



Kingston Carers' Network



KINGSTON CARERS' NETWORK

Improving the lives of carers in Kingston

Reg. Charity No. 1151456
Company Number 8376060

Report of the Trustees and Examined Financial Statements for the Year Ended 31 March 2018 for Kingston Carers' Network



Supported by...



Kingston Carers' Network, 418 Ewell Road, Surbiton, KT6 7HF, 020 3031 2757 Reg. Charity No. 1151456 Company No. 8376060

Kingston Carers' Network

Reg. Charity No. 1151456 Company Number 8376060

Kingston Carers' Network is a registered charity, providing independent information, support and advocacy to people who care for someone living in the Royal Borough of Kingston upon Thames.

A carer is someone who looks after a family member, partner or friend in need of help because they are ill, frail, have a disability, mental health problem or are dependent on drugs or alcohol.

The care they provide is unpaid.

At Kingston Carers' Network we aim to:

- Provide independent information to carers, whether they chose to continue to care, or to give up their caring role.
- Provide advice and support to individual carers.
- Ensure that the role and expertise of carers is understood and valued locally.
- Provide input into service planning, and ensure that appropriate services are available to carers locally.
- Promote carer involvement in service planning.
- Ensure that carers are aware of their rights and entitlements.
- Reduce social isolation and exclusion of carers supporting someone living in the Royal Borough of Kingston upon Thames.

Report of the Trustees and Financial Statements for the Year Ended 2017-2018

Contents

Page:

3	AGM 2017-2018 Agenda
3	Current Staff
4	Report of the Trustees
5	Objectives and Activities
6	Achievements and Performance
8	Chairman's Report
11	Independent Examiner's Report
12	Financial Accounts
22	Minutes of AGM 2017

27th Annual General Meeting – 3rd October 2018: 7pm to 9pm

AGENDA

1. Welcome – Thom Braun, Chairman
2. Apologies for absence
3. Minutes of the 2017 AGM
4. Presentation & Adoption of the Annual Accounts for Financial Year 2017-2018
5. Appointment of the Independent Examiner
6. Election of Directors of the Board 2018-2019
7. Report by the Chairman – Thom Braun
8. Highlights of the year by the Chief Executive – Kate Dudley
9. Any Other Business
10. Closing remarks from the Deputy Mayor of the Royal Borough of Kingston upon Thames, Councillor Olivia Boulton

The AGM will be followed by a presentation on Mindfulness by Rhona Trotter

Current Staff

- Kate Dudley – Chief Executive
- Jo Cocup – Office Manager
- Diane White – Young Carers Project Manager
- Liz Grimwood – Young Carers Worker
- Alice Wintle – Young Carers Worker
- Sophie Phillips – Young Carers Worker
- Sam Leggett – Young Carers Worker
- Steph Baden – Young Carers Worker
- Mollie Cooke – Family Support Coordinator
- Laura Burt – Mentoring Coordinator
- David Still – Adult Carers Manager
- Veronica Attah – Mental Health and Substance Misuse Support Coordinator
- Vanessa Mooneeapen – Wellbeing and Inclusion Coordinator/Dementia Carers Adviser
- Lyndsey de Valmency-King – Mentoring/Volunteering Coordinator (on Maternity leave)
- Lily Bath – Adult Carers Support Worker
- Clare Keogh - Adult Carers Support Worker

Report of the Trustees for the Year Ended 31 March 2018

The Trustees (who are also directors of the company limited by guarantee for the purposes of the Companies Act 2006) are pleased to present their annual Trustee Report, together with the examined financial statements for the year ending 31 March 2018, which are also prepared to meet the requirements for a Directors' Report and Accounts for Companies Act purposes.

Structure, Governance and Management

Kingston Carers' Network is a charity registered in England and Wales with the Registered Number 1151456. The charity is a company limited by guarantee and was incorporated on 25 January 2013 and operates in accordance with its written Memorandum and Articles of Association. New Trustees are appointed in accordance with its Articles of Association.

Address

418 Ewell Road, Surbiton, KT6 7HF.

Directors

Directors who served as members of the Management Committee during the year from 1st April 2017 to 31st March 2018, for the full year (unless stated otherwise) were:

- Thom Braun Chairman (appointed on 4th October 2017)
- John Mays Deputy Chairman (appointed on 4th October 2017)
- Stephen Puckett Treasurer/Secretary Resigned 21st August 2017)
- Rhiannon Price Treasurer (appointed on 21st September 2017)
- Steve Katz
- Stephanie Limond (Subsequently resigned 16th May 2018)
- Alison Carnie
- Viv Rowlands
- Mike Wilkinson (Company Secretary with effect from 21st August 2017; Acting Treasurer to 21st September 2017)
- Natasha Lee (resigned 21st August 2017)
- Pat Stanley

Proposal for re-election of Directors

Under Article 23 the following longest serving directors, comprising one-third of the Board, are required to retire but available for re-election :

John Mays
Steve Katz
Alison Carnie

Under Article 24 there are no new directors appointed by a resolution of the Board since the last AGM

Officers

Officers are appointed by the Board.

There have been no new appointments since the last AGM.

Bankers

The Royal Bank of Scotland plc, Kingston upon Thames branch and Virgin Money, Kingston upon Thames branch.

Accountants

Nasir Mahmud FCA, New Malden, Surrey.

Objectives and Activities

Purpose

The purpose of Kingston Carers' Network is to provide support and advice to carers of people living in the Royal Borough of Kingston who cannot cope without their help due to illness, disability, mental health problems or substance addiction. As such, the charity is a public benefit entity and the trustees have had regard to the Charity Commission's guidance of public benefit.

Target Group – Definition

A carer is someone of any age who provides unpaid support to family or friends who could not manage without this help. This could be caring for a relative, partner or friend who is ill, frail, disabled or has mental health or substance misuse problems. A carer may also be juggling paid work with their unpaid caring responsibilities at home. Anyone can become a carer; carers come from all walks of life, all cultures and can be of any age, including children.

The 2011 Census indicated that there are 13,288 adult carers supporting someone in the borough of Kingston. The number of carers with more significant caring responsibilities increased from 1066 to 1611 for carers providing between 20 and 49 hours of care each week and from 1795 to 2346 for carers providing over 50 hours of care each week.

Activities

The charity provides a comprehensive and holistic range of services and this has developed in consultation with carers and other stakeholders. We have adopted the five outcomes pledged by the Government in the National Carers Strategy:

- Not financially disadvantaged
- Mentally and physically well; treated with dignity
- Recognised and supported as an expert partner
- Enjoying a life outside caring
- Children thriving, protected from inappropriate caring roles

Our current services include:

- Independent information, advice and advocacy.
- Specialist mental health and substance misuse carers' service.
- Young Carers Project.
- New Family Support Project
- Out-of-hours advice service.
- Help with benefits, grants and allowances.
- Signposting and referral to other services.
- Emotional support.
- Counselling.
- Outings and social activities.
- Programme of health and wellbeing activities.
- Complementary therapies.
- Support groups.
- Training and information sessions.
- Carers' Assessments carried out on behalf of Kingston's Adult Social Care.

Achievements and Performance

Adult Carers

This year we have supported over 4,000 carers across all our services. We saw a total of 1,012 adult carers referred to our Advice Service, representing an increase of almost 20% since 2017. We provided over 3,500 face-to-face advice sessions to adult carers on a wide range of issues. A key outcome of our advice service is to reduce the financial hardship of carers. This year we secured an additional £1,599,103 of new income for Kingston's carers and families.

Other key outcomes for adult carers included:

- 383 Carers' assessments and Annual Reviews were carried out by the Adult Carers' Advice team on behalf of the Royal Borough of Kingston.
- 423 carers attended consultation events organised by KCN, providing opportunity for carers to contribute their views about local services.
- 41 carers attended benefits and carers' rights talks.
- 60 peer support groups were held for carers including: parent carers; carers of adults with mental health problems; carers of children with ADHD and carers of adults with Asperger's Syndrome.
- Approximately 12,300 newsletters produced and circulated to carers across Kingston.

Feedback from carers provides evidence that we are achieving our key objectives. This year:

82% of carers said their communication with professionals has improved.

78% of carers said the support they receive from professionals has improved.

740 carers are now recognised as expert care partners.

730 carers are now enjoying a life outside of caring.

944 carers have improved mental and physical health.

Young Carers

There were 174 young carers referred to our Young Carers Project, representing a 7% increase on last year. Our Young Carers Project provided 3,384 respite breaks for 657 young carers.

Some of our key achievements for the year include:

- 318 young carers' activities and outings were organised.
- 3384 individual respite breaks were provided.
- 40 lunch clubs were held in 6 local secondary schools, with a total of 225 young carers attending.
- 30 drop-ins held for young carers aged 5-8.
- 350 young carers aged 5 to 8 attended regular drop-ins.
- 33 drop-ins held for young carers aged 12 and over.
- 606 young carers aged 12 and over attended the drop-ins.
- 48 one to one support sessions were held with young carers.
- 11 Family events were organised with 171 young carers attending with families.

Volunteering Project

This year, we were supported by 88 volunteers who contributed their time and skills in a variety of roles. Volunteers gave over 2,000 hours of their time, which represents a saving in staff costs of around £56,000.

We were awarded 'Volunteering Organisation of the Year' by Kingston University Students Union and we also achieved the Kingston Quality Award, which recognises our commitment to best practice in volunteer management.

The valuable contribution made by our volunteers enables us to expand the service we offer carers. Highlights from our volunteering project include:

- Our 45 activity volunteers enable the Young Carers' Project to provide a wider offering of peer support activities than would otherwise be possible. This year, volunteers gave over 1000 hours of support at our young carers' activities.
- 8 admin volunteers provided regular administrative support.
- A team of 13 volunteers assist with our large mail-outs of newsletters.
- Our team of student counsellors provided 324 one-to-one counselling sessions to carers.
- Volunteers contributed 82 hours of time to support our adult carers' activities and support groups.

Financial Review

This year, we were successful in securing additional funding which saw our income increase by 29%. This was much needed and allowed us to increase our support to both young and adult carers in the borough. We are grateful for these new grants from Lloyds Bank Foundation and Big Lottery, as well as those from all of our other funders and donors.

We have continued to see growing demand for our services from carers of all ages. This indicates that more carers are aware of the support available to them but presents some challenges in meeting this demand. It is essential that we sustain and expand our services by increasing our capacity and resources. We are committed to providing high quality and comprehensive support to those who need us.

We are continuing to pursue new streams of funding but statutory funding is scarce and charitable funding is competitive; often targeted to areas of work outside of our remit.

We are delighted that City Bridge Trust have agreed to fund KCN a total of £178k over the next three years to support carers over the age of 65. We plan to start this project in November 2018.

However, we do need to replace other project funding as and when grants come to an end. Funding will continue to be our strategic priority going forward to ensure we can support as many local carers as possible.

Chairman's Report for the year ended 31 March 2018

Kingston Carers' Network (A company limited by guarantee)

Statement of Trustees' Responsibilities

Kingston Carers' Network (KCN) is a Company Limited by Guarantee and, since its incorporation on 25th January 2013, the charitable company has been administered by its Board of Trustees, who are also Directors of KCN for the purposes of Company Law. As such, they are responsible for preparing the Trustees' Annual Report and the organisation's financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company Law requires the Trustees to prepare annual financial statements that provide a true and fair view of the charitable company's state of affairs, its incoming resources, and the application of those resources, including income and expenditure over the period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going-concern basis, unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company, and which 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. The Trustees are responsible for maintaining the integrity of the financial statements.

As stated below, KCN continues to seek additional Trustees, especially those who have relevant experience and skills that would benefit the organisation. Trustees are recruited on the basis of their skills and experience. All new Trustees are taken through an induction procedure to ensure they understand their responsibilities and have sound knowledge of KCN's policies and procedures.

KCN's Strategic Vision

Over the last year KCN has continued to grow in both Staff numbers and turnover, in order to meet the increasing demand for Carer support.

During that time, and in response to that growth, the Trustees have taken the opportunity to revisit KCN's Strategic Vision, in order to clarify and confirm the priorities that will shape the organisation's future development.

The first step in doing this was a full-day meeting of the Trustee Board in January 2018, which set out the basic parameters for such a Strategic Vision. The approach was then developed and discussed with Staff during June 2018, and a short paper prepared summarising the key elements.

The revised strategic ambition of KCN remains close to its historical core: to improve the lives of unpaid Carers of all ages in Kingston. We have now also made explicit, however, that that we wish to achieve this goal by continuing to be **the** expert provider of independent information, support and advocacy across the Royal Borough of Kingston upon Thames.

The Implications of KCN's Strategic Vision

Such an ambition, of course, has significant implications. It will require KCN to invest in growing both its capacity and its expertise. This will need to be accompanied by the comprehensive measurement of performance, in order to demonstrate the charity's outcomes on a continuous basis, and to communicate the value of KCN to potential sponsors.

All of this has its challenges. This year marks KCN's first anniversary in its 'new' premises – and whilst the additional space has helped in several ways, anyone visiting 418 Ewell Road will be aware that the office is already crowded and short on rooms for meetings and interviews.

Funding also continues to be a key concern. With so much of KCN's income tied to specific short-term projects, renewing current funding streams in a way that provides continuity for both Carers and Staff requires constant effort. However, on reviewing the charity's financial position and secured funding streams the Trustees have concluded that KCN is a going concern and able to carry out its charitable objectives for the foreseeable future.

The nature of such funding also means that almost all KCN's financial resources are 'restricted' (i.e. they are limited to specific project aims). It is therefore a perennial challenge to fund the basic needs of managing a growing organisation: we require 'unrestricted' (i.e. more general) funds, for example, to provide overall administrative support and to upgrade the charity's infrastructure.

The KCN Team

For all the challenges, however, KCN's financial position has remained strong, largely due to the tireless efforts of Kate Dudley to secure funds from major donors (some details of which are included in her report). The trustees would like to thank her for this, and also Rhiannon Price for her work as Treasurer over the last year. In October 2018 Rhiannon is stepping down from the role to have her second child, and so KCN is therefore in the process of seeking a new Treasurer.

I would like to express thanks to the other trustees who have supported the work of KCN in a variety of ways over this last year of transition and growth. In May 2018 Stephanie Limond decided to take a break as a Trustee after more than five years on the Board, and I would like to take this opportunity to acknowledge Stephanie's considerable contribution to KCN over that time.

As mentioned above, the Board continues to seek new Trustees who can provide additional expertise and experience, and welcomes applications from individuals who feel they have the time and skills to help take the charity forward. (Please see the KCN website for further details.)

Kate and the KCN Staff team do an outstanding job in the face of all the challenges outlined above, and the Trustees recognise how much their knowledge, dedication and support is valued. The Board would like to register its thanks to all Staff members, as well as to the many Volunteers who give freely of their time and talents in support of KCN's work.

The coming year will be every bit as challenging as the last one. However, KCN plays such a vital role in the life of the community that the Trustee Board is determined to do everything it can to help secure for the charity a bright and sustainable future.

Dr Thom Braun
Chair of Trustees
For the financial year 2017-18

19 September 2018

**Independent Examiner's report to the Trustees of
Kingston Carers' Network
(Company limited by guaranteed)**

Year Ended 31st March 2018

I report on the accounts of the charity for the year ended **31 March 2018**, set out on pages 12 to 21.

Respective responsibilities of Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission and Companies Act 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from 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 I do not express an audit opinion on whether the accounts present a 'true and fair view'. The report is limited to those matters set out in the statement below.

Independent Examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Nasir Mahmud FCA
Independent Examiner
Chartered Accountant

19 September 2018

Falcon House, 257 Burlington Road, New Malden, Surrey KT3 4NE

**Independent Examiner's report to the Trustees of
Kingston Carers' Network
(Company limited by guaranteed)**

Year Ended 31st March 2018

KINGSTON CARERS' NETWORK

**STATEMENT OF FINANCIAL ACTIVITIES
for the YEAR TO 31 MARCH 2018**

	Notes	2018		2018	2017
		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		£	£	£	£
Income and endowments from:					
Donations and legacies	4	108,065	0	108,065	90,374
Investment Income	4	363	0	363	872
Charitable Activities	4	0	597,292	597,292	455,780
Total		<u>108,428</u>	<u>597,292</u>	<u>705,720</u>	<u>547,026</u>
Expenditure on:					
Charitable Activities	5	138,332	535,414	673,746	543,387
Other Costs	6	6,317	0	6,317	1,181
Total		<u>144,649</u>	<u>535,414</u>	<u>680,063</u>	<u>544,567</u>
Net Resources before transfers		(36,221)	61,878	25,657	2,459
Transfers between Funds		20,615	(20,615)	0	0
Net before other gains/losses		<u>(15,606)</u>	<u>41,263</u>	<u>25,657</u>	<u>2,459</u>
Other gains/losses		0	0	0	0
Net movement in funds		<u>(15,606)</u>	<u>41,263</u>	<u>25,657</u>	<u>2,459</u>
Reconciliation of Funds					
Total Funds Brought Forward		113,283	53,348	166,631	164,172
Total Funds Carried Forward		<u>97,677</u>	<u>94,611</u>	<u>192,288</u>	<u>166,631</u>

The Balance Sheet continues on the following page.

KINGSTON CARERS' NETWORK

BALANCE SHEET

31 MARCH 2018

	Notes	£	2018 £	£	2017 £
Fixed assets					
Tangible Fixed Assets	6	91,264		-	
			<u>91,264</u>		-
Current Assets					
Debtors	7	25,678		107,168	
Cash at Bank and in Hand		183,742		206,666	
			<u>209,420</u>	<u>313,833</u>	
Liabilities					
Creditors: amounts due within one year	8		108,396		147,202
			<u>192,288</u>	<u>166,631</u>	
Funds of the Charity					
Unrestricted Income Funds	13	6,413		113,283	
Designated Reserves	13	91,264		-	
			<u>97,677</u>	<u>113,283</u>	
Restricted Income Funds	12		94,611		53,348
			<u>192,288</u>	<u>166,631</u>	

On Behalf of the Management Committee

Signed Rhiannon Price (Treasurer)

Dated

Balance sheet (continued)

Trustee's statements required by the Companies Act 2006 for the year ended 31 March 2018

In approving these financial statements as Trustees of the company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ;
- (b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 March 2016.
- (c) that we acknowledge our responsibilities for:
 - (1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and
 - (2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the board on 19 September 2018 and signed on its behalf by

Dr Thom Braun
Chairman

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 MARCH 2018

1 Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

2 Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- Preparation of a cash flow statement

3 Accounting Policies

a) Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Income received prior to the period the funding covers is deferred until the period starts.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

b) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's care services activity.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management. They are split using the number of staff hours spent on the main projects.

3 Accounting Policies (continued)

- c) Expenditure of a capital nature of less than £1,000 is not capitalised but treated as expended in the year

Tangible fixed assets are stated at their historical cost less accumulated depreciation. Improvements to the buildings are capitalised. Depreciation is provided over the expected useful lives and the term of the leases, as applicable, under the straight-line method. Depreciation is provided from the date an asset comes into use.

- d) The charity is exempt for tax purposes.

- e) Defined Contribution Scheme

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

- f) Debtors are measured at transaction value less any impairment. At each balance sheet date, debtors are assessed for objective evidence of impairment. If an asset is impaired, the impairment loss is measured as the difference between the carrying amount and the amount expected to be received.

- g) Creditors are measured at transaction value.

4 Analysis of Income

	2018	2017
	£	£
Donations and legacies		
Royal Borough of Kingston upon Thames	85,032	85,320
Donations	23,033	5,054
	<u>108,065</u>	<u>90,374</u>
Investment Income		
Bank Interest	363	872
	<u>363</u>	<u>872</u>
Incoming Resources re Charitable Activities		
BBC Children in Need	37,174	35,461
R.B. Kingston		
- Achieving for Children	40,000	40,000
- Mental Health Support	48,906	31,600
- Carers Assessments	30,000	30,877
- Carers Activities	500	1,300
- Volunteer Coordinator	20,134	18,960
- Generic Carers	41,386	41,124
- Wellbeing & Inclusion	20,666	18,348
- Out of hours service	5,948	5,948
Carers Trust - NEET	-	(295)
St James Place	6,276	3,138
Big Lottery		
- Adult Carers	98,993	97,971
- Young Carers	124,594	-
- Awards for All	13,303	4,400
- Volunteer Befriending	-	8,948
Comic Relief	46,281	62,749
Kingston Public Health		
- Young Carers Mental Health	10,000	10,000
- Parents of Children in CAMHS	-	-
Lloyds	717	-
Carers Trust - Carers Activities	4,792	9,687
Wellbeing & Inclusion Donations	1,673	3,361
Other Restricted Donations	45,948	32,203
	<u>597,292</u>	<u>455,780</u>

5	Analysis of Expenditure	2018	2017
		£	£
	Charitable Activities - Unrestricted Funds		
	Salaries including NI contributions & pensions	88,175	63,885
	Recruitment, Training & Expenses	1,831	1,520
	Premises Costs	8,647	462
	Office Running Costs	8,804	5,719
	Events & Activities	266	183
	Subcontractor Costs	20,199	19,999
	Legal & Professional Fees	10,156	5,950
	Accountancy	255	255
		<u>138,333</u>	<u>97,972</u>
	Charitable Activities - Restricted Funds		
	Supporting Carers with Mental Health or Substance Misuse Problems	44,407	30,395
	Supporting Carers Assessments	38,029	35,906
	Supporting Children in Need	39,026	42,951
	Supporting Volunteer Coordinator	19,302	18,861
	Supporting Generic Carers	39,676	37,836
	Supporting Wellbeing & Inclusion	27,578	23,808
	Supporting Database	-	-
	Supporting Out of Hours Service	5,871	5,984
	Supporting Achieving for Children	39,046	46,483
	Supporting St James Place	5,328	2,648
	Supporting Big Lottery Adult Carers	94,517	86,903
	Supporting Big Lottery Young Carers	104,497	-
	Supporting Big Lottery Awards for All	13,303	4,400
	Supporting Big Lottery Volunteer Befriending	2,135	6,801
	Supporting Comic Relief	42,187	57,381
	Supporting Childrens Society	-	7,760
	Supporting Parental Mental Health	4,261	8,446
	Supporting Parents of Children in CAMHS	-	127
	Supporting Lloyds	717	-
	Supporting RBK Carers' Activities	1,341	413
	Supporting Carers Trust Carers' Activities	6,415	8,479
	Supporting Other Restricted Donations	7,776	19,832
		<u>535,414</u>	<u>445,415</u>
	Other Costs (unrestricted)		
	Depreciation	5,075	-
	Governance costs:		
	Independent Examiner's Fee	1,032	1,032
	AGM Costs	64	70
	Data Protection Registration	35	35
	DBS checks	111	44
		<u>6,317</u>	<u>1,181</u>

5 Analysis of Expenditure (continued)

Support costs included in Expenditure	Staff Costs	Premises Costs	Office Costs	Legal & Prof fees	Total
	£	£	£	£	£
Unrestricted Funds	754	4,630	6,163	146	11,692
Supporting Carers with Mental Health or Substance Misuse Problems	330	2,025	2,695	64	-
Supporting Carers Assessments	355	2,182	2,905	69	5,511
Supporting Children in Need	382	2,346	3,123	74	5,926
Supporting Volunteer Coordinator	171	1,049	1,396	33	2,648
Supporting Generic Carers	404	2,481	3,303	78	6,266
Supporting Wellbeing & Inclusion	103	632	842	20	1,597
Supporting Achieving for Children	382	2,346	3,123	74	5,926
Supporting St James Place	37	226	301	7	571
Supporting Big Lottery Adult Carers	808	4,964	6,607	156	12,535
Supporting Big Lottery Young Carers	646	3,967	5,280	125	10,017
Supporting Comic Relief	366	2,248	2,992	71	5,676
Supporting Childrens Society	47	288	383	9	727
Supporting Parental Mental Health	61	376	501	12	950
	<u>4,845</u>	<u>29,759</u>	<u>39,614</u>	<u>937</u>	<u>75,155</u>

Support costs are split using the number of staff hours spent on the main projects.

6 Fixed Assets

The movements in tangible fixed assets are comprised as follows:

	Leasehold improvements
Carrying value	
Additions in the year	96,339
Balance as at 31 March 2018	<u>96,339</u>
Depreciation in the year	(5,075)
Accumulated depreciation as at 31 March 2018	<u>(5,075)</u>
Net book value at 31 March 2018	<u>91,264</u>

7 Debtors & Prepayments

Amounts falling due within one year

	2018	2017
	£	£
Other Debtors	16,221	100,061
Accrued income	132	260
Prepayments	9,325	6,847
	<u>25,678</u>	<u>107,168</u>

8 Creditors & Accruals

Amounts falling due within one year

	2018	2017
	£	£
Deferred Income	77,170	132,910
Trade creditors	10,301	3,707
Payroll liabilities	10,387	9,243
Accrued Expenditure	10,538	1,342
	<u>108,396</u>	<u>147,202</u>

Deferred income is income received in the current financial year for services to be provided in the next financial year. Hence, grants received from funders where the services will be provided to them in the next financial year have been recorded as deferred income, and are analysed as follows:

Balance brought forward at 1 April 2017	132,910
Released in year	(128,986)
Income received in year deferred to following year	73,246
Balance carried forward at 31 March 2018	<u>77,170</u>

9 Fee for Independent Examination of the Accounts	2018	2017
	£	£
Nasir Mahmud	<u>1,032</u>	<u>1,032</u>
10 Staff Costs	2018	2017
	£	£
Gross Salaries	399,103	363,942
Employer's NI contributions	36,062	33,010
Pension contributions	<u>13,559</u>	<u>10,341</u>
	<u>448,724</u>	<u>407,293</u>

The average monthly numbers of employees during the year calculated on the basis of full time equivalents was as follows:

Charitable Activities	12	11
Administration	3	2

There were no employees who received employee benefits (excluding employer pension costs) of more than £60,000 during the year.

10.1 Trustees' emoluments

No remuneration was paid to any of the trustees.

11 Related Party Transactions

No loans made to or received from any trustee.

No trustees' expenses were reimbursed.

There have been no transactions with trustees or related parties.

12 Restricted Funds Held**Grants to support:**

a Royal Borough of Kingston upon Thames	Volunteer Coordinator	
b Royal Borough of Kingston upon Thames	Generic Carers	
c Royal Borough of Kingston upon Thames	Wellbeing & Inclusion	
d Royal Borough of Kingston upon Thames	Out of hours service	
e Royal Borough of Kingston upon Thames	Improving outcomes	
f Royal Borough of Kingston upon Thames	Achieving for Children	young carers aged 5 to 13
g BBC	Children in Need	young carers aged 5 to 18
h Royal Borough of Kingston upon Thames		carers of people with mental health problems
i Royal Bank of Scotland	Community Fund	
j Royal Borough of Kingston upon Thames	Intergrated Intervention	
k Evening Standard London Community	Intergrated Intervention	
l Carers Trust	Carers activites	
m Royal Borough of Kingston upon Thames	Carers activites	
n St James Place	School Lunch Club	
o Big Lottery	Adult Carers & Outreach	
p Big Lottery	Young Carers	
q Comic Relief	Family Support	
r Kingston Public Health	Young Carers Mental Health	
s Kingston Public Health	Parents of Children in CAMHS	
t Royal Borough of Kingston upon Thames	Carers Assessments	
u Carers Trust	NEET	
v Lloyds	Dementia	

Restricted Fund Values and Movements

	Balance brought forward	Incoming Resources	Transfers	Outgoing Resources	Balance carried forward
	£	£	£	£	£
a Royal Borough of Kingston upon Thames	99	20,134	0	(19,302)	932
b Royal Borough of Kingston upon Thames	3,288	41,386	(4,999)	(39,676)	(0)
c Royal Borough of Kingston upon Thames	0	22,339	5,238	(27,578)	(0)
d Royal Borough of Kingston upon Thames	0	5,948	0	(5,871)	77
e Royal Borough of Kingston upon Thames	2,108	0	0	0	2,108
f Royal Borough of Kingston upon Thames	0	40,000	(954)	(39,046)	0
g BBC Children in Need	0	37,174	1,852	(39,026)	0
h Royal Borough of Kingston upon Thames	1,204	48,906	(5,430)	(44,407)	273
i Royal Bank of Scotland	3,671	0	0	0	3,671
j Royal Borough of Kingston upon Thames	225	0	0	0	225
k Evening Standard London Community	225	0	0	0	225
l Carers Trust	3,316	4,792	0	(6,415)	1,693
m Royal Borough of Kingston upon Thames	1,345	500	0	(1,341)	504
n St James Place	216	6,276	(546)	(5,328)	618
o Big Lottery	8,300	112,296	(7,677)	(109,955)	2,964
p Big Lottery	0	124,594	(9,750)	(104,497)	10,347
q Comic Relief	8,117	46,281	(2,080)	(42,187)	10,131
r Kingston Public Health	1,622	10,000	(640)	(4,261)	6,721
s Kingston Public Health	1,630	0	0	0	1,630
t Royal Borough of Kingston upon Thames	0	30,000	8,029	(38,029)	0
u Carers Trust	906	0	0	0	906
v Lloyds	0	717	0	(717)	0
Other small funds	17,072	45,948	(3,658)	(7,776)	51,585
	53,348	597,292	(20,615)	(535,414)	94,611

13 Unrestricted Fund Movement

	At 1 April 2017	Incoming resources	Transfers	Outgoing resources	At 31 March 2018
	£	£	£	£	£
General Funds	113,283	108,428	(75,724)	139,574	6,413
Designated Funds	-	-	96,339	5,075	91,264
	<u>113,283</u>	<u>108,428</u>	<u>20,615</u>	<u>144,649</u>	<u>97,677</u>

The fund is utilized for the ongoing Core activities of the charity rather than the charitable activities.

Transfers between Unrestricted and Restricted Funds represent the charge of management supervision time to each project and additional funding for projects.

During the year, the Trustees Designated £96,338 of the Unrestricted Funds to pay for the Leasehold Improvements undertaken on the Company's new premises.

14 Analysis of Net Assets between Funds

	Fixed Assets	Current Assets	Current Liabilities	Total
	£	£	£	£
Unrestricted Funds	91,263	30,402	(22,299)	99,366
Restricted Funds	-	179,018	(83,447)	95,571
	<u>91,263</u>	<u>209,420</u>	<u>(105,746)</u>	<u>194,937</u>

15 Company limited by guarantee

Kingston Carers' Network was incorporated on 25 January 2013 and the assets and liabilities were transferred as of 1 April 2013 for "Nil" Consideration.

Every member of the company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

Minutes of the 26th Annual General Meeting held at 7.00pm on Wednesday 4th October 2017 at Doubletree by Hilton, Kingston

Present

Joanne Maye	James Harrison	Doreen Harrison
Kate Dudley	Viv Rowland	Rosemary Tarrant
Elaine Horsecroft	Sarah Smith	Irina Farren
David Still	Cllr. Mike Head	Cllr. Sandra Head
Clare Keogh	Maggie Ruddy	Marian Green
John Mays	Rose Piercy	Christine Osbourne
Steve Katz	Sobash Sawney	Ally Carnie
Prabna Shetty	Rhiannon Price	Tony Williams
Mike Wilkinson	Marilyn Fry	Jo Cocup
Tanya Cook	Paul Bastion	Diane White
Ena Chakrabarty	Maureen Wright	Lyndsey de Valmency-King
Heather Bell	Mary MacDonald	
Sharon Zeqiri	Fatima Channa	
Thom Braun	Pat Stanley	

Apologies

Stephanie Limond

Welcome

John Mays, Chair of Kingston Carers' Network welcomed everyone to the AGM and in particular, Deputy Mayor of the Royal Borough of Kingston upon Thames, Councillor Mike Head, and his wife the Deputy Mayoress, Mrs Sandra Head. He thanked RBK for the support they have given to KCN which enables us to provide essential services to carers

Presentation by Dr Trudi Edgington

Dr Trudi gave a presentation entitled Cultivating Resilience for Carers. Dr Trudi is a registered nurse and clinical psychologist specialising in Alzheimer's Disease and its effect on memory, and she is based at City University, Chelsea & Westminster Hospital and Addenbrooke's Hospital. The presentation explored the link between the way we think and feel, and how this affects other aspects of our lives.

Following the presentation, Dr Trudi took questions from the floor, which explored the relationship between caring and reward, and whether it's possible to condition the brain to feel better. Dr Trudi's talk was very well received by all present

John Mays thanked Dr Trudi and everyone involved for their contribution. Kate Dudley presented Dr Trudi with flowers to thank her, and it was stated that the presentation was as good, if not better, than the previous year.

AGM Introduction

John Mays began the AGM by stating that KCN needs more members, and asked that everyone who had not already done so should put their name down. Membership is free and the only duty is to attend the AGM, and the only liability a contribution of £1 in the event of the charity being wound up. Only members of KCN can vote.

Minutes of the 2016 AGM

The minutes of the 2016 AGM were agreed as a true record.

Presentation and Adoption of the Annual Accounts for 2016/17

Steve Puckett former Treasurer, prepared the accounts for the AGM, but having resigned in August, these were presented by John Mays on his behalf.

The accounts had been audited by Nasir Mahmud with no issues raised and his statement can be found in the Annual Report.

The adoption of the accounts was proposed by Steve Katz, seconded by Clare Keogh and agreed by all.

Appointment of Independent Examiner

John Mays proposed reappointment of Nasir Mahmud for the coming year. This was seconded by Mike Wilkinson and agreed by all.

Appointment of Treasurer

John Mays thanked Mike Wilkinson for his hard work as temporary Treasurer following the resignation of Stephen Puckett

John Mays proposed the appointment of Rhiannon Price as a Director and Treasurer. This was seconded by Mike Wilkinson and agreed by all. The meeting was advised that Mike Wilkinson had been appointed Company Secretary.

Election of Directors to the Board of Trustees and Officers of the Board 2016/17

The following candidates were proposed for re-election as Directors by Jo Maye, seconded by Marilyn Fry and agreed by all.

John Mays
Thom Braun
Steve Katz
Stephanie Limond
Alison Carnie
Viv Rowlands
Mike Wilkinson
Pat Stanley

John Mays announced that this was his last AGM as Chairman and that Thom Braun would be taking over as Chairman. John Mays is to become Deputy Chairman.

The following candidates were proposed for election as Officers .

Thom Braun as Chair
John Mays as Deputy Chair
Rhiannon Price as Treasurer

Report by the Chair – John Mays

John Mays stated it was an exciting time for KCN which has received lots of support from generous funders, and turnover has stabilised

KCN moved to new offices at 418 Ewell Road. There was a tremendous team effort put in, which was a compliment to Kate Dudley and helpers including Trustees. Lots of work was done to renovate, costing lots of money. John was grateful to all staff for their support. It has been a year of great progress, and KCN hope to expand their services.

Special thanks were given to the Young Carers' Team, especially Diane White.

There are many more carers in the RBK that need the help of KCN, and John Mays was very grateful to the YC Team and Diane. Compliments were also given to the Adult Carers' Team for their great effort, with the hope that the community fully appreciates this effort.

This concludes the Chairman's Report.

Speech by Councillor Mike Head, Deputy Mayor RBK

The Deputy Mayor gave congratulations to Thom Braun and said well done to John Mays for his years of service. He thanked Dr Trudi for her presentation, and said it was an honour and a pleasure for the Deputy Mayor and his wife to attend the AGM.

Councillor Head then read a message from the Mayor, Judy Pickering. The Mayor said that KCN was an exemplary charity, providing a shining example of how to become outstanding, showing new levels of dedication of how fundraising can be done correctly. She was blown away by what KCN are doing, which was a credit to all those involved including staff and volunteers. KCN are providing support to over 2,400 adult carers and over 580 young carers, which is above the national average. Carers are often forgotten or taken for granted, and KCN provides invaluable help and support to them. The number of carers is likely to increase and KCN will meet that challenge. Funders include Big Lottery, Kingstonian FC and Children in Need. The Mayor thanked KCN for their hospitality and wished the organisation the very best for the future.

John Mays thanked the Deputy Mayor and said this is much appreciated.

Kingston Quality Award – presented by Tanya Cook, Kingston Volunteering

Tanya Cook is an Outreach worker with Kingston Volunteering. This award was to recognise the work an organisation does in looking after its volunteers and the input they have. Tanya presented the award to Lyndsey de Valmency-King, Volunteer Coordinator for KCN. Tanya said that KCN have an amazing criteria folder and set the bar for providing guidelines and achieving expectations for volunteers. Congratulations and well done to Lyndsey and KCN.

John Mays thanked Tanya and Lyndsey and gave his congratulations to Lyndsey.

Chief Executive's Report – Kate Dudley

2016/17 was another great year for KCN.

Key highlights included:

- Supporting 3340 carers including 623 young carers, increased 5 fold
- Provided Holistic Support based on the National Carers' Strategy
- Busiest year with 847 carers referred to KCN
- 163 young carers referred to Young Carers Project
- Income of £547k
- 49% funding from non-statutory sources
- Shortlisted for People's Projects
- Finding new premises in Ewell Road
- Achieved and exceeded target for Active & Supportive Communication Project
- Financial gains of over £1.4 million

- Provided 2143 breaks for Young Carers with 187 activities
- 84 volunteers contributing 2408 hours of time and skills
- £424k new funding from Big Lottery
- Successful relocation to Tolworth
- Charity of the Year for Kingston Chamber of Commerce
- Finalist for Kingston Business Excellence Awards

The year ahead will see KCN look to secure additional funding to provide specialist support for dementia and to expand programmes of health and wellbeing activities. Achieving for Children are likely go through a commissioning process to provide funding for YCP.

Kate stated KCN's commitment to Kingston Carers by commissioning an independent evaluation of services, and requested that carers contact her if they are willing to have a telephone interview KCN needs to engage more with carers so they can let us know what they need.

Kate thanked her fantastic team for their hard work and dedication in developing a high quality service. Kate also thanked the wonderful Board of Trustees who have supported her.

Special thanks to John Mays, who has been Kate's line manager for 8 years, and has been a great mentor and support to her. Kate presented a gift to John Mays
Kate asked for any questions or comments; there were none.

John thanked Kate, and reciprocated thanks to the volunteers, staff and trustees. John gave praise to Kate as a great CEO, who has raised 95% of the funding. Kate also thanked Diane for her fundraising. John thanked everyone for their help and support.

Meeting Close by Thom Braun, new Chairman

Thom closed the meeting by thanking John Mays as being a towering strength and inspiration. John will be staying on for at least a year as Deputy Charman, and Thom was glad to rely on John's wisdom and advice. Thom suggested we combine a thank you event to John with our new office housewarming. Thom then presented John with a gift – a book called "Famous Last Words".

Any Other Business

There was no other business. Thom thanked everyone for attending and declared the meeting closed.

Kingston Carers' Network



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24 HOUR ANSWERPHONE

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