



Trustees' Report and Financial Statements 2017-2018

Kingston Voluntary Action
Siddeley House, 50 Canbury Park Road
Kingston upon Thames, KT2 6LX

Charity Incorporated Organisation (CIO) Number: 1160403

Kingston Voluntary Action (KVA) is the infrastructure body for the voluntary and community sector in Kingston.

KVA has a number of projects working to support Kingston's communities. These are Superhighways, Kingston Eco-op, Love Kingston and The Buddy Scheme.



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The Trustees have pleasure in presenting Kingston Voluntary Action's Annual Report, and the Financial Statements of the Charity for the year ended 31 March 2018.

Reference and Administrative Details:

| | |
|-----------------------------|---|
| Registered Charity Name | Kingston Voluntary Action |
| Charity Registration Number | 1160403 |
| Address | Siddeley House, 50 Canbury Park Road Kingston upon Thames, KT2 6LX |

Trustees

- Nigel Newby (Chair), Richmond + Kingston Accessible Transport (RaKAT), Appointed February 2015
- Fiona Canning (Treasurer), Independent, Appointed March 2017
- Bénédicte Cormier, Virtually B, Appointed March 2017
- Michael d'Souza, One Norbiton, Appointed February 2015
- Ranjit Dhillon, Addiction Support + Care Agency (ASCA), Appointed February 2015
- Matt Hatton, Kingston Churches Action on Homelessness (KCAH), Appointed February 2015

| | |
|--------------------------------|---|
| Chief Executive Officer | Hilary Garner (retired 31 March 2018) Patricia Turner (appointed 26 February 2018) |
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|-------------------------------|--|
| Independent Examiners: | Goodman Jones 29-30 Fitzroy Square, London, W1T 6LQ |
|-------------------------------|--|

Bankers:

| | |
|----------------------------|--|
| The Royal Bank of Scotland | 21 Thames Street, Kingston upon Thames, KT1 1QE |
| CAF Bank Limited | 25 Kings Hill Avenue, Kings Hill, Kent, ME29 4JQ |
| Virgin Bank | 15-17 Castle Street, Kingston upon Thames, KT1 1ST |

On behalf of the Board of Trustees, I am delighted to present Kingston Voluntary Action's (KVA) 2017/2018 Annual Trustees' Report and Financial Statement.

THE CHAIR'S REPORT

Much time and resource during the past year was focused on making the transition toward being a commissioned service and undertaking an open tender process for the Kingston Infrastructure Support Contract with Kingston Council. At the same time, having significantly increased KVA's communications to the sector and the wider Kingston community, it continued to provide capacity building support to Voluntary and Community Sector organisations focusing on Community Engagement, Capacity Building and Partnership working.

There have been a number of significant developments within the organisation throughout this period. This includes KVA's success at being awarded the Infrastructure Support Contract for the Voluntary and Community Sector by RBK. I should like to extend my thanks - and those of the Trustee Board - to the staff team who worked diligently on the putting together a successful bid.

At the end of the financial year 2017/18, Go Kingston Volunteering (KVA's volunteering support project) closed. I would like to take this opportunity to acknowledge the valuable work of the staff who have worked on this project over a number of years. Their support for volunteering, and their understanding of its benefits to both individuals and organisations, is to be commended.

KVA continues to be at the forefront of communicating developments in policy and practice in the voluntary and community sector. Through two Conferences held during the year, KVA was able to explore developments – both local and national - with its partners and stakeholders, in two particular areas:

- Civil Society Futures and
- Social Prescribing

During 2017/18, KVA established a new network for Chief Officers – the Kingston Chief Officers Network. The Network arose as a response to the change in the local funding landscape and to support the local Our Kingston Strategy, which seeks to address the opportunities and challenges the sector faces with reduced funding.

KVA's remaining and established networks continue to provide space for sharing information, consulting on policy development, and giving support.

Particular thanks must go to the outgoing Chief Executive Officer, Hilary Garner, who retired from KVA in March 2018 after 26 years of service to Kingston and the Voluntary and Community Sector.

Hilary made an enormous contribution to shaping the local voluntary and community sector. Of his many achievements, he saw the establishment of a local Community Transport service, the Kingston Community Furniture project, Kingston Law Centre and Home-Start Kingston, to name a few.

KVA wishes Hilary a long and happy retirement. The Trustees are delighted, after an arduous recruitment process, to have secured the service of Patricia Turner as the new Chief Executive Officer and have every confidence that she will be equally as respected and contribute similarly as did Hilary.

Nigel Newby
Chair of the Trustees

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational Structure

Kingston Voluntary Action (KVA) has a Trustee Board which can consist of up to ten members but can operate on a minimum of three. The Trustee Board meets six times a year and is responsible for the strategic direction and policy of the Charity.

At present, the Board has six members from a variety of professional backgrounds relevant to the work of the Charity. A Chief Executive is appointed by the Trustee Board and has overall responsibility for the day-to-day operations of the Charity.

The Chief Executive and other members of the senior management team meet both with the Trustee Board and the Finance Sub-Committee.

Governing document

KVA is a Charitable Incorporated Organisation (CIO) governed by its 'Constitution' document, dated 10 February 2015. The CIO number is: 1160403.

Recruitment and Appointment of Trustee Board

Trustees are nominated and elected at the Annual General Meeting. In certain circumstances, where particular skills would be beneficial, individuals are approached to offer themselves for election, either by nomination or co-option. The Trustee Board seeks to ensure that the needs of the Charity are appropriately reflected through the diversity of the Trustees.

Any person who retires as a Charity Trustee - by rotation or by giving notice to the Charity - is eligible for reappointment. A Charity Trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term - but may be reappointed after an interval of at least one year.

Trustee Induction and Training

New Trustees are provided with an Induction Pack to assist them with their duties. The pack includes the Constitution, the latest Annual Report and Accounts, and the Charity Commission Good Trustee Guide. The pack also includes details of their responsibilities, which are reviewed on a regular basis.

An Induction Programme, led by the Chief Executive, includes a briefing on the work of the organisation, the Business Plan, details of sub-committees and an opportunity

to meet members of the staff. Trustees are encouraged to visit the organisation on a regular basis.

Detailed financial and operational information is provided to members of the Trustee Board at each meeting, and an explanation of this is provided when a member of the Trustee Board discloses that he/she does not understand the full implications of the information given.

Trustees are encouraged to participate in appropriate external training events, where these will be of benefit, and also to attend the various events arranged by KVA which provide opportunities for networking within the voluntary and statutory sector.

Related Parties

None of the Trustees receive remuneration or other benefit from their work with the Charity. The Charity also co-operates and liaises with a number of other local charities.

Where one of the Trustees holds the position of Trustee/Director of another Charity, he/she must declare his/her interests before taking part in discussions regarding the other Charity, and he/she may not participate in the ultimate decision-making process.

KVA is an independent local Charity based in the Royal Borough of Kingston upon Thames and is responsible for its own policy, direction and funding. It is a subscribing member of a network of charities sharing similar objectives, known as the National Association for Voluntary and Community Action (NAVCA). To be accepted for membership of this organisation, KVA has had to meet certain criteria, which was met by being a local infrastructure organisation and a Registered Charity providing support services to other Voluntary and Community Organisations (VCO's).

KVA contributes to NAVCA in a number of ways. It pays a subscription fee to the Association and separately contributes to the costs of regional meetings and networks. It also raises policy issues that may benefit from work at a national level. Locally, it pursues any issues raised at national level.

Staff and Trustees attend a range of Council meetings to represent the voice of the Voluntary and Community Sector (VCS) in order to share 'best practice' and ideas. It receives monthly information and updates from the Council, and disseminates to local charities through a range of networks and communication tools.

Pay Policy for Key Management Personnel

The pay of the key management personnel is aligned with the National Joint Council (NJC) pay scales. Job roles are assessed according to the responsibilities of the posts, using the scale points to evaluate the benchmark for a particular role.

The Chief Executive's remuneration is set and approved by the Board of the Trustees, also with reference to the NJC pay scales.

Risk Management

The Trustee Board has conducted its own review of the major risks to which the Charity is exposed, and has considered them according to expected frequency and severity of loss. These include risks to funding and financial control, those arising from employment of staff and volunteers, and other operational risks.

The review covers core priorities, risk identification, revision of the risk register and response to risk. These processes, outlined in the plan, enable the Trustee Board to identify major risks to which the Charity is exposed, and to put in place processes and actions to mitigate these risks.

The Trustee Board ensures that there is a fundraising strategy which provides long term financial sustainability to the organisation.

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects, to ensure that expenditure is properly budgeted and approved.

The principal risk to the organisation is maintaining long term sustainable funding. Such risks are mitigated by building relationship with funders, illustrating outcomes and continuing to look at ways to diversify income streams.

Financial controls and HR management procedures are exercised to generate efficiency in the use of resources.

The procedures, guidelines and policies of the Charity are periodically reviewed and include external advice, where necessary, to mitigate risk to the organisation and staff.

KVA'S OBJECTS AND ACTIVITIES

The objects of the CIO are:

- For the benefit of the public, primarily - but not exclusively - in the Royal Borough of Kingston upon Thames and surrounding areas:
- To promote the voluntary sector, by:
 - The provision of information, advice, education, training, services, resources and any other support.
 - Encouraging and supporting innovation and the meeting of new or unmet needs.
- The promotion of charitable giving and volunteering.
- To develop the capacity and skills of the members of any socially, or socially and economically disadvantaged communities, in such a way that they are better able to identify and help meet their needs, and to participate more fully in society.
- Such other charitable objects as the Trustees shall, from time to time, determine.

For the purposes of the above 'the voluntary sector' means charities and voluntary organisations:

- Charities are organisations which are established for exclusively charitable purposes in accordance with the law of England and Wales.
- Voluntary organisations are independent organisations which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their Constitution to make a profit for private distribution. Voluntary organisations do not include local government or other statutory authorities.

Nothing in the Constitution shall authorise an application of the property of the CIO for the purposes which are not charitable.

KVA'S VISION AND OUTCOMES

Reflecting KVA's agreed Mission Statement, the performance management of the organisation focusses on its three key areas of activity:

- Community Engagement
- Capacity Building
- Partnership Working

KVA reviews its aims, objectives and activities each year. This review looks at what is achieved, and the outcomes of the work in the previous 12 months. It looks at the success of each key activity, and the benefits that have been brought to those groups of people which KVA is set up to help. The review also helps to ensure that the aims, objectives and activities remain focused on stated purposes.

KVA has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing its aims and objectives, and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set.

The focus of the work of KVA is to:

- To increase the resilience of voluntary and community sector organisations.
- To promote the role and value of the local voluntary and community sector in addressing key issues amongst communities in the Royal Borough of Kingston upon Thames - including liaison, representation and partnership working.
- Information and Communications Technology (ICT) – the Superhighways project offers services including technical advice, troubleshooting, ICT planning and training.
- Advice on sources of funding and completing funding applications.
- Free and subsidised training – a key role in identifying and meeting the training needs of Kingston's voluntary sector.
- Regular e-bulletins.

HOW THE ACTIVITIES OF KINGSTON VOLUNTARY ACTION DELIVER PUBLIC BENEFIT

All of the activities of KVA further its purposes for the public benefit as identified in the Statement of Financial Activities.

VOLUNTARY SECTOR SUPPORT AND ADVICE

Capacity Building

KVA's Capacity Building work lies at the heart of the organisation, with generic advice and information delivered along with specialist support – including funding advice, communications, community accountancy, governance and information and communication technologies.

KVA has continued to support local VCS groups to generate sustainable income from a range of sources; helping groups to identify external grant funding opportunities; to think through their capacity to set up and manage new projects, and monitoring and evaluation requirements. It publicises opportunities and general funding information through e-bulletins and through Networks. KVA helps with funding bids, as well as advising on appropriate governance structures suited to accessing different kinds of funding.

KVA's approach is always to help organisations think strategically about

their funding needs in order to identify the best mix of funding for them, and to offer a holistic diagnosis – not just to identify any immediate funding needs, but also any other capacity building requirements they might have.

KVA continues to develop relationships with funders and has put on joint events with funding and other partners. This has included partnership events with Heritage Lottery, and an event on Crowdfunding.

KVA continues to work with a range of training and development partners to develop courses and learning activities, tailored to local needs.

Plans for the Future

KVA will continue to support Voluntary and Community organisation in dealing with the shift to a commissioning approach to funding that our statutory partners have adopted. KVA delivers the



516 attendees
at KVA events
and training

Infrastructure Support Contract, commissioned by Kingston Council, to 'empower Kingston's communities',

and to provide infrastructure support for Kingston's VCS.

NETWORKS AND FORUM

KVA currently facilitates and supports a number of local networks and forums:

- The Voluntary and Community Sector Partnership Board
- Children and Young People's Network
- Health and Wellbeing Network
- Trustees' Network
- Health Conference
- Impact Aloud Conference
- South London Information and Communications Group
- Voluntary Sector Forum
- Voluntary Sector Chief Officers Network

KVA is a member of the following local Boards:

- Children's Strategic Partnership
- Employment Support Network
- Equalities Forum
- Health and Wellbeing Board
- JSNA Working Group
- Korean Strategic Partnership
- Local Safeguarding Children's Board
- Kingston Strategic Partnership Board
- Voluntary Sector Partnership Board
- Connect Well Kingston Steering Group
- IBus (Integrated Business Support) Group

KVA PARTNERSHIPS

KVA is a member of the Health and Wellbeing Board, and the Community Safety Partnership.

KVA works in partnership with 5 other CVS through the South London CVS Partnership. They are:

- Bromley
- Croydon
- Merton
- Richmond upon Thames
- Sutton

KVA COMMUNICATIONS

KVA's communications focused on raising its profile and marketing its services, as well as keeping the sector informed of relevant news and events and promoting sector services.

KVA continued to send out fortnightly e-bulletins to over 1,200 people in the Borough - both those working in the sector and key stakeholders. KVA also continued to build its Twitter use and following, and ended the year with 2,505 followers.

KVA continues to work closely with health colleagues and statutory partners to be part of joint communications. This includes promoting self-care in Kingston, supporting the development of a social prescribing project, and working as part of a network to communicate the work of the Local Transformation Boards. These projects are all in early stages and will continue and grow in the next year.

At the beginning of 2018, KVA began a rebranding exercise to create a new logo and colour pallet for KVA that would be fresh and modern. In tandem, KVA started to work on a new website, to give a more modern look, and help users to access information in a simpler manner.

KVA Communications Volunteers

KVA started a small 'communications volunteers' project' in order to support local groups, with limited resource for communications work. Support was enlisted from a small group of skilled communications volunteers, such as photographers and designers. Groups can then request support for ad hoc projects, such as images for a new website.

Future Plans

Both the KVA rebrand and website launched in April 2018.

HEALTH AND SOCIAL CARE

Following the withdrawal of funding from Public Health Kingston in March 2017 for the Health and Social Care post, the decision was taken by KVA Trustees to self-fund this area of work for 2017/18 through the London Councils Repatriated Fund. As a result, the Health and Social Care Manager was able to continue work to support local Voluntary and Community organisations working extensively in this area. The Health and Social Care Manager has been supported by the Communications Manager and KVA administration throughout this period.

In April 2017, KVA held its 4th Health Conference, 'the Challenge of Multiple Partnership Working' in the health and social care arena, with a focus on emerging practice about Social Prescribing. Support was received from colleagues at Kingston University,

Fortnightly
E-bulletin sent
to over 1200
people in the
borough

Kingston Hospital, and Kingston CCG to deliver the Conference through the Macmillan Social Prescribing project and colleagues in Kingston Public Health. KVA was also able to acknowledge the work being undertaken through the Healthy Living Pharmacy Programme.

As the result of the Conference in October 2017, Sian Brand joined KVA as the Project Lead to begin to develop a whole population Social Prescribing Programme for Kingston. This was in partnership with the local Voluntary and Community Sector, Kingston Public Health, Adult Social Care and Community Housing - to begin to change the conversation about how to build resilient and connected communities, building on individual strengths and personal assets – changing the conversation from 'what is the matter with you?' to 'what matters to you'.

This was an exciting time for Kingston, and for developing a local Social Prescribing Programme, as work continues in partnership to offer support to people. This will make positive changes in their lives and within their communities, by linking people to volunteers, to volunteering, to activities, to voluntary and community groups and public services that help them:

- Feel more involved in their community
- Meet new people
- Make some changes
- Improve their health and wellbeing

KVA continues to be an active member of the Health and Wellbeing Board and the Local Transformation Board, each working towards greater integration of health and care services.

Our Health and Wellbeing Network continues to meet regularly, providing a space for both voluntary and statutory partners to come together, to contribute to the development of policy and service, share information and to network.



Plans for the future

KVA was awarded a 12-month direct award from Kingston Council at the end of 2017, to deliver a Health and Social Care Engagement in the Voluntary and Community Sector.

The Contract seeks to support the strategic representation of the sector and that the health and wellbeing needs of the local population are collected, understood and contribute to service development.

KVA, through the Contract, will work with the local VCS to be active partners in the collaboration and co-design of the Connect Well Social Prescribing Programme, and to build a

comprehensive communication and engagement approach to promote and support the VCS's full participation.

CHILDREN AND YOUNG PEOPLE

The Children and Young Peoples' Project (CYP) continues to inform and offer support and advice to voluntary and community organisations in Royal Borough of Kingston upon Thames.

The Project aims to raise awareness, to all VCS organisations, of children and young people's needs and the duty of care owed to them. It is working to build the network to include those with a more indirect link to work with children, as these least prepared organisations are more likely to find that they may have difficult issues that

they are not equipped to deal with.

KVA's CYP Network meetings and seminars continued to be well supported by both voluntary and statutory partners.

The Project continues to work closely with partners, including the Local Safeguarding Children's Board and Achieving for Children (AfC), to ensure that VCS organisations are kept up-to-date with developments, and that the sector has an opportunity to share its views with colleagues and to support the development of local policies and strategies.

The Project has also participated in various Conferences and learning events pertinent to the project, in order to feed back to CYP network members.

In the past year, there has been a recognised increase in the need for mental health support for children and young people, which can be seen from the listed examples of the types of meetings attended over the past year:

- Suicide Awareness Training (April 2017)
- CSE Conference (May 2017)
- Mental Health First Aid for Youth (June 2017)
- Domestic Abuse Perpetrator Disruption Partnership (July 2017)
- Mental Health Strategy Launch (July 2017)
- Kingston Schools Health Conference (February 2018)

Safeguarding Children and Young People

Regular working contact with the Local Safeguarding Children Board (LSCB) has continued. KVA has representation on the Kingston LSCB Main Board and two further sub-groups.

Children and Young People's VCS organisations are well represented on the sub-groups of the LSCB, and during the year the Board began to

31 KVA
events and
training
sessions held
throughout the
year

develop reporting mechanisms for the VCS representatives to feed into the wider VCS. This has been working well.

At Main Board level, KVA has consistently voiced the concerns of the voluntary sector around risky behaviours of children and young people in the Borough, especially around drug misuse in the more affluent population. This, again, tends to be linked with mental health issues, with exam stress and academic pressure being a huge factor.

The LSCB provides an extensive training programme to the Borough on safeguarding issues, and these are promoted by KVA to the VCS throughout the year.

The LSCB and KVA share an excellent working relationship with the LSCB voluntary sector Liaison Officer who regularly attends KVA's CYP Network meetings. These meetings keep the network abreast of training and any new advice and information, and reciprocally, to be kept abreast of initiatives and work by the sector involving children and young people.

Plans for the future

Over the next year, the CYP Project will be working towards improving communication and co-operation between sectors. This allows a more streamlined and cohesive approach to the needs and issues faced by the children and young people of Kingston upon Thames.

Future plans from the CYP Project include working with the Kingston and Richmond LSCB to create a young person's Forum to feed into the LSCB Board. This would ensure the voice of the young person is heard in safeguarding issues affecting CYP in the Borough. This will involve the co-ordination of work between the Board, voluntary sector, education and young people themselves, through an online champion matched by the CYP Project at KVA.

A CYP Mental Health Hub - first mentioned in 2017/18 - is getting closer, with all statutory and voluntary partners now backing the project. In 2018/19, it is the aim to set up a six month 'pilot project' in order to test efficacy and need for the Hub, and how it can best work to improve the health and wellbeing of CYP in the Borough.

SUPERHIGHWAYS

Superhighways continues to offer advice, training and IT support to help small charities and community organisations across London be more effective, raise their profile, and demonstrate their impact using digital technology.

The Membership package, including the Helpdesk and onsite implementations, supported 45 organisations with their IT infrastructure. Tech projects included migrating organisations to Office 365 and upgrading / replacing servers.

Superhighways has delivered 30 training sessions as part of its own training programme, with 186 attendees from 131 unique organisations, and courses ranging from Setting up your website, Tiny Films Big Impact, Putting your Data on the Map, and Excel for Monitoring and Evaluation.



In addition, Superhighways has worked in partnership with other organisations (e.g. Voluntary Action Lewisham, Croydon Voluntary Action, Community Action Sutton, Bexley Voluntary Service Council and Groundwork London) running an additional 11 courses, including Introduction to GDPR and Creating Engaging Case Studies.

Superhighway's flagship Impact Aloud project – funded by City Bridge Trust and now in its fourth year covering ten South London Boroughs – continued to support organisations to better capture and communicate their impact utilising a range of free and low cost digital tools. A new course, Putting your Data on the Map, introduced mapping tools and the Annual Conference saw just over 100 organisations learn from experts in plenary and practical workshops, as well as prize give-aways from Marketplace stall holders, including one year subscription for Local Giving and Outcomes monitoring.

The Digital Inclusion work has also continued with funding from Clarion Housing, to work with Kingston residents and build basic digital skills. Superhighways also partnered with the Royal Borough of Kingston to pass on 40 monitors to local voluntary organisations.

Plans for the future

In 2018/19, Superhighways plans to continue its partnership working and collaborating with CVSs in London, leading on digital support to small local charities.

Diversifying income via new funding, income generation streams and sponsorship will be a key priority of the year to ensure our sustainability beyond Superhighway's 20th year.

New services supporting organisations to better use data, as well as brokering a range of specialist expertise and collaborating with the new Hub for London, will also be a focus.

Superhighways will also work closely with the Royal Borough of Kingston on the Connect Well Kingston programme and new Digital Inclusion Strategy.

LOVE KINGSTON

Love Kingston is KVA's exciting charitable fundraising project and platform for local philanthropic giving. It is the Borough's only fund where all money raised stays within the local

community for the benefit of generations to come.

Love Kingston had a very busy year, both raising awareness of the project and fundraising, and we were privileged to be the Mayor's Charity. Cllr Julie Pickering chose to lend her support to Love Kingston during her Mayoral year. This provided us with fantastic opportunities to build



**8 local charities
awarded grants
by Love Kingston**

relationships, increase networking opportunities and to fundraise, as well as initiating an annual Love Kingston Gala Dinner.

- A Steering Group has been formed to focus on a strategy for Love Kingston and to develop a business plan.
- A new Love Kingston website has been created.
- Fundraising targets have been successfully achieved.
- The Love Kingston Open Grants programme was established - managed by the new Steering Group - granting to 8 charitable organisations in the Borough.

Community Partnerships

Love Kingston's Community activity continued to build during the year.

Green Cola and Kingston Pound set up a percentage donation to come to

Love Kingston. Partnerships were developed with RBK, Kingston University, Kingston College, local schools, Kingston Chamber of Commerce, Police, local businesses, organisations, and individuals.

Events

Led by Love Kingston, RBK's Go Cycle Team delivered a programme of static bike challenges to schools in the Borough. Other fundraising events included The Mayor's Gala Dinner, Love Kingston Day, pub quizzes, Kingston Carnival, Kingston Half Marathon, Charity Walk for Peace, The Rotary and The Round Table Carol Wagons, Resident Association events, the Prudential Ride London, and more.

Plans for the future

- To recruit a Fundraising Director in 2018/19, to take forward the strategy and business plan
- To continue to raise awareness in the Borough of the need for a Legacy Fund
- To undertake a volunteer recruitment drive.
- Take forward the Love Kingston Gala Dinner and establish it as an annual event in the Borough's calendar.

GO KINGSTON VOLUNTEERING

Throughout the year, Go Kingston Volunteering (GKV) continued to support volunteering throughout the Borough, promoting best practice and new ideas.

During National Volunteer week, a number of events were held - including outreach and public events. During July 2017, volunteering was promoted through the Kingston-wide Self-Care programme and supported by our Kingston Digital Health project.

Volunteering Connect, the digital platform for volunteering in Kingston, was firmly embedded during the year, and provided the Sector with an efficient platform to promote volunteering opportunities and for members of the community to register their interest in becoming a volunteer.

The Kingston Quality Mark (KQA) continued to be promoted to local voluntary and community organisations during the year and a number of Awards were made.

At the end of the financial year 2017/18, Go Kingston Volunteering closed following the 'commissioning process' undertaken by the local Council, and the decision to award the 'Volunteering and Active Citizen' contract to Groundwork London.

Transition arrangements were put in place to ensure that any reduction in service during the transition period, was kept to a minimum.

THE BUDDY SCHEME

The Buddy Scheme has had a successful year with 20 'buddy pairs' during the year, and our volunteers spending almost 700 hours with their

buddies – a 42% increase on the previous year.

Four group outings were held to Brighton, Ham House and two bowling trips, which gave both volunteers and service users the chance to meet each other, and gave service users more opportunities to try new activities.

Popular activities for buddy pairs included football matches (men's and women's) at AFC Wimbledon, going

out for breakfast, and having a manicure. New activities included visiting a circus, the Transport Museum for a car enthusiast and an 'open mic' event for a talented musician.



Referrals to the scheme remained at 15 with new organisations making referrals, as well as Balance, the Under 18 Buddy Up scheme and family members. Regular meetings were held for volunteers and the team continue to support each other, especially the newer volunteers.

Plans for the future

Plans for the following year include increasing targeted recruitment (particularly universities) to try and get waiting lists down, and to increase the range of group activities offered.

KINGSTON ECO-OP

Kingston Eco-Op continues to provide vulnerable adults support with social isolation and, as of 31st March 2018, there were 20 clients accessing the project across a four-day week. The current age demographic tends to be over 40, with 62% of clients over the age of 50. The staff team is made up of four staff members and three regular volunteers.

The project settled into its new premises at the John Bunyan Church in Kingston, whilst also running a bike workshop in a gymnasium at Ham Youth Centre. However, due to certain restrictions of the site, the bike project was unable to flourish and thus closed down in December 2017. The poppy-making workshop remained popular as clients enjoyed the structured but relaxed environment that allows them to 'work' and socialise at the same time.

Across the year, the Project has benefited from Richmond and Hillcroft Adult Community College (RHACC) English and Art tutors continuing to develop education levels. They supported clients to pass English proficiency tests and prepare for a public art exhibition. Clients also participated in the 'Live Well, Be Well' nutrition course led by YMCA Inclusive Lives.

Annual trips to Ham House, Deen City Farm and the seaside took place, along with the Christmas Party. The Challenge (National Citizen Service)

ran activities at Kingston Eco-op, encouraging community interaction and engagement. Our local business sponsor, Unilever, also raised some donations for the Project and ran a volunteer day.



By March 2018, Kingston Eco-op has 20 clients accessing the project across a four-day week

A change in management took place December 2017–February 2018 which created some instability. However, clients adjusted well to the reduced staff levels at this time.

In March 2018, the Project invited professionals and potential clients to a showcase event on-site, and on the day engaged with individuals from MENCAP, LEAH and the Fircroft Trust. The group then joined the taster afternoon at Hillcroft College and explored gardening and design courses.

Plans for the future

- Expand office snack-box initiative and increase autonomy of clients in running the business.
- Adjusting activity and workshop provision to better meet needs/preferences of current clients and appeal to new clients. Becoming more 'Person-Centred' and focused on personal targets.
- Looking to reach full capacity and thereafter, incrementally

- open up places for a 5-day service to reach more clients.
- New database to help reduce staff hours on admin.
- Build on connections formed with Surrey Care Trust & Kingston Adult Education, whilst retaining our successful partnership with RHACC.
- Fundraising efforts, including a sponsored walk and sponsored skydive to raise money for a seaside trip.

FINANCIAL REVIEW

The Financial Statements shows that the grants and other income received are expended on staff and other costs on the specific projects to which they relate. Where contracts transcend the year end, and as appropriate in accordance with the Statement of Recommended Practice (SORP), any balance of income over expenditure is carried forward for use in the following year as a restricted fund.

- The total funds of the charity, as at 31 March 2018, are £305,816.
- Unrestricted Funds, as at 31 March 2018, are £64,659.
- Restricted funds, as at 31 March 2018, are £241,157. A full list of remaining funds can be found in note 13.

Principal Funding Sources

Principal funding sources for the Charity are currently grants from the Royal Borough of Kingston upon Thames, City Bridge, and Kingston CCG, as well as other income. KVA continues to seek funding from other funders to meet the needs of KVA's objectives. With KVA modest reserves, many projects are likely to come to an end.

Reserves Policy and Going Concern

KVA's aim is to hold a minimum of unrestricted reserves equivalent to three months' running costs, such costs would include salaries, overheads including rent and standing commitments as well as any statutory redundancy obligations. The reserves would be required in the eventuality of the CIO needing to wind down.

Currently, KVA holds unrestricted reserves of £64,659, of which £20,676 is held as Superhighways development fund to ensure the continuity of the ongoing projects.

After making appropriate enquires, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

Investment Powers

Under the Constitution, the Trustee Board has no specific power to borrow or invest in any other operation.

RESPONSIBILITIES OF TRUSTEES

The Charity's Trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements, in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to Charities in England and Wales, requires that the Trustees prepare financial statements for each financial year, giving a true and fair view of the state of affairs of the Charity, and of the incoming resources and application of resources of the Charity 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 judgments and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going-concern basis, unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose – at any time and with reasonable accuracy – the financial position of the Charity enabling them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008.

The Trustees are also responsible for safeguarding the assets of the Charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

 *Signed on behalf of the Trustees by*
Fiona Channing – Treasurer Date: 28/09/2018

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements of the Charity for the year ended 31 March 2018, which are set out on pages 26 to 45.

This report is made solely to the Charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose.

To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Respective Responsibilities of Trustees and Examiner

The Trustees are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

- Examine the financial statements under section 145 of the Act
- Follow the procedures laid down in the Directions given by the Charity Commission under section 145(5)(b) of the 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.

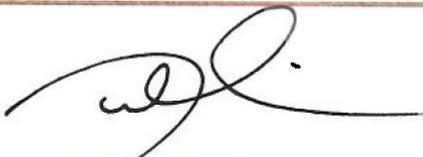
An examination includes a review of the accounting records kept by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial

statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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 Charities Act 2011,
 - To prepare financial statements which accord with the accounting records,
 - To prepare financial statements which comply with applicable requirements concerning the form and content of financial statements as set out in the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102), Statement of Recommended Practice: Accounting and Reporting by Charities, and the Charities (Accounts and Reports) Regulations 2008 (other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination)Have not been met, or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

| | |
|---|-------------------|
|  | |
| Signed: | Dated: 01.10.2018 |

Julian Flitter, FCA
GOODMAN JONES LLP
Chartered Accountants
29/30 Fitzroy Square
London, W1T 6LQ

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2018

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2018 £ | Total Funds 2017 £ |
|---|------|----------------------------|--------------------------|-----------------------------|--------------------------|
| Income and endowments from : | | | | | |
| Income from charitable activities | 2 | 341,940 | 442,176 | 784,116 | 936,455 |
| Income from Investments | 3 | 789 | 0 | 789 | 1,331 |
| Total income and endowments | | 342,729 | 442,176 | 784,905 | 937,786 |
| Expenditure on: | | | | | |
| Charitable Activities | 4/5 | (374,228) | (500,435) | (874,663) | (770,704) |
| Defined benefit pension schemes | 10 | (1,096) | - | (1,096) | (1,825) |
| Total expenditure | | (375,324) | (500,435) | (875,759) | (772,529) |
| Net income/(expenditure) | | (32,595) | (58,259) | (90,854) | 165,257 |
| Actuarial gains/(losses) on defined benefit pension schemes | 10 | 1,147 | - | 1,147 | (2,748) |
| Net movement in funds | | (31,448) | (58,259) | (89,707) | 162,509 |
| Reconciliation of Funds | | | | | |
| Total Funds brought forward | | 96,107 | 299,416 | 395,523 | 233,014 |
| Total funds carried forward | | 64,659 | 241,157 | 305,816 | 395,523 |

The Statement of Financial Activities includes all gains & losses in the year.

All income and expenditure derive from continuing activities.

BALANCE SHEET AS AT 31 MARCH 2018

| | Note | 2018 £ | 2017 |
|--|------|-----------------------|-----------------------|
| Current Assets | | | |
| Debtors | 8 | 101,275 | 152,274 |
| Cash at bank and in hand | | 333,143 | 382,102 |
| Total Current Assets | | <u>434,418</u> | <u>534,376</u> |
| Liabilities | | | |
| Creditors: falling due within one year | 9 | (50,120) | (50,501) |
| Net Current Assets | | 384,298 | 483,875 |
| Liabilities | | | |
| Creditors: falling due after more than one year | 10 | (78,482) | (88,352) |
| Net Assets | | <u>305,816</u> | <u>395,523</u> |
| The funds of the CIO: | | | |
| Restricted income funds | 13 | 241,157 | 299,416 |
| Unrestricted income funds | 12 | 64,659 | 96,107 |
| Total Funds | | <u>305,816</u> | <u>395,523</u> |

These financial statements were approved by the members of the Trustee Board on 13th September 2018 and are signed on their behalf by:



Nigel Newby

Chair



Fiona Canning

Treasurer

The notes on page 30 to 45 form part of these financial statements.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2018

| | 2018 | 2017 |
|---|-----------------|----------------|
| | £ | £ |
| Cash flows from operating activities: | | |
| Net Cash provided by (used in) operating activities | (49,748) | 74,418 |
| Cash flows from investing activities: | | |
| Interest from investments | 789 | 1,331 |
| Net cash provided by (used in) investing activities | 789 | 1,331 |
| Change in cash and cash equivalents in the reporting period | (48,959) | 75,749 |
| Cash and cash equivalents at the beginning of the reporting period | 382,102 | 306,353 |
| Cash and cash equivalents at the end of the reporting period | 333,143 | 382,102 |

RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2018

| | 2018 | 2017 |
|--|------------------------|----------------------|
| | £ | £ |
| Net income/(expenditure) for the reporting period (as per the statement of financial activities) | (90,854) | 165,257 |
| Adjustment for: | | |
| Interest from investments | (789) | (1,331) |
| (Increase)/Decrease in debtors | 50,999 | (64,654) |
| Increase/(Decrease) in creditors | (10,200) | (26,679) |
| Reclassification of defined benefit pension schemes | 1,096 | 1,825 |
| Net cash provided by operating activities | <u>(49,748)</u> | <u>74,418</u> |

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2018

1. ACCOUNTING POLICIES

Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with 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 01 January 2015) – (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and Charities Act 2011.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

KVA meets the definition of a public benefit under FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity.

Monetary amounts in these financial statements are rounded to the nearest £.

Incoming Resources

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Income received from the government and other grants is recognised once the above criteria are met, together with any performance conditions attached to the grant.

Income is deferred only when the Charity has yet to fulfil performance conditions.

Income received from government and other agencies that amount to contract for services are included in income from charitable activities.

Resources Expanded

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity.

Expenditure on operational programmes is recognised in the year in which it is incurred. A designated fund is established for expenditure that has been committed to projects by the Trustees but remains unspent at the year end.

The majority of costs are directly attributable to specific activities. Certain shared costs are apportioned to activities in furtherance of the objects of the Charity. Office costs and property-related costs are apportioned on the proportion of floor area occupied by the activity. Staff costs and office costs are allocated in the same proportion as directly attributed staff costs.

Funds Accounting

Funds held by the Charity are:

Unrestricted general funds – these are funds that can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds - these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects. The aims and uses of each designated fund are set out in the notes to the financial statements.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Taxation

The Charity is exempt from Corporation Tax under Section 505 of the Income and Corporation Taxes Act 1998.

Value Added Tax

Value Added Tax is recoverable by the Charity on specific projects, but where any irrecoverable VAT has been incurred, this is included with the relevant expenditure.

Trustee Board Remuneration and Expenses

No remuneration has been paid to any Trustee during the period. However, reimbursed expenses are on occasion paid the value of these are shown in the notes to the financial statements.

Operating Leases

Rentals applicable to operating leases, where substantially all of the benefits and risks of ownership remain with the lessor, are charged against Statement of Financial Activities on a straight-line basis over the period of the lease.

Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at Bank and in Hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Liabilities and Provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the good or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Pensions

The Charity operates a defined benefits pension scheme. The scheme is a multi-employer scheme where it is not possible, in the normal course of events, to identify on a consistent and reasonable basis, the share of underlying assets and liabilities belonging to individual participating employers. Therefore, as required by FRS 102 Section 17, the Charity accounts for this scheme as if it were a defined contribution scheme.

The amount charged to the Statement of Financial Activities represents contributions payable to the scheme in respect of the accounting period.

Where the scheme is in deficit and the Charity has agreed to a deficit funding arrangement, the Charity recognises a liability for this obligation, the amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit.

The Charity also operates a defined contribution pension scheme, and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2018 (continued)

2. INCOME FROM CHARITABLE ACTIVITIES

| (a) | Unrestricted Funds | Restricted Funds | Total Funds 2018 | Total Funds 2017 |
|--|-----------------------|---------------------|------------------------|------------------------|
| | £ | £ | £ | £ |
| Voluntary Sector Support & Advice | 188,148 | 300,388 | 488,536 | 494,647 |
| Superhighways | 82,496 | 9,349 | 91,845 | 228,753 |
| Eco-op | 71,296 | 59,500 | 130,796 | 144,274 |
| Health, social care & community development | - | 72,939 | 72,939 | 68,782 |
| Income from charitable activities | 341,940 | 442,176 | 784,116 | 936,455 |

| | Unrestricted Funds | Restricted Funds | Total Funds |
|--|-----------------------|---------------------|----------------|
| | £ | £ | £ |
| Income from charitable activities- 2017 | 345,489 | 590,966 | 936,455 |

(b) Funds received as an agent

| Analysis of Funds | Total 2018 | Total 2017 |
|---------------------------|---------------|---------------|
| Funder | £ | £ |
| Royal Borough of Kingston | 10,500 | 23,000 |
| Total | 10,500 | 23,000 |

In the year, Kingston Voluntary Action received a total of £10,500 of funds for Refugee Action Kingston. These funds are not recognised by Kingston Voluntary Action in the Statement of Financial Activities.

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2018 (continued)

3. INVESTMENT INCOME

All of the investment income arises from money held in interest bearing deposit accounts.

4. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

| | Total Funds 2018 £ | Total Funds 2017 £ |
|-----------------------------------|-----------------------------------|-----------------------------------|
| Voluntary Sector Support & Advice | 366,857 | 314,172 |
| Superhighways | 190,215 | 158,628 |
| Eco-op | 125,897 | 118,507 |
| Health & Social Care | 72,439 | 71,038 |
| Support Costs | 119,255 | 108,358 |
| | 874,663 | 770,704 |

| | Total 2018 £ | Total 2017 £ |
|-----------------------------------|-----------------------------|-----------------------------|
| Support Costs | | |
| Voluntary Sector Support & Advice | 81,545 | 66,782 |
| Superhighways | 15,045 | 13,388 |
| Eco-op | 20,831 | 20,179 |
| Health & Social Care | 500 | 1,453 |
| Governance Costs | 1,334 | 6,556 |
| | 119,255 | 108,358 |

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2018 (continued)

5. ANALYSIS OF GOVERNANCE AND SUPPORT COSTS

| (a) | Admin Expenses £ | Occupancy Expenses £ | Subtotal of Support Cost £ | Governance Expenses £ | 2018 £ | 2017 £ |
|---|------------------------|----------------------------|--|-----------------------------|----------------|----------------|
| General Office Expenses | 57,404 | - | 57,404 | - | 57,404 | 45,116 |
| Independent examination Fees | - | - | - | 2,136 | 2,136 | 4,000 |
| Under/(Over) provision independent examination fee (FY 16/17) | - | - | - | (1,700) | (1,700) | 2,556 |
| Trustee Indemnity Insurance | - | - | - | 898 | 898 | - |
| Rent and utilities costs | - | 60,517 | 60,517 | - | 60,517 | 56,686 |
| | 57,404 | 60,517 | 117,921 | 1,334 | 119,255 | 108,358 |

| (b) Analysis of Grants | Grant to institutions £ | Grants to individuals £ | Support costs £ | 2018 Total £ | 2017 Total £ |
|------------------------|-------------------------------|-------------------------------|-----------------------|-----------------|-----------------|
| Love Kingston Project | - | - | - | - | 7,065 |
| Total | - | - | - | - | 7,065 |

A Grant payable amount of £7,065 was paid to London Community Foundation in respect of the 'Love Kingston' project in the period.

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2018 (continued)

6. NET INCOME / (EXPENDITURE) FOR THE YEAR

| | | |
|--|---------------|---------------|
| This is stated after charging: | 2018 | 2017 |
| | £ | £ |
| Operating leases-equipment | | 347 |
| Other pension costs | 31,397 | 28,541 |
| Independent examination remuneration | 2,136 | 4,000 |
| Under/(Over) provision of independent examination fee (FY17) | (1,700) | 2,556 |
| | 31,833 | 35,444 |

7. STAFF COSTS AND EMOLUMENTS

| | | |
|-------------------------------------|----------------|----------------|
| | 2018 | 2017 |
| | £ | £ |
| Total staff costs were as follows:- | | |
| Wages & salaries | 574,068 | 514,821 |
| Social security costs | 31,397 | 41,190 |
| Other pension costs | 31,397 | 28,541 |
| Additional pension contributions | 9,819 | 9,533 |
| | 646,682 | 594,085 |

Particulars of employees:

The average number of employees during the period, calculated on the basis of full-time equivalents, was as follows:

| | | |
|--------------------------------|-------------|-------------|
| | 2018 | 2017 |
| Number of administrative staff | 18 | 17 |

One employee received remuneration of more than £60,000 during the period (2017-One).

No remuneration paid or expenses reimbursed to Trustees.

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2018 (continued)

8. DEBTORS

| | 2018 | 2017 |
|----------------|----------------|----------------|
| | £ | £ |
| Trade Debtors | 24,268 | 29,186 |
| Accrued Income | 60,459 | 107,230 |
| Prepayments | 16,548 | 15,858 |
| | 101,275 | 152,274 |

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2018 | 2017 |
|-----------------|---------------|---------------|
| | £ | £ |
| Trade Creditors | 12,591 | 18,622 |
| Other Creditors | 7,443 | 6,156 |
| Accruals | 20,239 | 10,885 |
| Deferred Income | 9,846 | 14,838 |
| | 50,120 | 50,501 |

Deferred income represents ICT memberships for FY 2018/19 and incomplete ICT consultancy work.

10. PENSION COMMITMENTS

There are 22 active members of a Defined Benefit Pension Scheme with the Pensions Trust.

The Pension Trust recovery plan commenced in April 2013. The plan required additional annual pension contributions to be submitted annually by each employer. The estimated cost of potential employer's liability is £189k debt on withdrawal, as at 30 September 2017. The withdrawal liability would only crystallise if there were no active members.

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2018 (continued)

10. PENSION COMMITMENTS (CONTINUED)

The organisation contributes to the schemes at the rate of 6% of salary. A valuation on the deficit has been reduced to £131.5m. A full actuarial valuation for the scheme was carried out at 30 September 2014. This valuation showed assets of £793m, liabilities of £970m and a deficit of £177m. The recognised liability is illustrated below:-

(a) Defined benefit pension scheme liability

| | Period Ending 31 March 2018 £ | Period Ending 31 March 2017 £ |
|--|--|--|
| Present Values of Provision | | |
| (i) Provision at start of period | 88,352 | 93,312 |
| Unwinding of the discount factor (interest expense) | 1,096 | 1,825 |
| Deficit contribution paid | (9,819) | (9,533) |
| Re-measurements-impact of any change in assumptions | (1,147) | 2,748 |
| (ii) Sub total | <u>(9,870)</u> | <u>(4,960)</u> |
| Provision at end of period | <u>78,482</u> | <u>88,352</u> |
| | 2018 | 2017 |
| | £ | £ |
| (b) Net in year movement in present value provision | | |
| Unwinding of the discount factor (interest expense) | 1,096 | 1,825 |
| Deficit contribution paid | (9,819) | (9,533) |
| Re-measurements-impact of any change in assumptions | (1,147) | 2,748 |
| Net movement within the year | <u>(9,870)</u> | <u>(4,960)</u> |

The discount rates of 1.71% per annum for 31 March 2018 (1.32% per annum for 31 March 2017) are the equivalent single discount rates which, when used to discount the future recovery plans contributions due, would give the same results as full AA corporate yield curve to discount the same recovery plan contributions.

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2018 (continued)

10. PENSION COMMITMENTS (CONTINUED)

Deficit Contributions Schedule

The following schedule details the deficit contributions agreed between the Charity and the scheme at each year end period:

| Year Ending | 2018 | 2017 |
|--------------------|-------------|-------------|
| | £ | £ |
| Year 1 | 10,114 | 9,819 |
| Year 2 | 10,417 | 10,114 |
| Year 3 | 10,730 | 10,417 |
| Year 4 | 11,051 | 10,730 |
| Year 5 | 11,383 | 11,051 |
| Year 6 | 11,725 | 11,383 |
| Year 7 | 12,076 | 11,725 |
| Year 8 | 6,219 | 12,076 |
| Year 9 | | 6,219 |

11. COMMITMENTS UNDER OPERATING LEASES

At 30 April 2018 the Charity had annual commitments under non-cancellable operating leases as set out below

| | Equipment | Land & Buildings | Total | Total |
|--------------------------------|------------------|-----------------------------|--------------|--------------|
| | 2018 | 2018 | 2018 | 2017 |
| | £ | £ | £ | £ |
| Operating leases which expire: | | | | |
| Within 0 to 1 year | - | - | - | 347 |
| Within 1 to 2 years | - | - | - | - |
| Within 2 to 5 years | - | - | - | - |
| | - | - | - | 347 |

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2018 (continued)

12. ANALYSIS OF MOVEMENTS IN UNRESTRICTED FUNDS

| | Balance 1 April 2017 | Incoming Resources | Resources Expended | Transfers | Balance at 31 March 2018 |
|--|-------------------------------------|-------------------------------|-------------------------------|------------------|---|
| 2018 | | | | | |
| General Funds | 71,703 | 188,937 | (206,097) | (10,561) | 43,983 |
| Designated Superhighways Development Fund | 17,785 | 82,496 | (79,605) | - | 20,676 |
| Designated Eco-op Development Fund | 6,619 | 71,296 | (88,476) | 10,561 | - |
| Total | 96,107 | 342,729 | (374,178) | - | 64,659 |

| | Balance 1 April 2016 | Incoming Resources | Resources Expended | Transfers | Balance at 31 March 2017 |
|--|-------------------------------------|-------------------------------|-------------------------------|------------------|---|
| 2017 | | | | | |
| General Funds | 63,395 | 261,107 | (246,180) | (6,619) | 71,703 |
| Designated Superhighways Development Fund | 4,765 | 85,713 | (72,693) | - | 17,785 |
| Designated Eco-op Development Fund | - | - | - | 6,619 | 6,619 |
| Total | 68,160 | 346,820 | (318,873) | - | 96,107 |

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2018 (continued)

13. ANALYSIS OF MOVEMENTS IN RESTRICTED FUNDS

| | Balance as at 1 April 2017 £ | Incoming Resources £ | Outgoing Resources £ | Balance as at 30 April 2018 £ |
|---|--|----------------------------|----------------------------|--|
| Voluntary Sector Support & Advice | | | | |
| Training Programme | 3,026 | - | - | 3,026 |
| RBK E- Democracy | 1,488 | - | - | 1,488 |
| RBK Adult Buddy Scheme | - | 18,000 | (18,000) | - |
| Buddy Scheme- Forbes Trust | - | 1,095 | (258) | 837 |
| RBK London Councils Repatriated Funding | 136,485 | 250,500 | (266,258) | 120,727 |
| Voluntary Sector Strategy Actions | 24,768 | 26,500 | (25,396) | 25,872 |
| GKV- Critical Response Team | - | 2,000 | (2,000) | - |
| Love Kingston Donations | - | 39,726 | (23,366) | 16,360 |
| Sponsorships for Love Kingston | - | 1,296 | (1,011) | 285 |
| Kingston Boys Club- Apprentice Scheme | 61 | - | (61) | - |
| Waitrose- Community Matters | - | 310 | - | 310 |
| North Kingston Forum | - | 10,509 | (10,509) | - |
| Close Brothers Ltd | - | 250 | (131) | 119 |
| Subtotal | 165,828 | 350,186 | (346,990) | 169,024 |
| Superhighways | | | | |
| Superhighways (London Councils Repatriated Funding) | 960 | - | (702) | 258 |
| City Bridge Impact Aloud | 123,641 | - | (75,561) | 48,080 |
| Impact Aloud- Training | 6,039 | 8,510 | (477) | 14,072 |
| SPH City Bridge Funding-sponsorship | - | 839 | (839) | - |
| Royal Borough of Kingston | - | 2,300 | - | 2,300 |
| London Community Foundation | - | 4,202 | (475) | 3,727 |
| Hack it Forward | 2,948 | - | (500) | 2,448 |
| Subtotal | 133,588 | 15,851 | (78,554) | 70,885 |
| Eco-op | | | | |
| NHS CCG | - | 58,000 | (58,000) | - |
| London Sports | - | 1,500 | (252) | 1,248 |
| Subtotal | - | 59,500 | (58,252) | 1,248 |
| Health, social care & community development | | | | |
| Department of Health-Health and Social Care Volunteering Fund | - | 16,639 | (16,639) | - |
| Subtotal | - | 16,639 | (16,639) | - |
| Total | 299,416 | 442,176 | (500,435) | 241,157 |

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2018 (continued)

13. ANALYSIS OF MOVEMENTS IN RESTRICTED FUNDS

Eco-op

Eco-op is a project which promotes social inclusion and training for clients who might otherwise be excluded. NHS CCG provides funding for a cohort of clients from the original Springboard project to continue attending 'work- based activities' and training, and for the project to be both sustained and developed.

Community Development

These are small projects where the organisation has received specific funding for a particular purpose. The projects include those of a Capacity Building Manager, the (Adult) Buddy Scheme and the Children's workforce development manager.

Health & Social Care

This includes funding from RBK for the Health & Social Care Manager post, and funding from the Department of Health for the Digital Health project.

Superhighways

This project provides Information Communication Technology Training and Support to the VCS. Funding from RBK has provided support for Digital Inclusion, and City Bridge has provided funding for the Impact Aloud project and conference, enabling charities to use digital technology effectively. Funding from 'Big Assist' enabled Superhighways to provide other CVS's with consultancy support to, amongst other services, migrate to Office 365 and assistance with websites.

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2018 (continued)

13. ANALYSIS OF MOVEMENTS IN RESTRICTED FUNDS

| | Balance as at 1 April 2016 £ | Incoming Resources £ | Outgoing Resources £ | Balance as at 30 April 2017 £ |
|---|--|----------------------------|----------------------------|---|
| Voluntary Sector Support & Advice | | | | |
| Training Programme | 3,026 | - | - | 3,026 |
| RBK E- Democracy | 1,488 | - | - | 1,488 |
| RBK Adult Buddy Scheme | - | 18,000 | (18,000) | - |
| Buddy Scheme- Forbes Trust | 194 | - | (194) | - |
| RBK London Councils Repatriated Funding | 90,254 | 250,500 | (204,269) | 136,485 |
| Voluntary Sector Strategy Actions | - | 26,500 | (1,732) | 24,768 |
| GKV- Critical Response Team | - | 2,000 | (2,000) | - |
| Kingston I Project | 12,761 | - | (12,761) | - |
| Kingston Boys Club- Apprentice Scheme | 2,500 | 8,250 | (10,689) | 61 |
| The Challenge Network-GKV | - | 50 | (50) | - |
| Subtotal | 110,223 | 305,300 | (249,695) | 165,828 |
| Superhighways | | | | |
| Superhighways (London Councils Repatriated Funding) | 2,179 | - | (1,219) | 960 |
| UK Online | - | 250 | (250) | - |
| City Bridge Impact Aloud | 41,178 | 136,000 | (53,537) | 123,641 |
| Impact Aloud- Training | 3,999 | 2,040 | - | 6,039 |
| SPH City Bridge Funding-sponsorship | - | 1,250 | (1,250) | - |
| Hack it Forward | - | 3,000 | (52) | 2,948 |
| London Community foundation-Sutton Affinity Project | 2,534 | 500 | (3,034) | - |
| Subtotal | 49,890 | 143,040 | (59,342) | 133,588 |
| Eco-op | | | | |
| NHS CCG | - | 73,844 | (73,844) | - |
| George & Esme Pollitzer Charitable Settlement | 1,032 | - | (1,032) | - |
| Subtotal | 1,032 | 73,844 | (74,876) | - |
| Health, social care & community development | | | | |
| Health & Social Care Post | - | 50,000 | (50,000) | - |
| Department of Health-Health and Social Care Volunteering Fund | - | 18,782 | (18,782) | - |
| Healthwatch (formerly LINK) | 3,709 | - | (3,709) | - |
| Subtotal | 3,709 | 68,782 | (72,491) | - |
| Total | 164,854 | 590,966 | (456,404) | 299,416 |

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2018 (continued)

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Net Current assets £ | Total £ |
|---|---|--------------------|
| Restricted Income Funds: | | |
| Superhighways (London Councils Repatriated Funding) | 258 | 258 |
| Training Programme | 3,026 | 3,026 |
| RBK E- Democracy | 1,488 | 1,488 |
| Buddy Scheme- Forbes Trust | 837 | 837 |
| RBK London Councils Repatriated Funding | 120,727 | 120,727 |
| Love Kingston Donations | 16,360 | 16,360 |
| Sponsorships for Love Kingston | 285 | 285 |
| Voluntary Sector Strategy Actions | 25,872 | 25,872 |
| Close Brothers Ltd | 119 | 119 |
| Waitrose- Community Matters | 310 | 310 |
| City Bridge Impact Aloud | 48,080 | 48,080 |
| Impact Aloud- Training | 14,072 | 14,072 |
| Royal Borough of Kingston | 2,300 | 2,300 |
| London Community Foundation | 3,727 | 3,727 |
| Hack it Forward | 2,448 | 2,448 |
| London Sports | 1,248 | 1,248 |
| Total Restricted Funds | 241,157 | 241,157 |
| Unrestricted Income Funds | 43,983 | 43,983 |
| Designated Superhighways Development Fund | 20,676 | 20,676 |
| Total Unrestricted Funds | 64,659 | 64,659 |
| Total Funds | 305,816 | 305,816 |