

# Alzheimer's & Dementia SUPPORT SERVICES

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## TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013



# *Alzheimer's & Dementia*

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## SUPPORT SERVICES

**Registered Charity Number:** 1024385

### **Principal Office**

Basement Flat,  
Dene Holm House  
Dene Holm Road  
NORTHFLEET  
Kent  
DA11 8JY

### **Trustees who served during the year were:**

Tony Searles – **Chairman**  
Alan Spencer – **Treasurer**  
Justin Bateman  
Bob Gladwell  
Naresh Katnoria (resigned February 2013)  
Alisoun Milne  
Lynfa Price  
Richard Graham  
Nadra Ahmed (appointed May 2013)

### **Chief Executive Officer**

Jackie Thompson (resigned September 2012)  
Liz Jewell (appointed December 2012)

### **Auditors**

Lindeyer Francis Ferguson.  
North House  
198 High Street  
TONBRIDGE  
Kent TN9 1BE

### **Bankers**

CAF Bank Ltd  
Kings Hill  
WEST MALLING  
Kent  
ME19 4JQ

### **Advisors**

Peninsula Employment Consultants

# Alzheimer's & Dementia SUPPORT SERVICES

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2013

### CHAIRMAN INTRODUCTION – Tony Searles



Alzheimer's & Dementia Support Services has been serving the community of Dartford, Gravesend and Swanley for 22<sup>1</sup> years offering a broad range of services for people living with Dementia and those who care for them. The services are varied and have been designed in consultation with those using them. Awareness of dementia has been greatly improved over the last few years and it is well understood that the numbers of people who will experience Dementia, either as the person with the diagnosis or as a care is set to rise. It is important that Alzheimer's and Support Services is allowed to play a key role in meeting these ever increasing needs.

We are proud of the reputation we have with those we work with and will continue to strive to maintain and improve upon that. We do want to make sure that everyone in our community is aware of the support they can access from ADSS and will be working hard to raise our profile going forward. Recognition needs to be given to our committed, experienced and well trained staff who work tirelessly to achieve the very best with the limited resources available to us.

We recognise that we are operating in an ever changing world and that we have to keep reinvent how we might deliver our high quality care for the those getting their diagnosis now and who may need and want different care from that of the past.

It has been an exciting time developing the Dementia Buddy programme, working in an acute hospital and making a real difference to the experiences of those people with dementia who are confused and distressed because they find themselves in a highly stressful environment. Our volunteers provide them with the time and a much needed helping hand that meets their social and well being needs. By working in a team the nurses are freed up to respond to the medical needs and know that the patients are being well cared for by the buddies.

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<sup>1</sup> The Charity started in 1991, however the first AGM took place in 1993

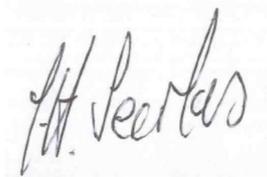
# Alzheimer's & Dementia

## SUPPORT SERVICES

The Intergenerational work has been a huge success, bringing young people together with those with dementia to work on a joint project. Everyone is a winner as strong relationships are formed, deeper understanding and awareness is created and a resource, the life story book, is a tool available for ongoing use.

We want to continue to innovate and lead the way in terms of best practice and exciting new ways of working. With your help and continued support we will be able to continue in this way. I want to thank our Funders, without who we could not deliver as many varied and positive activities.

I want to finish by thanking all those associated with ADSS and wish you the best for the future.

A handwritten signature in black ink, appearing to read "A. Seerds". The signature is written in a cursive style and is positioned on a light-colored rectangular background.

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## SUPPORT SERVICES

The Directors are pleased to present their report with financial statements of the charity for the year ending 31 March 2013.

The financial statements have been prepared in accordance with the accounting policies set out on page 20 and comply with the charity's constitution and applicable law.

### TRUSTEES

The trustees are listed at the front of the accounts. Trustees are nominated and proposed by members. Members at the Annual General Meeting vote them onto the Board. There is a robust induction for new Trustees. The Chief Executive Officer carries this out. Training for Trustees is identified at annual 'away days' and in a Trustee Skills Audit.

### STAFF 2012/13

Caroline Abraham	Karen German	Lorraine Morriss
Caroline Adams	Frances Goodman	Ross Mullis
Ann Aldous Dunn	Janet Green	Kathy Murrell
Kim Anderson	Alison Hamilton	Karen Payne
Ranjit Bains	Pat Hammond	Lynda Petley
Elizabeth Bhutani	Sue Harman	Angela Prince
Sherrie Boyd	Sally Hicks	Nicola Russell
Denise Burbridge	Rajinder Hosanee	Susan Savage
Jackie Bushell	Shaun Hutchinson	Viniti Seabrooke
Chipo Chemusora	Liz Jewell	Elaine Sterry
Janet Denny	Glynis Johnson	Linda Shearn (02.01.12)
Alison De-Ritter	Jola Kane	Rock Sturt
Anne Dewar	Rupinder Kaur	Rebecca Stringer
Josie Elliott	Angela Knight	Rachel Swain
Adesola Fairmade	Brenda Langford	Jackie Thompson (30.11.12)
Angela Farrell	Karris Levett	Rosemary Tunbridge
Theresa Farrell	Tracey Levett	Kay Walsh
Wendy Forster	Lynne Lidstone	Judith West
Cheryl Frame	Jill Lucas	Jenny Wheeler
Pat Frost	Sukdeep Mahli	Eve Wilkinson
Gill Franklin	Steph McMillan	Svajune Zopelyte
Pat Frost	Jackie Millington	

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## SUPPORT SERVICES

### **VOLUNTEERS 2012/13**

Sheila Aitken	Lindsay Garrett	Ruth Payne
Margaret Aubrey	Pauline Glanfield	Lynden Pickles
Wendy Bateman	Alan Hilton	Paramjit Kaur Rana
Gordon Baylis	June Humphrey	Verena Rhodes
Vera Baylis	Audrey Jeeves	Glenda Roberts
Joy Blunderfield	Steve Johnson	Lilian Savin
Lorraine Brown	Tajinder Kaur	Lisa Savin
Margaret Burton	Danny Kelly	Yohini Shanthakumaran
Sophia Channa	Kevin Kennelly	Jeannie Steele
Anne Child	Margaret Kirby	Margaret Stephens
Karen Clare	Sunny Knowles	Maninder Tagore
Pat Clarke	Mildred Lawson	Paul Thompson
David Clear	William Kollo Lobe	Rosemary Tunbridge
June Coyle	Mollie Luckhurst (mat leave)	Jean Ventham
Sapna Dabas	Arjinder Mahal	Ana Paula Vieira Lopes
Stan Day	Sukhdeep Kaur Mahli	Audrey Wadsworth
John Dickson	Amandeep Mann	Angela Warren
Linda Flatt	Jackie Millington	Bill Warne
Angela Ford	Linda Nice	Joy Wootten
Kathrine Forsdyke	Sheila Partridge	Kam Lin Yau

### **INVESTMENT POWERS**

The constitution authorises the trustees to apply the assets and property of the charity solely towards the promotion and purpose of Alzheimer's & Dementia Support Services (ADSS) as laid down in the constitution.

### **CONSTITUTION, OBJECTS AND POLICIES**

The organisation is governed by a constitution, which was adopted on the 18 August 1992 and amended 12 July 1993. The Charity Commission approved a scheme dated 15 January 2004. This permits the trustees to provide indemnity insurance out of the charity funds. Its objects are to give continued practical and emotional support to people with Alzheimer's disease or other dementia, their carers', other relatives and supporters, and to deliver such support in a respectful way which recognises individuality and safeguards dignity. The policy of the charity continues to be to work continuously with others for the improvement and expansion of services to meet the needs of people with dementia and their carers, and to promote awareness of the effects of dementia on the individual and their carers.

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### **PUBLIC BENEFIT**

The Trustees have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charity's objectives and planning future activities.

### **ACTIVITIES AND ACHIEVEMENTS**

During the period covered by this report 240 new referrals were received. 502 families received a service from ADSS and all services were fully utilised.

#### Black and Minority Ethnic Project (BME):

ADSS has always sought to serve all communities within Dartford, Swanley & Gravesend outreach work has been an important focus where 60 individuals and 57 groups/organisations, from the Gypsy, Sikh, Muslim, Buddhist, Afro-Caribbean, and Chinese communities have received information. Referrals have steadily increased reaching 23 over this period. For the work undertaken by ADSS, Rock Sturt was presented with a certificate from the Asian Retired People's Association for,

***'outstanding support and service to the Asian Retired People's Association 2012 Engage Plus Project to promote positive community relations and understanding in the borough of Gravesham.'***

#### Carers Learning Groups

This course is targeted at carers, family and friends to help raise awareness and develop a deeper understanding of dementia, its potential impact and how to manage living with the condition. There have been 4 Carers Learning Groups (CLGs), each a twelve hour course delivered over four weeks. 35 carers attended and reported a better understanding of the topics covered and that attending helped them in their caring role.



#### Carers Support Groups

There are three Carers Support groups running weekly at Meopham and Gravesend where 54 and 37 individuals respectively, have benefitted for attending. Swanley Support Groups meets every six weeks and 39 individuals have benefitted from attending.

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### Day Care

The Day Care provided care to 112 individuals, providing their carers with much needed respite. It is a service that runs five days a week from Tuesday to Saturday, 10:00am – 3pm. Those who attend have a two course hot meal and engage with friendly client centered staff who seek to encourage and stimulate those present to have fun and get the most out of their day.



### Dementia Buddy Scheme

This scheme started June 2012 and was developed as a three way partnership between KCC (funded the pilot), Darent Valley Hospital (provided a NHS context in which the scheme could operate) and ADSS (provider of the service). 20 Dementia Buddy Volunteers were trained and provided much needed social and cognitive stimulation for patients on the ward who were experiencing cognitive impairment and / or dementia. This pilot was considered a great success and additional funding was found to expand the scheme at Darent Valley Hospital as well as across all the acute Hospitals in Kent.

### Dementia Cafés

Dementia Cafe's are places where people can come to socialise and meet others living with dementia. The focus is to provide a safe context where people living with dementia can socialise, have fun and access information as they need it. During this period five Dementia Cafe's have been running; Istead Rise, Longfield, Swanley, Dartford & Gravesend. Swanley is well established with 35 regular attendees, the rest are relatively new and the numbers attending are steadily building.

### Early Intervention Project:

The aim of this project was to raise awareness of memory problems and dementia and to encourage individuals to go to their GP for help, where appropriate a diagnosis and access to support and services. Progress has been excellent and the project is due to meet all its objectives. 32 surgeries have taken part in the project so far and a total of 11,798 patients have mailed out to. Results have been received from 29 of the 32

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surgeries, 392 patients have had appointments with 31 being referred on to secondary health services.

### Intergenerational Project / PM Dementia Challenge:

Three Schools have been engaged in this project, aiming to raise awareness about dementia through lessons and assemblies. Northfleet School for Girls and St John's were selected for a pilot educational programme as part of the Prime Minister's Dementia Friendly Community Challenge. The aim is to help remove the stigma of dementia, providing children with confidence and insight into this issue, and provide interaction and enrichment between people with dementia and children/young people. Sixth Formers have been working with 7 our clients to produce Life Story Books for them, preserving their precious memories in photo and text format. These can be used as a tool by family members and staff to do valuable reminiscence work with the person with dementia. The Schools embraced this opportunity and extended the programme to involve Art, Drama and much more! In recognition of their hard work, Angela Rippon and other senior politicians visited North Fleet School for Girls to see the project and present the Life Story Books to the Clients.



### Kent Dementia 24 hour Helpline

The Kent Dementia 24 hour helpline was launched in November 2009 and is developing well. The helpline took 769 calls this year, an increase from the previous year's total of 585. During 9am - 5pm helpline staff assists callers with the questions and concerns and often undertake research to best meet callers needs. Between 5pm to 9pm an outstanding group of volunteers provide emotional support, listening to callers concerns and sign posting them if required. Between 9pm and 9am the helpline is supported by of Mental Health Matters (charity). During this reporting period a bus campaign was undertaken, where 363 single buses carried an advert in an effort to increase awareness of the number; 0800 500 3014.

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### Monday Club

The Monday Club for people in the early stages of dementia has proved to be very popular and provides an enjoyable, stimulating day for 16 clients. Activities are chosen by the members of the Monday Club and are facilitated by staff & volunteers. Activities include walking, visiting local places of interest, engaging with crafts and discussions on topical issues, etc.

### Peer Support

This is a support group for people recently diagnosed with dementia, concentrating on those at the very early stages of their dementia. They come together twice a month to share practical and emotional support. Two groups have run, one in Dartford and one in Gravesend. Getting the right people at the right stage onto this group has proved a challenge, however once established the group provides a wonderful space to enable people to come to terms with their diagnosis and begin to plan the support they might want to get in place.

### *Singing for the Brain®*

Singing for the Brain is designed for people with dementia and their carers, giving them a structured singing session to stimulate the brain and give carers and those they care for the opportunity to share an interesting activity that they can do and enjoy together. Singing is not only an enjoyable activity, it can also provide a way for people with dementia, along with their carers, to express themselves and socialise with others in a fun and supportive group. Hidden in the fun are activities which build on the well-known preserved memory for song and music in the brain. Even when many memories are hard to retrieve, music is especially easy to recall. During this reporting period 29 sessions have run where 43 people have participated.

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### Support at Home

The Support at Home Scheme provided a service to 51 people with over 3,348 hours of support given. The Support worker offers one-to-one support for the person with dementia who might need help and encouragement in activities of daily living. This service is available for a minimum of two hours with an allocated support worker who will remain with them to build a good relationship.

### Support at Home Plus

The Support at Home Plus service, our specialist domiciliary service, (registered with the Care Quality Commission in May 2011) offers personal care from a small team of experienced, trained staff. Each visit lasting for a minimum of one hour to allow for an unhurried, quality service that reflects the pace of the client. The Support at Home Plus Service provided a support to 28 people with over 4093 hours

### Transport

Transport service six days a week to and from the day centre, enabling access to Alzheimer's & Dementia Support Services for those without transport. During this reporting period 2,312 trips were undertaken covering 34,154 km. There are 50 clients who regularly benefit from this service.

### Volunteering

We had over 80 volunteers on our books by the end of this financial year and they support a broad range of our services. All volunteers have enhanced Criminal Record Bureau (CRB) checks, as well as two references taken up. They undertake a basic programme of training on Mental Capacity Act, adult protection, dementia and cultural awareness and some volunteers then have role specific training. Their contribution to the charity is invaluable, contributing at least 8,575 hours during the year. (8,575\* £6.31, National Minimum Wage = £54,108)



# Alzheimer's & Dementia SUPPORT SERVICES

## Fundraising

There have been a number of fundraising activities during this period:

'Cuppa for Our Cause'. The event was organised and held by Sandie & Ted Barden in their own garden where they welcomed friends, neighbours and members of the public and raised an incredible £1,010.

Tea Dance. Joyce & Del Sowter organise two fantastic events, using the facilities at the Conservative Club in Gravesend, where ballroom dancers helped raise £880.

Rocks Cycle raised £1,384 for the Cyclopark Sponsored Event where the new venue was used to run, walk or cycle to raise funds. It was an event enjoyed by all despite the weather not being ideal.

Pauline & Terry Heam and Marilyn Warmer held a plant sale and raised £282. This has become a successful annual event for a number of year now.

There are a number of local companies who have supported us by joining in the fundraising activities organised by the charity or undertake their own activities.

We are extremely grateful to all those individuals and companies who support the charity in their fundraising activities helping support those living with Alzheimer's and dementia and their families.

## Website

The website has undergone a re-build and looks far more appealing



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## SUPPORT SERVICES

### **FINANCIAL REVIEW & RESERVE POLICY**

A full set of accounts is attached to this report. (p18 – p25)

Our unrestricted reserves have increased by £7,918 during the year and our restricted reserves has decreased by £3,269 as we have looked to spend the reserves on the specific charitable activities for which the funding was provided. This means that we have spent 98% of the money that we received on the charity's activities. The unspent funds will be carried forward for spending in future years.

The trustees aim to maintain free reserves in unrestricted funds at a level, which equates to approximate 3 months of unrestricted charitable expenditure. This will allow ADSS to meet its obligations should it be required to close down and to meet any short fall due to the late payment of grants. Should any service be overspent it is ADSS policy to address this from unrestricted reserves.

ADSS continues to be dependent upon KCC grants to carry out its main activities, which amounts to 61% of its total income.

ADSS Gift Aid Claim to H.M. Revenue & Customs this year was £1,184.

#### Membership

Membership numbers and donations have remained fairly static this year. Contributions to unrestricted funds from membership donations totalled £3275.00 an increase of 1%. Much of this sum has been gift aided, increasing the membership donations by over £900.

If you would like to become a member please speak to a member of the team on 01474 533990. There is no fixed subscription for membership and becoming a member requires no further involvement.

ADSS would like to thank all members who continue to support the organisation; their support is greatly appreciated.

Lindeyer Francis Ferguson runs ADSS payroll and Ann Hales is our Bookkeeper.

ADSS Bankers continue to be CAF Bank at West Malling.

The Independent Auditor for ADSS is Lindeyer Francis Ferguson.

# Alzheimer's & Dementia

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### **RISK MANAGEMENT**

Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005) requires ADSS to make the following statement.

*'The major risks, to which the charity is exposed, as identified by the trustees, are reviewed and systems or procedures have been established to manage those risks'.*

#### **Areas: Governance & Management: Financial Risk**

These areas were reviewed and updated by the Finance and Personnel Committee on 26<sup>th</sup> September, 2013 and reported to the Board of Trustees on the same date.

### **FUTURE DEVELOPMENTS**

#### **Staff Review:**

The charity and the number of projects it delivers have grown considerably over the last few years. We intend to undertake a strategic staff review to ensure that the charity is structured in the best possible way to continue to meet its current commitments and to respond positively to future challenges and opportunities.

#### **Stakeholder Group:**

The focus of this group is to achieve real impact that improves the quality of ADSS service delivery and development. It will be made up individuals, (those living with dementia, carers, staff and sponsors) who have an interest in making ADSS services and charitable activities as good as they can possibly be. The group will be asked to commit to 5 meetings over a twelve month period; each meeting will be approximately 1hr: 30mins in length. Each year the group will be dissolved and those wishing to resubmit themselves can. This allows for people to be clear about the commitment and know there is a clear exit at the end of each period. Meetings will have a theme that reflects the developmental needs of the organisation and /or its services.

#### **Dementia Buddy Scheme:**

ADSS is keen to build upon the partnership established with Darent Valley Hospital, when it developed the pilot. The aim is to develop a Dementia Buddy model that can be rolled out to all hospital settings. The partnership will focus upon developing the package to enable this development.

#### **Diversifying Funding Stream:**

During this period of reporting funding is secured from KCC (61%), Big Lottery, (8%), Client contributions (25%) and fundraising (5%). Every effort will be made to diversify funding streams further and increase the percentage contribution achieved through fundraising.

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## SUPPORT SERVICES

### **Auditors**

The auditors, Lindeyer Francis Ferguson, have indicated their willingness to continue as auditors and a resolution proposing their re-appointment will be put to the Annual General Meeting.

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees 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).

The law applicable to charities in England & Wales 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then 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.

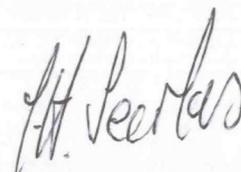
The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and trust deed. 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### **Approval**

This report was approved by the trustees on 25<sup>th</sup> September 2013 and signed on their behalf.

Trustee



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### Donations in Memory of

L .	Abery	C.	Finns	Charlotte	Muntzer
Diana	Alexander	C.	Fleetwood	Agnes	Ogden
Alma	Ambrose	Winifred	Gaffney	F.	Ormerod
Lionel	Aylmer	Barbara	Gilbert	John	Parris
Terence	Baldwin	Roger	Granger	Irene	Povey
Doris	Bassett	Olive	Hammond	Patricia	Powell
Hilda	Boelitz	L.	Hayward	Delia	Rowbothm
Jack	Bury	William	Hogan	David	Rowland
Bridget	Channon	Bernard	Holliday	Ralph	Shand
Stan	Chilman	Mollie	Macdonald	Peter	Sitch
Irene	Clear	Eve Joan	Markowska	June	Stone
Mayra	Coe	K.	Maslin	Lawrence	Walsh
Doris	Col	Kath	Maslin	Douglas	Wood
Glydys	Coleman	Kath	McNair		
Dennis	Emerson	Alice	McNally		

### Donations from Individuals, Groups, Events & Organisations

Aramad	John Lewis	PCC St Georges Church
Barcleys Bank	L Price	Preston Hall
Bill Warne	Lawrence	Priory Mews Nursing Home
Bosley	Light & Life Gypsy Church	R Borrow
Bromley Gypsy Travelors Project	Light & Life Petley	R Graham
C & B Howes	M & H Krief	R Marlowski
C & B Waugh	M Welsh	R Smith
Cyclopark sponsors	Macartney Freemasons	R Smith
D & C Keep	Martin Tolhurst Solicitors	Rottary Club
D J Nicolas	Mayor Charity, Gravesend	S Clay
Darent Valley Hospital	Mayors Charity, Swanley	S Price
Dartford / Gravesend Library	Meopham hairdressers	S Sheehan
Dreamer	Mr & Mrs Barden	Sports & Stripes Pool Bar
E Grooms	Mr & Mrs Hearn	St Johns Church
E J Mason	Mr & Mrs Sowter	Stages Group Enterprise Society
E Lewis	Mr Waugh	Swan Valley Community School
E Palmer	Mrs Gill	T & M Smith
Everyclick Ltd	Mrs J Riley	T Macklin
Gravesend Grammer School	Mrs P Kennedy	T Smith
Higham Active Retirement	N Blackmore	University Kent
Hirara	Northfleet Active Retirement Association	Williams
Howe	Northfleet School for Girls	World Lingnum Association
J Brisley	Nubila Restaurant	
James Humphris	Parochial Church Council	

# Alzheimer's & Dementia SUPPORT SERVICES

## **Independent Auditor's Report to the Trustees**

We have audited the financial statements of Alzheimer's & Dementia Support Services for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. 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**

As explained more fully in the Trustees' Responsibilities set out on page 15, the trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

## **Scope of the audit of financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2013, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

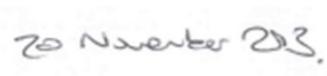
## **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



**Lindsey Francis Ferguson**  
Chartered Accountants  
**Statutory Auditors**



North House  
198 High Street  
Tonbridge  
Kent TN9 1BE

# Alzheimer's & Dementia

## SUPPORT SERVICES

### STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 March 2013

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2013 £	As Restated Total 2012 £
<b>Incoming resources</b>					
<i>from continuing operations</i>					
Voluntary income	2	29,009	-	29,009	26,815
Activities for generating funds		12,285	-	12,285	9,418
Investment income	3	460	-	460	459
Charitable activities	4	145,482	404,623	550,105	442,533
Other incoming resources		640	-	640	30,291
<b>Total incoming resources</b>		<u>187,876</u>	<u>404,623</u>	<u>592,499</u>	<u>509,515</u>
<b>Resources expended</b>					
<i>on continuing operations</i>					
Charitable activities	5	173,115	409,387	582,502	489,629
Governance costs	7	5,348	-	5,348	5,543
<b>Total resources expended</b>		<u>178,463</u>	<u>409,387</u>	<u>587,850</u>	<u>495,172</u>
<b>Net incoming resources</b>		9,413	(4,764)	4,649	14,343
<b>Transfers between funds</b>		<u>(1,495)</u>	<u>1,495</u>	-	-
<b>Net Movement in Funds</b>		7,918	(3,269)	4,649	14,343
<b>Reconciliation of funds</b>					
Funds at 1 April 2012	12	<u>161,123</u>	<u>75,838</u>	<u>236,961</u>	<u>222,618</u>
Funds at 31 March 2013	12	<u>169,041</u>	<u>72,569</u>	<u>241,610</u>	<u>236,961</u>

None of the charity's activities were acquired or discontinued during the current year or previous year.

The charity has no recognised gains or losses other than included in the Statement of Financial Activities.

# Alzheimer's & Dementia

## SUPPORT SERVICES

### BALANCE SHEET

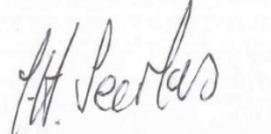
AS AT 31 MARCH 2013

	Notes		2013 £	As restated 2012 £
<b>Fixed Assets</b>				
Tangible assets	8		37,368	44,162
<b>Current Assets</b>				
Debtors and prepayments	9	37,144		19,719
Cash at bank and in hand		<u>205,471</u>		<u>190,414</u>
		242,615		210,133
<b>Current Liabilities</b>				
Creditors: Amounts falling due within one year	10		<u>38,373</u>	<u>17,334</u>
<b>Net Current Assets</b>			<u>204,242</u>	<u>192,799</u>
<b>Net Assets</b>			<u><u>241,610</u></u>	<u><u>236,961</u></u>
<b>Funds of the Charity</b>				
Restricted income funds	12		72,569	75,838
Unrestricted income funds	12		<u>169,041</u>	<u>161,123</u>
			<u><u>241,610</u></u>	<u><u>236,961</u></u>

Approved by the Board of Trustees on 25 September 2013.



Trustee



Trustee

# *Alzheimer's & Dementia*

## SUPPORT SERVICES

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2013

#### 1 ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (revised 2005) and in accordance with the accounting policies set out below.

During the year ended 31 March 2013, a full review of the charity's income was undertaken to ensure that it had been correctly disclosed in the statutory accounts. On review it was considered that income received from charitable activities but not in the form of a grant had been incorrectly allocated as being restricted.

As a result income amounting to £87,849 in note 4 has been moved from restricted to unrestricted income in the 2012 comparatives. The expenditure relating to this has also been reviewed and amended accordingly.

#### 1.1 Incoming Resources

Incoming resources are recorded as receivable whenever the amount is known, otherwise it is recorded on a cash received basis.

Grants receivable are credited to income for the period for which they are given. Grants received in respect of future periods are treated as deferred income.

#### 1.2 Expenditure

Expenditure is taken into account when it is incurred.

Support costs are allocated to the charitable activities of the charity based on the estimated use of the support facilities as assessed by the Trustees.

Governance costs are those costs which relate to the general running of the Charity as opposed to those costs in respect of fundraising or charitable activities

#### 1.3 Depreciation of Tangible Assets

Depreciation is provided on tangible fixed assets at rates calculated to write off the cost less estimated residual value over the estimated useful life as follows:

Motor vehicles	25% reducing balance
Equipment	25% reducing balance

Fixed assets with an individual cost of less than £100 are written off in the year of purchase.

# *Alzheimer's & Dementia*

## SUPPORT SERVICES

### NOTES TO THE FINANCIAL STATEMENTS (Continued)

For the year ended 31 March 2013

<b>2</b>	<b>VOLUNTARY INCOME</b>	<b>2013</b>	<b>2012</b>
		£	£
	<b>Donations</b>		
	During the year the following donations were received to unrestricted funds	29,009	26,815
		<u>29,009</u>	<u>26,815</u>
<b>3</b>	<b>INVESTMENT INCOME</b>	<b>2013</b>	<b>2012</b>
		£	£
	During the year the following interest was received on unrestricted funds	460	459
		<u>460</u>	<u>459</u>
<b>4</b>	<b>CHARITABLE ACTIVITIES</b>		<b>As restated</b>
	<b>Restricted grants</b>	<b>2013</b>	<b>2012</b>
		£	£
	Kent County Council		
	<i>ADSS Core/Day Care Grant</i>	186,261	182,422
	<i>Transport</i>	24,522	24,279
	<i>Support at Home</i>	21,648	21,435
	<i>Extra Day Care Hours</i>	-	10,995
	<i>Helpline</i>	37,370	37,000
	<i>Dementia Buddy</i>	24,427	-
	<i>Peer Support</i>	10,530	-
	<i>Schools Project</i>	4,071	-
	<i>Dementia Café</i>	22,500	-
	<i>Sing for the Brain</i>	2,970	1,000
	West Kent PCT	26,090	28,750
	Big Lottery Fund	42,658	46,608
	Department of Transport	1,576	2,195
	<i>total restricted grants</i>	<u>404,623</u>	<u>354,684</u>
	<b>Other unrestricted income from charitable activities</b>		
	Transport Income	19,044	17,550
	Support at Home Income	32,002	25,304
	Support at Home Income Plus	72,130	25,651
	Day Care Income	22,306	19,344
	<i>Total unrestricted income from charitable activities</i>	<u>145,482</u>	<u>87,849</u>
	<i>Total income from charitable activities</i>	<u>550,105</u>	<u>442,533</u>

# Alzheimer's & Dementia

## SUPPORT SERVICES

### NOTES TO THE FINANCIAL STATEMENTS (Continued)

For the year ended 31 March 2013

5	COSTS OF CHARITABLE ACTIVITIES	Direct activities £	Management costs £	2013 Total £	As restated 2012 Total £
	<b>Restricted Funds</b>				
	ADSS Core/Day Care	252,037	(48,815)	203,222	215,368
	Transport	26,098	-	26,098	26,474
	Support at Home	21,648	-	21,648	21,435
	BME	19,300	3,500	22,800	24,151
	Early Intervention	36,524	11,846	48,370	44,292
	Helpline	33,778	3,246	37,024	36,324
	Dementia Buddy	14,603	5,000	19,603	-
	Dementia Café	13,612	2,250	15,862	-
	Peer Support	7,852	1,500	9,352	-
	Schools Projects	3,271	800	4,071	-
	Support Groups	1,337	-	1,337	-
	<i>total restricted funds</i>	430,060	(20,673)	409,387	368,043
	<b>Unrestricted Funds</b>				
	Gravesend support group	468	-	468	814
	Meopham support group	1,371	-	1,371	1,376
	Transport	14,979	9,600	24,579	31,509
	Support at Home	37,233	5,691	42,924	28,844
	Support at Home Plus	76,085	5,382	81,467	39,699
	Day Care	22,306	-	22,306	19,344
	<i>total unrestricted funds</i>	152,442	20,673	173,115	121,586
	<b>Total funds</b>	582,502	-	582,502	489,629
	<b>6 STAFF COSTS</b>			<b>2013</b> £	<b>2012</b> £
	Emoluments of employees				
	Salaries			402,706	331,249
	Social security costs			21,229	18,653
				423,935	349,902
	The average number of employees (including part time workers) was:				
	Direct charitable workers			40	33
	Administrative staff			3	3
				43	36

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

No Trustee, nor any person connected with a Trustee, received any remuneration.

# Alzheimer's & Dementia

## SUPPORT SERVICES

### NOTES TO THE FINANCIAL STATEMENTS (Continued)

For the year ended 31 March 2013

<b>7</b>	<b>GOVERNANCE COSTS</b>	<b>2013</b>	<b>2012</b>
		<b>£</b>	<b>£</b>
	Auditor's remuneration	2,500	2,400
	Preparation of annual accounts	1,100	1,080
	Printing of annual report	385	285
	Trustee indemnity insurance	795	895
	Trustees' meeting expenses	265	246
	Annual General Meeting expenses	303	637
		<u>5,348</u>	<u>5,543</u>
<b>8</b>	<b>TANGIBLE FIXED ASSETS</b>		
		<b>Motor Vehicles</b>	<b>Equipment</b>
		<b>£</b>	<b>£</b>
	<b>Costs</b>		<b>Total</b>
	at 1 April 2012	104,368	122,828
	Additions	-	6,963
	Disposals	<u>(27,640)</u>	<u>(27,640)</u>
	at 31 March 2013	<u>76,728</u>	<u>102,151</u>
	<b>Depreciation</b>		
	at 1 April 2012	62,191	78,666
	Charge for the year	10,090	11,941
	Disposals	<u>(25,824)</u>	<u>(25,824)</u>
	at 31 March 2013	<u>46,457</u>	<u>64,783</u>
	<b>Net Book Value</b>		
	at 31 March 2013	<u>30,271</u>	<u>37,368</u>
	at 31 March 2012	<u>42,177</u>	<u>44,162</u>
<b>9</b>	<b>DEBTORS</b>	<b>2013</b>	<b>2012</b>
		<b>£</b>	<b>£</b>
	Debtors	26,825	17,270
	Prepayments	9,156	507
	Other debtors	1,163	1,943
		<u>37,144</u>	<u>19,720</u>
<b>10</b>	<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2013</b>	<b>2012</b>
		<b>£</b>	<b>£</b>
	Creditors	6,803	5,436
	PAYE/NI	-	6,001
	Accruals	5,784	5,897
	Other Creditors	1,286	-
	Deferred income	24,500	-
		<u>38,373</u>	<u>17,334</u>
	<b>Deferred income</b>		
	Opening deferred income	-	-
	Incoming resources deferred in current year	24,500	-
		<u>24,500</u>	<u>-</u>

# Alzheimer's & Dementia

## SUPPORT SERVICES

### NOTES TO THE FINANCIAL STATEMENTS (Continued)

For the year ended 31 March 2013

#### 11 FINANCIAL COMMITMENTS

At 31 March 2013, the charity was committed to making the following payments under non-cancellable operating leases:

	2013 £	2012 £
Land and buildings operating leases expiring:		
within one year	13,083	583
in 2 to 5 years	-	15,000
	-	15,000

#### 12 FUNDS

Restricted funds hold amounts received for specific activities and expenditure on those activities is set against those amounts.

Unrestricted funds comprise donations and income received for general use of the Charity.

	Balance 01.04.12	Movement in funds Incoming Resources	Resources Expended	Transfers	Balance 31.03.13
	£	£	£	£	£
<b>Restricted funds</b>					
ADSS Core/Day Care	25,980	186,261	198,064	-	14,177
Transport	-	26,098	26,098	-	-
Support at Home	-	21,648	21,648	-	-
BME	16,440	26,090	22,800	-	19,730
Helpline	17,328	37,370	37,024	-	17,674
Early Intervention	16,090	42,658	48,370	-	10,378
Dementia Buddy	-	24,427	19,603	-	4,824
Dementia Café	-	22,500	15,862	-	6,638
Peer Support	-	10,530	9,352	-	1,178
Schools Projects	-	4,071	4,071	-	-
Sing for the Brain	-	2,970	5,158	158	(2,030)
Support Groups	-	-	1,337	1,337	-
	75,838	404,623	409,387	1,495	72,569
<i>Total restricted funds</i>					
<b>Unrestricted funds</b>					
ADSS unrestricted	157,967	184,815	176,624	(1,495)	164,663
Gravesend support group	966	1,813	468	-	2,311
Meopham support group	2,190	1,248	1,371	-	2,067
	161,123	187,876	178,463	(1,495)	169,041
<i>Total unrestricted funds</i>					
<b>Total funds</b>	236,961	592,499	587,850	-	241,610

The balance on these funds is represented by the assets and liabilities of the Charity and an analysis of these assets and liabilities between restricted and unrestricted funds is shown in note 12.

Information on the activities undertaken with the resources of each fund is given in the Trustees' Report.

# Alzheimer's & Dementia

## SUPPORT SERVICES

### NOTES TO THE FINANCIAL STATEMENTS (Continued)

For the year ended 31 March 2013

13 ANALYSIS OF NET ASSETS BETWEEN FUNDS	Restricted Funds £	Unrestricted Funds £	Total Funds £
<b>Fund balances at 31 March 2013 are represented by:</b>			
Tangible fixed assets	30,271	7,097	37,368
<i>Current assets:</i>			
Debtors and prepayments	26,825	10,319	37,144
Cash at bank	15,473	189,998	205,471
<i>Current liabilities:</i>	-	(38,373)	(38,373)
<b>Net assets</b>	<u>72,569</u>	<u>169,041</u>	<u>241,610</u>

# Alzheimer's & Dementia

## SUPPORT SERVICES

Thank you to all of the people who have made Alzheimer's & Dementia Support Services such a great organisation. This includes

- the people who use our services, their Carers, friends and families
- the Trustees, staff and volunteers
- the members of ADSS
- other local organisations in the community, faith and voluntary sector
- our colleagues in Kent Adult Social Services and the National Health Service
- our funders Kent Adult Social Services, National Health Service, Primary Care Trust and the Big Lottery Fund
- the people, groups and organisations that have kindly donated money, time and services in kind
- Ann Hales, our book-keeper
- 

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Kent  
ME19 4TA

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Registered Charity Number 1024385