



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 2021 for Kingston Carers' Network



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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 2020-21**

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Annual General Meeting – 22nd October 2021: 4:00pm to 6:00pm
Searchlight Community Centre Kingston Road, New Malden, KT3 3RX
AGENDA

1. Welcome – Tony Woods, Chairman
2. Apologies for absence
3. Minutes of the 2020 AGM
4. Presentation & Adoption of the Annual Accounts for Financial Year 2020-21
5. Appointment of the Independent Examiner
6. Election of Directors of the Board 2021-22
7. Report by the Chairman – Tony Woods
8. Guest Speaker – Ed Davey MP
9. Highlights of the year by the Chief Executive – Diane White
10. Carers' Strategy – Diane White and Nathalie Wilson RBK
11. Any Other Business
12. Closing remarks from the Worshipful the Mayor of the Royal Borough of Kingston upon Thames, Sushila Abraham
The AGM will be followed by afternoon tea.

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
- Layla Brokenbrow – Wellbeing Coordinator
- 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 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
- Klaire Osuji – Young Carers' Support Worker
- Julie Parker – Targeted Support Worker
- Linda Richards – Finance Manager
- Lou Scarlett - Dementia Carers' Support Worker/Adult Carers' Support Worker
- Nic Sears – Monitoring and Evaluation Worker
- Pat Stanley – Mentoring Coordinator
- Carole Whatnall – Adult Carers' Support Worker

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 2020 to 31st March 2021, for the full year (unless stated otherwise) were:

- Tony Woods Chairman
- John Mays Deputy Chairman
- Manuel Boger Treasurer (appointed 15/07/2020)
- Bob Humphries
- Chris Ireland
- Viv Rowlands
- Julia Linney
- Pat Stanley
- Sushila Abraham (Appointed 15/06/2020)
- Dawn Whitcombe (Appointed 15/07/2020)

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:

Julia Linney
John Mays
Viv Rowlands

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

Officers

Officers are appointed by the Board. There have been no new appointments since the last AGM.

Bankers

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

Accountants:

Nasir Mahmud FCA, New Malden, Surrey.

Objectives and Activities

Purpose

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

Target Group – Definition

A carer is someone of any age who provides unpaid support to family or friends who could not manage without this help. This could be caring for a relative, partner or friend who is ill, frail, disabled or has mental health or substance misuse problems. A carer may also be juggling paid work with their unpaid caring responsibilities at home.

Anyone can become a carer; carers come from all walks of life, all cultures and can be of any age, including children.

The 2011 Census indicated that there are 13,288 adult carers supporting someone in the borough of Kingston and we expect the 2021 figures to be considerably higher. According to research by Carers UK, 81% of carers are providing more care than at the beginning of the pandemic and 72% have had no access to respite breaks.

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 have been adapted to include virtual support and have continued throughout the challenging circumstances of this period. They 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 1,050 adult carer referrals to our Advice Service. We provided over 3,804 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 £1,116,986 of new income for Kingston's carers and families.

Other key outcomes for adult carers included:

- 339 Carers' Assessments and Annual Reviews were carried out by the Adult Carers' Advice team on behalf of the Royal Borough of Kingston.
- 1,179 attendances at our carers' social and wellbeing events. Many of these were virtual, but included fitness, cooking, sewing packs and photography.
- 52 virtual 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:

81% of carers said they had an improved understanding of their rights.
769 carers are now recognised as expert care partners.
458 carers are now enjoying a life outside of caring.
478 carers have improved mental and physical health.
598 carers had reduced financial hardship.

Young Carers

There were 76 young carers referred to our Young Carers' Project, and we provided 4,159 respite breaks for 749 young carers at 405 activities.

Some of our key achievements for this most unusual year include:

- Regular activity packs sent to all young carers
- You tube channel with our activities, including Zumba, football and cooking
- young carers' activities and outings were organised as a peer support holiday programme.
- individual respite breaks were provided.
- Virtual drop-ins held for young carers aged 5-8.
- young carers aged 9 to 12 attended regular virtual drop-ins.
- young carers aged 12 and over attended virtual youth group.
- one to one support sessions were held with young carers.
- Covid secure face to face groups and activities held whenever regulations allowed
- Science project, Curiosity ran regular activities, both virtual and face to face when possible.
- Food parcels were delivered weekly to 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.
- Young carers and families were supported in multi-agency meetings

Volunteering Project

This year, we were supported by 68 volunteers who contributed their time and skills in a variety of roles. Volunteers gave over 1,806 hours of their time, which represents a saving in staff costs of around £36,120.

The valuable contribution made by our volunteers enables us to expand the service we offer carers and was especially valuable this year as we all adapted to new circumstances. Highlights from our volunteering project include:

- Our activity volunteers spent 155 hours creating and delivering activity packs to young carers.
- Our volunteer drivers spent 106 hours delivering food boxes
- Our admin volunteers provided 385 hours of administrative support.
- Our volunteers provided 133 weekly shopping for isolated carers.
- Our team of student counsellors provided 401 one-to-one online or telephone counselling sessions to carers, saving them £20,050.
- Our new service of telephone befrienders provided 383 hours of one-to-one listening.

Financial Review

This has been an unusual year in many ways. We were able to access significant sums from the London Community Response Fund and additional funds from RBK for direct interventions due to the pandemic, which was most welcome. It has been tougher, however, to access secure longer-term resources as many funders took the opportunity to reconsider and realign their priorities.

We were very grateful to the Big Lottery for extending our grant by 5 months and to Trust for London who are providing three years of support from April 2020. As always, we truly appreciate the generosity of our other donors, including RBK, Achieving for Children, City Bridge, Lloyds Bank Foundation, Children in Need, Wellcome Children in Need Curiosity Fund and the GLA

As demands on carers continue to grow, particularly within the parameters of the pandemic, it is essential that we sustain and expand our support to meet increasing need. We are committed to providing high quality and comprehensive support to those who need it.

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 Henry Smith has agreed to fund KCN over the next three years to support our work with young carers. We plan to start this project in October 2021. 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.

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.

Overview of 20/21

We began the financial year, like every other organisation, in lockdown due to the Covid-19 pandemic. However, whilst our offices were closed, staff worked remotely and continued to offer advice, guidance, and support to carers in the borough using zoom and phone calls. The Board of Trustees were delighted with the response of Diane (CEO) and her team in rapidly adapting to online delivery of our services and ensuring our standards of support were maintained in a safe manner. However, the Board were not the only ones impressed by the staff response – our Young Carers Team were awarded a special Mayor's Covid Award (March 2021) in recognition of the *“outstanding support that has been shown to local residents during the pandemic”*. The pandemic hit our young carers particularly hard. A major concern was the loss of schooling for many of them who were unable to return to school when most of their peers did, due to the people they care for still being required to shield and the fear of bringing home the virus.

The board used the year to focus upon updating our policy documents, re-assessing our risks, honing our accounting processes & reporting, and developing a new communications strategy. With respect to the latter, I am particularly grateful for the help and advice from our former Chair, Thomas Braun, who acted as a consultant on this particularly important piece of work. As a result, we now have a strategy that not only has identified our key messages and data that supports our achievements but, most importantly, ensures that KCN's role is especially well understood by those key stakeholders who will influence the future of carer support in the borough.

I'd like also to take this opportunity to thank our local MP, the Rt. Hon. Ed Davey for tabling an Early Day Motion in parliament during Carers' Week 2021 that raised the issues around support for unpaid carers. He recognised that carers have been under extraordinary pressure during the Coronavirus pandemic and that many of the challenges that unpaid carers face have intensified since March 2020. Furthermore, he highlighted the fact that that 81 per cent of carers have spent more time on their caring responsibilities and two thirds of carers had not had any breaks at all since the beginning of the pandemic. During this opening speech in the debate, Ed specifically acknowledged the work of KCN. It is heart-warming to know we have this kind of support, and our voice is being heard.

The funding landscape has become ever more challenging with many funders focusing on specific Covid-19 projects. We did receive an additional award from the Royal Borough of Kingston from its Winter Covid Fund which was a very flexible grant used for emergency items for those carers who were struggling to get by during lockdown. Indeed, during this year of the pandemic, we have been very grateful to the Royal Borough of Kingston for their enormous support, both advice and guidance as well as financial. Our relationship has developed into a true partnership, and we look forward to continuing to work with the council in the best interests of all carers.

The KCN Team

Firstly, I would like to congratulate our trustee Ms. Sushila Abraham on becoming the Mayor of the Royal Borough of Kingston upon Thames. This is a huge honour, not only for Sushila, but also for KCN.

As I indicated in last year's report, we appointed a new Treasurer, Mr. Manuel Boger who took over from Bob Humphries in June 2020. In addition, we are extremely grateful to volunteer Mr Peter Whatnall, who has played the key role in streamlining our accounting processes and managing the accounts.

Diane (CEO) and former CEO, Kate Dudley, continued to work tirelessly in writing bids and liaising closely with grant-giving bodies. Details will available elsewhere in this report, but we are particularly grateful to RBK for several awards, Carers Trust, London Community Emergency Fund, Rotary Club, The Wates Foundation, Lloyds Foundation, Children in Need, Community Fund (former Big Lottery).

Diane, David Still (Deputy CEO) and the KCN Staff team have done an outstanding job, particularly given the lockdown, and converting to remote working. The Trustees recognise how much their knowledge, dedication and support are 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. Our biggest appreciation though is reserved for the carers themselves. We are confident in the knowledge that whatever the long-term impact of the pandemic will be on unpaid carers in the borough, Diane and her team will lead us through these challenges, with her customary care, compassion, expertise, and professionalism.

Dr Tony Woods

Chair of Trustees

21 October 2021

For the financial year 2020-21

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

Year ended 31st March 2021

I report on the accounts of the company for the year ended **31st March 2021** which are set out on pages 13 to 22

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 21st October 2021

KINGSTON CARERS' NETWORK

STATEMENT OF FINANCIAL ACTIVITIES for the YEAR TO 31 MARCH 2021

	Notes	2021		2021	2020
		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£
Income and endowments from:					
Donations and legacies	4	118,257	0	118,257	109,568
Investment Income	4	600	0	600	844
Charitable Activities	4	0	650,765	650,765	583,601
Total		<u>118,857</u>	<u>650,765</u>	<u>769,622</u>	<u>694,014</u>
Expenditure on:					
Charitable Activities	5	196,740	523,838	720,578	672,103
Other Costs	5	12,440	0	12,440	12,508
Total		<u>209,180</u>	<u>523,838</u>	<u>733,018</u>	<u>684,611</u>
Net Resources before transfers		(90,323)	126,926	36,603	9,402
Transfers between Funds	12	113,171	(113,171)	0	0
Net before other gains/losses		<u>22,848</u>	<u>13,755</u>	<u>36,603</u>	<u>9,402</u>
Other gains/losses		0	0	0	0
Net movement in funds		<u>22,848</u>	<u>13,755</u>	<u>36,603</u>	<u>9,402</u>
Reconciliation of Funds					
Total Funds Brought Forward		101,876	124,466	226,342	216,940
Total Funds Carried Forward		<u>124,724</u>	<u>138,221</u>	<u>262,945</u>	<u>226,342</u>

The Balance Sheet continues on the following page.

KINGSTON CARERS' NETWORK

BALANCE SHEET

31 MARCH 2021

	Notes	£	2021 £	£	2020 £
Fixed assets					
Tangible Fixed Assets	6	60,787		71,000	
			<u>60,787</u>	<u>71,000</u>	71,000
Current Assets					
Debtors	7	31,952		33,649	
Cash at Bank and in Hand		265,945		228,678	
			<u>297,897</u>	<u>228,678</u>	262,327
Liabilities					
Creditors: amounts due within one year	8		95,739		106,985
Net Assets			<u>262,945</u>	<u>226,343</u>	<u>226,343</u>
Reserves and Funds of the Charity					
Unrestricted Income Reserves	13	63,937		30,876	
Designated Reserves	13	60,787		71,000	
			<u>124,724</u>	<u>71,000</u>	101,877
Restricted Income Funds	12		138,221		124,466
Total Funds			<u>262,945</u>	<u>226,343</u>	<u>226,343</u>

On Behalf of the Management Committee

Signed (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 2021

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 13th October 2021 and signed on its behalf by

Dr Anthony Woods
Chairman

KINGSTON CARERS' NETWORK

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 MARCH 2021

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.

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.

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	2021	2020
	£	£
Donations and legacies		
Royal Borough of Kingston upon Thames	110,031	71,714
Donations	8,226	37,854
	<u>118,257</u>	<u>109,568</u>
Investment Income		
Bank Interest	600	844
Incoming Resources re Charitable Activities		
BBC Children in Need	36,811	39,283
R.B. Kingston		
- Achieving for Children	40,000	40,000
- Mental Health Support	31,715	42,923
- Carers Assessments	46,667	46,918
- Volunteer Coordinator	18,988	15,721
- Generic Carers	41,237	0
- Wellbeing & Inclusion	16,882	15,531
- Out of hours service	5,947	36,451
Big Lottery Young Carers	69,836	139,445
Comic Relief	-	4,000
Lloyds	24,890	24,701
Carers Trust - Carers Activities	7,984	4,941
Wellbeing & Inclusion Donations	619	2,422
City Bridge	49,657	62,507
GLA Young Londoner	36,000	47,500
Young Carers' Activities	3,350	10,124
Ajahma Charitable Trust	8,000	15,133
Awards for All (Youth Group)	2,500	7,500
Carers Trust Older Carers Peer Group	1,000	3,505
Jack Petchey	3,000	2,250
Wellcome Curiosity	16,514	16,014
London Community Fund	33,882	
Henry Smith	29,150	
Trust for London	46,000	
Inspiring Change YACs	-	6,733
Wates Foundation	8,333	
Groundwork	24,842	
Covid related support	44,063	
Other Restricted Donations	2,900	-
	<u>650,765</u>	<u>583,601</u>
	-	-

KINGSTON CARERS' NETWORK

Notes to the Accounts Continued

5 Analysis of Expenditure	2021	2020
	£	£
Charitable Activities - Unrestricted Funds		
Salaries including NI contributions & pensions	165,362	144,366
Recruitment, Training & Expenses	2,785	3,934
Premises and Office Costs	27,735	33,632
Events & Activities	539	444
Subcontractor Costs	-	5,100
Legal & Professional Fees	318	208
	<u>196,740</u>	<u>187,683</u>
Charitable Activities - Restricted Funds		
Supporting Carers with Mental Health or Substance Misuse Problems	33,191	34,701
Supporting Carers Assessments	54,357	43,040
Supporting Children in Need	26,069	34,487
Supporting Volunteer Coordinator	14,527	13,252
Supporting Generic Carers	19,429	-
Supporting Wellbeing & Inclusion	8,026	16,069
Supporting Out of Hours Service	6,493	33,289
Supporting Achieving for Children	39,376	42,540
Supporting Big Lottery Young Carers	48,297	109,267
Supporting Comic Relief	-	919
Supporting Lloyds	25,205	26,974
Supporting RBK Carers' Activities	-	33
Supporting Carers Trust Carers' Activities	7,917	1,813
Supporting City Bridge Adult Carers	41,463	41,002
Supporting GLA Young Carers	32,278	43,018
Supporting Ajahma Charitable Trust Adult Carers	7,783	14,529
Supporting Young Carers' Activities	3,998	8,754
Supporting Awards for All (Youth Group)	368	1,786
Supporting Carers Trust Older Carers Peer Group	-	2,293
Supporting Jack Petchey	-	1,541
Supporting Wellcome Curiosity	25,296	10,273
Supporting Inspiring Change YACs	1,058	2,054
Supporting London Community Fund	19,178	
Supporting Henry Smith	19,889	
Supporting Trust for London	43,820	
Supporting Wates Foundation	5,888	
Supporting Groundwork	10,922	
Supporting covid related spend	27,942	
Supporting Other Small Projects	1,068	2,783
	<u>523,838</u>	<u>484,420</u>
Other Costs (unrestricted)		
Depreciation	10,213	10,157
Governance costs:		
Independent Examiner's Fee	1,104	1,068
AGM Costs	43	297
Data Protection Registration	35	35
DBS checks	1,045	951
	<u>12,440</u>	<u>12,508</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	21,967	5,468	464	27,899
Supporting Carers with Mental Health or Substance Misuse Problems	4,267	1,062	90	5,419
Supporting Volunteer Coordinator	356	89	8	453
Supporting Wellbeing & Inclusion	344	86	7	437
Supporting Generic carers	2,478	617	52	3,147
Supporting Achieving for Children	5,417	1,348	114	6,879
Supporting Big Lottery Young Carers	7,473	1,860	158	9,491
Supporting Carers Assessments	5,368	1,336	113	6,817
Supporting City Bridge Adult Carers	4,956	1,233	105	6,294
Supporting GLA Young Carers	3,720	926	78	4,724
Supporting Out of Hours Carers' Service	551	137	12	700
Supporting Lloyds Dementia Carers	3,854	959	81	4,894
Supporting Ajahma Charitable Trust Adult Carers	642	160	14	816
Supporting Wellcome Curiosity	2,478	617	52	3,147
Supporting Trust for London	4,956	1,233	105	6,294
Supporting London Community Fund	1,354	337	29	1,720
Supporting Groundwork	826	206	17	1,049
Supporting Henry Smith	2,065	514	44	2,623
	<u>73,073</u>	<u>18,188</u>	<u>1,543</u>	<u>92,803</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 2020	96,338
Additions in the year	-
Balance as at 31 March 2021	<u>96,338</u>
Depreciation as at 1 April 2020	(25,338)
Depreciation in the year	(10,213)
Accumulated depreciation as at 31 March 2021	<u>(35,551)</u>
Net book value at 31 March 2020	<u>60,787</u>

7 Debtors & Prepayments

	2021 £	2020 £
Amounts falling due within one year		
Other Debtors	6,210	6,221
Accrued income	20,097	22,000
Prepayments	<u>5,645</u>	<u>5,428</u>
	<u>31,952</u>	<u>33,649</u>

8 Creditors & Accruals

	2021 £	2020 £
Amounts falling due within one year		
Deferred Income	66,133	91,245
Trade creditors	1,255	2,769
Payroll liabilities	13,066	10,799
Accrued Expenditure	2,100	2,173
Other creditors	<u>13,185</u>	<u>106,985</u>
	<u>95,739</u>	<u>106,985</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 2020	91,245
Released in year	(91,245)
Income received in year deferred to following year	<u>66,133</u>
Balance carried forward at 31 March 2021	<u>66,133</u>

KINGSTON CARERS' NETWORK

Notes to the Accounts Continued

9	Fee for Independent Examination of the Accounts	2021	2020
		£	£
	Nasir Mahmud	<u>1,104</u>	<u>1,032</u>
10	Staff Costs	2021	2020
		£	£
	Gross Salaries	484,167	422,417
	Employer's NI contributions	40,158	35,134
	Pension contributions	<u>19,632</u>	<u>15,467</u>
		<u>543,958</u>	<u>473,018</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

During the year one trustee, Pat Stanley, received emoluments amounting to £2193 in respect of services provided to support mentoring activities. All necessary approvals were received from the Charity Commission in respect of this payment.

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

Grants to support:

a	Royal Borough of Kingston upon Thames	Volunteer Coordinator	
b	Royal Borough of Kingston upon Thames	Generic Carers	
c	Royal Borough of Kingston upon Thames	Wellbeing & Inclusion	
d	Royal Borough of Kingston upon Thames	Out of hours service	
e	Royal Borough of Kingston upon Thames	Achieving for Children	young carers aged 5 to 13
f	BBC	Children in Need	young carers aged 5 to 18
g	Royal Borough of Kingston upon Thames	Mental Health & Substance Misuse	carers of people with mental health problems
h	Carers Trust	Carers activities	
i	London Community Fund	Young carers 5-18 Covid response	
j	Henry Smith	Young carers 5-18	
k	Trust for London	Adult carers benefits and tribunals	
l	Big Lottery	Young Carers	
m	Wates Foundation	Young carers 5-18	
n	Groundwork	Young carers 5-18	
o	Royal Borough of Kingston upon Thames	Carers Assessments	
p	Lloyds	Dementia	
q	City Bridge Trust	Carers over 65	
r	Ajahma Charitable Trust	Older carers' wellbeing	
s	GLA Young Londoner	Young carers aged 13 +	
t	Young Carers Activities	Peer support activities	
u	Covid related support	Emergency relief all age carers	
v	Awards for All (Youth Group)	Young carers	
w	Carers Trust Older Carers Peer Group	Older carers' peer support	
x	Jack Petchey	Peer support activities	
y	Wellcome Curiosity	Children In Need/Wellcome Foundation science programme	
z	Inspiring Change YACs	Young adult carers peer support	

Restricted Fund Values and Movements

	Balance brought forward	Incoming Resources	Transfers	Outgoing Resources	Balance carried forward	
	£	£	£	£	£	
a	Royal Borough of Kingston upon Thames	2,233	18,988	(522)	(14,527)	6,172
b	Royal Borough of Kingston upon Thames	2,110	41,237	(3,636)	(19,429)	20,281
c	Royal Borough of Kingston upon Thames	(1,845)	17,501	(505)	(8,026)	7,125
d	Royal Borough of Kingston upon Thames	(592)	5,947	(808)	(6,493)	(1,945)
e	Royal Borough of Kingston upon Thames	(7,111)	40,000	(7,950)	(39,376)	(14,437)
f	BBC Children in Need	(4,061)	36,811	0	(26,069)	6,680
g	Royal Borough of Kingston upon Thames	4,911	31,715	(6,263)	(33,191)	(2,828)
h	Carers Trust	9,643	7,984	0	(7,917)	9,710
i	London Community Fund	0	33,882	(1,987)	(19,178)	12,718
j	Henry Smith	0	29,150	(3,030)	(19,889)	6,231
k	Trust for London	0	46,000	(7,273)	(43,820)	(5,093)
l	Big Lottery	38,554	69,836	(10,968)	(48,297)	49,125
m	Wates Foundation	0	8,333	0	(5,888)	2,445
n	Groundwork	0	24,842	(1,212)	(10,922)	12,708
o	Royal Borough of Kingston upon Thames	394	46,667	(7,879)	(54,357)	(15,175)
p	Lloyds	(5,107)	24,890	(5,657)	(25,205)	(11,078)
q	City Bridge Trust	7,020	49,657	(7,273)	(41,463)	7,941
r	Ajahma Charitable Trust	(151)	8,000	(943)	(7,783)	(877)
s	GLA Young Londoner	3,494	36,000	(5,459)	(32,278)	1,757
t	Young Carers Activities	(5,543)	3,350	0	(3,998)	(6,192)
u	Covid related support	0	44,063		(27,942)	16,121
v	Awards for All (Youth Group)	5,714	2,500	0	(368)	7,846
w	Carers Trust Older Carers Peer Group	1,212	1,000	0	0	2,212
x	Jack Petchey	709	3,000	0	0	3,709
y	Wellcome Curiosity	4,747	16,514	(3,636)	(25,296)	(7,672)
z	Inspiring Change YACs	4,256	-	0	(1,058)	3,197
	Other small funds	63,880	2,900	(38,171)	(1,068)	27,541
		124,466	650,765	(113,171)	(523,838)	138,221

KINGSTON CARERS' NETWORK

Notes to the Accounts continued

13 Unrestricted Reserves Movement

	At 1 April 2020	Incoming resources	Transfers	Outgoing resources	At 31 March 2021
	£	£	£	£	£
General Reserves	30,876	118,857	113,171	(198,967)	63,937
Designated Reserves	71,000	-		(10,213)	60,787
	<u>101,876</u>	<u>118,857</u>	<u>113,171</u>	<u>(209,180)</u>	<u>124,724</u>

The General Reserve is utilized for the ongoing Core activities of the charity rather than the charitable activities. In accordance with the Reserves Policy of the Charity the General Reserves are intended to meet all necessary costs in the event of the Charity being forced to be wound up. Transfers between Unrestricted and Restricted Funds represent the charge of management supervision time to each project.

14 Analysis of Net Assets between Funds

	Fixed Assets	Current Assets	Current Liabilities	Total
	£	£	£	£
Unrestricted Reserves	60,787	52,327	(12,083)	101,031
Restricted Funds	-	245,570	(83,656)	161,914
	<u>60,787</u>	<u>297,897</u>	<u>(95,739)</u>	<u>262,945</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 29th Annual General Meeting held at 3.00pm on Friday 11th December 2020 via Zoom

Present
Members

Tony Woods	Chair	Pat Stanley	Trustee
John Mays	Vice Chair	Diane White	CEO
	Company	Thom Braun	KCN Member
Jo Cocup	Secretary	Ava Mintz	KCN Member
Bob Humphries	Treasurer	Howard Mintz	KCN Member
Chris Ireland	Trustee	Cheryl Wales	KCN Member
Viv Rowlands	Trustee	David Still	KCN Member
Julia Linney	Trustee	Kate Dudley	KCN Member
Dawn Whitcombe	Trustee		
Manuel Boger	Trustee		

Invited

Councillor Margaret Thompson	Guest Speaker	Liz Grimwood	Staff Member
Estelle Taylor-Noel	Volunteer	Mollie Cooke	Staff Member
Nita Patel	Volunteer	Linda Hargrave	Carer
Alison Buckmaster	Volunteer	Martina Howley	Carer
Lyndsey de Valmency-King	Staff Member	Shaukia Mir	Carer
		Caroline Hogan	Carer

Apologies

Sushila Abraham	Trustee
Ally Carnie	KCN Member
Mike Wilkinson	KCN Member

Marilyn Fry	KCN Member
Bernadette Menasse	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 Royal Borough of Kingston Upon Thames for their support and for the grant of circa £200k for carrying out carers' assessments on behalf of RBK. RBK is an important partner for KCN and contributes to 38% of our income. They were acknowledged for the close relationship with KCN and their responsiveness to the needs of carers, and we look forward to continuing this working relationship into the future.

Apologies for Absence

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

Minutes of the 2019 AGM

The minutes of the 2019 AGM were agreed as a true record.

Adoption of the Annual Accounts for 2019/20

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 Manuel Boger - and the auditors for the tremendous job they did in producing the annual accounts.

Adoption of the accounts was proposed by Jo Cocup and seconded by David Still.

The accounts were agreed and adopted by the Board.

Appointment of Independent Examiner

Nazir Mahmoud will continue as the Independent Examiner for the coming financial year.

Proposed by David Still and seconded by Bob Humphries.

Agreed by all.

Election of Directors to the Board of Trustees and Officers of the Board 2019/20

The following candidates, under Article 23, being the three longest serving directors of the Board were proposed for re-election as Directors by Jo Cocup, seconded by John Mays and agreed by all.

Tony Woods
Chris Ireland
Bob Humphries

Under Article 24 there were three 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 are appointed by the Board. There has been one new appointment since the last AGM:

Manuel Boger - Treasurer

Bob Humphries will step down as Treasurer and handover to Manuel at this meeting. Bob will remain a Trustee.

Proposed by Viv Rowlands and seconded by Chris Ireland.
Agreed by all.

Report by the Chair – Tony Woods

The Chair invited everyone to read at leisure the full Chairman's Report printed on page 9 of the Annual Report, regarding the strategic growth of Kingston Carers' Network.

It has been a transitional year for KCN, with major change to the management structure with the introduction of Diane White and David Still as CEO and Deputy CEO, and the appointment of Jo Cocup as Company Secretary. We have also been impacted heavily by the effects of Covid-19 and the various restrictions and lockdowns that have taken place. Internal appointments have meant that KCN has remained agile and been able to accommodate change quickly to meet these challenges. The Board has been delighted with the new structure, transferring the executive function from the Trustees to management, creating a team fit for purpose.

There have also been new appointments to the Board, seeking to diversify our membership on our journey to further represent the demographic of the Borough.

The accounts management has been a mammoth task, and the Board gave huge thanks to Bob Humphries for all his hard work. More of the finance function will be moved back to the office, with Manuel overseeing the process and transition.

Fundraising has also played a huge part in KCN's success. The Board gave thanks to Kate Dudley for all her hard work involved with grants, and thanks to all the organisations who have funded our activities over the last year. Particular thanks were given to the Lloyds Bank Foundation for providing funding, computer hardware and support with advice and training.

We are now starting to see the full impact on the mental health of carers due to Covid-19 and have been concerned with the effect of missed schooling on young carers, and this will be a focus for KCN in the year ahead. The Chair invited everyone to contact him for further information.

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, David and Jo.

Chief Executive's Report – Diane White

2019/20 was another great year for KCN.

See Annual Report for Diane White's full CEO Report.

Key highlights included:

- 1,495 adult carers referred to KCN
- 146 young carers referred to YCP
- Over 4,700 face-to-face advice sessions provided to adult carers
- Additional £698k of new income secured for carers

- New funding secured from Children in Need/Wellcome Foundation for young carers' services.
- Volunteers contributed over 2,700 hours of their time
- Over £110k emergency Covid funding

KCN has supported our carers through the challenges of the Covid pandemic, particularly their mental health needs.

The Stories of Two Carers – a short video.

Two carers spoke of their experiences with KCN and what caring means for them.

The video can be found on You Tube here:

<https://www.youtube.com/watch?v=Eo8zDA3kL7U&feature=youtu.be>

Any Other Business

Correction to the Annual Report page 5:

Mike Wilkinson resigned a Company Secretary on 1/10/19 but resigned as Trustee on 17/6/20

John Mays expressed his appreciation on behalf of the Board to Tony, Diane, Jo, David, the executives, and staff of KCN.

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.

The Mayor reflected on last year's AGM which was the highlight of her year, hearing from the most inspirational people, but that we could not have foreseen what would happen in 2020. KCN has done a wonderful job, being innovative in finding new and alternative ways to support carers, being a real testament to KCN's courage and ability to think differently. Compassion is the absolute hallmark of what defines Kingston Carers' Network. The Mayor gave thanks to all the staff and volunteers at KCN, highlighting those in the back office for enabling those on the front line to function. The Mayor wished everyone a Happy Christmas, and a happy, positive and creative New Year.

The Chair thanked the Mayor for her attendance and the Council's continued support.

This brings to a close the 2020 AGM.

Kingston Carers' Network



**Kingston Carers' Network
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24 HOUR ANSWERPHONE

Registered Charity No. 1151456
Company Limited by Guarantee No. 8376060