



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 2019 for Kingston Carers' Network



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England & Wales



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# 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 2018-2019**

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# Kingston Carers' Network

Reg. Charity No. 1151456 Company Number 8376060

## Annual General Meeting –13<sup>th</sup> December 2019: 7:00pm to 7:30pm

### AGENDA

1. Welcome – Tony Woods, Chairman
2. Apologies for absence
3. Minutes of the 2018 AGM
4. Presentation & Adoption of the Annual Accounts for Financial Year 2018-2019
5. Appointment of the Independent Examiner
6. Election of Directors of the Board 2019-2020
7. Report by the Chairman – Tony Woods
8. Highlights of the year by the Chief Executive – Diane White
9. A Young Carer's Story - Lucy
10. Any Other Business
11. Closing remarks from the Worshipful the Mayor of the Royal Borough of Kingston upon Thames, Margaret Thompson

*The AGM will be followed by the Carers' Christmas Party for those who wish to attend.*

## Current Staff

- Diane White – Chief Executive
- David Still – Deputy Chief Executive/Adult Carers Manager
- Veronica Attah – Mental Health and Substance Misuse Support Coordinator
- Lily Bath – Adult Carers Support Worker
- Chrissy Brouwer – Young Carers' Worker
- Helen Brunskill, Counselling Admin Worker
- Laura Burt – Mentoring Coordinator
- Jo Cocup – Office Manager
- Mollie Cooke – Generic Carers Adviser
- Lyndsey de Valmency-King – Volunteering Coordinator
- Kate Dudley – Development/Fundraising Officer
- Liz Grimwood – Activities Coordinator
- Sam Leggett – Young Carers Worker
- Jo Maye – Admin Officer
- Vanessa Mooneeapen - Dementia Carers' Adviser
- Tania Park – Young Carers' Project Manager
- Julie Parker – Targeted Support Worker
- Sophie Phillips – Young Carers' Worker
- Linda Richards – Finance Manager
- Sophina Rylance -Young Carers' Worker
- Alice Wintle – Young Carers' Worker

## Report of the Trustees for the Year Ended 31 March 2019

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 2019, 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 2018 to 31st March 2019, for the full year (unless stated otherwise) were:

- Tony Woods Chairman (appointed on 21<sup>st</sup> November 2018)
- John Mays Deputy Chairman
- Bob Humphries Treasurer (appointed on 17<sup>th</sup> October 2018)
- Rhiannon Price Treasurer (resigned on 3<sup>rd</sup> October 2018)
- Chris Ireland (appointed on 17<sup>th</sup> October 2018)
- Steve Katz (resigned on 16<sup>th</sup> October 2019)
- Stephanie Limond (resigned on 16<sup>th</sup> May 2018)
- Alison Carnie (resigned on 20<sup>th</sup> March 2019)
- Viv Rowlands
- Julia Linney (appointed on 21<sup>st</sup> November 2018)
- Mike Wilkinson
- Pat Stanley
- Thom Braun (resigning at AGM on 13<sup>th</sup> December 2019)

### 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  
Viv Rowlands  
Pat Stanley

Under Article 24 there are 4 new directors appointed by a resolution of the Board since the last AGM, which are listed above.

### Officers

Officers are appointed by the Board. There has been one new appointment since the last AGM -Jo Cocup as Company Secretary (appointed on 1<sup>st</sup> October 2019)

### 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.

### **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.
- 1007 attendances at our carers' fitness classes.
- 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.
- .

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 173 young carers referred to our Young Carers' Project, and we provided 3,384 respite breaks for 657 young carers.

Some of our key achievements for the year include:

- young carers' activities and outings were organised.
- individual respite breaks were provided.
- lunch clubs were held in 6 local secondary schools, with a total of 241 young carers attending.
- drop-ins held for young carers aged 5-8.
- young carers aged 9 to 12 attended regular drop-ins.
- drop-ins held for young carers aged 12 and over.
- young carers aged 12 and over attended youth group.
- one to one support sessions were held with young carers.
- Family events were organised with young carers attending with families.
- Young adult carers aged 16+ attended regular sessions

## **Volunteering Project**

This year, we were supported by 84 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, including RBK, Mayor of London, Carers' Trust, Children in Need and the Ajahama Charitable Trust.

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 has 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 2019.

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

## Chairman's Report for the year ended 31 March 2019

can support as many local carers as possible.

### **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 25<sup>th</sup> 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**

As in previous years, KCN has continued to grow in both Staff numbers and turnover, in order to meet the increasing demand for Carer support. In 2018-19, the team carried out approximately 400 carers' assessments and 559 carers had reduced financial hardship as a result. Additionally, 454 reported improved physical



and mental wellbeing and our volunteers contributed with 2245 hours of unpaid work. We also saw a 15% increase in delivered activities and a 20% increase in respite breaks. Another important part of our work is speaking at school assemblies.

*A head teacher said “Its brilliant that you come into schools and talk to the children and raise their awareness of being a young carer. Some children even came to the staff after of their own accord saying they thought they were young carers. Your assembly empowered them to feel able to open up to us”*

Obviously, this increase in activity and impact creates new challenges- prioritisation, transport (to and from youth groups and activities), having sufficient staff time and thus needing to recruit more volunteers. We have focused on addressing these challenges and ways of mitigating them- for example improving our internal and external communication and addressing our IT and digital requirements.

Throughout the year, and in response to that growth, the Trustees have taken the opportunity to refine KCN’s Strategic Vision, in order to clarify and confirm the priorities that will shape the organisation’s future development. We have analysed in detail all aspects of our work and in particular, focused on our digital strategy, fundraising (securing longer-term, unrestricted funding) and our short-term organisational restructuring.

Our strategic ambition for 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.

Funding, as always, 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**

2018-19 has been a year of marked change. We were made aware early in the financial year that our Chief Executive Officer, Kate Dudley planned to step down from her role in September 2019. This afforded us the time to allow time for thorough succession planning and restructuring of the organisation.

The Board of Trustees was delighted to appoint Mrs. Diane White as the new CEO, promoting her from Manager of the Young Carers’ Project. Diane has now taken up

her position (from 1 October 2019). In addition, we appointed Mr. David Still as her Deputy (promoted from Head of Adult Services). We were particularly pleased to be able to recruit from within for both these positions- a move which highlights our strength in nurturing and valuing our staff as well as Kate Dudley's leadership skills. We believe this continuity and retention of 'corporate memory' will be a major plus in the years ahead.

Further careful analysis of our structure has also led to the appointment of Jo Cocup as Company Secretary. We now believe we have a team fit for purpose in tackling the current and future needs of carers in the borough.

At Board level, we have also seen major changes with the appointments of Chris Ireland, Julia Linney and Bob Humphries (Treasurer). In June of this year, previous Chair, Thom Braun signalled his intention not to seek re-election to the board this November. Thom intends to take a break for short period though will still be involved in a mentoring role for the CEO and Deputy CEO. Additionally, we said good-bye to Steve Katz (October 2019) and Ms. Alison Carney (who resigned in March 2019). On behalf of all Trustees I would like to place on record our heartfelt thanks to Thom, Steve and Alison- to all of whom we are hugely indebted. I would also 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. The Board, however, 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.)

For all this organisational flux, we have done remarkably well in attracting new funding. Details will available elsewhere in this report, but we are particularly grateful to the City Trust and the Curiosity Fund (Comic Relief / Wellcome) for recent major awards (details of these awards will be reported in 2019-20).

Kate and the KCN Staff team have done 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.

Now we look forward to a new chapter in our history as our new CEO, Diane and her team lead us into a new decade at a time when budgets for social care are increasingly under pressure and the challenge of fundraising gets ever more competitive.

**Dr Tony Woods**

**Chair of Trustees**

**02 November 2019**

**For the financial year 2018-19**

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

**Year ended 31<sup>st</sup> March 2019**

I report on the accounts of the company for the year ended **31<sup>st</sup> March 2019** which are set out on pages 12 to 21

**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 accounts. The 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.

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

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 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 no opinion is given as to whether the accounts present a "true and fair view" and 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 to comply with the accounting requirements of the 2011 Acthave 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  
Falcon House  
257 Burlington Road  
New Malden  
Surrey KT3 4NE*

*Date 11<sup>th</sup> December 2019*

## KINGSTON CARERS' NETWORK

### STATEMENT OF FINANCIAL ACTIVITIES for the YEAR TO 31 MARCH 2019

	Notes	2019		2019	2018
		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		£	£	£	£
Income and endowments from:					
Donations and legacies	4	112,019	0	112,019	108,065
Investment Income	4	781	0	781	363
Charitable Activities	4	0	586,032	586,032	597,292
Total		<u>112,799</u>	<u>586,032</u>	<u>698,831</u>	<u>705,720</u>
Expenditure on:					
Charitable Activities	5	111,447	551,356	662,803	673,746
Other Costs	6	11,374	0	11,374	6,317
Total		<u>122,820</u>	<u>551,356</u>	<u>674,176</u>	<u>680,063</u>
Net Resources before transfers		(10,021)	34,676	24,655	25,657
Transfers between Funds		35,000	(35,000)	0	0
Net before other gains/losses		<u>24,979</u>	<u>(324)</u>	<u>24,655</u>	<u>25,657</u>
Other gains/losses		0	0	0	0
Net movement in funds		<u>24,979</u>	<u>(324)</u>	<u>24,655</u>	<u>25,657</u>
Reconciliation of Funds					
Total Funds Brought Forward		97,677	94,611	192,288	166,631
Total Funds Carried Forward		<u>122,656</u>	<u>94,286</u>	<u>216,941</u>	<u>192,288</u>

The Balance Sheet continues on the following page.

# KINGSTON CARERS' NETWORK

## BALANCE SHEET

31 MARCH 2019

	Notes	£	2019 £	£	2018 £
Fixed assets					
Tangible Fixed Assets	6	81,158		91,263	
			<u>81,158</u>	<u>91,263</u>	91,263
Current Assets					
Debtors	7	12,343		25,678	
Cash at Bank and in Hand		208,307		183,742	
			<u>220,651</u>	<u>183,742</u>	209,420
Liabilities					
Creditors: amounts due within one year	8		84,868		108,396
Net Current Assets			<u>216,940</u>	<u>192,288</u>	
Funds of the Charity					
Unrestricted Income Funds	13	41,498		6,414	
Designated Reserves	13	81,158		91,263	
			<u>122,656</u>	<u>97,677</u>	97,677
Restricted Income Funds	12		94,286		94,611
Total Funds			<u>216,941</u>	<u>192,288</u>	

On Behalf of the Management Committee

Signed Bob Humphries (Treasurer)

Dated

Notes 1 to 15 on the following pages form part of these accounts

## **Balance sheet (continued)**

### **Trustee's statements required by the Companies Act 2006 for the year ended 31 March 2019**

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 2019.
- (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 20<sup>th</sup> November 2019 and signed on its behalf by

**Dr Anthony Woods**  
**Chairman**

## KINGSTON CARERS' NETWORK

### NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 MARCH 2019

#### 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.

##### 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.

## KINGSTON CARERS' NETWORK

Notes to the Accounts Continued

### 3 Accounting Policies (continued)

- 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

	2019	2018
	£	£
Donations and legacies		
Royal Borough of Kingston upon Thames	94,828	85,032
Donations	17,191	23,033
	<u>112,019</u>	<u>108,065</u>
Investment Income		
Bank Interest	781	363
	<u>781</u>	<u>363</u>
Incoming Resources re Charitable Activities		
BBC Children in Need	37,856	37,174
R.B. Kingston		
- Achieving for Children	40,000	40,000
- Mental Health Support	41,841	48,906
- Carers Assessments	42,500	30,000
- Carers Activities	-	500
- Volunteer Coordinator	16,934	20,134
- Generic Carers	30,269	41,386
- Wellbeing & Inclusion	16,367	20,666
- Out of hours service	8,001	5,948
Carers Trust - NEET	-	-
St James Place	-	6,276
Big Lottery		
- Adult Carers	76,831	98,993
- Young Carers	136,854	124,594
- Awards for All	8,772	13,303
- Volunteer Befriending	-	-
Comic Relief	26,000	46,281
Kingston Public Health		
- Young Carers Mental Health	3,924	10,000
- Parents of Children in CAMHS	-	-
Lloyds	24,283	717
Carers Trust - Carers Activities	7,685	4,792
Wellbeing & Inclusion Donations	6,562	1,673
Young Adults - Deloittes	1,250	-
Public Health	-	-
City Bridge	20,077	-
GLA Young Londoner	12,500	-
Young Carers' Activities	25,640	-
Ajahma Charitable Trust	1,887	-
Other Restricted Donations	-	45,948
	<u>586,032</u>	<u>597,292</u>



## KINGSTON CARERS' NETWORK

Notes to the Accounts Continued

5 Analysis of Expenditure	2019	2018
	£	£
<b>Charitable Activities - Unrestricted Funds</b>		
Salaries including NI contributions & pensions	72,687	88,175
Recruitment, Training & Expenses	1,734	1,831
Premises Costs	12,039	8,647
Office Running Costs	2,404	8,804
Events & Activities	882	266
Subcontractor Costs	20,401	20,199
Legal & Professional Fees	-	10,156
Accountancy	1,300	255
	<u>111,447</u>	<u>138,332</u>
<b>Charitable Activities - Restricted Funds</b>		
Supporting Carers with Mental Health or Substance Misuse Problems	39,667	44,407
Supporting Carers Assessments	38,888	38,029
Supporting Children in Need	40,005	39,026
Supporting Volunteer Coordinator	15,179	19,302
Supporting Generic Carers	26,135	39,676
Supporting Wellbeing & Inclusion	23,131	27,578
Supporting Out of Hours Service	7,623	5,871
Supporting Improving Outcomes	2,108	-
Supporting Achieving for Children	39,157	39,046
Supporting St James Place	1,252	5,328
Supporting Big Lottery Adult Carers	55,775	94,517
Supporting Big Lottery Young Carers	110,208	104,497
Supporting Big Lottery Awards for All	18,258	13,303
Supporting Big Lottery Volunteer Befriending	-	2,135
Supporting Comic Relief	39,251	42,187
Supporting Parental Mental Health	-	4,261
Supporting Lloyds	24,561	717
Supporting RBK Carers' Activities	4,193	1,341
Supporting Carers Trust Carers' Activities	3,769	6,415
Supporting City Bridge Adult Carers	16,654	-
Supporting GLA Young Carers	10,091	-
Supporting Ajahma Charitable Trust Adult Carers	1,816	-
Supporting Young Carers' Activities	32,553	-
Supporting Young Adults Deloitte	1,083	7,776
	<u>551,356</u>	<u>535,414</u>
<b>Other Costs (unrestricted)</b>		
Depreciation	10,106	5,075
Governance costs:		
Independent Examiner's Fee	1,070	1,032
AGM Costs	150	64
Data Protection Registration	35	35
DBS checks	13	111
	<u>11,374</u>	<u>6,317</u>

## KINGSTON CARERS' NETWORK

Notes to the Accounts Continued

### 5 Analysis of Expenditure (continued)

Support costs included in Expenditure	Staff Costs £	Premises Costs £	Office Costs £	Legal & Prof fees £	Total £
Unrestricted Funds	922	11,525	3,752	169	16,367
Supporting Carers with Mental Health or Substance Misuse Problems	394	4,921	1,602	72	6,988
Supporting Carers Assessments	368	4,597	1,497	67	6,529
Supporting Volunteer Coordinator	135	1,683	548	25	2,391
Supporting Generic Carers	259	3,237	1,053	48	4,598
Supporting Wellbeing & Inclusion	83	1,036	337	15	1,471
Supporting Achieving for Children	394	4,921	1,602	72	6,988
Supporting Big Lottery Adult Carers	544	6,798	2,213	100	9,655
Supporting Big Lottery Young Carers	1,119	13,985	4,553	205	19,861
Supporting Comic Relief	342	4,273	1,391	63	6,069
Supporting Young Carers	21	259	84	4	368
Supporting City Bridge Adult Carers	171	2,137	696	31	3,034
Supporting GLA Young Carers	98	1,230	401	18	1,747
Supporting Out of Hours Carers' Service	78	971	316	14	1,379
Supporting Lloyds Dementia Carers	243	3,043	990	45	4,322
Supporting Ajahma Charitable Trust Adult Car	10	129	42	2	184
	<u>5,179</u>	<u>64,745</u>	<u>21,077</u>	<u>950</u>	<u>91,951</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
<b>Carrying value</b>	
Balance as at 1 April 2018	96,338
Additions in the year	-
Balance as at 31 March 2019	<u>96,338</u>
Depreciation as at 1 April 2018	(5,075)
Depreciation in the year	<u>(10,106)</u>
Accumulated depreciation as at 31 March 2019	<u>(15,180)</u>
<b>Net book value at 31 March 2019</b>	<u>81,158</u>

### 7 Debtors & Prepayments

Amounts falling due within one year

	2019 £	2018 £
Other Debtors	6,221	16,221
Accrued income	219	132
Prepayments	<u>5,904</u>	<u>9,325</u>
	<u>12,343</u>	<u>25,678</u>

### 8 Creditors & Accruals

Amounts falling due within one year

	2019 £	2018 £
Deferred Income	58,083	77,170
Trade creditors	10,837	10,301
Payroll liabilities	13,776	10,387
Accrued Expenditure	<u>2,173</u>	<u>10,538</u>
	<u>84,868</u>	<u>108,396</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 2018	77,170
Released in year	(73,246)
Income received in year deferred to following year	<u>54,159</u>
Balance carried forward at 31 March 2019	<u>58,083</u>

## KINGSTON CARERS' NETWORK

Notes to the Accounts Continued

<b>9</b>	<b>Fee for Independent Examination of the Accounts</b>	<b>2019</b>	<b>2018</b>
		£	£
	Nasir Mahmud	<u>1,070</u>	<u>1,032</u>

  

<b>10</b>	<b>Staff Costs</b>	<b>2019</b>	<b>2018</b>
		£	£
	Gross Salaries	396,382	399,103
	Employer's NI contributions	34,099	36,062
	Pension contributions	<u>15,395</u>	<u>13,559</u>
		<u>445,876</u>	<u>448,724</u>

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

Charitable Activities	11
Administration	3

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.

## KINGSTON CARERS' NETWORK

Notes to the Accounts continued

### 12 Restricted Funds Held

a	Royal Borough of Kingston upon Thames
b	Royal Borough of Kingston upon Thames
c	Royal Borough of Kingston upon Thames
d	Royal Borough of Kingston upon Thames
e	Royal Borough of Kingston upon Thames
f	Royal Borough of Kingston upon Thames
g	BBC
h	Royal Borough of Kingston upon Thames
i	Royal Bank of Scotland
j	Royal Borough of Kingston upon Thames
k	Evening Standard London Community
l	Carers Trust
m	Royal Borough of Kingston upon Thames
n	St James Place
o	Big Lottery
p	Big Lottery
q	Comic Relief
r	Kingston Public Health
s	Kingston Public Health
t	Royal Borough of Kingston upon Thames
u	Carers Trust
v	Lloyds

Volunteer Coordinator
Generic Carers
Wellbeing & Inclusion
Out of hours service
Improving Outcomes
Achieving for Children
Children in Need
Community Fund
Intergrated Intervention
Intergrated Intervention
Carers activites
Carers activites
School Lunch Club
Adult Carers & Outreach
Young Carers
Family Support
Young Carers Mental Health
Parents of Children in CAMHS
Carers Assessments
NEET
Dementia

### Grants to support:

young carers aged 5 to 13  
young carers aged 5 to 18  
carers of people with mental health problems

### Restricted Fund Values and Movements

	Balance brought forward £	Incoming Resources £	Transfers £	Outgoing Resources £	Balance carried forward £
a	932	16,934	(1,118)	(15,179)	1,568
b	(0)	30,269	(2,474)	(25,685)	2,110
c	(0)	22,929	(1,461)	(23,131)	(1,663)
d	77	8,001	(365)	(7,623)	90
e	2,108	0	0	(2,108)	0
f	0	40,000	(2,484)	(37,527)	(11)
g	0	37,856	(2,526)	(40,005)	(4,675)
h	273	41,841	(2,091)	(39,667)	356
i	3,671	0	0	(3,671)	0
j	225	0	0	(225)	0
k	225	0	0	(225)	0
l	1,693	7,685	0	(2,863)	6,516
m	504	0	0	(522)	(18)
n	618	0	0	(1,252)	(633)
o	2,964	85,603	(7,108)	(74,033)	7,426
p	10,347	136,854	(7,950)	(110,208)	29,042
q	10,131	26,000	(2,436)	(39,251)	(5,555)
r	6,721	3,924	0	0	10,645
s	1,630	0	0	(1,630)	0
t	0	42,500	(2,536)	(38,888)	1,076
u	906	0	0	(906)	(0)
v	0	24,283	(1,104)	(24,561)	(1,382)
w	0	20,077	(1,347)	(16,654)	2,076
x	0	1,887	0	(1,816)	71
y	0	12,500	0	(10,091)	2,409
z	0	25,640	0	(32,553)	(6,913)
aa	0	1,250	0	(1,084)	167
Other small funds	51,585	0	0	0	51,585
	94,611	586,032	(35,000)	(551,356)	94,286

## KINGSTON CARERS' NETWORK

Notes to the Accounts continued

### 13 Unrestricted Fund Movement

	At 1 April 2018	Incoming resources	Transfers	Outgoing resources	At 31 March 2019
	£	£	£	£	£
General Funds	6,414	112,799	35,000	112,715	41,498
Designated Funds	91,263	-		10,106	81,158
	<u>97,677</u>	<u>112,799</u>	<u>35,000</u>	<u>122,820</u>	<u>122,656</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.

### 14 Analysis of Net Assets between Funds

	Fixed Assets	Current Assets	Current Liabilities	Total
	£	£	£	£
Unrestricted Funds	81,158	22,065	(8,487)	94,736
Restricted Funds	-	198,586	(76,381)	122,204
	<u>81,158</u>	<u>220,651</u>	<u>(84,868)</u>	<u>216,940</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 27th Annual General Meeting held at 7.00pm on Wednesday 3<sup>rd</sup> October at Glenmore House, Surbiton**

**Present Members**

Thom Braun	Chair	Kate Dudley	CEO
John Mays	Vice Chair	Marilyn Fry	KCN Member
Rhiannon Price	Treasurer	Charles Yule	KCN Member
	Company	Nasseem Dar	KCN Member
Mike Wilkinson	Secretary	Nighat Tabussum	KCN Member
Pat Stanley	Trustee	Geraldine O'Hanlon	KCN Member
Viv Rowlands	Trustee	Rose Piercy	KCN Member
Ally Carnie	Trustee	Cheryl Wales	KCN Member
Steve Katz - TBC	Trustee		

**Invited**

Mrs Mays	Guest	Heather Bell - Larkin	Carer
Tony Woods	Guest	Nicola Tyler	Carer
Deputy Mayor Cllr Olivia Boulton	Guest Speaker	Rosemary Ng	Carer
Rhona Trotter	Guest Speaker	Prabha Shetty	Carer
Jo Cocup	Staff Member	Patricia Maskell	Carer
Vanessa Mooneeapen	Staff Member	Brain Maskell	Carer
David Still	Staff Member	Mary McDonald	Carer
Diane White	Staff Member	Martina Howley	Carer
Sophie Phillips	Staff Member	Anne Stegmann	Guest
Linda Richards	Staff Member	Jay Ghandili	Carer
Liz Grimwood	Staff Member	Catherine Caddy	Guest
Lily Bath	Staff Member	Jeyamalar Percy Lister	Carer
Mollie Cooke	Staff Member	Mr. Percy Lister	Carer
Gillian Fraser	Volunteer	Eva Hunt	Carer
Ning Skopnik	Carer	Rosemary Tarrant	Former Carer
Helmut Skopnik	Guest	Karine Duneau	Volunteer
Jim Morgan	Guest		

**Apologies**

Clare Keogh	KCN Member	Angela Yule	KCN Member
Maureen Wright	KCN Member	John Bangs	Guest

## **Welcome and AGM Introduction**

Thom Braun, Chair of Kingston Carers' Network welcomed everyone to the AGM and in particular, Deputy Mayor of the Royal Borough of Kingston Upon Thames, Councillor Olivia Boulton. The Chair thanked the local authority for the support they give to KCN which helps KCN to provide essential services to carers.

This has been the first year the AGM has been held at Glenmore House, and The Chair commented on his positive impression of the venue, the people and the service.

## **Minutes of the 2017 AGM**

The minutes of the 2017 AGM were agreed as a true record.

## **Adoption of the Annual Accounts for 2017/18**

The annual accounts were not formally presented at this meeting. The Chair invited everyone to read the full record of the Annual Accounts in the Annual Report, and to address any questions to the Treasurer. In the absence of any questions, the Accounts were duly adopted.

## **Appointment of Independent Examiner**

Nazir Mahmoud will continue as the Independent Examiner for the coming financial year. Proposed by David Still, and seconded by Mike Wilkinson.  
Agreed by all

## **Election of Directors to the Board of Trustees and Officers of the Board 2017/18**

The following candidates, under Article 23, being the three longest serving directors of the Board were proposed for re-election as Directors by Diane White, seconded by Cheryl Wales and agreed by all.

John Mays  
Steve Katz  
Alison Carnie

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

There were no new officers appointed by the Board.

## **Report by the Chair – Thom Braun**

The Chair invited everyone to read at leisure the full Chairman's Report printed in the Annual Report, regarding the strategic growth of Kingston Carers' Network.

On behalf of the Board of Trustees, the Chair gave huge thanks to all members of staff and volunteers who support KCN, giving particular thanks to Kate Dudley the CEO. The Chair stated that the organisation was very fortunate to have so many volunteers who contribute their skills, time and energy to enhance the work of the staff team.

The Chair described his involvement with the charity over the past eight years, stating that the growth has been staggering and demand will continue grow in the coming years.

## **Chief Executive's Report – Kate Dudley**

2017/18 was another great year for KCN.

Key highlights included:

- Busiest year to date – 1,012 adult carers referred to KCN
- 174 young carers referred to KYCP
- Over 3,500 face-to-face advice sessions provided to adult carers
- Income of £705k and 63% from non-statutory sources
- New funding secured from Big Lottery for young carers' services
- Relocated to our new premises
- Kingston Chamber of Commerce's Charity of the Year 2017/18

## **Any Other Business**

None

## **Closing Remarks from the Deputy Mayor of the Royal Borough of Kingston upon Thames, Councillor Olivia Boulton**

Councillor Boulton welcomed everyone to what was her first AGM attendance in her capacity as Deputy Mayor. She stated that the work done by all at KCN was staggering, and wished us all the best. The Councillor thanked KCN for all the work that we do, and our values, treating carers in the context of their personal stories, and every one as an individual. KCN ensures that carers have a life outside of caring and that their wellbeing is maintained. The councillor has a younger brother with special needs, and she is aware that she may become a carer at some point, and was very thankful that organisations such as KCN exist.

We are a key part of what makes a community successful, and thanks were given to everyone involved in KCN, whatever we do.

The Chair thanked the Deputy Mayor for her heartfelt remarks.

This brings to a close the formal part of the meeting.

The meeting was followed by a talk on Mindfulness by Clinical Psychologist, Rhona Trotter.





**Kingston Carers' Network**



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