are funds subject to specific conditions imposed by the donors.

c) Funded Projects and Administered Grants

The company carries out projects specifically funded by other organisations and administers funds on behalf of other charities and trusts. The sums received are treated as restricted funds and are credited to the Statement of Financial Activities upon receipt. Interest earned on unexpended funds is treated as a contribution towards core activities.

d) Incoming resources

Incoming resources from donations and grants are treated as income when the funds are received, unless the existence of a legal binding commitment warrants the receivable basis being applied.

Legacies are treated as receivable when notification of the bequest has been received and there is certainty of the receipt and the amount is quantifiable. Income from legacies includes, where applicable, income earned during the period of administration of the testator's estate.

Other income is generally included on a receivable basis.

e) Resources used

Expenditure other than central expenses is divided between services to older people, fundraising and administration and finance. This is allocated on an actual basis or, where this is not possible, on an estimated usage basis.

Expenditure is stated net of any VAT that is recoverable.

f) Pension and Life Assurance costs

The charge to the Statement of Financial Activities represents contributions payable to personal pension schemes, together with premiums on a death in service policy.

2 Accounting policies (continued)

g) Depreciation

Tangible fixed assets are stated at cost net of depreciation and any provision for impairment. Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a basis over its useful life, as follows:

Leasehold improvements	- 10%
Furniture and fittings	- 20%
Computers and office equipment	- 25%

h) Stocks

Stocks of publications are stated at the lower of cost and net realisable value.

i) Cash flow statement

A cash flow statement has not been prepared as the company has taken advantage of the small companies' exemption afforded by Financial Reporting Standard No.1 (revised).

3 Income from other sources

	1999 £	1998 £
Interest on deposits	11,422	12,475
Publications	39,554	39,433
Fees for conferences and training	53,227	63,880
Special fundraising events	13,328	9,528
Other income	3,952	5,000
	<u>121,483</u>	<u>130,316</u>

4 Employment costs

	1999 Number	1998 Number
The average number of employees during the year was as follows:		
Providing services to older people	15	15
Fundraising	2	2
Administration and finance	5	5
	<u>22</u>	<u>22</u>

Counsel and Care for the Elderly

Notes to the financial statements (continued)

4 Employment costs (continued)

Employee costs during the year were:

	£	£
Salaries	462,438	436,143
Social security costs	39,516	42,582
Pension and life assurance costs	19,642	25,068
	<u>521,596</u>	<u>503,793</u>

When appropriate, employee costs of the administration and finance department have been allocated to providing services to older people and fundraising. Total employee costs have been allocated in the Statement of Financial Activities as follows:

	1999 £	1998 £
Providing services to older people	381,178	376,077
Fundraising	99,253	88,217
Administration and finance	41,165	39,499
	<u>521,596</u>	<u>503,793</u>

The earnings of only one employee exceeded £40,000 and fell within the £40,000 - £50,000 band. The Council Members neither received nor waived any emoluments during this year or the prior year. The Council Members did not receive any reimbursed expenses.

5 Overhead expenditure

	1999 £	1998 £
Expenditure on overheads is made up as follows:		
Rent, rates and maintenance of premises	61,154	65,288
Light and heat	2,678	2,765
Consultancy fee	-	1,462
Printing and stationery	45,657	38,351
Telephone and postage	21,713	23,635
Maintenance of computer and office equipment	16,031	11,948
Travelling expenses	11,361	10,938
Staff recruitment and development	24,151	14,442
Other expenditure on funded projects and income generation	7,828	14,416
	<u>190,573</u>	<u>183,245</u>

Counsel and Care for the Elderly

Notes to the financial statements (continued)

5 Overhead expenditure (continued)

This expenditure has been allocated as set out in note 2(e) as follows:

	1999 £	1998 £
Services to older people - support costs	147,327	144,674
Fundraising - support costs	21,163	21,104
Administration and finance	22,083	17,467
	<u>190,573</u>	<u>183,245</u>

6 Grants and fees

	1999 £	1998 £
Administered Grants:		
Nursing home fees	12,735	20,282
Single need payments	24,719	23,571
Annuities	24,943	14,512
	<u>62,397</u>	<u>58,365</u>

7 Central expenses

	1999 £	1998 £
Depreciation	13,751	11,181
Assets no longer in use less proceeds of disposal	1,705	-
Professional fees	3,792	11,738
Auditors' remuneration		
- audit fees	9,645	8,911
- non audit fees	1,410	2,381
Sundries	13,177	10,719
	<u>43,480</u>	<u>44,930</u>

Counsel and Care for the Elderly

Notes to the financial statements (continued)

8 Tangible fixed assets

	Leasehold improvements £	Furniture and fittings £	Computers and office equipment £	Total £
Cost				
1 January 1999	42,173	11,105	99,859	153,137
Additions	-	4,649	41,037	45,686
Assets no longer in use	-	-	(73,716)	(73,716)
31 December 1999	42,173	15,754	67,180	125,107
Accumulated depreciation				
1 January 1999	35,714	10,530	89,550	135,794
Charge for the year	907	471	12,373	13,751
Assets no longer in use	-	-	(71,572)	(71,572)
31 December 1999	36,621	11,001	30,351	77,973
Net book value				
31 December 1999	5,552	4,753	36,829	47,134
31 December 1998	6,459	575	10,309	17,343

Certain leasehold improvements and some computer equipment have been financed by outside funders as individual projects. The net book value of these assets at 31 December 1999 amounted to £26,172 (1998: £4,959) and has been included within restricted funds in the balance sheet.

9 Debtors

	1999 £	1998 £
Income tax recoverable	2,965	5,126
Other debtors	26,709	19,776
Prepayments and accrued income	17,536	17,282
Legacies receivable	54,986	103,110
	102,196	145,294

10 Creditors: amounts falling due within one year

	1999 £	1998 £
Social security and other taxes	12,257	12,834
Accruals	43,042	41,252
	55,299	54,086

Counsel and Care for the Elderly

Notes to the financial statements (continued)

11 Creditors: amounts falling due after one year

	1999 £	1998 £
Loan	<u>14,000</u>	<u>14,000</u>

The loan is from The Housing Associations Charitable Trust. It is repayable in 5 equal annual instalments with the first repayment due on 1 May 2002.

of which amounts payable:

	£	£
Between one and two years	-	-
Between two and five years	8,400	5,600
After 5 years	<u>5,600</u>	<u>8,400</u>
	<u>14,000</u>	<u>14,000</u>

12 Restricted funds

	Balance 1 January 1999 £	Transfer 1999 £	Income 1999 £	Total Grant £	Expenditure 1999 £	Balance 31 December 1999 £
Funded projects						
Capital projects	2,487	-	30,000	32,487	7,832	24,655
Ethnic Minorities	6,248	-	-	6,248	6,248	-
Advice Services	29,368	-	183,340	212,708	163,581	49,127
Care in Homes	4,707	-	98,346	103,053	99,907	3,146
Graham Lecture	-	-	3,500	3,500	3,500	-
Projects in Scotland	-	-	14,945	14,945	14,945	-
Factsheet/Newsletter	-	-	7,000	7,000	2,247	4,753
Ageing and Technology	1,530	-	-	1,530	1,241	289
Community Care and Housing	<u>7,500</u>	-	<u>6,250</u>	<u>13,750</u>	<u>10,402</u>	<u>3,348</u>
	51,840	-	343,381	395,221	309,903	85,318
Administered grants	<u>39,258</u>	<u>5,923</u>	<u>55,462</u>	<u>100,643</u>	<u>62,397</u>	<u>38,246</u>
	<u>91,098</u>	<u>5,923</u>	<u>398,843</u>	<u>495,864</u>	<u>372,300</u>	<u>123,564</u>

The transfer arises from a reconciliation of total resources held at the beginning of the year for the administration of grants on behalf of other charities and trusts with the balances held on individual funds.

Counsel and Care for the Elderly

Notes to the financial statements (continued)

12 Restricted funds (continued)

Capital projects:	Funds obtained to purchase computers and put in a disabled toilet and pay for the respective depreciation.
Ethnic Minorities:	Funding from Marks and Spencer to pay for part time post linking with community organisations.
Advice Services:	Funding from Bridge House Estates Trust, National Lottery Charities Board, and London Borough Grants to contribute to salaries and running costs of the advice service.
Care in Homes:	Funding from the Department of Health to meet the cost of research and dissemination of good practice in care throughout England, and from Metropolitan Hospital Sunday Fund for London.
Graham Lecture:	Funding from The Michael Peacock Charitable Foundation to meet the cost of mounting an annual lecture on an issue of wide concern.
Projects in Scotland:	Funding from the Scottish Office to meet the cost of training and dissemination of good practice.
Factsheet/Newsletter:	Funding from a variety of sources to contribute to the cost of writing, researching, producing and distributing information.
Ageing and Technology:	Funding from Help the Aged to meet the cost of establishing a forum for the development and exchange of good practice.
Community Care and Housing	Funding from the Nuffield Foundation for monitoring, evaluation and dissemination of projects run by older people, together with a grant from the National Lottery Charities Board for research and development associated with care and housing

13 Financial commitments

	1999 £	1998 £
Capital commitments		
Capital expenditure authorised but not committed	-	40,000
Operating leases		
Annual commitments under non-cancellable operating leases are as follows:		
Land and buildings		
Expiry date after five years	48,527	48,527

14 Consolidated accounts

CCE (Commercial) Limited has an issued share capital of two shares of £1 each, neither of which are owned by the charity, but a majority of its Directors are Council Members. The Company was incorporated in order that it may carry out trading activities for the benefit of the charity but it is currently dormant. Its assets and liabilities are immaterial in amount and accordingly the accounts have not been consolidated with those of the charity.

15 Acknowledgement of grants

The following are grants received during 1999 which the company wishes to record individually:

	£
National Lottery Charities Board	<u>63,840</u>

Department of Health

		£
Awarded under Section 64 of the Health Services and Public Health Act 1968	(1) Towards the cost of the advice service	<u>30,000</u>
	(2) Project grant towards the Quality of Care in Homes Programme	<u>98,346</u>

Disclosure of the following local authority grants is in accordance with Section 37 of the Local Government and Housing Act 1989:

		£
London Boroughs Grants	Applied as a contribution to the costs of providing the advice service to older people, their carers and relatives in Greater London	<u>20,000</u>
Scottish Office		
Awarded under Section 9 of the Social Work (Scotland) Act 1968	Applied for training projects in Scotland	<u>14,945</u>