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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 2018**



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**JUBILEE CITIZENS UK**  
**(A company limited by guarantee)**

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**JUBILEE CITIZENS UK**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2018**

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<b>Trustees</b>	Mr M Malpas Mrs M P Birkett, Chair Dr P M Kevern Dr J Chauhan Mr A D Cannon
<b>Company registered number</b>	04492376
<b>Charity registered number</b>	1095555
<b>Registered office</b>	76-78 Boldmere Road Sutton Coldfield West Midlands B73 5TJ
<b>Company secretary</b>	S Sharman
<b>Chief executive officer</b>	R Bews
<b>Independent auditor</b>	MHA MacIntyre Hudson Chartered Accountants Statutory Auditors Rutland House 148 Edmund Street Birmingham West Midlands B3 2FD
<b>Bankers</b>	Unity Trust Bank Plc Nine Brindley Place Birmingham B1 2HB

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**JUBILEE CITIZENS UK**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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The Trustees present their annual report together with the audited financial statements for the 31 March 2018. 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.

The Company is limited by guarantee and is a registered charity (Registered No 1095555).

**Legal Objects**

The charities objects 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.

**Objectives and Activities**

**Policies and objectives**

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 ages and needs, 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.

**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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**JUBILEE CITIZENS UK**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**Achievements and performance**

We strive for our services to be flexible and adaptable to peoples changing needed. The service offers care, wellbeing and domestic support with a person centred approach. Regular reviews and risk assessments are offered to ensure the service always meets the needs of the client and the carer thus enabling the best possible outcome.

We currently have contracts with Birmingham City Council to provide person centred, personal care and domestic support to residents living in 5 extra care sheltered housing schemes within Birmingham. The care, dependent on the scheme, can be provided 24 hours per day, 7 days per week.

We recently secured a Silver Investors in People Award.

**Financial review**

The total net incoming funds £64,943 (2017: £51,689), an improvement on the prior year and with an increase in income levels of almost 43% due to the continued growth of services. Total reserves as at the year ended 31 March 2018 were £168,022 (2017: £103,079).

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

**Reserves policy**

The Trustees aim is to retain unrestricted funds sufficient to cover three months, salary costs together with appropriate staff redundancy costs in the event of funding from Birmingham City Council being withdrawn. This is estimated to be approximately £250,000.

**Level of Reserves**

Free reserves are the charity's reserves that are freely available to spend on any of the charity's purposes and therefore exclude tangible fixed assets. At 31 March 2018 the charity held free reserves of £162,641 (2016: £103,079). The likelihood of funding being withdrawn is considered to be 'low risk' therefore although the level of reserve is below the aim the Trustees are not concerned. It is anticipated that there will be a small annual surplus which will continue to be added to the unrestricted reserve.

**Investment of funds policy**

Any monies not required for immediate use would be placed in a high interest deposit account to achieve added income

**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.

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**JUBILEE CITIZENS UK**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**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.

**Policies adopted for the induction and training of Trustees**

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 committing themselves and before being elected to the Board.

**Related party relationships**

The Trustees are also directors of Jubilee Citizens Enterprises CIC. The charity is responsible for this entity which is currently 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 Chief Executive heads a Management Team who is 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.

**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.

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**JUBILEE CITIZENS UK**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**Risk management**

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

The most significant risk is if funding for the care work provided in the extra care sheltered housing schemes was to be withdrawn by Birmingham City Council. We ensure we maintain a good line of communication between ourselves and Birmingham City Council to ensure we work together to ensure the needs of the clients can be met.

**Future plans**

The charity will continue to develop services with plans to offer an increased level of wellbeing support to people living within their own homes across Birmingham.

We will work closely with families and statutory services to ensure a streamlined service supporting unpaid Carers where possible.

We are continually 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 through inspections.

**Plans for future periods**

**Information on fundraising practices**

The charity has not undertaken any fundraising activities during the year.

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**JUBILEE CITIZENS UK**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**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 has been prepared taking advantage of the small companies exemption of section 415A of the Companies Act 2006.

**Disclosure of information to auditor**

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This report was approved by the Trustees, on 28 November 2018 and signed on their behalf by:



**Mr M Malpas**  
**Trustee**



**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF JUBILEE CITIZENS UK**

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**Opinion**

We have audited the financial statements of Jubilee Citizens UK (the 'charitable company') for the year ended 31 March 2018 set out on pages 10 to 22. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure 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 Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are

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**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF JUBILEE CITIZENS UK**

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required to report that fact.

We have nothing to report in this regard.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

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**JUBILEE CITIZENS UK**  
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**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF JUBILEE CITIZENS UK**

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**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of this report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

*MHA MacIntyreHudson*

Helen Blundell LLB FCA FCIE DChA (senior statutory auditor)  
for and on behalf of

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

Date: *20 December 2018*

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**JUBILEE CITIZENS UK**  
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**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2018**

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	Note	Unrestricted funds 2018 £	Unrestricted funds 2017 £
<b>Income from:</b>			
Charitable activities	2	1,209,506	848,461
Investments		-	30
Other income		15	12
<b>Total income</b>		<b>1,209,521</b>	<b>848,503</b>
<b>Expenditure on:</b>			
Charitable activities	3	1,152,073	796,814
<b>Total expenditure</b>		<b>1,152,073</b>	<b>796,814</b>
<b>Net income before other recognised gains and losses</b>		<b>57,448</b>	51,689
<b>Net movement in funds</b>		<b>57,448</b>	51,689
<b>Reconciliation of funds:</b>			
Total funds brought forward		103,079	51,390
<b>Total funds carried forward</b>		<b>160,527</b>	<b>103,079</b>

The notes on pages 13 to 22 form part of these financial statements.

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**JUBILEE CITIZENS UK**  
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REGISTERED NUMBER: 04492376

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**BALANCE SHEET**  
**AS AT 31 MARCH 2018**

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	Note	£	2018 £	£	2017 £
<b>Fixed assets</b>					
Tangible assets	8		5,381		-
Investments	9		2		2
			<u>5,383</u>		<u>2</u>
<b>Current assets</b>					
Debtors	10	74,331		66,631	
Cash at bank and in hand		317,333		88,770	
		<u>391,664</u>		<u>155,401</u>	
<b>Creditors: amounts falling due within one year</b>	11	(236,520)		(52,324)	
<b>Net current assets</b>			<u>155,144</u>		<u>103,077</u>
<b>Net assets</b>			<u>160,527</u>		<u>103,079</u>
<b>Charity Funds</b>					
Unrestricted funds			<u>160,527</u>		<u>103,079</u>
<b>Total funds</b>			<u>160,527</u>		<u>103,079</u>

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 28 November 2018 and signed on their behalf, by:

  
**Mr M Malpas**

The notes on pages 13 to 22 form part of these financial statements.

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**JUBILEE CITIZENS UK**  
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**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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	<b>Note</b>	<b>2018</b> <b>£</b>	<b>2017</b> <b>£</b>
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	12	<u>234,182</u>	<u>3,996</u>
<b>Cash flows from investing activities:</b>			
Bank interest		-	30
Purchase of tangible fixed assets		<u>(5,619)</u>	<u>-</u>
<b>Net cash (used in)/provided by investing activities</b>		<u>(5,619)</u>	<u>30</u>
<b>Change in cash and cash equivalents in the year</b>		<b>228,563</b>	<b>4,026</b>
Cash and cash equivalents brought forward		<u>88,770</u>	<u>84,744</u>
<b>Cash and cash equivalents carried forward</b>	13	<u><u>317,333</u></u>	<u><u>88,770</u></u>

The notes on pages 13 to 22 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**1. Accounting policies**

**1.1 General information**

Jubilee Citizens UK is a charitable company limited by guarantee and is registered with the Charity Commission (Charity Registered Number 1095555) and Registrar of Companies (Company Registration Number 03039052) in England and Wales. 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.

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. The financial statements are presented in sterling which is the functional currency of the Charity and rounded to the nearest pound.

**1.3 Company status**

The company is a private 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.

**1.4 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.

**1.5 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 2018**

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**1. Accounting policies (continued)**

**1.6 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.

Support costs are those costs incurred directly in support of expenditure on the objects of the company. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

**1.7 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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**1.8 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.

**1.9 Debtors**

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

**1.10 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.



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**1. Accounting policies (continued)**

**1.11 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.

**1.12 Going concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the Charity to be able to continue as a going concern.

**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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**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.

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**JUBILEE CITIZENS UK**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**2. Income from charitable activities**

	<b>Unrestricted funds 2018 £</b>	<b>Unrestricted funds 2017 £</b>
Service users contributions	<b>103,729</b>	133,134
Contracts for care and support services	<b>1,108,999</b>	715,327
	<u><b>1,212,728</b></u>	<u>848,461</u>
	<u><b>848,461</b></u>	
Total 2017	<u><b>848,461</b></u>	

**3. Analysis of Expenditure on Charitable Activities**

	<b>Activities undertaken directly 2018 £</b>	<b>Support costs 2018 £</b>	<b>Total 2018 £</b>	<b>Total 2017 £</b>
Relief of the elderly and disabled	<u><b>1,055,425</b></u>	<u><b>90,035</b></u>	<u><b>1,145,460</b></u>	<u>794,841</u>

Total direct costs are analysed in Note 4.  
Total support costs are analysed in Note 5.

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**JUBILEE CITIZENS UK**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**4. Direct costs**

	<b>Unrestricted funds 2018 £</b>	<b>Unrestricted funds 2017 £</b>
Health & Safety	-	25
Training	<b>6,676</b>	1,225
Staff travel	<b>7,559</b>	5,818
Consumables	<b>3,821</b>	4,156
Printing, postage and stationery	-	442
Telephone	<b>1,209</b>	569
Care Quality Commission registration	<b>2,273</b>	1,396
Bad debts written off	<b>3,002</b>	3,000
Wages and salaries	<b>988,589</b>	675,235
National insurance	<b>39,149</b>	18,057
Pension cost	<b>3,147</b>	1,325
	<hr/> <b>1,055,425</b> <hr/>	<hr/> <b>711,248</b> <hr/>
 Total 2017	 <hr/> <b>711,248</b> <hr/>	

**JUBILEE CITIZENS UK**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

**5. Support costs**

	Governance £	Activities £	Total 2018 £	Unrestricted funds 2017 £
Recruitment	-	1,007	1,007	648
Health and safety	-	-	-	10
Staff training	-	1,172	1,172	-
Staff travel	-	93	93	83
Printing, postage and stationery	-	1,404	1,404	1,736
Telephone	-	1,454	1,454	1,318
Information technology	-	-	-	83
Auditor's fees	6,600	-	6,600	-
Legal & professional fees	13	-	13	13
Bank charges	-	1,516	1,516	1,539
Cleaning	-	-	-	5
Management fees	-	49,370	49,370	49,871
Independent examiner's fees	-	-	-	1,960
Rent	-	12,000	12,000	12,000
Wages and salaries	-	20,161	20,161	15,220
National insurance	-	1,504	1,504	986
Pension cost	-	116	116	94
Depreciation	-	238	238	-
	<u>6,613</u>	<u>90,035</u>	<u>96,648</u>	<u>85,566</u>
Total 2017	<u>1,973</u>	<u>83,593</u>	<u>85,566</u>	

During the year ended 31 March 2018, the company incurred £6,613 (2017: £1,973) in respect of governance, being auditor's fees (2017: £1,960 independent examiner's fees) and filing fees.

**6. Net income/(expenditure)**

This is stated after charging:

	2018 £	2017 £
Depreciation of tangible fixed assets: - owned by the charity	<u>238</u>	<u>-</u>

During the year, no Trustees received any remuneration or reimbursement of expenses (2017: £NIL).  
During the year, no Trustees received any benefits in kind (2017 - £NIL).

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**NOTES TO THE FINANCIAL STATEMENTS  
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**7. Staff costs**

Staff costs were as follows:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>1,008,751</b>	690,455
Social security costs	<b>40,654</b>	19,043
Pension costs	<b>3,263</b>	1,419
	<u><b>1,052,668</b></u>	<u>710,917</u>

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

	<b>2018</b>	<b>2017</b>
	<b>No.</b>	<b>No.</b>
Management and administration	<b>4</b>	4
Domestic and care support	<b>61</b>	37
	<u><b>65</b></u>	<u>41</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 £316,187 (2017: £288,131) 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 (2017: £Nil).

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**8. Tangible fixed assets**

	Office equipment £
<b>Cost</b>	
At 1 April 2017	1,320
Additions	5,619
Disposals	(1,320)
At 31 March 2018	<u>5,619</u>
<b>Depreciation</b>	
At 1 April 2017	1,320
Charge for the year	238
On disposals	(1,320)
At 31 March 2018	<u>238</u>
<b>Net book value</b>	
At 31 March 2018	<u><u>5,381</u></u>
At 31 March 2017	<u><u>-</u></u>

**9. Fixed asset investments**

	Shares in group undertakings £
<b>Cost</b>	
At 1 April 2017 and 31 March 2018	<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 2018 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><u>(347)</u></u>	<u><u>(30)</u></u>

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**10. Debtors**

	<b>2018</b>	2017
	£	£
Trade debtors	21,120	21,927
Amounts owed by group undertakings	347	332
Other debtors	52,149	8,302
Prepayments and accrued income	715	36,070
	<u>74,331</u>	<u>66,631</u>

**11. Creditors: Amounts falling due within one year**

	<b>2018</b>	2017
	£	£
Trade creditors	42,571	22,798
Other taxation and social security	10,519	11,921
Other creditors	153,906	503
Accruals and deferred income	29,524	17,102
	<u>236,520</u>	<u>52,324</u>

**Deferred income**

	£
Deferred income at 1 April 2017	11,000
Amounts released from previous years	(11,000)
Deferred income at 31 March 2018	<u>-</u>

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

	<b>2018</b>	2017
	£	£
Net income for the year (as per Statement of Financial Activities)	57,448	51,689
<b>Adjustment for:</b>		
Depreciation charges	238	-
Bank interest	-	(30)
Increase in debtors	(7,700)	(39,568)
Increase/ (decrease) in creditors	184,196	(8,095)
<b>Net cash provided by operating activities</b>	<u>234,182</u>	<u>3,996</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**13. Analysis of cash and cash equivalents**

	2018 £	2017 £
Cash in hand	317,333	88,770
Total	<u>317,333</u>	<u>88,770</u>

**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 £3,263 (2017: £1,419). Contributions totalling £489 (2017: £503) 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 £347 (2017: £332) 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 £67,286 (2017: £72,390) were made to Age Concern Birmingham by the charity. Age Concern Birmingham has made a management charge to the charity of £61,370 (2017: £61,871). At the year end £52,149 was due from (2017: £8,302 was due from) Age Concern Birmingham. This balance is reflected in other debtors (2017: other debtors). At the year-end, trade debtors included £434 (2017: £Nil) due from Age Concern Birmingham. At the year-end, included within accruals was £1,000 due to Age Concern Birmingham (2017: £Nil).