

Registered number: 04492376
Charity number: 1095555

JUBILEE CITIZENS UK
(A company limited by guarantee)



TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017



JUBILEE CITIZENS UK
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2017**

Trustees Mr D A Leigh (resigned 31 August 2016)
Mrs M P Birkett
Dr P M Kevern
Dr J Chauhan (appointed 31 August 2016)
Mr M Malpas (appointed 31 August 2016)

**Company registered
number** 04492376

**Charity registered
number** 1095555

Registered office 76-78 Boldmere Road
Sutton Coldfield
West Midlands
B73 5TJ

Company secretary S Sharman

**Director of Development
and Operations** R Bews

Independent examiner Helen Blundell LLB FCA FCIE DChA

Accountants MHA MacIntyre Hudson
Chartered Accountants
Rutland House
148 Edmund Street
Birmingham
West Midlands
B3 2FD

Bankers Unity Trust Bank Plc
Nine Brindley Place
Birmingham
B1 2HB

JUBILEE CITIZENS UK
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2017

The Trustees present their annual report together with the financial statements for the year ended 31 March 2017. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

Policies and objectives

Legal Objects

The Company is limited by guarantee and is a registered charity (Registered No 1095555). The objects of the charity as set out in the memorandum of association are:

To promote the relief of elderly people and disabled people including assisting and co-operating in the work of statutory authorities and voluntary organisations engaged in providing facilities for physical and mental recreation, developing physical improvements, furthering health, relieving poverty, distress and sickness.

Aims

Our aims and objectives are to offer the provision of direct quality services to promote good later life especially with a rise in the elderly population. Our support is offered to all, with a focus on older adults, carers and people who may experience hardship in later life. We strive to make a positive contribution to the lives of current and future older adults focus on excelling in meeting the support needs, especially preventative support to promote wellbeing and reduce/delay the higher care and support needs.

Activities for achieving objectives

We strive for our services to be flexible and adaptable to peoples changing needed. The service offers care and domestic support with a person centred approach. Regular reviews are offered to ensure the service always meets the needs of the client. We have been successful in securing several contracts with Birmingham City Council to provide person centred, personal care and domestic support to residents living in extra care sheltered housing schemes across Birmingham. The care is provided 24 hours per day, 7 days per week. The first contract commenced in January 2015 and since then a further 4 schemes have commenced.

Public benefit

In developing the activities, the Trustees have had due regard to the guidance issued by the Charity Commission in respect of public benefit. In particular, in structuring the charges for services, care is taken not to disadvantage those with lower incomes.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

Achievements and performance

Financial review

The total net incoming funds £51,689 (2016: £2,162), a significant improvement on the prior year and reflective of the continued growth due to the additional contracts with Birmingham City Council. The free reserves stood at £103,079 (2016: £51,390).

The charity continued to be funded by service user contributions and additionally by contracts with Birmingham City Council.

Principal risks and uncertainties

[enter text here]

Reserves policy

The Trustees aim is to retain unrestricted funds sufficient to cover six months running costs of the service to enable continuation of activities should the income cease and to ensure sustainable cash flow. This would equate to approximately £400,000.

The reserves currently stand at £103,079 which is a significant improvement on the prior year but due to additional investment in staff resources necessary to service the growth in the organisation, this equates to 1.5 months of expenditure. As the organisation continues to grow the Trustees will be looking to review the policy to consider whether it should be adapted.

Structure, governance and management

Constitution

The company is constituted under a Memorandum of Association dated 23 July 2002 and is a registered charity number 1095555.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated 23 July 2002. The company was established under a Memorandum of Association which established the objects and powers of the charity and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Method of appointment or election of Trustees

The directors of the company are also the charity Trustees for the purposes of charity law and, under the company's Articles of Association, the members of the Board are elected to serve for a period of three years, after which they must be re-elected at the next Annual General Meeting.

The Trustees serving during the year and to the date of this report are shown on page 1.

There is no private benefit arising to Trustees other than the satisfaction of being involved and making a contribution towards the wellbeing of those we seek to serve.

Prospective Trustees are recruited initially in an observer capacity and, after receiving an information pack, attending at least two board meetings to familiarise themselves with the working of the organisation before

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

committing themselves and before being elected to the Board.

Related party relationships

Jubilee Citizens UK has a wholly owned subsidiary, Jubilee Citizens Enterprises CIC, which is currently virtually dormant.

The Trustees are also Trustees, Directors and Members of Age Concern Birmingham and Age Concern in Birmingham Trading Ltd.

The strategy of Jubilee Citizens UK is aligned with Age Concern Birmingham.

Organisational structure and decision making

The Senior Management Team of Age Concern Birmingham are charged by the Board of Trustees with the delegated responsibility of running the organisation according to the strategic direction of the over-arching business plan. This is updated on an annual basis and approved by the Trustees.

During the year the senior management team was led by Shirley Goode. Since the year end this responsibility has been assumed by Becky Smith.

Pay policy for senior staff

There are no key management personnel remunerated within the charity. A management charge is levied by Age Concern Birmingham to Jubilee Citizens UK to reflect the staff management and support time and use of premises. The management charge is calculated with reference to the staff salaries and time spent within Age Concern Birmingham.

Future plans

The charity will continue to develop their services with plans to offer support at another extra care sheltered housing schemes in Birmingham, delivering a quality care and domestic service 15 hours a day, 7 days a week. The care we offer is flexible, person centered and focused on promoting independence. We will work closely with families and statutory services to ensure a streamlined service supporting unpaid carers where possible.

We are developing the quality of our service and have increased the management team to ensure we can achieve our quality targets and aims in increasing staff training opportunities, supervision and monitoring and spot checks of all staff. Our aim to achieve an excellent CQC rating and Investors in People.

Over the next 12 months we plan to further develop our domestic care service within the community.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

Trustees' responsibilities statement

The Trustees (who are also directors of Jubilee Citizens UK for the purposes of company law) 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).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

This report was approved by the Trustees, on 13 October 2017 and signed on their behalf by:



Mr M Malpas
Trustee

JUBILEE CITIZENS UK
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INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2017

Independent examiner's report to the Trustees of Jubilee Citizens UK

I report on the financial statements of the company for the year ended 31 March 2017 which are set out on pages 8 to 18.

This report is made solely to the company's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on the after 1 January 2015.

Respective responsibilities of Trustees and examiner

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

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

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare financial statements which accord with the accounting records, Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) and in other respects comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed: *Helen Blundell*

Dated: 13 October 2017

Helen Blundell LLB FCA FCIE DChA

MHA MacIntyre Hudson
Chartered Accountants
Rutland House
148 Edmund Street
Birmingham
West Midlands
B3 2FD

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**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2017**

	Note	Unrestricted funds 2017 £	Unrestricted funds 2016 £
Income from:			
Charitable activities	2	848,461	343,936
Investments		30	102
Other income		12	45
Total income		848,503	344,083
Expenditure on:			
Charitable activities		796,814	341,921
Total expenditure		796,814	341,921
Net income before other recognised gains and losses		51,689	2,162
Net movement in funds		51,689	2,162
Reconciliation of funds:			
Total funds brought forward		51,390	49,228
Total funds carried forward		103,079	51,390

The notes on pages 11 to 18 form part of these financial statements.

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REGISTERED NUMBER: 04492376

BALANCE SHEET
AS AT 31 MARCH 2017

	Note	£	2017 £	£	2016 £
Fixed assets					
Investments	9		2		2
Current assets					
Debtors	10	66,631		27,063	
Cash at bank and in hand		88,770		84,744	
		<u>155,401</u>		<u>111,807</u>	
Creditors: amounts falling due within one year	11	(52,324)		(60,419)	
Net current assets			<u>103,077</u>		<u>51,388</u>
Net assets			<u>103,079</u>		<u>51,390</u>
Charity Funds					
Unrestricted funds			<u>103,079</u>		<u>51,390</u>
Total funds			<u>103,079</u>		<u>51,390</u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on 13 October 2017 and signed on their behalf, by:

Mr M Malpas

The notes on pages 11 to 18 form part of these financial statements.



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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2017

	Note	2017 £	2016 £
Cash flows from operating activities			
Net cash provided by operating activities	12	<u>3,996</u>	<u>25,841</u>
Cash flows from investing activities:			
Bank interest		<u>30</u>	<u>102</u>
Net cash provided by investing activities		<u>30</u>	<u>102</u>
Change in cash and cash equivalents in the year		4,026	25,943
Cash and cash equivalents brought forward		<u>84,744</u>	<u>58,801</u>
Cash and cash equivalents carried forward	13	<u><u>88,770</u></u>	<u><u>84,744</u></u>

The notes on pages 11 to 18 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

1. Accounting policies

1.1 General information

Jubilee Citizens UK is a charitable company limited by guarantee and registered in England. Its registered office is 76-78 Boldmere Road, Sutton Coldfield B73 5TJ. Its principal activity is the delivery of support services for elderly people.

1.2 Basis of preparation of financial statements

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) and the Companies Act 2006.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Jubilee Citizens UK 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.

1.3 Reconciliation with previous Generally Accepted Accounting Practice

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

1.4 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.5 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

1.6 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

1. Accounting policies (continued)

1.7 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

1.8 Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office equipment	-	20% per annum on cost
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1.9 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the statement of financial activities incorporating income and expenditure account.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

1.11 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

1. Accounting policies (continued)

1.13 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

1.14 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.15 Consolidation

The charity is the parent undertaking of a small group and as such is not required by the Companies Act 2006 to prepare consolidated financial statements. These financial statements therefore present the information about the individual undertaking and not the group.

2. Income from charitable activities

	Unrestricted funds 2017 £	Unrestricted funds 2016 £
Care and support services	848,461	343,936
<i>Total 2016</i>	343,936	

3. Analysis of income from charitable activities by type of income

	Unrestricted funds 2017 £	Unrestricted funds 2016 £
Service users contributions	133,134	343,936
Contracts for care and support services	715,327	-
<i>Total 2016</i>	848,461	343,936

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

4. Direct costs

	Unrestricted funds 2017 £	Unrestricted funds 2016 £
Health & Safety	25	-
Training	1,225	-
Staff travel	5,818	1,831
Consumables	4,156	576
Printing, postage & stationery	442	-
Telephone	569	-
Marketing/publicity	-	140
Care Quality Commission registration	1,396	730
Bad debts written off	3,000	3,000
Wages and salaries	675,235	305,074
National insurance	18,057	6,246
Pension cost	1,325	-
	<u>711,248</u>	<u>317,597</u>
<i>At 31 March 2016</i>	<u>317,597</u>	

5. Support costs

	Governance £	Care services £	Total 2017 £	Unrestricted funds 2016 £
Recruitment	-	648	648	1,568
Health and safety	-	10	10	329
Staff travel	-	83	83	-
Printing, postage and stationery	-	1,736	1,736	1,783
Telephone	-	1,318	1,318	1,801
Information technology	-	83	83	-
Legal & professional fees	13	-	13	13
Bank charges	-	1,539	1,539	923
Cleaning	-	5	5	-
Management fees	-	61,871	61,871	-
Independent examiner's fees	1,960	-	1,960	1,440
Wages and salaries	-	15,220	15,220	15,453
National insurance	-	986	986	1,014
Pension cost	-	94	94	-
	<u>1,973</u>	<u>83,593</u>	<u>85,566</u>	<u>24,324</u>
<i>At 31 March 2016</i>	<u>1,453</u>	<u>22,871</u>	<u>24,324</u>	

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

6. Net income/(expenditure)

During the year, no Trustees received any remuneration or reimbursement of expenses (2016: £NIL).

7. Staff costs

Staff costs were as follows:

	2017	2016
	£	£
Wages and salaries	690,455	320,527
Social security costs	19,043	7,260
Pension costs	1,419	-
	<u>710,917</u>	<u>327,787</u>

The average number of persons employed by the company during the year was as follows:

	2017	2016
	No.	No.
Management and administration	4	3
Domestic and care support	37	37
	<u>41</u>	<u>40</u>

No employee received remuneration amounting to more than £60,000 in either year.

The increase in staff costs is due to increased hours worked in the year.

There are also amounts of £288,131 (2016: £100,904) in relation to costs of agency staff which have been included in wages and salaries, but have not been reflected in the staff numbers.

Jubilee Citizens UK is managed by staff at Age Concern Birmingham and there are therefore no payments made to key management personnel (2016: £Nil).

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

8. Tangible fixed assets

	Office equipment £
Cost	
At 1 April 2016	2,225
Disposals	(905)
At 31 March 2017	<u>1,320</u>
Depreciation	
At 1 April 2016	2,225
On disposals	(905)
At 31 March 2017	<u>1,320</u>
Net book value	
At 31 March 2017	<u><u>-</u></u>
At 31 March 2016	<u><u>-</u></u>

9. Fixed asset investments

	Shares in group undertakings £
Cost	
At 1 April 2016 and 31 March 2017	<u>2</u>
Historical cost	<u><u>2</u></u>

Subsidiary undertakings

The following were subsidiary undertakings of the company:

Name	Holding
Jubilee Citizens Enterprises C.I.C.	100%

The aggregate of the share capital and reserves as at 31 March 2017 and of the profit or loss for the year ended on that date for the subsidiary undertakings were as follows:

Name	Aggregate of share capital and reserves £	Profit/(loss) £
Jubilee Citizens Enterprises C.I.C.	<u>(317)</u>	<u>(12)</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

10. Debtors

	2017 £	2016 £
Trade debtors	21,927	12,784
Amounts owed by group undertakings	332	1,747
Other debtors	8,302	-
Prepayments and accrued income	36,070	12,532
	<u>66,631</u>	<u>27,063</u>

11. Creditors: Amounts falling due within one year

	2017 £	2016 £
Trade creditors	22,798	30,997
Other taxation and social security	11,921	1,584
Other creditors	503	7,328
Accruals and deferred income	17,102	20,510
	<u>52,324</u>	<u>60,419</u>

12. Reconciliation of net movement in funds to net cash flow from operating activities

	2017 £	2016 £
Net income for the year (as per Statement of Financial Activities)	51,689	2,162
Adjustment for:		
Bank interest	(30)	(102)
Increase in debtors	(39,568)	(2,967)
(Decrease)/increase in creditors	(8,095)	26,748
Net cash provided by operating activities	<u>3,996</u>	<u>25,841</u>

13. Analysis of cash and cash equivalents

	2017 £	2016 £
Cash in hand	88,770	84,744
Total	<u>88,770</u>	<u>84,744</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

14. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £1,419 (2016: £Nil). Contributions totalling £503 (2016: £Nil) were payable to the fund at the balance sheet date and are included in other creditors.

15. Related party transactions

At the year a balance of £277 (2016: £1,747) was due to the charity from its subsidiary company Jubilee Citizens Enterprises CIC.

During the year, the activities of the charity were managed by Age Concern Birmingham, a charity which has the same trustees. Under the provisions of SORP 2015 (FRS102) the entities do not meet the formal criteria of control and therefore for statutory reporting purposes are not treated as a group but for strategic and management purposes the trustees consider the two entities to form part of the same group.

During the year, sales of £72,390 (2016: £3,143) were made to Age Concern Birmingham by the charity. Age Concern Birmingham has made a management charge to the charity of £61,871 (2016: £Nil). At the year end £8,302 was due from (2016: £7,328 was due to) Age Concern Birmingham. This balance is reflected in other debtors (2016: other creditors).