



Kingston Carers'
Network



KINGSTON CARERS' NETWORK

Improving the lives of carers in Kingston

Reg. Charity No. 1151456
Company Number 8376060

Annual Report & Accounts 2016-2017

Supported by...



LOTTERY FUNDED



Children
in Need



achieving
for children

NHS

Kingston

Clinical Commissioning Group

COMIC
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Kingston Carers' Network, 418 Ewell Road, Surbiton, KT8 7HF, 020 3031 2757 Reg. Charity No. 1151456 Company No. 8376060

Kingston Carers' Network

Reg. Charity No. 1151456 Company Number 8376060

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

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

The care they provide is unpaid.

At Kingston Carers' Network we aim to:

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

Annual Report 2016-2017

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Kingston Carers' Network

Reg. Charity No. 1151456 Company Number 8376060

26th Annual General Meeting – 4th October 2017: 7pm to 9pm

AGENDA

1. Welcome – John Mays, Chairman.
2. Presentation on Resilience by Dr Trudi Edgington, Clinical Psychologist
3. Apologies for absence.
4. Minutes of the 2016 AGM.
5. Presentation & Adoption of the Annual Accounts for Financial Year 2016-2017.
6. Appointment of the Independent Examiner.
7. Election of New Directors of the Board 2017-2018.
8. Re-election of Existing Directors of the Board 2017-2018.
9. Election of Officers of the Board 2017-2018.
10. Report by the Chairman – John Mays.
11. Highlights of the year by the Chief Executive – Kate Dudley.
12. Any Other Business.

Current Staff

- Kate Dudley – Chief Executive
- Jo Maye – Office Manager
- Carol Harvey – Family Support Coordinator
- Veronica Attah – Mental Health and Substance Misuse Support Coordinator
- Vanessa Mooneeapen – Wellbeing and Inclusion Coordinator
- Lyndsey de Valmency-King – Mentoring/Volunteering Coordinator
- David Still – Adult Carers Manager
- Lily Bath – Generic Carers Support Worker
- Clare Keogh - Generic Carers Support Worker
- Ruxi Ratiu – Outreach Coordinator
- Diane White – Young Carers Project Manager
- Liz Grimwood – Young Carers Worker
- Kat Law – Young Carers Worker
- Nicola Bleeze – Young Carers Worker
- Alice Wintle – Young Carers Worker

Chief Executive's Report

This year we have increased both the number of carers we are reaching and the scope of our work. We have supported a total of 3,340 carers, including 623 young carers. There was a total of 847 adult carers and 163 young carers referred to KCN for support and a further 450 adult carers received face-to-face advice and information within Kingston Hospital.

2016/17 was the first year of our new contract with the Kingston Clinical Commissioning Group and the Royal Borough of Kingston. This contract includes a new formal partnership with Alzheimer's Society who provide specialist dementia advice to carers of

anyone with any type of dementia in the borough.

We also extended our contract with Royal Borough of Kingston to provide Carers' Assessments and over the year, the number of referrals for Carers' Assessments has grown.

With the closure of Noble Centre imminent, we needed to identify new suitable premises. This was challenging due to the extremely high costs of commercial premises in the borough. After a lot of searching and disappointment, we are pleased to have found our new accommodation in Tolworth. We moved in at the beginning of September and hope that our new location will prove convenient and welcoming for carers.

This year, it was vital to increase the project funding for young carers with a number of funding streams coming to an end. We were delighted to hear that we were successful in our funding bid to Big Lottery and this new funding started in June 2017. Over three years, we will receive £424k to fund the salaries of three members of staff and the associated overheads.

We end this financial year in a relatively stable financial position although we will need to pursue further funding to expand the capacity of the adult carers' team, as well as securing funds to cover our additional accommodation costs.

Looking ahead

We are very sad to say goodbye to Kat Law, one of our young carers project workers. Kat is returning to Northern Ireland with her husband and young family. Kat has been a valued member of the young carers' team for the past three years and will be sorely missed.

Jo Maye, our office manager, will soon be starting maternity leave and although we will really miss her, we wish her all the best in the coming year. Jo Cocup will cover this role for 12 months and Linda Richards will be our new Finance Officer. We welcome both Jo and Linda to the team.

There are exciting opportunities ahead and we hope that we will be expanding our services and reaching more carers in the coming year.

Finally, I would like to thank all of the Staff, Trustees and Volunteers for their hard work, dedication and support over the last 12 months.

Kate Dudley, Chief Executive

Reference and Administrative Information

Structure

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.

Address

418 Ewell Road, Tolworth, KT6 7HF.

Directors

Directors who served as members of the Management Committee during the year from 1st April 2016 to 31st March 2017, for the full year (unless stated otherwise) were:

- John Mays Chairman
- Thom Braun Deputy Chairman (joined 17th November 2016)
- Stephen Puckett Treasurer/Secretary Resigned 21st August 2017
- Steve Katz
- Stephanie Limond
- Alison Carnie
- Viv Rowlands
- Mike Wilkinson Treasurer with effect from 21st August 2017
- Natasha Lee (resigned 21st August 2017)
- Pat Stanley (joined 18th August 2016)

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.

Report of the Trustees (incorporating the directors' report) for the year ended 31 March 2017

Kingston Carers' Network

(A company limited by guarantee)

Statement of Trustees' responsibilities

The Trustees (who are also directors of Kingston Carers' Network for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make 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 the 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.

Trustees/Directors

Since incorporation on 25th January 2013, the charity has been administered by the Board of Trustees.

We continue to seek additional Trustees, especially those who have relevant experience and skills that would benefit the organisation. All new Trustees are taken through an induction procedure to ensure they understand our policies and procedures.

Activities and Achievements

In this section of our Report, we outline activities and achievements during the financial year 2016-2017.

KCN had contact with 3,290 carers – an increase of over 20% on the previous year.

Once again, as we reported last year, the Young Carers' Project has continued to grow thanks to the hard work of Diane White and her excellent team. The number of new referrals to the project during the year was 163, again, exceeding the previous year's referrals.

KCN works closely with statutory and voluntary sector organisations to promote the best interests of carers.

The Future

At the time of writing this report, KCN is moving into new premises. We are most grateful to Royal Borough of Kingston for use of our previous offices at a very competitive rate for the last seven and a half years.

The move will enable us to extend and increase our services to carers. We aim to reach a larger percentage of the carers in Kingston; we know that there are many who need our guidance but who at the moment we do not help. To do this we will encourage funders and other donors to maintain and hopefully increase their grants and support to us.

Financial Review

NHS Kingston Clinical Commissioning Group (KCCG) and the Royal Borough of Kingston upon Thames (RBK) have continued their invaluable financial support in the form of a Carers' Support contract to KCN. These are our primary source of Unrestricted Funds, which are used to pay most of the costs of employing our Chief Executive and Administrative Manager and paying our office running costs and other necessary expenditure.

Our other funders include Big Lottery, Comic Relief, Children in Needs, Achieving for Children and a number of other charitable trusts and foundations. This funding has enabled us to continue to employ the excellent members of staff.

We continue to keep a healthy balance with our various banks and to maximise the interest but with bank interest rates remaining low, the interest received was modest.

During the year, under review we have transferred from restricted to unrestricted the amount of £63k.

Having been successful with some of our grant bids and receiving funds before expenditure has been incurred the charity maintained a healthy bank account balance throughout the year. We continue to maximise the interest on these balance but with bank interest rates remaining low, total interest received was still a modest £1,228.

As in previous years, since the charity's income is under £1million, the Trustees have chosen to have an independent examination which avoids a larger audit fee. The independent examination has been, as last year been carried out by the Accountant, Nasir Mahmud of New Malden. We will propose his reappointment to carry out the examination of next years' accounts.

Board of Trustees

As chairman, I am grateful to the board for their continued active support during the year.

At the AGM, I will be relinquishing my chairmanship to Thom Braun, the current deputy Chairman and assuming his role.

I am extremely grateful to Stephen Puckett who retired as Treasurer and Company Secretary in August 2017. He performed an excellent job during the last five years and we will miss his wise counsel.

Mike Wilkinson has assumed the role as Treasurer and Company Secretary on a temporary basis. I am happy to report, however, that we have recruited a new Treasurer, Rhiannon Price who comes to us after extensive experience in the commercial and charity world.

Our excellent staff have performed valiantly throughout the year, ably led by Kate Dudley, the Chief Executive. We are extremely grateful to them all.

Can I refer to Kate Dudley's remarks regarding our change of premises, a difficult time for everybody but a task well accomplished.

I would like to take this opportunity to wish Jo Maye all the very best during the next year when she will be on maternity leave and we all look forward to her return. At the same time, regrettably Kat Law is leaving us at the end of October to return to Northern Ireland. Our thanks are due to her for her excellent contribution to the organisation.

John Mays,
Chairman



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

Year Ended 31st March 2017

I report on the accounts of the charity for the year ended **31 March 2017**, set out on pages 9 to 17.

Respective responsibilities of Trustees and Independent Examiner

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

It is my responsibility to:

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

Basis of independent Examiner's report

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

Independent Examiner's statement

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

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

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

have not been met; or

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

Nasir Mahmud FCA
Independent Examiner
Chartered Accountant

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

 Dated: 2nd October 2017

KINGSTON CARERS' NETWORK

STATEMENT OF FINANCIAL ACTIVITIES

for the YEAR TO 31 MARCH 2017

	Notes	2017		2017	2016
		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£
Income and endowments from:					
Donations and legacies	3	90,374	0	90,374	60,429
Investment Income	3	872	0	872	1,228
Charitable Activities	3	0	455,780	455,780	516,902
Total		<u>91,247</u>	<u>455,780</u>	<u>547,026</u>	<u>578,559</u>
Expenditure on:					
Charitable Activities	4	97,972	445,415	543,387	550,951
Governance Costs	4	1,181	0	1,181	1,232
Total		<u>99,153</u>	<u>445,415</u>	<u>544,568</u>	<u>552,182</u>
Net Resources before transfers		(7,906)	10,365	2,459	26,377
Transfers between Funds		78,252	(78,252)	(0)	0
Net before other gains/losses		<u>70,346</u>	<u>(67,887)</u>	<u>2,459</u>	<u>26,377</u>
Other gains/losses		0	0	0	0
Net movement in funds		<u>70,346</u>	<u>(67,887)</u>	<u>2,459</u>	<u>26,377</u>
Reconciliation of Funds					
Total Funds Brought Forward		42,937	121,235	164,172	137,794
Total Funds Carried Forward		<u>113,283</u>	<u>53,348</u>	<u>166,631</u>	<u>164,171</u>

The Balance Sheet continues on the following page.

KINGSTON CARERS' NETWORK

BALANCE SHEET

31 MARCH 2017

	Notes	£	2017 £	£	2016 £
Current Assets					
Debtors	6	107,168		11,756	
Cash at Bank and in Hand		206,666		215,154	
			<u>313,833</u>	<u></u>	226,910
Liabilities					
Creditors: amounts due within one year	7		147,202		62,739
Net Current Assets			<u>166,631</u>		<u>164,171</u>
Funds of the Charity					
Unrestricted Income Funds	12		113,283		42,937
Restricted Income Funds	11		53,348		121,235
Total Funds			<u>166,631</u>		<u>164,171</u>

On Behalf of the Management Committee

Signed Mike Wilkinson (Treasurer)

Dated

Notes 1 to 12 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 2017**

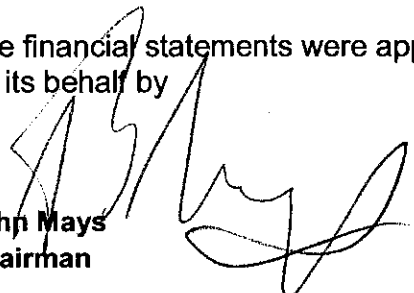
In approving these financial statements as Trustees of the company we hereby confirm:

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

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

The financial statements were approved by the board on 21 September 2017 and signed on its behalf by

John Mays
Chairman

A handwritten signature in black ink, appearing to be 'John Mays', written over the printed name and title.

KINGSTON CARERS' NETWORK

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 MARCH 2017

1 Basis of Preparation

These accounts have been prepared on the basis of historical cost in accordance with the Charity Commission's Statement of Recommended Practice (SORP 2015), FRS 102, the Charities Act 2011 and the Companies Act 2006.

2 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

d) The charity is exempt for tax purposes.

e) Defined Contribution Scheme

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

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

g) Creditors are measured at transaction value.

KINGSTON CARERS' NETWORK

Notes to the Accounts Continued

3 Analysis of Income	2017	2016
	£	£
Donations and legacies		
Royal Borough of Kingston upon Thames	31,000	31,000
NHS Kingston	54,320	22,187
Donations	5,054	7,242
	<u>90,374</u>	<u>60,429</u>
Investment Income		
Bank Interest	872	1,228
Incoming Resources re Charitable Activities		
BBC Children in Need	35,461	31,669
R.B. Kingston		
- Achieving for Children	40,000	50,000
- Mental Health Support	31,600	35,400
- Carers Assessments	30,877	37,145
- Carers Activities	1,300	840
Carers Trust - NEET	(295)	14,812
NHS Kingston		
- Volunteer Coordinator	18,960	27,928
- Generic Carers	41,124	41,915
- Wellbeing & Inclusion	18,348	16,425
- Database	-	1,307
- Out of hours service	5,948	5,537
St James Place	3,138	-
Big Lottery		
- Adult Carers	97,971	103,595
- Awards for All	4,400	4,760
- Volunteer Befriending	8,948	150
Comic Relief	62,749	44,081
Co-operative	-	18,023
Childrens Society	-	18,669
Kingston Public Health		
- Young Carers Mental Health	10,000	10,000
- Parents of Children in CAMHS	-	5,553
- Consultations with Carers	-	6,062
Royal Bank of Scotland - Community Grant	-	9,407
Carers Trust - Carers Activities	9,687	6,990
Wellbeing & Inclusion Donations	3,361	1,873
Other Restricted Donations	32,203	24,762
	<u>455,780</u>	<u>516,902</u>

KINGSTON CARERS' NETWORK

Notes to the Accounts Continued

4 Analysis of Expenditure	2017	2016
	£	£
Charitable Activities - Unrestricted Funds		
Salaries including NI contributions & pensions	63,885	65,695
Recruitment, Training & Expenses	1,520	1,123
Premises Costs	462	716
Office Running Costs	5,719	5,214
Events & Activities	183	470
Subcontractor Costs	19,999	-
Legal & Professional Fees	5,950	-
Accountancy	255	157
	<u>97,972</u>	<u>73,374</u>

Charitable Activities - Restricted Funds

Supporting Carers with Mental Health or Substance Misuse Problems	30,395	29,933
Supporting Carers Assessments	35,906	31,556
Supporting Children in Need	42,951	34,546
Supporting Volunteer Coordinator	18,861	18,827
Supporting Generic Carers	37,836	38,741
Supporting Wellbeing & Inclusion	23,808	16,196
Supporting Database	-	1,270
Supporting Out of Hours Service	5,984	3,431
Supporting Achieving for Children	46,483	54,906
Supporting Integrated Interventions	-	5,320
Supporting Development	-	1,252
Supporting St James Place	2,648	-
Supporting Big Lottery Adult Carers	86,903	87,454
Supporting Big Lottery Awards for All	4,400	4,760
Supporting Big Lottery Volunteer Befriending	6,801	150
Supporting Comic Relief	57,381	34,172
Supporting Co-operative	-	20,618
Supporting Childrens Society	7,760	16,653
Supporting Parental Mental Health	8,446	8,210
Supporting Parents of Children in CAMHS	127	5,355
Supporting Consultations with Carers	-	6,062
Supporting RBS Community Fund	-	8,278
Supporting Carers Trust NEET	-	12,891
Supporting RBK Carers' Activities	413	382
Supporting Carers Trust Carers' Activities	8,479	7,058
Supporting Other Restricted Donations	19,832	29,556
	<u>445,415</u>	<u>477,577</u>

Governance Costs (unrestricted)

Independent Examiner's Fee	1,032	1,032
AGM Costs	70	33
Data Protection Registration	35	35
DBS checks	44	132
	<u>1,181</u>	<u>1,232</u>

Support costs included in Expenditure	Staff Costs £	Premises Costs £	Office Costs £	Legal & Prof fees £	Total £
Unrestricted Funds	167	459	4,207	758	5,591
Supporting Carers with Mental Health or Substance Misuse Problems	95	262	2,399	432	3,188
Supporting Carers Assessments	105	290	2,657	479	3,531
Supporting Children in Need	105	290	2,658	479	3,532
Supporting Volunteer Coordinator	48	133	1,218	219	1,618
Supporting Generic Carers	116	318	2,916	525	3,875
Supporting Wellbeing & Inclusion	32	89	812	146	1,079
Supporting Achieving for Children	108	298	2,731	492	3,629
Supporting St James Place	7	20	183	33	244
Supporting Big Lottery Adult Carers	238	657	6,016	1,084	7,994
Supporting Big Lottery Volunteer Befriending	20	56	517	93	687
Supporting Comic Relief	153	423	3,871	697	5,144
Supporting Childrens Society	16	45	416	75	553
Supporting Parental Mental Health	24	67	616	111	819
	<u>1,237</u>	<u>3,407</u>	<u>31,217</u>	<u>5,623</u>	<u>41,485</u>

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

5 Debtors & Prepayments

Amounts falling due within one year	2017 £	2016 £
Other Debtors	100,061	10,101
Accrued income	260	346
Prepayments	6,847	1,310
	<u>107,168</u>	<u>11,756</u>

6 Creditors & Accruals	2017	2016
Amounts falling due within one year	£	£
Deferred Income	132,910	42,000
Trade creditors	3,707	4,893
Payroll liabilities	9,243	9,992
Accrued Expenditure	<u>1,342</u>	<u>5,853</u>
	<u>147,202</u>	<u>62,739</u>
Analysis of deferred income:	£	
Balance brought forward at 1 April 2016	42,000	
Released in year	(37,436)	
Income received in year deferred to following year	<u>128,346</u>	
Balance carried forward at 31 March 2017	<u>132,910</u>	

KINGSTON CARERS' NETWORK

Notes to the Accounts Continued

7 Fee for Independent Examination of the Accounts	2017	2016
	£	£
Nasir Mahmud	<u>1,032</u>	<u>1,032</u>
8 Staff Costs	2017	2016
	£	£
Gross Salaries	363,942	383,737
Employer's NI contributions	33,010	31,702
Pension contributions	<u>10,341</u>	<u>9,382</u>
	<u>407,293</u>	<u>424,820</u>

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

Charitable Activities	11	11
Administration	2	2

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

8.1 Trustees' emoluments

No remuneration was paid to any of the trustees.

9 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

10 Restricted Funds Held

Grants to support:

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

Restricted Fund Values and Movements

	Balance brought forward £	Incoming Resources £	Transfers £	Outgoing Resources £	Balance carried forward £
a NHS Kingston	20,557	18,960	(20,557)	(18,861)	99
b NHS Kingston	23,997	41,124	(23,997)	(37,836)	3,288
c NHS Kingston	14,269	21,709	(12,169)	(23,808)	0
d NHS Kingston	97	0	(97)	0	0
e NHS Kingston	4,561	5,948	(4,525)	(5,984)	0
f Royal Borough of Kingston upon Thames	2,108	0		0	2,108
g Royal Borough of Kingston upon Thames	118	40,000	6,365	(46,483)	0
h BBC Children in Need	(0)	35,461	7,491	(42,951)	0
i Royal Borough of Kingston upon Thames	10,038	31,600	(10,038)	(30,395)	1,204
j Royal Bank of Scotland	3,671	0	0	0	3,671
k Royal Borough of Kingston upon Thames	225	0	0	0	225
l Evening Standard London Community	225	0	0	0	225
m Carers Trust	2,108	9,687		(8,479)	3,316
n Royal Borough of Kingston upon Thames	458	1,300		(413)	1,345
o St James Place	(0)	3,138	(273)	(2,648)	216
p Big Lottery	14,042	111,319	(18,957)	(98,104)	8,300
q Comic Relief	7,109	62,749	(4,360)	(57,381)	8,117
r Cooperative	(0)	0	0	0	(0)
s Childrens Society	2,141	0	5,619	(7,760)	(0)
t Kingston Public Health	868	10,000	(800)	(8,446)	1,622
u Kingston Public Health	1,758	0	0	(127)	1,630
v Kingston Public Health	(0)	0	0	0	(0)
w Kingston Public Health	3,389	30,877	1,640	(35,906)	0
x Carers Trust	1,201	(295)	0	0	906
Other small funds	8,296	32,203	(3,595)	(19,831)	17,074
	121,235	455,780	(78,252)	(445,414)	53,348

KINGSTON CARERS' NETWORK

Notes to the Accounts continued

11 Unrestricted Fund Movement

	At 1 April 2016	Incoming resources	Transfers	Outgoing resources	At 31 March 2017
	£	£	£	£	£
General Funds	42,937	91,247	78,252	99,153	113,283

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. In addition to this, during the year NHS Kingston agreed to the transfer of unspent project funds to Unrestricted Funds.

12 Analysis of Net Assets between Funds

	Current Assets £	Current Liabilities £	Total £
Unrestricted Funds	169,960	(56,677)	113,283
Restricted Funds	143,873	(90,525)	53,348
	<u>313,833</u>	<u>(147,202)</u>	<u>166,631</u>

13 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 25th Annual General Meeting held at 10.30am on Tuesday 6th October 2016 at The Kings Centre, Chessington

Present

Joanne Maye	Fernander	Marilyn Fry
Kate Dudley	Maria Deceils	Sara Rajendram
Vanessa Mooneeapen	Heather Notermans	Barbara Stirrat
David Still	Thom Braun	Dave Hand
Clare Keogh	Anna Robin	Cllr Linsey Cottington
John Mays	Heya Kumarasamy	Rosemary Tarrant
Steve Katz	Sarah Smith	Noël Jones
Stephanie Limond	John Read	Ruth Lankester
Mike Wilkinson	Lesley Read	Rita Ferro
Thom Braun	Alan Moss	Jinee Amess
Doreen Harrison	Joy Dearlove	Gloria Lewis
Peter Hodges	Joyce Dorsett	Fatima Channa

Apologies

Ally Carnie	Natasha Lee	Cllr Margaret Thompson
Steve Puckett	Sue Peck	
Pat Stanley	Cllr Sushila Anraham	

Welcome

conference and AGM and in particular Deputy Mayor of the Royal Borough of Kingston upon Thames, Councillor Rowena Bass.

Minutes of the 2015 AGM

The minutes of the 2015 AGM were agreed as a true record.

Presentation and Adoption of the Annual Accounts for 2015/16

Steve Puckett, Treasurer, was unable to attend the AGM. John explained that the financial position of KCN is healthy with good reserves.

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

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

Appointment of Independent Examiner

John Mayes proposed reappointment of Nasir Mahmud for the coming year. This was seconded by John Read and agreed by all.

Election of Directors to the Board of Trustees and Officers of the Board 2015/16

The following candidates were proposed for election as Directors by John Read, seconded by Barbara Stirrat and agreed by all.

Mike Wilkinson
Natasha Lee
Thom Braun
Viv Rowlands

Pat Stanley

The following candidates were proposed for election as Officers Thom Braun, seconded by Marilyn Fry and agreed by all.

John Mays as Chair

Stephen Puckett as Treasurer

Stephen Puckett as Secretary

Existing directors John Mays, Steve Katz, Steve Puckett, Alison Carnie and Stephanie Limond were proposed for re-election to the Board by Lesley Read, seconded by Doreen Harrison and agreed by all.

Report by the Chair – John Mays

KCN have had another good John and John expressed his gratitude to the funders including RBK who have allowed us to continue using the Noble Centre as well as the Board for all of their support and the staff team, led by Kate, for all of their hard work. The Young Carers' Project, led by Diane, continues to be a vibrant offering.

John announced that this is to be his penultimate AGM as Chair as he intends to step down following next year's AGM.

Chief Executive's Report – Kate Dudley

2015/16 was once again the busiest year ever.

Key highlights included:

- Supporting 2500 carers including 460 young carers and 88 young adult carers
- Developing a wide range of services with advice and advocacy forming a central part of these
- YCP being one of the busiest in the country
- 647 new referrals
- Hospital Outreach service met around 600 carers
- £1.5 million worth of financial gains secured for carers and the people they care for
- Winning the Active and Supportive Communities contract partnering with Alzheimer's Society
- Providing 1671 breaks for young carers over 173 respite trips and activities
- 2514 hours contributed from volunteers
- 20 mentors matched with young carers

The year ahead will see KCN relocate to more suitable premises, looking to secure additional funding for Young Carers Project to meet increasing demand and identifying more carers in a health setting. Kate thanked the carers for contributing £1 million a day in care in the borough.

Kate thanked the hard-working and committed staff team and the volunteers, without whom we couldn't continue to offer the range of services, along with the funders, trustees and carers.

Any Other Business

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

Kingston Carers' Network



**Kingston Carers' Network
Noble Centre
418 Ewell Road
Tolworth
KT6 7HF**

Projects at KCN

Enquiries 020 3031 2757

Chief Executive Officer 020 3031 2752

Office Manager 020 3031 2751

Adult Carers Support Manager 020 3640 7693

Mental Health and Substance Misuse Carers' Support Worker
020 3031 2755

Outreach Worker 020 3725 3048

Volunteer Coordinator 020 3375 8226

Wellbeing and Inclusion Coordinator 020 3757 8464

Young Carers' Project 020 3031 2754

Family Support Worker 020 3031 2753

24 HOUR ANSWERPHONE ON ALL LINES

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