



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 2020 for Kingston Carers' Network



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LLOYDS BANK FOUNDATION
England & Wales



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FOUNDATION



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 2019-2020**

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Kingston Carers' Network

Reg. Charity No. 1151456 Company Number 8376060

Annual General Meeting –11th December 2020: 3:00pm to 4:00pm Via Zoom

AGENDA

1. Welcome – Tony Woods, Chairman
2. Apologies for absence
3. Minutes of the 2019 AGM
4. Presentation & Adoption of the Annual Accounts for Financial Year 2019-2020
5. Appointment of the Independent Examiner
6. Election of Directors of the Board 2020-2021
7. Report by the Chairman – Tony Woods
8. Highlights of the year by the Chief Executive – Diane White
9. The Stories of Two Carers – Short Video
10. Any Other Business
11. Closing remarks from the Worshipful the Mayor of the Royal Borough of Kingston upon Thames, Margaret Thompson

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
- Jo Cocup – Office Manager/Company Secretary
- Mollie Cooke – Generic Carers' Adviser
- Lyndsey de Valmency-King – Volunteering Coordinator
- Kate Dudley – Development/Fundraising Officer
- Liz Grimwood – Young Carers' Team Leader
- Imelda Haines – Young Carers' Support Worker
- Sam Leggett – Young Carers' Support Worker (Maternity Leave)
- Jo Maye – Admin Officer (Maternity Leave)
- Anna Moore – Benefits Adviser/Tribunal Representative
- Julie Parker – Targeted Support Worker
- Sophie Phillips – Young Carers' Support Worker
- Linda Richards – Finance Manager
- Lou Scarlett - Dementia Carers' Support Worker/Adult Carers' Support Worker
- Pat Stanley – Mentoring Coordinator
- Carole Whatnall – Adult Carers' Support Worker

Report of the Trustees for the Year Ended 31 March 2020

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 2020, 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 2019 to 31st March 2020, for the full year (unless stated otherwise) were:

- Tony Woods Chairman
- John Mays Deputy Chairman
- Bob Humphries Treasurer
- Chris Ireland
- Viv Rowlands
- Julia Linney
- Mike Wilkinson (resigned on 1st October 2019)
- 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:

Tony Woods
Chris Ireland
Bob Humphries

Under Article 24 there are 3 new directors appointed by a resolution of the Board since the last AGM:

Sushila Abraham (appointed 15th June 2020)
Manuel Boger (appointed 15th July 2020)
Dawn Whitcombe (appointed 15th July 2020)

Officers

Officers are appointed by the Board. There has been one new appointment since the last AGM - Manuel Boger as Treasurer.

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.
- Targeted Support Project
- Young Adult Carers' 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 1,495 adult carers referred to our Advice Service, representing an increase of almost 47% since the previous year. We provided over 4,765 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 £1,082,841 of new income for Kingston's carers and families.

Other key outcomes for adult carers included:

- 434 Carers' Assessments and Annual Reviews were carried out by the Adult Carers' Advice team on behalf of the Royal Borough of Kingston.
- 1,472 attendances at our carers' social and wellbeing events.
- 248 carers participated in consultation events organised by KCN, providing opportunity for carers to contribute their views about local services.
- 79 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:

87% of carers said they had an improved understanding of their rights.

79% of carers said the support they receive from professionals has improved.

620 carers are now recognised as expert care partners.

410 carers are now enjoying a life outside of caring.

859 carers have improved mental and physical health.

597 carers had reduced financial hardship.

Young Carers

There were 146 young carers referred to our Young Carers' Project, and we provided 3,443 respite breaks for 703 young carers at 312 activities.

Some of our key achievements for the year include:

- young carers' activities and outings were organised as a peer support holiday programme.
- individual respite breaks were provided.
- lunch clubs were held in 9 local secondary schools, with a total of 289 young carers attending.
- drop-ins held for young carers aged 5-8.
- young carers aged 9 to 12 attended regular drop-ins.
- 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.
- Targeted support was provided to young carers with complex needs.
- Young adult carers aged 16+ attended regular sessions.
- Mentoring project provided one to one support.
- Transition group for young carers moving to secondary school.

Volunteering Project

This year, we were supported by 76 volunteers who contributed their time and skills in a variety of roles. Volunteers gave over 2,766 hours of their time, which represents a saving in staff costs of around £55,329.

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

- Our 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 930 hours of support at our young carers' activities.
- Our mentors provided 413 one to one sessions with our young carers
- Our admin volunteers provided 855 hours of administrative support.
- A team of 12 volunteers assist with our large mail-outs of newsletters.
- Our team of student counsellors provided 504 one-to-one counselling sessions to carers.
- Volunteers contributed 53 hours of time to support our adult carers' activities and support groups.

Financial Review

This year, we were successful in securing replacement funding which saw our income remain broadly stable. This was much needed and allowed us to continue our support to both young and adult carers in the borough. We are grateful for these new grants from Children in Need Curiosity, as well as those from all our other funders and donors, including RBK, Mayor of London, Achieving for Children, Carers' Trust, Children in Need, the Ajahma Charitable Trust, Lloyds Bank Foundation, the City Bridge Trust and Big Lottery.

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.

As always, 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 Trust for London has agreed to fund KCN a total of £108k over the next three years to support our tribunal work. We plan to start this project in April 2020.

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 2020

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 based on 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 2019-20, the team carried out approximately 430 carers' assessments and 597 carers had reduced financial hardship as a result. Additionally, 859 reported improved physical and mental wellbeing and our volunteers contributed with 2766 hours of unpaid work.

We also saw 312 delivered activities and 3443 respite breaks for Young Carers. Another important part of our work is speaking at school assemblies.

A head teacher said "It's 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

2019-2020 saw major changes in the management structure and executive (with the appointment of Diane White as CEO and David Still as Deputy CEO) but this was inevitably overshadowed by the seismic impact on our working practices by the emerging Covid-19 epidemic and first national lockdown. As I remarked last year, we were delighted to be able to appoint to these positions from within and that continuity and retention of corporate memory proved invaluable in our ability to be agile once the Covid-19 epidemic struck. Another crucial appointment was that of Jo Cocup as Company Secretary. Jo has taken on many duties that were previously the

responsibility of certain trustees and this change has been pivotal in our desire to improve our governance and ensure that operational issues are dealt with by the executive and not board members. We can now take comfort in the knowledge that we have a team fit for purpose in tackling the current and future needs of carers in the borough.

As I signalled last year, previous Chair, Thom Braun confirmed his intention not to seek re-election to the board last November. Mike Wilkinson indicated in early 2020 his decision to step down as a Trustee (though he did stay on beyond year end in April 2020). Mr. Steve Katz's tenure as a board member officially came to an end in November 2019. I thank them all for the long notice they gave us of their intentions, as this allowed us to carefully plan the recruitment of new board members. We have managed to satisfy a long-held desire to appoint a carer to the board and we are delighted that Ms. Dawn Whitcomb agreed to join us. Dawn has seen KCN in action from the service user point of view and thus affords us this perspective on the board. Similarly, we welcomed Sushila Abraham whose expertise in law and background as a local councillor we are already finding invaluable. Since year end, we have also been fortunate in appointing a new Treasurer, Manuel Boger as incumbent Bob Humphries also indicated his desire to step down as Treasurer after being the driving force behind modernising our accounting processes. I would like to take this opportunity to thank the trustees mentioned above for their input and dedication to KCN, but I feel I specifically need to single out Bob Humphries, who has worked tirelessly to get our accounting processes in order, which often impinged on his home life and family.

Once again, our grant writing/fundraising team have done remarkably well in maintaining our income levels. Former CEO, Kate Dudley has continued to work wonders for us (from her home on the South Coast) in winning grants and liaising closely with grant-giving bodies. Details will available elsewhere in this report, but we are particularly grateful to RBK, Mayor of London, Achieving for Children, Carers' Trust, Children in Need, the Ajahma Charitable Trust, Lloyds Bank Foundation, the City Bridge Trust, Big Lottery and the Curiosity Fund for recent major awards.

Diane and the KCN Staff team have done an outstanding job, particularly given the lockdown, and reverting to remote working. The full impact on our carers of the pandemic is yet to be seen, but I know our staff rose to the challenge at the onset of lockdown in March and continue to do so. 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.

None of us know what the future holds and what the long-term impact of the pandemic and the economic downturn will be on social care but we are confident that Diane and her team will lead us through whatever is thrown at us, with care, compassion, expertise and professionalism.

Dr Tony Woods
Chair of Trustees
For the financial year 2019-20

26 November 2020

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

Year Ended 31st March 2020

I report on the accounts of the company for the year ended **31st March 2020** which are set out on pages 13 to 22.

Respective responsibilities of Trustees and Independent 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 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 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
Falcon House
257 Burlington Road
New Malden
Surrey KT3 4NE



Dated: 9th December 2020

KINGSTON CARERS' NETWORK

STATEMENT OF FINANCIAL ACTIVITIES

for the YEAR TO 31 MARCH 2020

	Notes	2020		2020	2019
		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£
Income and endowments from:					
Donations and legacies	4	109,568	0	109,568	112,019
Investment Income	4	844	0	844	781
Charitable Activities	4	0	583,601	583,601	586,032
Total		110,412	583,601	694,014	698,831
Expenditure on:					
Charitable Activities	5	187,683	484,420	672,103	662,804
Other Costs	6	12,508	0	12,508	11,374
Total		200,191	484,420	684,611	674,177
Net Resources before transfers		(89,779)	99,181	9,402	24,654
Transfers between Funds		69,000	(69,000)	0	0
Net before other gains/losses		(20,779)	30,181	9,402	24,654
Other gains/losses		0	0	0	0
Net movement in funds		(20,779)	30,181	9,402	24,654
Reconciliation of Funds					
Total Funds Brought Forward		122,656	94,286	216,940	192,288
Total Funds Carried Forward		101,876	124,466	226,342	216,940

The Balance Sheet continues on the following page.

KINGSTON CARERS' NETWORK

BALANCE SHEET

31 MARCH 2020

	Notes	2020		2019	
		£	£	£	£
Fixed assets					
Tangible Fixed Assets	6	71,000		81,158	
		<u>71,000</u>		<u>81,158</u>	
			71,000		81,158
Current Assets					
Debtors	7	33,649		12,343	
Cash at Bank and in Hand		228,678		208,307	
		<u>228,678</u>		<u>208,307</u>	
			262,327		220,651
Liabilities					
Creditors: amounts due within one year	8		106,985		84,868
			<u>106,985</u>		<u>84,868</u>
Net Current Assets			<u>226,343</u>		<u>216,940</u>
Funds of the Charity					
Unrestricted Income Funds	13	30,876		41,498	
Designated Reserves	13	71,000		81,158	
		<u>30,876</u>		<u>41,498</u>	
			101,877		122,656
Restricted Income Funds	12		124,466		94,286
			<u>124,466</u>		<u>94,286</u>
Total Funds			<u>226,343</u>		<u>216,941</u>

On Behalf of the Management Committee

Signed Bob Humphries (Treasurer)



Dated 9 DECEMBER 2020

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

Balance sheet (continued)

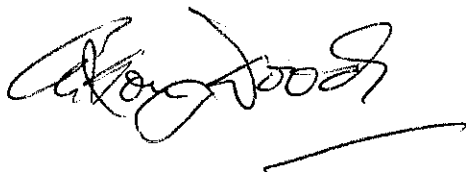
**Trustee's statements required by the
Companies Act 2006 for the year ended
31st March 2020**

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 2020.
- (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 18 November 2020 and signed on its behalf by



9 Dec 2020

Dr Anthony Woods
Chairman

KINGSTON CARERS' NETWORK

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 MARCH 2020

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

	2020	2019
	£	£
Donations and legacies		
Royal Borough of Kingston upon Thames	71,714	94,828
Donations	<u>37,854</u>	<u>17,191</u>
	<u>109,568</u>	<u>112,019</u>
Investment Income		
Bank Interest	<u>844</u>	<u>781</u>
Incoming Resources re Charitable Activities		
BBC Children in Need	39,283	37,856
R.B. Kingston		
- Achieving for Children	40,000	40,000
- Mental Health Support	42,923	41,841
- Carers Assessments	46,918	42,500
- Carers Activities	-	-
- Volunteer Coordinator	15,721	16,934
- Generic Carers	0	30,269
- Wellbeing & Inclusion	15,531	16,367
- Out of hours service	36,451	8,001
Big Lottery		
- Adult Carers	-	76,831
- Young Carers	139,445	136,854
- Awards for All	-	8,772
Comic Relief	4,000	26,000
Kingston Public Health - Young Carers Mental Health		3,924
Lloyds	24,701	24,283
Carers Trust - Carers Activities	4,941	7,685
Wellbeing & Inclusion Donations	2,422	6,562
Young Adults - Deloitte	-	1,250
City Bridge	62,507	20,077
GLA Young Londoner	47,500	12,500
Young Carers' Activities	10,124	25,640
Ajahma Charitable Trust	15,133	1,887
Awards for All (Youth Group)	7,500	-
Carers Trust Older Carers Peer Group	3,505	-
Jack Petchey	2,250	-
Wellcome Curiosity	16,014	-
Inspiring Change YACs	6,733	-
Other Restricted Donations	-	-
	<u>583,601</u>	<u>586,032</u>

KINGSTON CARERS' NETWORK

Notes to the Accounts Continued

5 Analysis of Expenditure	2020	2019
	£	£
Charitable Activities - Unrestricted Funds		
Salaries including NI contributions & pensions	144,366	72,687
Recruitment, Training & Expenses	3,934	1,734
Premises Costs	28,098	12,039
Office Running Costs	5,533	2,404
Events & Activities	444	882
Subcontractor Costs	5,100	20,401
Legal & Professional Fees	208	-
Accountancy	-	1,300
	<u>187,683</u>	<u>111,447</u>
Charitable Activities - Restricted Funds		
Supporting Carers with Mental Health or Substance Misuse Problems	34,701.48	39,667
Supporting Carers Assessments	43,040.11	38,888
Supporting Children in Need	34,487.05	40,005
Supporting Volunteer Coordinator	13,252.49	15,179
Supporting Generic Carers	-	26,135
Supporting Wellbeing & Inclusion	16,068.63	23,131
Supporting Out of Hours Service	33,288.96	7,623
Supporting Improving Outcomes	-	2,108
Supporting Achieving for Children	42,540.05	39,157
Supporting St James Place	-	1,252
Supporting Big Lottery Adult Carers	-	55,775
Supporting Big Lottery Young Carers	109,266.69	110,208
Supporting Big Lottery Awards for All	-	18,258
Supporting Comic Relief	919.06	39,251
Supporting Lloyds	26,974.33	24,561
Supporting RBK Carers' Activities	33.21	4,193
Supporting Carers Trust Carers' Activities	1,813.49	3,769
Supporting City Bridge Adult Carers	41,001.86	16,654
Supporting GLA Young Carers	43,017.99	10,091
Supporting Ajahma Charitable Trust Adult Carers	14,529.31	1,816
Supporting Young Carers' Activities	8,754.41	32,553
Supporting Young Adults Deloitte	-	1,083
Supporting Awards for All (Youth Group)	1,786.23	-
Supporting Carers Trust Older Carers Peer Group	2,293.25	-
Supporting Jack Petchey	1,541.10	-
Supporting Wellcome Curiosity	10,273.40	-
Supporting Inspiring Change YACs	2,053.71	-
Supporting Other Small Projects	2,783.27	-
	<u>484,420.08</u>	<u>551,356</u>
Other Costs (unrestricted)		
Depreciation	10,157.15	10,106
Governance costs:		
Independent Examiner's Fee	1,068.00	1,070
AGM Costs	296.98	150
Data Protection Registration	35.00	35
DBS checks	951.00	13
	<u>12,508.13</u>	<u>11,374</u>

KINGSTON CARERS' NETWORK

Notes to the Accounts Continued

5 Analysis of Expenditure (continued)

Support costs included in Expenditure	Premises Costs £	Office Costs £	Legal & Prof fees £	Total £
Unrestricted Funds	19,654	4,073	227	23,954
Supporting Carers with Mental Health or Substance Misuse Problems	4,551	943	53	5,546
Supporting Volunteer Coordinator	2,193	454	26	2,672
Supporting Wellbeing & Inclusion	2,540	527	29	3,096
Supporting Achieving for Children	5,636	1,168	65	6,869
Supporting Big Lottery Young Carers	10,656	2,209	122	12,987
Supporting Comic Relief	5,636	1,168	65	6,869
Supporting City Bridge Adult Carers	5,636	1,167	66	6,869
Supporting GLA Young Carers	3,708	766	44	4,518
Supporting Out of Hours Carers' Service	4,756	986	55	5,797
Supporting Loyds Dementia Carers	1,574	326	18	1,918
Supporting Ajahma Charitable Trust Adult Carers	900	186	11	1,097
Supporting Wellcome Curiosity	1,476	306	17	1,799
Supporting Inspiring Change YACs	474	98	6	578
				-
				-
	<u>69,391</u>	<u>14,376</u>	<u>804</u>	<u>84,570</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	
Balance as at 1 April 2019	96,338
Additions in the year	-
Balance as at 31 March 2020	<u>96,338</u>
Depreciation as at 1 April 2019	(15,180)
Depreciation in the year	<u>(10,157)</u>
Accumulated depreciation as at 31 March 2020	<u>(25,338)</u>
Net book value at 31 March 2020	<u>71,000</u>

7 Debtors & Prepayments

Amounts falling due within one year

	2020 £	2019 £
Other Debtors	6,221	6,221
Accrued income	22,000	219
Prepayments	<u>5,428</u>	<u>5,904</u>
	<u>33,649</u>	<u>12,343</u>

8 Creditors & Accruals

Amounts falling due within one year

	2020 £	2019 £
Deferred Income	91,245	58,083
Trade creditors	2,769	10,837
Payroll liabilities	10,799	13,776
Accrued Expenditure	<u>2,173</u>	<u>2,173</u>
	<u>106,985</u>	<u>84,868</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 2019	58,083
Released in year	(58,083)
Income received in year deferred to following year	<u>91,245</u>
Balance carried forward at 31 March 2020	<u>91,245</u>

KINGSTON CARERS' NETWORK

Notes to the Accounts Continued

9	Fee for Independent Examination of the Accounts	2020 £	2019 £
	Nasir Mahmud	<u>1,068</u>	<u>1,032</u>
10	Staff Costs	2020 £	2019 £
	Gross Salaries	422,417	405,364
	Employer's NI contributions	35,134	34,099
	Pension contributions	<u>15,467</u>	<u>15,395</u>
		<u>473,018</u>	<u>454,858</u>

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

Charitable Activities	13
Administration	4

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	BBC
g	Royal Borough of Kingston upon Thames
h	Carers Trust
i	Royal Borough of Kingston upon Thames
j	St James Place
k	Big Lottery
l	Big Lottery
m	Comic Relief
n	Kingston Public Health
o	Royal Borough of Kingston upon Thames
p	Lloyds
q	City Bridge Trust
r	Ajahma Charitable Trust
s	GLA Young Londoner
t	Young Carers Activities
u	Young Adults Deloitte
v	Awards for All (Youth Group)
w	Carers Trust Older Carers Peer Group
x	Jack Petchey
y	Wellcome Curiosity
z	Inspiring Change YACs

Grants to support:

Volunteer Coordinator	
Generic Carers	
Wellbeing & Inclusion	
Out of hours service	
Achieving for Children	young carers aged 5 to 13
Children in Need	young carers aged 5 to 18
Mental Health & Substance Misuse	carers of people with mental health problems
Carers activities	
Carers activities	
School Lunch Club	
Adult Carers & Outreach	
Young Carers	
Family Support	
Young Carers Mental Health	
Carers Assessments	
Dementia	
Carers over 65	
Older carers' wellbeing	
Young carers aged 13 +	
Peer support activities	
Young adult carers	
Young carers	
Older carers' peer support	
Peer support activities	
Children In Need/Wellcome Foundation science programme	
Young adult carers peer support	

Restricted Fund Values and Movements

	Balance brought forward	Incoming Resources	Transfers	Outgoing Resources	Balance carried forward
	£	£	£	£	£
a	1,568	15,721	(1,804)	(13,252)	2,233
b	2,110	0	0	0	2,110
c	(1,663)	17,953	(2,066)	(16,069)	(1,845)
d	90	36,451	(3,844)	(33,289)	(592)
e	(11)	40,000	(4,560)	(42,540)	(7,111)
f	(4,675)	39,283	(4,181)	(34,487)	(4,061)
g	356	42,923	(3,668)	(34,701)	4,911
h	6,516	4,941	0	(1,813)	9,643
i	(18)	0	0	(33)	(52)
j	(633)	0	0	0	(633)
k	7,426	0	0	0	7,426
l	29,042	139,445	(20,666)	(109,267)	38,554
m	(5,555)	4,000	0	(919)	(2,475)
n	10,645	0	0	0	10,645
o	1,076	46,918	(4,560)	(43,040)	394
p	(1,382)	24,701	(1,451)	(26,974)	(5,107)
q	2,076	62,507	(16,560)	(41,002)	7,020
r	71	15,133	(825)	(14,529)	(151)
s	2,409	47,500	(3,398)	(43,018)	3,494
t	(6,913)	10,124	0	(8,754)	(5,543)
u	167	0	0	0	167
v	0	7,500	0	(1,786)	5,714
w	0	3,505	0	(2,293)	1,212
x	0	2,250	0	(1,541)	709
y	0	16,014	(994)	(10,273)	4,747
z	0	6,733	(424)	(2,054)	4,256
Other small funds	51,585	0	0	(2,783)	48,802
	94,286	583,601	(69,000)	(484,420)	124,466

KINGSTON CARERS' NETWORK

Notes to the Accounts continued

13 Unrestricted Fund Movement

	At 1 April 2019	Incoming resources	Transfers	Outgoing resources	At 31 March 2020
	£	£	£	£	£
General Funds	41,498	110,412	69,000	190,034	30,876
Designated Funds	81,158	-		10,157	71,000
	<u>122,656</u>	<u>110,412</u>	<u>69,000</u>	<u>200,191</u>	<u>101,877</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	71,000	22,053	(8,810)	84,243
Restricted Funds	-	240,273	(98,174)	142,099
	<u>71,000</u>	<u>262,326</u>	<u>(106,985)</u>	<u>226,342</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 28th Annual General Meeting held at 7.00pm on Friday 13th December 2019 at St. Mark's Church Hall, Surbiton

Present
Members

Tony Woods	Chair	Marilyn Fry	KCN Member
John Mays	Vice Chair	Bhavna Camadoo	KCN Member
	Company	Gillian Fraser	KCN Member
Jo Cocup	Secretary	Hella Silverside	KCN Member
Mike Wilkinson	Trustee	Geraldine O'Hanlon	KCN Member
Thom Braun	Trustee	Mary McDonald	KCN Member
Viv Rowlands	Trustee	Howard Mintz	KCN Member
Julia Linney	Trustee	Margaret Walsh	KCN Member
Diane White	CEO	Steve Katz	KCN Member
Ava Mintz	KCN Member		

Invited

Councillor Margaret Thompson	Guest Speaker	David Still	Staff Member
Mrs C Camadoo	Guest	Lamia el-Faddi	Carer
Caroline Fernando	Volunteer	Lucy Frodsham	Guest Speaker
Sue Holster	Volunteer	Julie Parker	Staff
Anne Stegman	Volunteer		

Apologies

John Mays	Vice Chair
Chris Ireland	Trustee
Ally Carnie	KCN Member
Paula Milton	KCN Member
Charles Yule	KCN Member
Cheryl Wales	KCN Member
Roger Evans	KCN Member

Bob Humphries	Treasurer
Pat Stanley	Trustee
Fatimah Channa	KCN Member
Maureen Wright	KCN Member
Angela Yule	KCN Member
Bernadette Menasse	KCN Member
Naseem Dar	KCN Member

Welcome and AGM Introduction

Tony Woods, Chair of Kingston Carers' Network welcomed everyone to the AGM and, The Worshipful the Mayor of the Royal Borough of Kingston Upon Thames, Councillor Margaret Thompson. The Chair thanked the local authority for the support they give to KCN, and thanked all the staff, Trustees, and volunteers for their contributions to KCN over the last year.

This year's AGM was to be a very brief meeting, followed by the Carers' Christmas Party.

Apologies were tendered by the Trustees and KCN members listed as above.

Minutes of the 2018 AGM

The minutes of the 2018 AGM were agreed as a true record.

Adoption of the Annual Accounts for 2018/19

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. The Chair thanked the Finance Team – Bob Humphries, Linda Richards, Julia Linney and Mike Wilkinson - and the auditors for the tremendous job they did in producing the annual accounts. 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 Jo Cocup and seconded by David Still.

Agreed by all

Election of Directors to the Board of Trustees and Officers of the Board 2018/19

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 Julia Linney and agreed by all.

John Mays
Viv Rowlands
Pat Stanley

Two Directors have stepped down since the last AGM: Steve Katz and Thom Braun. The Chair gave great thanks to Steve and Thom for all they have done for KCN over their many years of service and wished them all the best for the future. Thom will still be involved with KCN to some extent but will no longer be on the Board.

Under Article 24 there were four new directors appointed by a resolution of the Board since the last AGM:

Tony Woods - Chair
Bob Humphries - Treasurer
Chris Ireland
Julia Linney

There has been one new appointment of officer since the last AGM:

Jo Cocup - Company Secretary

Report by the Chair – Tony Woods

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.

There has been a huge amount of change over the last year. CEO Kate stepped down and was replaced by Diane White as CEO and David Still as Deputy CEO. KCN is very fortunate to be able to promote from within, and we envision a bright future moving forward. We have done very well in attracting funding, and Kate will continue to be involved as KCN's Development Officer. Objectives for the next year include increasing our unrestricted funds and addressing our digital needs, especially for and with Young Carers. KCN also plans to look at increasing diversity and inclusion for the Board through its recruitment plans, seeking to open up the Board to candidates from all backgrounds.

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 Diane White 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.

Chief Executive's Report – Diane White

2018/19 was another great year for KCN.

See Annual Report for Kate Dudley's full CEO Report.

Key highlights included:

- 1,012 adult carers referred to KCN
- 173 young carers referred to YCP
- Over 3,500 face-to-face advice sessions provided to adult carers
- Additional £1,599,103 of new income secured for carers
- New funding secured from Big Lottery, Lloyds Bank Foundation and City Bridge Trust
- Volunteers contributed over 2,000 hours of their time
- Appointment of New CEO Diane White and Deputy CEO David Still

Diane was very proud of all the carers, volunteers and staff teams and the amazing support given to carers in the way in which they need. Diane thanked Kate for all her hard work as CEO of KCN, and for continuing to support KCN as Development Office bringing in much needed funding. Diane also welcomed new staff Julie, Tania, Sophina, Chrissy and Helen.

Diane introduced Lucy, a young carer.

A Young Carers' Story – Lucy

Lucy gave a heartfelt speech on her experience with the Young Carers' Project and the way she has been supported through the different activities provided by the team.

Any Other Business

None

Closing Remarks from the Worshipful the Mayor of the Royal Borough of Kingston upon Thames, Councillor Margaret Thompson

The Mayor thanked everyone for welcoming her to the AGM and to Lucy for her story. The Mayor stated that social services would be severely disadvantaged if carers did not do the work they do, and thanked carers for their huge contribution and inspiration.

The Chair thanked the Mayor for her attendance and the Council's continued support. This brings to a close the formal part of the meeting.

The meeting was followed by the Carers' Christmas Party.

Kingston Carers' Network



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24 HOUR ANSWERPHONE

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