



KASBAH

Annual Review 2020/21

A COMPANY LIMITED BY GUARANTEE

Acknowledgements

We would like to thank the following for their help and support, without which we would not be able to provide such a high quality service.

OUR FUNDERS/SUPPORTERS

Kent County Council	Cameron McKenna Foundation
Medway Council	Northfleet & Ebbsfleet Lions
Dartford Borough Council	SASBAH (Activity weekends)
Gravesham Borough Council	GCHA
Graham Webb (MBE)	HABINTEG
Hattie Webb	
London Road Press (Sponsor of KASBAH stationery)	

THANK YOU TO ALL THE GENEROUS DONOR ORGANISATIONS AND INDIVIDUALS WHO HAVE GIVEN US FUNDS IN 2020/21

VOLUNTEERS

Thank you to everyone who has contributed his or her time, support and resource to KASBAH over the last year.

FINANCIAL SERVICES

BANKING

Caf Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4JQ

Alliance & Leicester Plc
Bootle
Merseyside
G1R 0AA

ACCOUNTANTS (Payroll)

Henry Reeves & Co
11 Albion Place
Maidstone
Kent ME14 5DY

AUDITORS

Lindeyer Francis Ferguson
North House
198 High Street
Tonbridge
Kent TN9 1BE

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Chair's Foreword



“
On behalf of the
KASBAH Board, I give
my sincere thanks and
gratitude to you, the
KASBAH team; both
staff and volunteers
with whom our charity
thrives and survives.”

2020/2021 has been a year of significant adjustment in understanding the rigours and changes that needed to be accommodated by the business and by the staff on whom we rely to deliver effective service. KASBAH has imaginatively assimilated new information in the last year to retain its position as a highly respected and reliable support provider in Kent despite the challenges presented by Covid-19.

As a Board looking forward, we will continue to focus on being a positive source of support and guidance to all service users and members by removing barriers to independence, developing key skills and using an empowerment model. This will be provided whilst assuring good governance, prudence and accountability. The KASBAH Board has an unswerving attitude towards ensuring that every KASBAH project is guided to achieve consistent high standards and to support every “twist and turn” on each journey to promoting sustainable independence for our service users and members.

KASBAH remains resilient, and stand inspired particularly by those service users and their families who have taught us what true tolerance and adaptation means in traumatic and uncertain times. Our dedicated team of staff and volunteers have received resounding feedback this year demonstrating a confidence in the services being delivered, acknowledging the devotion given in both time and skill sets to passionately achieve progression and positive outcomes at every opportunity. This is an achievement we are very proud of, and the Board recognises in its entirety. The KASBAH Board continue to see visible, positive and tangible changes in the personal development of our service users and members with numerous successes to applaud and celebrate.

The rewards we see on the faces of the people that we support within KASBAH; the laughter, the joy and the fun had by all this year has been truly remarkable- and when all is said and done; this is what we aimed for and this is what we achieved despite the many challenges.

KASBAH is confident moving in 2021/22 that should further unforeseen challenges be presented, we will continue to pursue excellence and quality support and care, and that sense of striving for a “better outcome” will continue to be key within our strategies for 2021/22.

Brendan Walsh
Chair of Trustees.

Chief Executive Officer's Report



Although this has been a year of restrictions, change and uncertainty, KASBAH has managed the Covid-19 pandemic throughout with positivity, strong and effective teamwork, and some fantastic innovation. Where the pandemic had the potential to negatively impact our service users and staff team, we took a different approach. With more time in-house we have been able to increase 1:1 time with each service user, work closely on individual communication skills achieving great outcomes and have been able to use this additional time to reflect, review and implement long-lasting changes.

KASBAH prides itself not only on its ethos of empowerment and promoting independence but in supporting people who want to learn and progress. This applies to the staff team as well as the service users; to get the optimum impact we also have a strong focus on dynamics. Covid-19 brought lots of unanticipated changes; one being the need to stop cross-site working meaning we needed to review our staffing teams and increase hours on each site. This has been a positive exercise enabling the teams to bond even further, support each other through tragedy and minimise the inconsistencies that can be caused with multiple part time roles.

Many of our services have had to adapt; day training provisions were put on hold, the DIAL Advisor Service remained open and supportive throughout the year but needed to take on a remote model to meet current government guidelines. Our ability to support respite placements was severely restricted but it has not stopped us meeting emergency requests; we have been able to offer weekly health walks, supported time out in the community and have found viable alternative methods to support and engage wherever we can.

As an organisation we pride ourselves on our ability to adapt, we identify a problem and work cohesively as a team to find viable and long-term solutions; the support and understanding of our fantastic work force gives the organisation the strength and ability to adapt and manage change effectively. We regularly update KASBAH's Five Year Vision in line with new ventures and directions - this document is available to view on our website - www.kasbah.org.uk.

Emma Carver
Chief Executive Officer

“
KASBAH has risen to the challenges Covid-19 has posed and maintained its high level of support and empowerment throughout every project. We may not have had the access to external activities our service users are used to, but we did not let this hold us back. If a service user or member has needed a listening ear, we have been here. We have utilised this last year to explore new opportunities.

The Garden Gang (a service led group) designed, built, and manage a small petting zoo at Shortbread House. They maintain the gardens, upcycle, and build creative furniture as well as develop maintenance skills meaning smaller tasks can be fixed in-house. We can and do overcome every challenge as a team and I am proud to be a part of the KASBAH team!

”

Financial Report

KASBAH continues to develop its robust financial management systems and is pleased to confirm that the charitable organisation has maintained its strong financial position which has been established over the last 14 years.

2020/21 has been a year of sobriety and maintenance but this has not stopped us pulling together as team to overcome the many Covid-19 challenges and have lots of fun. Although many services and activities were put on hold; we have been creative as an organisation to keep our service users engaged and pro-active. The Covid-19 pandemic highlighted a need for increased cash flow as the majority of KASBAH's reserves are tied up in the properties. We have worked hard as an organisation to be in a stronger financial position at year end which we are pleased to confirm was achieved. This will continue to be our focus until cash reserves exceed six months to provide re-assurance to the KASBAH team and membership that the organisation can facilitate another significant disruption in services.

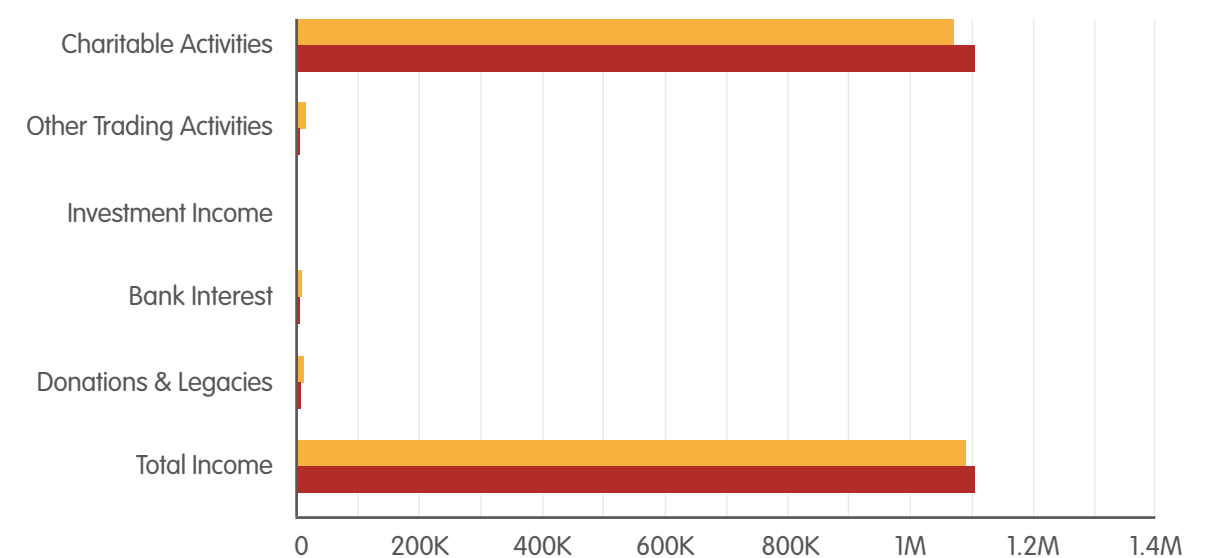
We were able to clear the off-set part of the Gingerbread House mortgage this year and have a two-year plan to clear the remaining balance. We have also secured contracted services with KCC for our projects (with a move away from the Direct payment model of funding). This has increased our income stream and will give greater financial security for the organisation.

Our budgeting assumptions have continued to be on the conservative side (as is appropriate in the general economic situation) and we have been able to generate a surplus. The audited accounts show a surplus of **£188,146** generated on a turnover of **£1,535,138** as a result of continuing attention to management of expenditure and maintenance of KASBAH's income streams.

If you would like to see our full Trustee Report and Accounts for this year, please call the KASBAH office on 01474 536501 or alternatively they can be viewed on the KASBAH website (www.kasbah.org.uk) or the Charity Commission website (www.charitycommission.gov.uk).

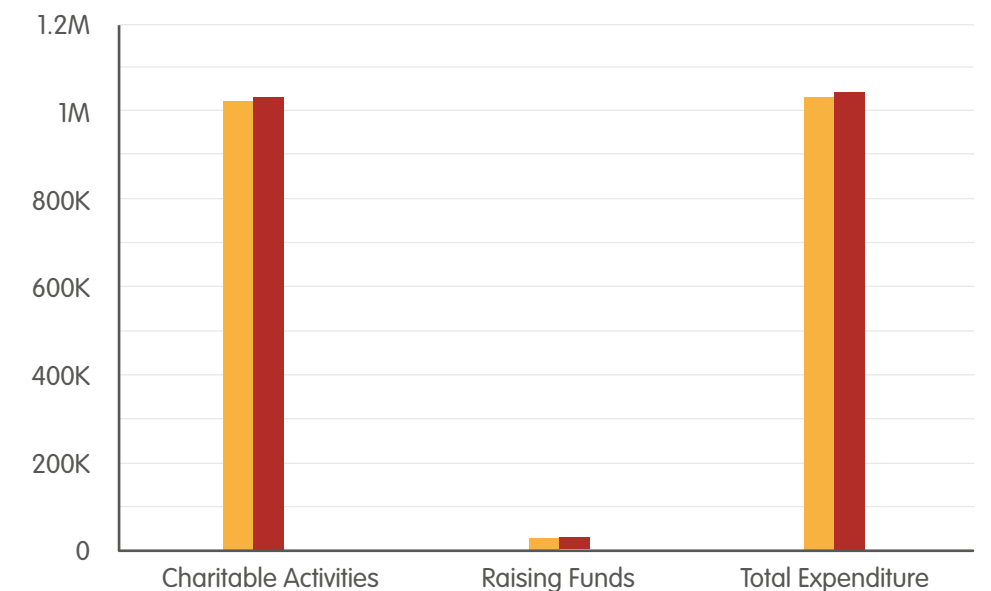
Income Comparison 2020/2021

2020
2021



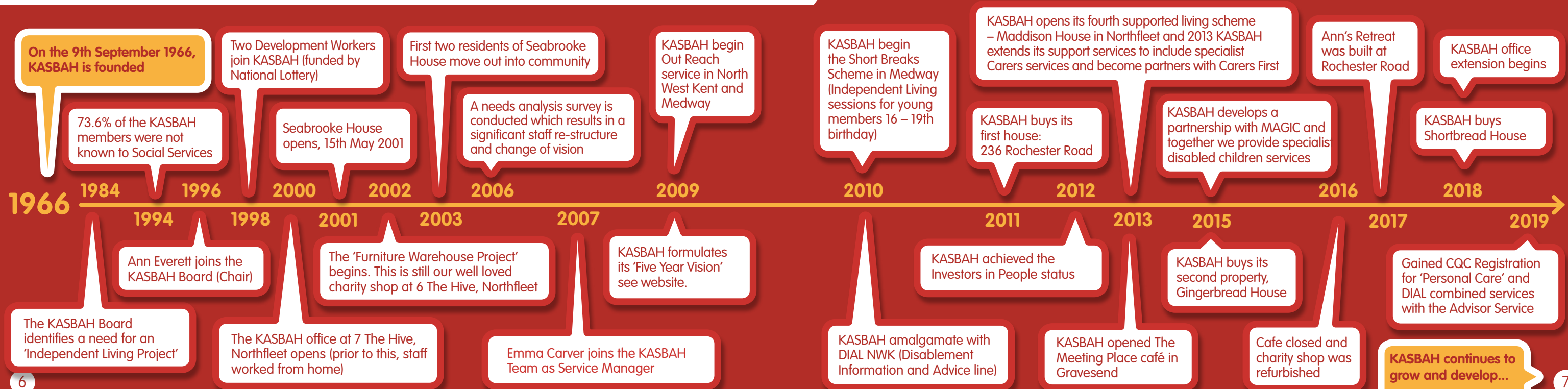
Expenditure Comparison 2020/2021

2020
2021



Significant Dates

The following timeline sets out the key events and/or achievements of KASBAH's history:



What We Do and Why We Do It

THE VISION

To support people with disabilities towards greater independence, choice and equality.

THE MISSION

KASBAH will respect the rights and circumstances of each person and actively encourage empowerment and inclusion into all aspects of life and living. This will be achieved with a flexible and diverse range of support services to its members.

Together we will create innovative solutions to meet new identified needs and expand the organisation.

THE ORGANISATION'S CORE VALUES

KASBAH will promote:

- Empowerment and a greater level of independence to the members
- Specialist training in all aspects of daily living skills
- Informed choices and decisions
- Inclusion and community participation
- A flexible range of support services to meet the member's individual needs
- Self reliance and self confidence
- Personal achievement in own goals
- Continuous improvement of the standing and reputation of KASBAH

DEVELOPMENT

KASBAH continues to focus on development, regularly asking the members for feedback and introducing a robust customer satisfaction monitoring aid in the form of simple questionnaires. One nominated staff member within each service provision undertakes this task.

The focus has continued to be partnership - working with statutory and voluntary agencies, raising the organisation's profile and ensuring the service is meeting the membership's changing needs, as well as ensuring all services are accessible to the different needs of KASBAH members.

The KASBAH newsletter (KASBAH News) has continued to improve, with increased member involvement.

QUALITY MANAGEMENT

“Internal control measures are in place and are working effectively for the organisation. Steps have been taken throughout the last financial year and actioned in order to minimise risk to the organisation.”

KASBAH Board

How we managed the Covid-19 lockdowns



DIAL as a project of KASBAH has worked cohesively with the Advisor Service for many years. The great teamwork has proved to be very successful in supporting both our members across Kent and the clients with general disabilities within the North West Kent area.

In July 2019, DIAL as a project, with our team of volunteers, moved premises to our Gingerbread Office. We relaunched our service as DIAL@KASBAH Advisor Service, bringing together and combining member and client advice as one, this has made our combined service even stronger, with greater success and achievements.

Our team of volunteers are supported four days a week Mon-Thurs, we now have the capacity to extend our opening hours on these days, the team are available for telephone enquiries or consultations between 9-4.30pm. With appointments being offered between 10.30 – 4 pm. Because of our increased flexibility, our wonderful very experienced volunteers have the capacity to complete more forms within their working day, as well as offering comprehensive advice and guidance, especially with benefit related issues, such as Mandatory Reconsideration and Appeals.

As a recap the Disablement Information Advice Line (DIAL) still offer any form of disability guidance and advice with empowerment to people with disabilities across North West Kent, providing they lived within this area, the client group does not necessarily need to be a member of KASBAH. Outside of the North West Kent area, across Kent and Medway the DIAL Advisor service is available to all our registered members, born with a physical and or learning disability. As the advisor, to all our members across Kent and Medway, the Service continues to be an integral part of the support given in the community and within the KASBAH projects. KASBAH continues to offer ongoing support, advice, information and guidance. This is in addition to

offering regular telephone emotional and welfare support to some of our more needy and isolated members within the community. Our members have received advocacy support within medical assessments, statutory meetings, appeals etc. Numerous home visits to our members have been conducted over the last year, KASBAH strives to empower members to overcome challenges and make informed choices. Many members have been signposted to or KASBAH has worked in partnership with other local organisations and statutory services to ensure each person gets the holistic support they require and deserve.

“DIAL has been a very easy solution to the stress incurred by form filling.”

From a DIAL Client

ACHIEVEMENTS

- Very successful collaboration, coming together, of two individual projects as one DIAL Advisor Service.
- Maintaining a very good and valuable service throughout the Covid 19 pandemic
- Supporting individuals, making a massive difference to our local economy
- Working closely and positively with partner organisations.
- Identifying and supporting new members, service users within the comprehensive and bespoke projects across KASBAH
- Retaining our loyal hard-working volunteers throughout a very difficult year

Client, Member Mrs. A

Mrs. A contacted our DIAL/Advisor service, asking for assistance with her son’s school as changes had been made to his personal care routine which Mrs A was not happy with the new arrangement.

Our advisor sent an email to the school stating that Mrs. A would like all parties to liaise through the KASBAH advisor service regarding her child’s self-help personal care needs within the school environment. This suggestion was agreed by all, in a bid to find an amicable way forward.

A mediation meeting was arranged over zoom, with our KASBAH advisor acting as an advocate within the meeting due to the breakdown of communication.

We had a positive outcome, the school agreed to continue with prompting to promote as much independence as possible and not to physically intervene. Going forward the school are happy to work closely with Mrs. A in the best interest of her son.

“Sheila has given us an excellent service, especially at this difficult time with Covid 19, my husband and I are extremely grateful for the help we have received.”

From a DIAL Client

Client, Member Mr G

Mr. G with a diagnosis of Autism living independently within a supported living environment. His mother contacted the KASBAH DIAL/Advisor service asking for benefits review to check whether he was receiving all that he was entitled to.

The DIAL advisor enquired about the benefits the gentleman was already receiving (which was Personal Independence Payment and Employment Support Allowance - ESA). However, because the young man was now living independently from his mother who previously received Carers Allowance for caring for him, he had the underlying entitlement to claim severe disability premium, due to there not being a break in his ESA claim, just a change in circumstances. Mrs.G on behalf of her son, then made the Department of Work & Pensions aware of this and he was awarded a large, backdated payment.

END OF YEAR STATISTICS

01 APRIL 2020 – 31 MARCH 2021

Month	No. of contacts 2020-21	No. of contacts 2019-20
April	109	148
May	96	138
June	114	165
July	142	178
August	99	181
September	96	111
October	166	213
November	143	112
December	75	135
January	150	194
February	130	186
March	115	168
Totals	1,435	1,929

Gingerbread House

"Long walk to the park and play football."

Gingerbread House is a large five-bedroom bungalow in Northfleet which has been extended over two floors. The entrance is spacious and light but full of personality and colour.

This property offers shared living accommodation for up to four people with a sleep-in provision for those who need additional support during the night. Gingerbread runs a successful 'Garden Gang' two days a week. They have been very active this year converting a small patch of the garden into a small holding area, where we now have chickens, rabbits and guinea pigs. This project has been designed as a steppingstone to increase confidence and skills before moving on to greater independence.



Welcome Teepean, Thomas, Sam and Sophie.

At the beginning of the year, we supported many smooth transitions for our new Service

Users. Our person-centred approach means everyone has settled well into their new home and is looking forward to working in partnership with our staff to improve their daily living skills.



"I love working with Jim doing DIY."



OVERVIEW

- This house is now a complex model like Shortbread House putting in person centred support and care packages to support up to four young disabled people who will benefit from positive peer support in a shared home environment
- We welcomed Charlie and Chris to the team this year, their experience and knowledge of Studio 3 and the low arousal approach has been a great asset to the site.
- We have some small animals on site to promote kindness, patience and responsibility.

ACHIEVEMENTS

- All Service Users have made successful transitions into their new homes at KASBAH.
- The 'Garden Gang Project' has been extremely successful and the Service Users at Gingerbread are enjoying the benefits of learning practical skills and animal care as well as enjoying fresh eggs every day.
- Transitioning Gingerbread House to a more complex needs site has been very positive and successful.

Hattie Webb House

Hattie Webb House is located in the heart of Rochester town, close to all amenities and good public transport services. At this moment in time the house is occupied by three tenants, two have physical and learning disabilities and one has learning disabilities. The house is fully adapted to meet the needs of all our service users that have physical disabilities.



All three current tenants that live in the house meet the criteria for being at Hattie Webb House in terms of their disabilities and identified areas of support that is required to live an independent life within our community. As Hattie Webb House tenants have an open-ended tenancy our service users do not move on regularly therefore any potential referrals tend to find alternative accommodation due to the time scales and unpredictability of vacancies.

We have two dedicated members of staff on site, one part time House Co-ordinator, one full time Life Skills Coach and additional bank support when required. The house is staffed Monday to Friday and at weekends for meal support, there is the option for evening and weekend staff support upon request for activities outside of the usual working hours. The bank staff cover when there is sickness or holiday cover required this ensures that support is present when there is absence with regular staff. The house tenants have access to 24 hours out of hours emergency call provision; this is done on a rota system between the two HWH staff. The tenants have demonstrated recently that they are very capable of looking out for each other and supporting each other when required in the event of an emergency. Very often they contact on call for advice and guidance on what to do in an emergency situation.

Hattie Webb House provides a day service provision for young adults with learning and or physical disabilities, this service is based at Hattie Webb House and staff provide independent living skills training three days a week. At present we have 7 service users that access this service during the week. Staff are allocated responsibility for each session to ensure consistency and person centred when planning activities and timetables incorporating the main key areas of learning within the tasks that they have chosen.



Outreach is provided in the Medway area by KASBAH and at this time we currently have one service user that accesses this service.

At Hattie Webb House we promote independence and ensure we provide a person-centred approach with all of our service users; we aim to empower existing skills in order to achieve great outcomes. We are always happy to welcome new and previous visitors into our house and we will even provide a nice cuppa and a chat, if your very lucky there may even be a biscuit or cake on offer too.

Dawn Varley
House Co-ordinator

"I attend HWH twice a week, I like going there for day service as I have fun and learn life skills at the same time, the best part is when we go out for lunch this gives me my independence in the community."

Maddison House

Maddison House is a Supported Living project that is situated in Northfleet, Kent. The building itself boasts seven spacious bedrooms that are all en-suite, each bedroom includes fridges and work tops that could be used to prepare small snacks. Our lounge-diner area is utilised by residents for socialising, group training/'refresher sessions', house meetings and group meals. Residents also share a Kitchen, Laundry Room and Garden. Maddison House is not staffed 24/7 and we do not have sleep over staff in order to increase independence with a view to moving to live independently within the community.

Maddison House staff provide support with all aspects of daily living for example budgeting, cooking, cleaning and emotional support whilst encouraging further independence. Additionally we like to keep things Fun! Residents are supported to access social skills sessions (both day time and evening) and to attend a nightclub in Gillingham once per-month where the residents have an opportunity to link up with individuals from other sites and have an enjoyable time together. Staff provide occasional weekend support for the residents to plan and cook a group meal together such as a Sunday roast dinner. We have also enjoyed day trips to London, shows at The O2 Arena and several long weekends at Butlin's.

Maddison House is tailored for individuals whom strive to live independently but wish to maintain a high level of social activity and group involvement. Past, present and future residents have the option to treat Maddison House as a stepping stone before moving on to live independently or to treat Maddison House as a longer term option. Our Outreach has expanded this year, we now have 5 service users who have gone onto independent living, but still want to benefit from the support and community at Maddison House. From a staff perspective, at Maddison House our promise to each resident is to support them to achieve a meaningful and fulfilling life. This includes goal planning, providing choice, pushing boundaries, self-advocating and positive risk-taking.

This year we have moved on 2 service users into their own flat in the community and welcomed 2 new service users in house!

We love Maddison House and our service users are proud to call it their home.

"I have just got some guinea pigs, they live in the garden"

ACHIEVEMENTS

- This year we have moved on 2 service users into their own flat in the community
- We welcomed 2 new service users in house, welcome to Jake and Victoria
- Our Outreach Service has expanded from 3 to 5 service users
- Despite a challenging year we have kept as socially active as possible enjoying activities such as Health walks and trying new sports



Rochester Road

Rochester Road is a longer-term provision with staff support 24/7, we have five bedrooms and a staff sleepover room. We currently have five residents at Rochester Road. Staff support residents to live and be as independent as possible, whilst making a house a home. Rochester Road has a lovely, homely feel and is very comfortable with lovely gardens and a resident cat.

We also have an annexe in our rear garden, this is self-contained and provides living accommodation for one resident. The support needs provided are of a lower level of need to the main house and offer a more independent accommodation to our current resident.

Rochester Road celebrate everyone's birthdays with balloons and banners, presents and cake. We have had to adapt and have takeaways instead of going out for birthday meals in this last year, due to the pandemic. But all staff ensure that we have just as much fun. We promote group activities, social skills and enjoy the local community as much as possible. Rochester Road is committed to promoting independence, choice and person-centred approaches.

Rochester Road residents have had to adapt in the last year due to the disruption caused by the

pandemic and have found other ways to stay in touch with the clubs, family and friends. For some service users this was a very different way of life to what they have been used too. Facetime was a very valuable resource for the residents to stay in touch with everyone, which everyone adapted to very quickly.

Rochester Road staff team have worked hard to provide fun activities as well as daily health walks, lots of chats about staying safe and well. This has also meant that Rochester Road have been unable to attend their weekly gym and swim session but are hoping to return soon. We have found alternatives such as Mencap on-line zoom exercise classes which have been enjoyed by all.

ACHIEVEMENTS

- Over the last year our achievements include the resilience of our residents in what has been a very challenging time for all.
- During the lockdown we have found lots of ways to keep busy such as sports days as we have had nice weather, Easter egg hunts, exercising, daily health walks, baking and lots of arts and crafts. RR have also enjoyed time on the Wii playing games and talking to families on facetime or over the phone as much as possible.
- We have joined Mencap Round the world challenge which has been fun and engaging, we are hoping to have some tennis coaching in the near future.
- Residents have attended Northfleet school for girl's community farm when they could outside of the lockdowns and continue to enjoy the variety of animal care and gardening works available to them. We are very proud of our partnership work with Northfleet school for girls at the community farm which we have been supporting for five years.



Seabrooke House

Seabrooke House is a six bedded Supported Living home in Swanscombe. It was set up as KASBAH's first supported living scheme and is geared towards bespoke training in independent living skills, this includes (but is not limited to) training in cookery, cleaning, shopping, healthy eating, finances, travel, providing skills to go out independently. We are passionate about empowerment and development.

Seabrooke is often the start of many young adult's own unique journey towards greater independence.

Seabrooke is a place where we support positive risk taking. We educate disabled people on how to effectively risk assess each situation and make informed decisions. In line with the Mental Capacity Act we minimise risks but do not remove them. Everyone has the capacity to make and learn from their own decisions.

Seabrooke is a place where mistakes are ok! They are learning opportunities. We all learn from them, our service users are no exception. The greatest mistake we can ever make is to limit ourselves in fear of making one.

Seabrooke is a place where we promote and encourage all aspects of independence.

Seabrooke is a place where our service users are respected and treated as adults.

Seabrooke is a place where we empower every individual to lead a full, active, safe and happy life and to strive to meet their full potential.

We also have 2 independent living flats next door at Janus Court for those who would like a taste of independent living with the safety net of Seabrooke close at hand. We also have a small day service provision specialising in independent living skills.

Seabrooke is short term placement providing 24hr support. Normally individuals come to Seabrooke and aim to transition within a 2 year placement, this can possibly be extended on a case by case basis. Our aim is to signpost into other KASBAH services or other suitable services based on each individual's needs.

We have supported 2 move ons and 2 move ins in the last year.



"I have now moved into Janus Court, it is lovely and I am enjoying the independence"



Shortbread House

Shortbread House is an impressive house set over three floors with five bedrooms, three bathrooms and generous social spaces for the service users to engage and socialise.

The service provided at this site has always been bespoke and as such needed a property to meet the complex needs managed positively at this site.

We are a very person-centred led organisation and set realistic goals to achieve successful outcomes with a 'partnership' model of support. Shortbread House has continued to incorporate fun learning and partnership work to support the residents in learning new skills. As a team we try to manage any signs of stress calmly and effectively using the environment to our advantage to provide re-assurance and guidance where needed.

"Living at Shortbread House makes me feel happy"

"I enjoy living here and having my own space upstairs"

OVERVIEW

- Studio 3 positive behaviour support is instilled across the full team.
- We work closely with all parents where they continue to have active input into the support and care of the residents at Shortbread House.
- A bespoke respite provision has been introduced offering full day, half day and overnight support.



ACHIEVEMENTS

- Staff have worked hard to introduce new activities during this difficult year. All service users have very much enjoyed engaging in various activities including, arts and crafts, cooking, dancing and exploring the local area.
- All residents do independent living tasks they never used to do, this has been achieved with constant partnership and guidance from staff.
- The introduction of a second lounge area upstairs has provided our service users with another space to relax and enjoy a more person-centred approach from our staff.

Short Breaks



Short Breaks on the Go project came into existence two years ago to provide much needed activities for young people with moderate learning and physical disabilities in the Medway towns. Our trips ran very successfully for a year but due to the first and subsequent lockdowns we have only been able to offer our young people one trip out over the last year.

Over the first year we have had trips to the cinema, crazy golf, ten pin bowling, seaside, golf driving range, a pantomime, Christmas meal, boat trip on the river and trip to Medway Park leisure centre to play badminton. Young people and staff alike have thoroughly enjoyed our trips and were very pleased to welcome new young people. We were also happy to learn some have started paid work and moved on to residential supported living. Parents have been very supportive and appreciated the opportunities we have offered their sons/daughters.

We are sorry to say that we have come to the very sad decision 'to wrap up the project'. We will not be starting up the trips again for our young people now we are coming out of lockdown due to the length of time since we have been able to offer any trips and the uncertainty of what activities would be open to us and the accompanying restrictions.

All the members of our team were involved in the original Short Breaks project and have worked with the young people for many years before we started up the Short Breaks on the Go project and are very sad to see the end of this valuable service.



"It was very good evening with driving range and the dinner"



"I enjoyed the paddling in the sea and play volleyball; 'Enjoyed the fish and chips and ice cream'"



Outreach

Outreach is the end product of our service users hard work. They have been through their life skills training in our KASBAH House sites and feel that they are ready to spread their wings and gain some more independence. This is where we come in.

We are there to help them maintain and build on their skills when they transition into their new homes. We will always do our best to meet their needs as individuals and respect the choices they make. It is our aim to support them to become independent, happy, healthy, fulfilled people.

We provide support and will partnership work with everyday chores such as cleaning, laundry, shopping, cooking, making and keeping appointments and of course paying the dreaded bills.

We will also support them to access their, clubs, voluntary work, hobbies and fitness schedules.

While encouraging them to meet their full potential we have a social skills day every Friday where individuals, if they choose to participate, can learn new skills.

- communicate, share and have fun as a group
- each person will choose an activity or a place that they would like to visit/see in turn and if possible we will arrange this with them.

Then there is our annual outreach short break. This year (all going well) we will be Glamping on the Isle of Wight, there are some very interesting accommodations on the site, such as a double decker bus and a helicopter that have been repurposed into fun apartments. There's a shower with disco lights and music, a horse, chickens (yes we can eat the eggs) and a silo that is now a mini cinema.

We are a small staff team that consists of Linda, Graham, Jayne, Brenda and Debbie and we are all enthusiastic about our jobs. We get to know our clients likes and dislikes

This means that we are consistent and the service users will rarely have a member of staff supporting them that they are unfamiliar with.

Everybody on outreach is very positive about, and looking forward to the coming year.

With all the new adventures, achievements and possibilities that we know it will bring for us.



Linda is brilliant! MP



Without the support of the Outreach team, I would not have been able to achieve half the things I have done whilst living on my own and they make the support fun.



I can't wait for outreach to arrive each day :) FK

A Big Thank You for Support & Commitment goes to:

TRUSTEES

Brendan Walsh	Chair (Appointed Chair Jan 21) (Appointed to Board Jun 20)
Richard Chapman	Vice Chair (Acting Chair Jun 20-Jan 21)
Trevor Sinclair	Treasurer
Jason Owen	Trustee
Christine Taylor	Trustee
Charissa Baldock	Trustee (Appointed Jun 20)
Veronica Higgwe	Trustee (Appointed Jun 20)
Stephen Field	Retired from Chair (Jun 20) / Advisor to the Board

STAFF

Emma Carver	Chief Executive Officer
Sophie Aiken	HR Manager
Julie Appleby	Finance Manager
Sarah Heneghan	Office Administrator
Rebecca Glibbery	Supported Housing Manager/SBH House Manager (left Oct 20)
Karen Heath	Complex Needs / DIAL Advice Manager
Victoria Norris	House Manager (SBH/MH)
Stacey Murray	Senior Life Skills Coach (SBH)
Chris Yusuf	Senior Life Skills Coach (SBH)
Carol Latter	Life Skills Coach (SBH) (left April 20)
Suzi Mason	Life Skills Coach (SBH) (left Dec 20)
Jodie Murray	Life Skills Coach (SBH) (started Sept 20)
Ruth Olorode-Allen	Life Skills Coach (SBH) (started Sept 20)
Courtney Rawson	Life Skills Coach (SBH)
Ashley Rehman	Life Skills Coach (SBH)
Stacey Williams	Life Skills Coach (SBH) (left Dec 20)
Dawn Varley	House Co-ordinator (HWH)
Janine Lozada	Life Skills Coach (HWH)
Jane Candler	House Manager (RR/HWH)
Jacqueline Baldwin	Life Skills Coach (RR)
Ian Grimley	Life Skills Coach (RR) (left Jun 20)
Yvonne McCuish	Life Skills Coach (RR)
Linda Nyamutsahuni	Life Skills Coach (RR)
Chantal Robinson	Life Skills Coach (RR) (started Nov 20)
Clare Williams	Life Skills Coach (RR)
Sam Williams	Senior Life Skills Coach (MH)
Amanda Ball	Life Skills Coach (MH)
Sam Pitcher	Life Skills Coach (MH)
Chris Evenden	Senior Life Skills Coach (GBH)
Charlie Packer	Senior Life Skills Coach (GBH)
Jim Allison	Life Skills Coach (GBH)
Phoebe Carver	OT Apprentice / Life Skills Coach (GBH) (started May 20)
Lucie Heath	Life Skills Coach (GBH)
Amos Isibor	Life Skills Coach (GBH) (started Jan 21)
Sarah Ringer	Life Skills Coach (GBH) (left Jun 20)
Anna Saunders	Life Skills Coach (GBH) (started Feb 21)
Sheila Stringer	Life Skills Coach (GBH)
Scott Matthews	House Co-ordinator (SHBH) (left Feb 21)
Sharon Day	Senior Life Skills Coach (SHBH)
Blaze Alcindor	Life Skills Coach (SHBH) (started Jun 20)
Lauren Gee	Life Skills Coach (SHBH)
Toyin Lawal	Life Skills Coach (SHBH)
Audrey Lovelidge	Life Skills Coach (SHBH)
Connor Vincent	Life Skills Coach (SHBH)
Maria Worrell	Life Skills Coach (SHBH)
Linda Shaw	Outreach Co-Ordinator
Jayne Brown	Life Skills Coach (OR)
Brenda Clark	Life Skills Coach (OR)
Deborah Merrison	Life Skills Coach (OR)
Graham Shaw	Life Skills Coach (OR)
Linda Gilham	Shorts Breaks On The Go
Tina Jeffrey	Shorts Breaks On The Go
Barbara Rowland	Shorts Breaks On The Go
Diana Widdecombe	Short Breaks On The Go

BANK STAFF

Tope Adeleye	Bank Staff (started Jan 21)
Julie Bassett	Bank Staff (restarted Jan 21)
Charmaine Bultman	Bank Staff (started Jan 21)
Sophie Candler	Bank Staff (left Dec 20)
Arron Carver	Bank Staff (started Mar 21)
Shannon Heneghan	Bank Staff (started Aug 20)
Alannah Male	Bank Staff (left Jun 20)
Nneoma Okeke	Bank Staff (started Apr 20)
Tayla Parris	Bank Staff (started Feb 21)
Megan Stone	Bank Staff (left Sept 20)
Lauren Sweeney	Bank Staff (started Jan 21)

VOLUNTEERS

Ron Tiller	Charity Shop Volunteer
Les Buss	Charity Shop Volunteer
Dorothy Nash	Charity Shop Volunteer
Staff & Students	Ifield School
Vanessa Frazier	DIAL Volunteer
Carly Gadd	DIAL Volunteer
Michael McDermott	DIAL Volunteer
Charlie McNeilly	DIAL Volunteer (left Jun 20)
Joanne Stringer	DIAL Volunteer
Sheila Stringer	DIAL Volunteer
Paul Williams	ICT Digital (IT Support & Maintenance)
Sean O'Leary	Maintenance

SOCIAL WORK PLACEMENTS

Taiwo Diya	Nov 20-Mar 21
Vincent Ndlovu	Nov 20-Mar 21
Mia Franklin	Started Mar 21
Katie Grigson	Started Mar 21

SBH = Seabrooke House
HWH = Hattie Webb House
RR = Rochester Road
MH = Maddison House
GBH = Gingerbread House
SHBH = Shortbread House
OR = Outreach



Tel: **01474 536501**
 Email: **admin@kasbah.org.uk**
www.kasbah.org.uk



KENT ASSOCIATION FOR SPINA BIFIDA AND HYDROCEPHALUS
(Under the working name of KASBAH)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31 MARCH 2021



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LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2021

Directors and Trustees:

Stephen Field, Chair (Resigned 09 June 2020, Appointed Treasurer 15 June 2021)
 Brendan Walsh (Appointed 09 June 2020, Appointed Chair 01 January 2021)
 Richard Chapman, Vice Chair
 Trevor Sinclair, Treasurer (Resigned 31 May 2021)
 Christine Taylor, Trustee
 Jason Owen, Trustee
 Charissa Baldock (Appointed 09 June 2020)
 Veronica Higgwe (Appointed 09 June 2020, Resigned 31 May 2021)

Charity Number: 1123362
Company Number: 6465666

Registered Office:

7 The Hive Northfleet
 Kent, DA11 9DE

Chief Executive Officer and
 Company Secretary:
 Emma Carver

Auditors:

Lindeyer Francis Ferguson North
 House
 198 High Street
 Tonbridge
 Kent, TN9 1BE

Bankers:

CAF Bank Ltd
 25 Kings Hill Avenue Kings Hill,
 West Malling Kent,
 ME19 4TA

Santander UK Plc
 Customer Service Centre
 Bootle
 Merseyside

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The trustees (who are also directors of the company for the purposes of company law) present their report and the audited financial statements of Kent Association for Spina Bifida and Hydrocephalus ("KASBAH") for the year ended 31 March 2021.

The trustees confirm that the report and financial statements of the charity comply with the current statutory requirements, the requirements of the governing document, and the provisions of "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) (Charities SORP (FRS 102)).

COMPANY STATUS

KASBAH is a charitable company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £10. The company was incorporated on 7 January 2008 and is governed by a memorandum and articles of association.

DIRECTORS

The following directors have held office since 1 April 2020:

- Stephen Field
- Brendan Walsh
- Richard Chapman
- Trevor Sinclair
- Christine Taylor
- Jason Owen
- Charissa Baldock
- Veronica Higgwe

The directors are the company's members and also trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Memorandum and Articles

KASBAH is a registered charity (number 1123362) and is governed in accordance with its Memorandum and Articles of Association adopted 7 January 2008.

There has been no significant change in the objectives since the last annual report. The principal object of the Charity is now to support people of all ages with a physical and/or learning disability to become empowered, have choices and lead full and independent lives.

b. Method of Appointment or Election of Directors

In accordance with the Charity's Articles of Association, the Charity may by Ordinary Resolution appoint a person who is willing to act as director as well as determine the rotation by which any Director retires by rotation.

At the Annual General Meeting (AGM) the members of the Association shall elect/re-elect the Trustees of the Board. The officers of the Board will be decided by the nominated Trustees at the first Board meeting following the AGM. Other Trustees may be co-opted at any time to hold office until the next AGM and may be re-elected by the members.

New Trustees are required to participate in an induction programme together with further training where appropriate.

c. Organisational Structure and Decision Making

The Trustees have overall responsibility for approval of strategy, policies, plans, risk management and finance. Implementation is delegated to an executive management team, led by the Chief Executive Officer. Regular reports and meetings monitor activities and performance with the Trustees.

d. Relationship with Partners

KASBAH works closely with many voluntary and statutory agencies. They and KASBAH require all staff, volunteers, trustees and those in any way acting on behalf of the organisation to act in accordance with all legal requirements, policies, procedures and accepted practices of the organisation in force at the time. Additionally, all volunteers and staff are required to undergo a criminal records disclosure at the enhanced level and undertake a comprehensive induction.

The KASBAH support services are either part or fully funded by Kent County Council, Medway Unitary Authority, Gravesham Borough Council, and Dartford Borough Council.

KASBAH is an affiliated member of SHINE (Spina Bifida, Hydrocephalus, Information, Networking, Equality). We also have a working partnership with both Gravesend Church Housing Association (GCHA) and HABINTEG Housing Association both of which receive Annual Reports and Audited Accounts.

e. Risk Management

The policy is that Trustees and Senior Management review and identify potential risks to the organisation and its sustained operation on an on-going basis. They then take the appropriate action to negate or reduce the risk to an acceptable level including retaining financial reserves to provide for contingencies.

f. Remuneration of Key Management Personnel

Salaries are reviewed annually; the Organisation assesses the increased cost of living as well as the performance of the employee, any additional payment will be subject to finances being available within the organisation. Other adjustments might also be made (e.g. to ensure the proper operation of personnel policies such as: equal pay for equal value work; consistency of salaries; the job has grown and/or includes more responsibility).

It is the policy of the Organisation's Board that all bonus payments to members of staff are assessed and adjusted where appropriate to reflect each individual's performance over and above each person's job description. Annual targets are set within each appraisal, if the appraisal is not completed prior to the meeting, staff bonus' may be not be applied. Overtime Paid overtime must be authorised by a senior member of staff prior to work being.

OBJECTIVES AND ACTIVITIES

a. Policies and Objectives

KASBAH's Mission Statement:

"KASBAH will respect the rights and circumstances of each person and actively encourage empowerment and inclusion into all aspects of life and living. This will be achieved with a flexible and diverse range of support services to its members provided by a well supported and developed staff team."

"Together we will create innovative solutions to meet new identified needs and expand the organisation."

b. Public Benefit

The Trustees have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charity's objectives and planning for the future.

c. Strategies for Achieving Objectives

THE DIAL ADVISOR SERVICE

This service provides information, advice and guidance on a variety of condition related subjects such as general disability advice, entitlements and benefits advice, health, education, aspirations and transition. The Advisor Service can provide home visits, telephone support and advocacy to members and their carers and families, this service is available to answer questions and give advice on all matters affecting those with, or dealing with, the conditions but there does need to be an identified need. The Advisor Service also takes an active part in educating professionals and interested parties on how to empower the KASBAH membership by gaining a better understanding of the disability and the individual's needs and goals. The DIAL element of this service provides specialist disability support with a focus on maximising local people's income and supporting the form filling when applying for a range of eligible benefits.

In 2019 the DIAL project and the Advisor Service; two independent information, advice and guidance services within KASBAH, amalgamated on one site to provide a more cohesive and pro-active provision. This has worked well utilising our experienced Advisor managing the complex cases and our team of dedicated volunteers complementing this provision and providing much of the face-to-face support (within a remote working model).

As Covid-19 impacted many organisations, for KASBAH we saw a decline in formal advice and increase in informal support; being a dependable entity to rely on. Even with these changes we have still seen growth within our membership (with 4 new referrals this year). KASBAH believes that the maintenance of good quality services is equally as important as continual expansion; therefore, both areas will remain a priority.

In 2020/21 KASBAH has supported 1929 requests for support and been able to retain all volunteers despite the challenges of providing and receiving support remotely.


CHARITY SHOP

The charity shop offers several facilities to other projects within KASBAH. It is used to provide volunteers, service users and members with the opportunity to learn retail and socialisation skills. It also enables the volunteers and service users to interact with the local community. As this service has developed, the charity shop has also become a community drop-in point that has promoted friendship and inclusion for the service users of the local area.

The shop had a major overhaul in 2016 after the closure of the community café, the charity shop was re-assessed to meet the work experience needs of the service users residing in KASBAH supported living projects; an upcycling

project was developed at Seabrooke House and a more formal training structure put in place with volunteers from the general public managing the weekend shifts. This service continues to be a great community resource and outside of Covid-19 restrictions is supported two days a week by Ifield School during term time.

INDEPENDENT LIVING SKILLS TRAINING TIMELINE

- 
- In **2000** The need for independent living was identified.
 - In **2002** Seabrooke House was opened; KASBAH's first Independent Living Project. The property is owned by Gravesend Churches Housing Association.
 - In **2007** The lack of suitable adapted move-on accommodation was identified.
 - In **2009** Hattie Webb House was opened; designed predominantly to be a physical disabilities site. This property is owned by Habinteg Housing Association.
 - 2011** KASBAH identified the need for greater freedom and control within a supported living site.
 - In **2011** Rochester Road was KASBAH's first house to be purchased and therefore dictate the eligibility criteria and admissions.
 - In **2013** an opportunity arose to open a further supported living site; Maddison House. This site was developed to offer low level support and focus on peer group support to pool skills and abilities. This site is owned by Gravesend Churches Housing Association.
 - In **2015** KASBAH was able to pay off the mortgage at Rochester Road and invest in its second house purchase; Gingerbread House. This house was developed for complex needs with much needed respite availability.
 - In **2018** KASBAH built a one-bedroom flat in the garden area of Rochester Road and completed its third house purchase. This allowed Gingerbread House to trial an 'Outreach' model whilst Shortbread House was re-designed to meet the growing needs of our most complex service users.
 - In **2020**; the current service users were ready to move on to greater independence from Gingerbread House and a complex model which complements Shortbread House was put back in place. This model works and the group complement each other well.
 - In **2021**; the Shortbread House layout was reconfigured to give each floor a dedicated living room space to promote greater freedom, expression and respite was moved to its own floor to minimise impact on the rest of the house.

OUTREACH

KASBAH provides specialist support to service users who have been through the KASBAH supported living schemes within North West Kent and Medway. This tends to be in key areas of daily living with a strong focus on social skills and group activities to reduce isolation and promote meaningful relationships.

SHORT BREAKS ON THE GO

Since 2010 KASBAH have been providing daily living training sessions monthly to young people aged 14+, in 2015 we began to offer specialist play schemes in school holidays offering informal independent living training to young people aged 8+.

KASBAH continued to provide this provision until the summer of 2019 but due to restricted funding and the young people's desire to access community activities rather than hall-based activities, the service was reviewed and has been put on indefinite hold since December 2019.

'Short Breaks on the Go' took a new form in 2019; moving to a community model; where young people were meeting at the activity and paying a nominal fee to take part in monthly planned activities. Until the Covid-19 pandemic began there was a growing membership, and this model was working well. But over the last year the needs have changed; our young people have formed their own friendships and networks and no longer need KASBAH to facilitate this.

COMMUNITY FARM

KASBAH has continued to support the development of a community farm within Northfleet School for Girls. Volunteers attend on a Tuesday to work on the grounds when restrictions have allowed; the farm has continued to grow and provides a valuable work experience resource to our service users.

d. Grant Making Policies

KASBAH may make small grants to those affected by the conditions, in line with written grants criteria within the £2,000 budget. The Advisor administers this with a budget agreed annually by the Board of Trustees.

e. Volunteers

KASBAH greatly benefits from volunteers, assisting in the office, at the KASBAH sites, in the charity shop and in fund raising events. Their contribution and support is greatly appreciated.

ACHIEVEMENTS AND PERFORMANCE

REVIEW OF ACTIVITIES

THE DIAL ADVISOR SERVICE

The DIAL Advisor Service has had to adapt and adjust this year due to on-going Covid-19 impact. This service has undertaken 299 remote support sessions (-218 on last year) and attended 72 virtual meetings to support KASBAH members during 2020/21, and where possible support continues to be provided by telephone, e-mail and letter to enable the Advisor to maximise time and resources 2,291 (+ 440 on last year). We have ensured that the provision has remained active and available throughout all three lockdowns. Due to a change in priority, this year our focus has been on promoting positive mental health and offering a listening ear and re-assurance to our members, this type of support has increased by 200% over the last year. KASBAH has facilitated 2,041 (+ 190) telephone calls from the membership and NWK clients providing support, information, guidance and advocacy. There has been 4 new member referrals, accessing a range of support including supported living support.

Where possible the DIAL Advisor Service has continued to attend Kent County Council and disability partnership forums, to raise awareness and keep abreast of current affairs and information to feed back to the KASBAH membership. These opportunities have been limited within Covid-19 priorities over the last year.

The DIAL Advisor Service is actively involved in ensuring that the KASBAH membership is heard, valued, and empowered to have the same choices and rights as any other person. As with previous years, the Advisor continues to have a more active role in the supported living sites to offer advice,

guidance, and hands-on support to aid independence in individuals and support identified areas of concern. KASBAH has maintained close and productive working partnerships local many organisations, SHINE, IASK, IMAGO, We Are Beams, Porchlight, the KiND consortium, incorporating KASBAH, DISK and CILK. KiND has recently made the decision to desist as DISK will be closing its services in March 2022.

DIAL Advisor Service Annual Statistics

Month of the Year	Support given (per enquiry) 2019-20	Support given (per enquiry) 2020-21
April	162	148
May	214	138
June	220	165
July	260	178
August	244	181
September	180	111
October	159	213
November	202	112
December	158	135
January	194	194
February	145	186
March	233	168
TOTAL	2,371	1,929

Moving the DIAL Advisor Services up to the Gingerbread Office has been very effective and enabled a renewed focus and drive on this valuable service. KASBAH also identified the need for Finance and Human Resources to return to this site also to provide a much-needed team approach to Covid-19 challenges; this took place in January 2021.

CHARITY SHOP

The charity shop has been closed all year due to Covid-19 restrictions. It is planned that the shop will reopen in the new financial year.

INDEPENDENT LIVING SKILLS TRAINING

Seabrooke was originally funded by Supporting People (government funding) from 2002 to 2018. KASBAH maintained its 'A' level provider status from 2008-2018 when funding ceased, this was achieved by involving the trainees (service users) in every aspect of the service delivery.

This provision continues to achieve a high level of success and recognition from funders, service users and parents for its work in training and preparing each person for independent living within their communities. Each year this site trains and enables up to 8 residential people and up to 10 day training people at any one time to learn the skills they will need to live independent lives, with many now living successfully in the community without statutory support. The scheme continues to enable service users to make informed decisions and access equal opportunities in all of their life choices. Seabrooke House has achieved full occupancy this year with one challenging move-in that we worked hard to maintain.

Hattie Webb House has continued to maintain its high standards of service delivery and has worked hard this year to promote a happy and positive service user dynamic after the passing of Emma; a treasured service user who will never be forgotten. Day service was disbanded and a new model of 1:1 support is now being explored.

Rochester Road has consistently achieved positive outcomes for the service users. This site has maintained full occupancy and is not currently offering respite placements. The annexe continues to be an effective addition to the house.

Maddison House reached full occupancy on the day the service opened. The model of like-minded people sharing a home and skills has been demonstrated very effectively at this site in addition to continual progression. Five of the service users have now moved on to independent living (own self-contained flats). Maddison also have a growing outreach provision within London Road which is a model that has flourished bringing the in-house support and training into the community.

Gingerbread House now accommodates four more complex service users who complement each other well in the way they interact and support each other. Having a sister site on-site has made Covid-19 that bit more manageable as we regularly share activities, support and staff which has aided us to combat many of the challenges we have faced over the last year. Although Shortbread now only has 2 service users, we have managed to maintain a complex part-time placement also which has provided much needed respite for the family over the year.

OUTREACH

With a small team of 4 staff members at the start of the Covid-19 pandemic, outreach had its work cut out to meet the needs of the 19 service users accessing this service. Despite the challenges this team visited each person every day and met every daily need, even when shielding reduced this team by 50%.

'SHORT BREAKS ON THE GO'

Due to Covid-19 restrictions this project was not in operation this year and has made the decision to not re-open and the need is no longer evident. Our young people have formed their own friendships and networks during Covid-19 and this was the purpose of this project.

THE COMMUNITY FARM

This year KASBAH has continued to support the farm development, Rochester Road continues to take the lead. Gingerbread House have continued to focus on the 'Garden Gang' this year which has been very beneficial to the organisation. Our petting zoo was built and is now managed by our service users housing; 4 chickens, 2 rabbits and 2 guinea pigs and many wonderful upcycling projects have been supported and sit proudly in the Gingerbread/Shortbread gardens.

FINANCIAL REVIEW

KASBAH continues to develop its robust financial management systems and is pleased to confirm that the charitable organisation has maintained its strong financial position which has been established over the last 14 years. The current Covid-19 pandemic highlighted a need for increased cash flow as the majority of KASBAH's reserves are tied up in the properties. We have worked hard as an organisation to be in a stronger financial position at year end which I am pleased to confirm was achieved.

2020/21 has been a year of sobriety and maintenance but this has not stopped us pulling together as team to overcome the many Covid-19 challenges and have lots of fun. Although many services and activities were put on hold; we have been creative as an organisation to keep our service users engaged and pro-active. We increased 1:1 support on all sites; mimicked daily structures where possible with alternative activities; health walks and exercise in the garden, shopping at the local shops, in-house alternatives for gardening/DIY skills/beauty regimes and incorporated lots of competitions and challenges.

Our budgeting assumptions have continued to be on the conservative side (as is appropriate in the general economic situation) and we have been able to generate a healthy surplus. This will continue to be our focus until cash reserves exceed six months to provide re-assurance to the KASBAH team and membership that the organisation can facilitate another significant disruption in services.

a. Reserves Policy

The reserves policy of the charity is based on the organisation's calculations within the Reserves Risk Assessment to ensure sufficient funding is allocated to cover the following risks:

- Continuity of service/operations
- Potential closure costs
- Disaster recovery
- Routine replacement of equipment/furniture
- Ensure cash flow provisions meet the needs of the charity.

This figure is currently calculated at £1,860,418 as at 31 March 2021. This can be seen in more detail on pages 25 and 26 of the financial statements.

b. Principal Funding

The financial statements show a total income for the year of £1,535,138 and net income of £188,146. This has increased reserve levels to £1,860,418 of which £1,761,044 is held in tangible fixed assets, including 236 Rochester Road (which we own outright), Gingerbread and Shortbread House, with the remaining reserves held in liquid assets amounting to £99,374. We were able to clear the off-set part of the Gingerbread House mortgage this year and have a two-year plan to clear the remaining balance.

This is a positive achievement and a result of great teamwork and the vision of the organisation for greater financial security.

KASBAH has a robust financial reporting and monitoring system with a focus on setting realistic budgets for each area of expenditure, this has enabled the organisation to perform on target and meet the organisation's vision and targets.

IMPACT OF COVID-19

As an organisation, KASBAH has thrived, where others may have focussed on the negative impact of Covid-19, KASBAH has used this as an opportunity to invest even more time with each service user and come together as a strong and insurmountable team. This is what KASBAH does best, we rise to the challenge and find a positive way to move forward. Where incidents were anticipated to increase due to increased time in-house and boredom, we are pleased to report incidents decreased from the previous year. In the second lockdown we did not record a single instance and learnt the importance of daily time and activity away from the household.

The team were integral to the Organisational Response Plan for KASBAH, and in consultation with the team we agreed a temporary stop to all paid overtime, annual leave and limited sick pay to enable cash flow to increase when the first lockdown began. The staff devised a banking system whereby if a shift was not needed staff did get the day off and could then cover when staff were needed; this was invaluable when self-isolations became a weekly occurrence and enabled minimal impact to be felt in any KASBAH site. By the end of the second lockdown, all additional hours were able to be paid and every team had well-deserved breaks. We have managed all three lockdowns without the use of agency staff or cross-site working and have seen the KASBAH team at its best.

By the third lockdown the KASBAH Board issued a Covid-19 bonus to every staff member who had worked during the pandemic based on the hours worked. This was a small token of recognition, but the sentiment spoke volumes and I know KASBAH will be able to overcome any challenge posed in the future.

PLANS FOR THE FUTURE

KASBAH is actively working towards its evolving Five-Year Vision, as all of the Kent County Council grants have been rolled over for another year, KASBAH's focus remains on ensuring the long-term financial stability of the organisation, meeting evolving and emerging service user needs and being able to be creative and dynamic in our solutions.

Additional plans include:

1. We have plans to utilise the Hive office as a training flat and mock it up as functional living space to add much needed space and resources for day support and respite (up to £2,000 including an essential roof repair).
2. We are purchasing two additional vehicles; one as a small run-around (up to £1,200) and an 8- seater vehicle to enable larger group activities to be easily supported (up to £15,000).
3. Five staff have been identified to become Behavioural Coaches/Trainers in the organisation: 4 in Studio, 3 de-escalation and 1 other Positive Behaviour Support Coach (£15,000 agreed).
4. The Gingerbread House mortgage will be cleared in full over the next two years (£60,000 has been agreed to pay on 31/03/2022 and the remaining £55,000 to be paid on 31/03/2023). This is with the proviso that should a better financial investment in terms of housing be identified, there is flexibility to utilise these allocated amounts.
5. Identify the next big challenge and remain prepared for further restrictions.

There is a total of £93,200 to ring-fence from reserves this year and a further £55,000 to ring-fence for the following year.

FUTURE DEVELOPMENTS

For the year 2021-22 KASBAH anticipates higher income levels and higher expenditure levels due to the on-going development in Shortbread House with a structured respite provision in place. The demand for respite and short breaks has increased drastically over the last three months. KASBAH is fully aware of the importance of these short breaks to enable Carers to manage their full-time roles therefore this need will remain a priority. As an organisation we have nominated a lead person to facilitate each day, plan activities in advance and ensure we have excellent levels of resources to maximise engagement and ensure each respite session is meaningful.

We plan to invest significant funds and time in upskilling 5 staff members in both de-escalation (Studio 3) and continuing to embed a Positive Behaviour Support across the organisation.

KASBAH also wants to focus on individual's wish lists and where possible make these a reality; book the holidays and activities each person has been planning during lockdown, increase sport and group activities and continue to invest 1:1 with each person to assist managing the transition back to the 'new normal'.

AUDITORS

The auditors, Lindeyer Francis Ferguson, are deemed to have been re-appointed in accordance with section 487(2) of the Companies Act 2006.

TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice applicable to smaller charities.

Law applicable to charities in England/Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing those financial statements the Trustees have:

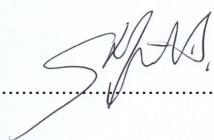
- Selected suitable accounting policies and applied them consistently
- Made judgements and estimates that are reasonable and prudent
- Prepared the financial statements on the going concern basis (unless it is inappropriate to presume that the charity will continue in operation)

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

So far as each of the Trustees is aware at the time the report is approved:

- There is no relevant audit information of which the Charity's auditors are unaware, and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

This report was approved by the Trustees on and signed on its behalf, by:



Stephen Field
Treasurer of KASBAH

INDEPENDENT AUDITORS' REPORT TO MEMBERS FOR THE YEAR ENDED 31 MARCH 2021

OPINION

We have audited the financial statements of Kent Association for Spina Bifida and Hydrocephalus ("KASBAH") for the year ended 31 March 2021 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you were:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

OTHER INFORMATION

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a

material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

OPINIONS ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees' were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the trustees' responsibilities statement set out on page 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will

always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below:

- We obtained an understanding of the legal and regulatory framework applying to the charity, and the procedures that management adopt to ensure compliance, including those relating to the Charities SORP FRS 102;
- We assessed the susceptibility of the charity's financial statements to material misstatement, including considering how fraud might occur;
- We obtained the Board of Trustees' assessment of fraud risk and enquired as to any known or suspected instances of fraud in the year; and,
- We designed and performed audit procedures to obtain sufficient and appropriate audit evidence regarding compliance with laws and regulations, including enquiry of the Board, review of correspondence, and review of the accuracy and completeness of disclosures made in the financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and, the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Jonathan Healey FCA
Senior Statutory Auditor

For and on behalf of:
Lindeyer Francis Ferguson Limited
Statutory Auditors Chartered Accountants

Date:

North House 198 High Street Tonbridge
Kent TN9 1BE

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2021

	Note	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Donations & legacies		4,331	–	4,331	7,280
Charitable activities	3	1,500,488	29,975	1,530,463	1,419,862
Other trading activities	5	28	–	28	6,429
Investments					
Bank interest		316	–	316	930
Total income		1,505,163	29,975	1,535,138	1,434,501
Expenditure on:					
Raising funds	6	10,983	–	10,983	10,917
Charitable activities	4	1,295,125	40,884	1,336,009	1,269,183
Total expenditure		1,306,108	40,884	1,346,992	1,280,100
Net income	8	199,055	(10,909)	188,146	154,401
Transfers between funds		(10,909)	10,909	–	–
Other recognised gains / losses:					
Gains on revaluation of fixed assets		161,323	–	161,323	–
Net movement in funds		349,469	–	349,469	154,401
Reconciliation of funds:					
Total funds brought forward		1,510,949	–	1,510,949	1,356,548
Total funds carried forward		1,860,418	–	1,860,418	1,510,949

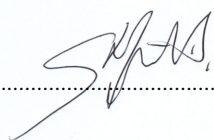
The statement of financial activities includes all gains and losses recognised in the period.

All income and expenditure derives from continuing activities.

BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021 £	£	2020 £
Fixed assets				
Tangible assets	10	1,761,044		1,581,947
Current assets				
Debtors	11	174,343	155,017	
Cash at bank and in hand		477,889	382,800	
		652,232	537,817	
Current liabilities				
Creditors: amounts falling due within one year	12	(81,816)	(56,316)	
Net current assets		570,416		481,501
Creditors: amounts falling due after more than one year	13	(471,042)		(552,499)
Total net assets		1,860,418		1,510,949
The funds of the charity				
Unrestricted funds				
Revaluation reserve		279,213		117,890
Other funds		1,581,205		1,393,059
	15	1,860,418		1,510,949

Approved by the board of trustees on 2021 and signed on its behalf by:



Stephen Field
Treasurer of KASBAH

Company number: 06465666

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Note	£	2021 £	£	2020 £
Cash flows from operating activities					
Net cash provided by operating activities	A		202,234		116,065
Cash flows from investing activities					
Interest received		316		930	
Purchase of tangible fixed assets		(23,891)		-	
Net cash flows from investing activities			(23,575)		930
Cash flows from financing activities					
Repayments of borrowings		(83,570)		(27,070)	
Net cash flows from financing activities			(83,570)		(27,070)
Change in cash and cash equivalents			95,089		89,925
Cash and cash equivalents brought forward			382,800		292,875
Cash and cash equivalents carried forward			477,889		382,800
A. Reconciliation of net income to net cash flow from operating activities					
Net income for the reporting period			188,146		154,401
As per the statement of financial activities					
Adjustments for:					
Depreciation		6,116		4,122	
Interest received		(316)		(930)	
(Decrease) in debtors		(19,326)		(27,511)	
(Increase) in creditors		27,614		(14,017)	
			14,088		(38,336)
Net cash provided by operating activities			202,234		116,065

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 STATUS

Kent Association for Spina Bifida and Hydrocephalus is a charitable company limited by guarantee incorporated in England and Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is 7 The Hive, Northfleet, Kent, DA11 9DE.

2 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2.1 Basis of preparation

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 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Kent Association for Spina Bifida and Hydrocephalus meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are presented in pounds sterling and rounded to the nearest pound.

2.2 Going concern

Since the end of the financial year, the global pandemic Covid-19 has inevitably impacted the operation of the charity. However, KASBAH has not seen a reduction in the number of service users during this period and funding from Local Authorities has been maintained. The trustees are continuing to review government guidelines and respond to updates where necessary. The Trustees believe that the charity therefore has not been adversely impacted in such a way that would cast doubt over the going concern status, so the going concern basis of accounting therefore continues to be adopted.

2.3 Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Where grants are received in response to a proposal including a budgeted timescale, such that the timescale for the expenditure is implicit in the grant agreement, the income is recognised in accordance with that timescale.

Income from charitable activities is recognised over the period to which the income relates. Charges for services are recognised when the services are provided. Income received in advance is accounted for as deferred income.

2.4 Expenditure

Expenditure is recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably.

Expenditure has been classified under headings that aggregate all costs related to the category.

2 ACCOUNTING POLICIES continued

Staff costs are allocated on the basis of staff time.

Support costs, which are those costs relating to functions which assist the work of the charity but do not directly relate to its activities, have been allocated to the activities undertaken by the charity on the basis of the usage of those costs by the activities.

2.5 Taxation

The charity is exempt from corporation tax on its income and gains to the extent that these are applied to its charitable objects.

2.6 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for the 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.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated realisable value of each asset over its expected useful life, as follows:

- Fixtures, fittings and equipment 25% straight line
- Motor vehicles 25% straight line

Freehold properties can be measured reliably based on market value. These properties are therefore measured at fair value at each reporting date with changes in fair value recognised in the statement of financial activities.

2.8 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are recognised at the invoiced cost prepaid.

2.9 Creditors

Creditors are recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably. Creditors are recognised at the settlement amount.

2.10 Financial instruments

The charity only has financial instruments 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.

2.11 Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost in the financial statements represents the contributions payable by the charity during the year.

2.12 Operating leases

Rentals payable under operating leases are charged to the statement of financial activities on a straight line basis over the lease term.

3 INCOME FROM CHARITABLE ACTIVITIES

	Advice & Information 2021 £	Independent Skills Training 2021 £	Short Breaks 2021 £	Total 2021 £	Total 2020 £
Kent County Council:					
Independent Skills Training	–	993,703	–	993,703	967,470
Information, Advice & Guidance	15,309	–	–	15,309	15,706
DIAL	15,309	–	–	15,309	15,706
Medway Unitary Authority	–	90,023	(643)	89,380	102,935
Dartford Borough Council	–	106,244	–	106,244	97,420
Gravesham Borough Council	–	184,417	–	184,417	188,031
Other sponsors and donors	64	126,037	–	126,101	32,594
	<u>30,682</u>	<u>1,500,424</u>	<u>(643)</u>	<u>1,530,463</u>	<u>1,419,862</u>

The comparative figures include £42,081 of restricted income.

4 EXPENDITURE ON CHARITABLE ACTIVITIES

	Advice & Information 2021 £	Independent Skills Training 2021 £	Short Breaks 2021 £	Total 2021 £	Total 2020 £
Direct activity costs	1,148	251,388	77	252,613	239,120
Direct staff costs	32,144	766,736	227	799,107	753,080
Support costs allocated (note 7)	7,288	277,001	–	284,289	276,983
	<u>40,580</u>	<u>1,295,125</u>	<u>304</u>	<u>1,336,009</u>	<u>1,269,183</u>
Surplus / (deficit) for the year	<u>(9,898)</u>	<u>205,299</u>	<u>(947)</u>	<u>194,454</u>	<u>150,679</u>

The comparative figures include £55,708 of restricted expenditure.

5 INCOME FROM OTHER TRADING ACTIVITIES

	2021 £	2020 £
Charity shop income	28	5,541
Fundraising events	–	888
	<u>28</u>	<u>6,429</u>

6 EXPENDITURE ON RAISING FUNDS

	2021	2020
	£	£
Charity shop costs	3,694	3,815
Support costs allocated (note 7)	7,289	7,102
	<u>10,983</u>	<u>10,917</u>

7 SUPPORT COSTS

	2021	2020
	£	£
Staff costs	175,835	158,729
Premises costs	33,401	23,761
Staff training and travel	8,787	18,476
Printing, postage and stationery	4,358	7,490
Telephone	3,770	4,129
IT Support and maintenance	9,938	10,348
Repairs and maintenance	3,524	7,565
Equipment hire	2,495	2,234
Subscriptions	609	473
Professional fees	14,076	5,509
Website design and public relations	675	6,716
Small grants scheme	200	125
Motor running costs	715	4,173
Bank charges	707	777
Bad debt expense	–	460
Depreciation of fixed assets	6,117	4,122
Governance costs:		
Audit and accountancy	4,375	4,200
Legal and consultancy fees	13,523	12,887
Trustee and Board expenses	493	774
Trustee indemnity insurance	222	647
	<u>291,578</u>	<u>284,085</u>

	2021	2020
	%	£
Allocation based on estimated usage:		
Raising funds	2.5%	7,289
Charitable activities:		
Advisor / DIAL	2.5%	7,288
Independent Skills Training	95.0%	277,001
	<u>100.0%</u>	<u>291,578</u>

8 NET INCOME

	2021	2020
	£	£
Net income is stated after charging:		
Operating lease payments	94,229	85,512
Auditors' remuneration for audit services	1,975	1,800
Auditors' remuneration for accountancy services	2,400	2,400
Depreciation	6,117	4,122
	<u>94,721</u>	<u>93,834</u>

9 STAFF COSTS

	2021	2020
	£	£
Wages and salaries	892,362	835,329
Employer's national insurance	63,818	59,325
Employer's pension contributions	18,763	17,155
	<u>974,943</u>	<u>911,809</u>

The average number of employees during the year is as follows:

	2021	2020
	No	No
DIAL	1	1
Independent Skills Training	48	49
Short Breaks/Playscheme	–	5
	<u>49</u>	<u>55</u>

One (2020: one) employee received emoluments in excess of £60,000.

10 TANGIBLE FIXED ASSETS

	Freehold property £	Motor vehicles £	Fixtures, fittings & equipment £	Total £
Cost or valuation				
At 1 April 2020	1,569,580	16,000	65,899	1,651,479
Additions	–	–	23,891	23,891
Revaluation	161,323	–	–	161,323
At 31 March 2021	1,730,903	16,000	89,790	1,836,693
Depreciation				
At 1 April 2020	–	16,000	53,532	69,532
Charge for the year	–	–	6,117	6,117
At 31 March 2021	–	16,000	59,649	75,649
Net book value				
At 31 March 2021	1,730,903	–	30,141	1,761,044
At 31 March 2020	1,569,580	–	12,367	1,581,947

The freehold property was revalued as at 31 March 2017 by Tower Estate Agents. The trustees have reviewed the valuation as at 31 March 2021 and confirmed a fair value increase of £161,323 (2020: £nil). The carrying amount of freehold property under the historical cost model would be £1,451,690 (2020: £1,451,690).

11 DEBTORS

	2021 £	2020 £
Support costs receivable	146,619	106,989
Prepayments and accrued income	24,934	46,544
Other debtors	2,790	1,484
	174,343	155,017

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Bank loans	19,276	21,390
Trade creditors	16,877	3,956
Social security and other tax	23,080	15,084
Accruals and deferred income	17,742	12,253
Other creditors	4,841	3,633
	81,816	56,316

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR CONTINUED

	2021	2020
	£	£
Deferred income included above :		
Brought forward	–	15,397
Released in year	–	(15,397)
New deferrals	1,078	–
	<u>1,078</u>	<u>–</u>
Carried forward	<u>1,078</u>	<u>–</u>

Deferred income relates to KCC and Medway residents' charges invoiced in advance of the period being covered by the invoice. As KASBAH tends to invoice in arrears for services provided from 2020 onwards, deferred income is minimal.

13 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2021	2020
	£	£
Bank loans	<u>471,042</u>	<u>552,499</u>
Amounts repayable after more than five years:		
By instalments	<u>385,664</u>	<u>407,079</u>

The bank loans are secured by way of a legal mortgage charge, dated 12 February 2015 and 28 November 2018, over the properties at Gingerbread House and Shortbread House, Northfleet, respectively.

14 FINANCIAL COMMITMENTS

At 31 March 2021 the charity was committed to future minimum lease payments under non-cancellable operating leases as follows:

	2021	2020
	£	£
Land and buildings		
Due within one year	48,578	41,378
In two to five years	12,000	15,000
More than five years	4,750	10,313
	<u>65,328</u>	<u>66,691</u>

15 MOVEMENT ON FUNDS continued

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Unrestricted funds					
Revaluation reserve					
Rochester Road	112,937	–	–	–	112,937
Gingerbread House	4,953	–	–	–	4,953
	117,890	–	–	–	117,890
General funds	1,198,658	1,401,143	(1,224,392)	17,650	1,393,059
Designated funds:					
27 East Kent Avenue	40,000	–	–	(40,000)	–
	1,238,658	1,401,143	(1,224,392)	(22,350)	1,393,059
Restricted funds					
Information, advice & guidance	–	15,706	(29,279)	13,573	–
DIAL	–	15,706	(15,706)	–	–
Medway Unitary Authority	–	1,946	(10,723)	8,777	–
	–	33,358	(55,708)	22,350	–
	1,356,548	1,434,501	(1,280,100)	–	1,510,949

The restricted funds arise from grants and donations to fund particular projects or items of expenditure, and unused income is carried forward to cover future expenditure on those areas. Details of restricted funds active during the year are as follows:

Information, advice & guidance

This grant is a Kent County Council service level agreement for the provision of information, advice and guidance to disabled people, families and Carers in the County of Kent. Sufficient resources are held to meet the expectations of this grant.

DIAL

This grant is a Kent County Council service level agreement for the provision of a disability helpline and volunteer led disability support and advice for people in North West Kent. All funding was spent during the year.

Medway Council

This is a contract funded by Medway Council to provide daily living training sessions to young adults in Medway aged 14+ through monthly sessions and social activities (funding is provided for up to 18th birthday, thereafter is through direct payments).

16 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	2021	2021	2021
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	1,761,044	–	1,761,044
Net current assets	570,416	–	570,416
Long term liabilities	(471,042)	–	(471,042)
	<u>1,860,418</u>	<u>–</u>	<u>1,860,418</u>

	2020	2020	2020
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	1,581,947	–	1,581,947
Net current assets	481,501	–	481,501
Long term liabilities	(552,499)	–	(552,499)
	<u>1,510,949</u>	<u>–</u>	<u>1,510,949</u>

17 RELATED PARTY TRANSACTIONS

The Board of Trustees and the Chief Executive Officer are considered to be the charity's key management personnel. There was no trustees' remuneration nor other benefits during the current or prior period.

No trustees were reimbursed expenses in the year (2020: one trustee reimbursed £114 for travel and subsistence). In addition, board-related and training costs amounting to £nil (2020: £835) were met by the charity on behalf of the Board of Trustees.

During the year, the Board of Trustees were awarded Christmas gifts totalling £493 (2020: £nil).

The total amount of employee benefits (including employer's pension contributions) received by key management personnel during the year was £84,581 (2020: £73,777).



KENT ASSOCIATION FOR SPINA BIFIDA AND HYDROCEPHALUS
(Under the working name of KASBAH)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31 MARCH 2021



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LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2021

Directors and Trustees:

Stephen Field, Chair (Resigned 09 June 2020, Appointed Treasurer 15 June 2021)
 Brendan Walsh (Appointed 09 June 2020, Appointed Chair 01 January 2021)
 Richard Chapman, Vice Chair
 Trevor Sinclair, Treasurer (Resigned 31 May 2021)
 Christine Taylor, Trustee
 Jason Owen, Trustee
 Charissa Baldock (Appointed 09 June 2020)
 Veronica Higgwe (Appointed 09 June 2020, Resigned 31 May 2021)

Charity Number: 1123362
Company Number: 6465666

Registered Office:

7 The Hive Northfleet
 Kent, DA11 9DE

Chief Executive Officer and
 Company Secretary:
 Emma Carver

Auditors:

Lindeyer Francis Ferguson North
 House
 198 High Street
 Tonbridge
 Kent, TN9 1BE

Bankers:

CAF Bank Ltd
 25 Kings Hill Avenue Kings Hill,
 West Malling Kent,
 ME19 4TA

Santander UK Plc
 Customer Service Centre
 Bootle
 Merseyside

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The trustees (who are also directors of the company for the purposes of company law) present their report and the audited financial statements of Kent Association for Spina Bifida and Hydrocephalus ("KASBAH") for the year ended 31 March 2021.

The trustees confirm that the report and financial statements of the charity comply with the current statutory requirements, the requirements of the governing document, and the provisions of "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) (Charities SORP (FRS 102)).

COMPANY STATUS

KASBAH is a charitable company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £10. The company was incorporated on 7 January 2008 and is governed by a memorandum and articles of association.

DIRECTORS

The following directors have held office since 1 April 2020:

- Stephen Field
- Brendan Walsh
- Richard Chapman
- Trevor Sinclair
- Christine Taylor
- Jason Owen
- Charissa Baldock
- Veronica Higgwe

The directors are the company's members and also trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Memorandum and Articles

KASBAH is a registered charity (number 1123362) and is governed in accordance with its Memorandum and Articles of Association adopted 7 January 2008.

There has been no significant change in the objectives since the last annual report. The principal object of the Charity is now to support people of all ages with a physical and/or learning disability to become empowered, have choices and lead full and independent lives.

b. Method of Appointment or Election of Directors

In accordance with the Charity's Articles of Association, the Charity may by Ordinary Resolution appoint a person who is willing to act as director as well as determine the rotation by which any Director retires by rotation.

At the Annual General Meeting (AGM) the members of the Association shall elect/re-elect the Trustees of the Board. The officers of the Board will be decided by the nominated Trustees at the first Board meeting following the AGM. Other Trustees may be co-opted at any time to hold office until the next AGM and may be re-elected by the members.

New Trustees are required to participate in an induction programme together with further training where appropriate.

c. Organisational Structure and Decision Making

The Trustees have overall responsibility for approval of strategy, policies, plans, risk management and finance. Implementation is delegated to an executive management team, led by the Chief Executive Officer. Regular reports and meetings monitor activities and performance with the Trustees.

d. Relationship with Partners

KASBAH works closely with many voluntary and statutory agencies. They and KASBAH require all staff, volunteers, trustees and those in any way acting on behalf of the organisation to act in accordance with all legal requirements, policies, procedures and accepted practices of the organisation in force at the time. Additionally, all volunteers and staff are required to undergo a criminal records disclosure at the enhanced level and undertake a comprehensive induction.

The KASBAH support services are either part or fully funded by Kent County Council, Medway Unitary Authority, Gravesham Borough Council, and Dartford Borough Council.

KASBAH is an affiliated member of SHINE (Spina Bifida, Hydrocephalus, Information, Networking, Equality). We also have a working partnership with both Gravesend Church Housing Association (GCHA) and HABINTEG Housing Association both of which receive Annual Reports and Audited Accounts.

e. Risk Management

The policy is that Trustees and Senior Management review and identify potential risks to the organisation and its sustained operation on an on-going basis. They then take the appropriate action to negate or reduce the risk to an acceptable level including retaining financial reserves to provide for contingencies.

f. Remuneration of Key Management Personnel

Salaries are reviewed annually; the Organisation assesses the increased cost of living as well as the performance of the employee, any additional payment will be subject to finances being available within the organisation. Other adjustments might also be made (e.g. to ensure the proper operation of personnel policies such as: equal pay for equal value work; consistency of salaries; the job has grown and/or includes more responsibility).

It is the policy of the Organisation's Board that all bonus payments to members of staff are assessed and adjusted where appropriate to reflect each individual's performance over and above each person's job description. Annual targets are set within each appraisal, if the appraisal is not completed prior to the meeting, staff bonus' may be not be applied. Overtime Paid overtime must be authorised by a senior member of staff prior to work being.

OBJECTIVES AND ACTIVITIES

a. Policies and Objectives

KASBAH's Mission Statement:

"KASBAH will respect the rights and circumstances of each person and actively encourage empowerment and inclusion into all aspects of life and living. This will be achieved with a flexible and diverse range of support services to its members provided by a well supported and developed staff team."

"Together we will create innovative solutions to meet new identified needs and expand the organisation."

b. Public Benefit

The Trustees have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charity's objectives and planning for the future.

c. Strategies for Achieving Objectives

THE DIAL ADVISOR SERVICE

This service provides information, advice and guidance on a variety of condition related subjects such as general disability advice, entitlements and benefits advice, health, education, aspirations and transition. The Advisor Service can provide home visits, telephone support and advocacy to members and their carers and families, this service is available to answer questions and give advice on all matters affecting those with, or dealing with, the conditions but there does need to be an identified need. The Advisor Service also takes an active part in educating professionals and interested parties on how to empower the KASBAH membership by gaining a better understanding of the disability and the individual's needs and goals. The DIAL element of this service provides specialist disability support with a focus on maximising local people's income and supporting the form filling when applying for a range of eligible benefits.

In 2019 the DIAL project and the Advisor Service; two independent information, advice and guidance services within KASBAH, amalgamated on one site to provide a more cohesive and pro-active provision. This has worked well utilising our experienced Advisor managing the complex cases and our team of dedicated volunteers complementing this provision and providing much of the face-to-face support (within a remote working model).

As Covid-19 impacted many organisations, for KASBAH we saw a decline in formal advice and increase in informal support; being a dependable entity to rely on. Even with these changes we have still seen growth within our membership (with 4 new referrals this year). KASBAH believes that the maintenance of good quality services is equally as important as continual expansion; therefore, both areas will remain a priority.

In 2020/21 KASBAH has supported 1929 requests for support and been able to retain all volunteers despite the challenges of providing and receiving support remotely.


CHARITY SHOP

The charity shop offers several facilities to other projects within KASBAH. It is used to provide volunteers, service users and members with the opportunity to learn retail and socialisation skills. It also enables the volunteers and service users to interact with the local community. As this service has developed, the charity shop has also become a community drop-in point that has promoted friendship and inclusion for the service users of the local area.

The shop had a major overhaul in 2016 after the closure of the community café, the charity shop was re-assessed to meet the work experience needs of the service users residing in KASBAH supported living projects; an upcycling

project was developed at Seabrooke House and a more formal training structure put in place with volunteers from the general public managing the weekend shifts. This service continues to be a great community resource and outside of Covid-19 restrictions is supported two days a week by Ifield School during term time.

INDEPENDENT LIVING SKILLS TRAINING TIMELINE

- 
- In **2000** The need for independent living was identified.
 - In **2002** Seabrooke House was opened; KASBAH's first Independent Living Project. The property is owned by Gravesend Churches Housing Association.
 - In **2007** The lack of suitable adapted move-on accommodation was identified.
 - In **2009** Hattie Webb House was opened; designed predominantly to be a physical disabilities site. This property is owned by Habinteg Housing Association.
 - 2011** KASBAH identified the need for greater freedom and control within a supported living site.
 - In **2011** Rochester Road was KASBAH's first house to be purchased and therefore dictate the eligibility criteria and admissions.
 - In **2013** an opportunity arose to open a further supported living site; Maddison House. This site was developed to offer low level support and focus on peer group support to pool skills and abilities. This site is owned by Gravesend Churches Housing Association.
 - In **2015** KASBAH was able to pay off the mortgage at Rochester Road and invest in its second house purchase; Gingerbread House. This house was developed for complex needs with much needed respite availability.
 - In **2018** KASBAH built a one-bedroom flat in the garden area of Rochester Road and completed its third house purchase. This allowed Gingerbread House to trial an 'Outreach' model whilst Shortbread House was re-designed to meet the growing needs of our most complex service users.
 - In **2020**; the current service users were ready to move on to greater independence from Gingerbread House and a complex model which complements Shortbread House was put back in place. This model works and the group complement each other well.
 - In **2021**; the Shortbread House layout was reconfigured to give each floor a dedicated living room space to promote greater freedom, expression and respite was moved to its own floor to minimise impact on the rest of the house.

OUTREACH

KASBAH provides specialist support to service users who have been through the KASBAH supported living schemes within North West Kent and Medway. This tends to be in key areas of daily living with a strong focus on social skills and group activities to reduce isolation and promote meaningful relationships.

SHORT BREAKS ON THE GO

Since 2010 KASBAH have been providing daily living training sessions monthly to young people aged 14+, in 2015 we began to offer specialist play schemes in school holidays offering informal independent living training to young people aged 8+.

KASBAH continued to provide this provision until the summer of 2019 but due to restricted funding and the young people's desire to access community activities rather than hall-based activities, the service was reviewed and has been put on indefinite hold since December 2019.

'Short Breaks on the Go' took a new form in 2019; moving to a community model; where young people were meeting at the activity and paying a nominal fee to take part in monthly planned activities. Until the Covid-19 pandemic began there was a growing membership, and this model was working well. But over the last year the needs have changed; our young people have formed their own friendships and networks and no longer need KASBAH to facilitate this.

COMMUNITY FARM

KASBAH has continued to support the development of a community farm within Northfleet School for Girls. Volunteers attend on a Tuesday to work on the grounds when restrictions have allowed; the farm has continued to grow and provides a valuable work experience resource to our service users.

d. Grant Making Policies

KASBAH may make small grants to those affected by the conditions, in line with written grants criteria within the £2,000 budget. The Advisor administers this with a budget agreed annually by the Board of Trustees.

e. Volunteers

KASBAH greatly benefits from volunteers, assisting in the office, at the KASBAH sites, in the charity shop and in fund raising events. Their contribution and support is greatly appreciated.

ACHIEVEMENTS AND PERFORMANCE

REVIEW OF ACTIVITIES

THE DIAL ADVISOR SERVICE

The DIAL Advisor Service has had to adapt and adjust this year due to on-going Covid-19 impact. This service has undertaken 299 remote support sessions (-218 on last year) and attended 72 virtual meetings to support KASBAH members during 2020/21, and where possible support continues to be provided by telephone, e-mail and letter to enable the Advisor to maximise time and resources 2,291 (+ 440 on last year). We have ensured that the provision has remained active and available throughout all three lockdowns. Due to a change in priority, this year our focus has been on promoting positive mental health and offering a listening ear and re-assurance to our members, this type of support has increased by 200% over the last year. KASBAH has facilitated 2,041 (+ 190) telephone calls from the membership and NWK clients providing support, information, guidance and advocacy. There has been 4 new member referrals, accessing a range of support including supported living support.

Where possible the DIAL Advisor Service has continued to attend Kent County Council and disability partnership forums, to raise awareness and keep abreast of current affairs and information to feed back to the KASBAH membership. These opportunities have been limited within Covid-19 priorities over the last year.

The DIAL Advisor Service is actively involved in ensuring that the KASBAH membership is heard, valued, and empowered to have the same choices and rights as any other person. As with previous years, the Advisor continues to have a more active role in the supported living sites to offer advice,

guidance, and hands-on support to aid independence in individuals and support identified areas of concern. KASBAH has maintained close and productive working partnerships local many organisations, SHINE, IASK, IMAGO, We Are Beams, Porchlight, the KiND consortium, incorporating KASBAH, DISK and CILK. KiND has recently made the decision to desist as DISK will be closing its services in March 2022.

DIAL Advisor Service Annual Statistics

Month of the Year	Support given (per enquiry) 2019-20	Support given (per enquiry) 2020-21
April	162	148
May	214	138
June	220	165
July	260	178
August	244	181
September	180	111
October	159	213
November	202	112
December	158	135
January	194	194
February	145	186
March	233	168
TOTAL	2,371	1,929

Moving the DIAL Advisor Services up to the Gingerbread Office has been very effective and enabled a renewed focus and drive on this valuable service. KASBAH also identified the need for Finance and Human Resources to return to this site also to provide a much-needed team approach to Covid-19 challenges; this took place in January 2021.

CHARITY SHOP

The charity shop has been closed all year due to Covid-19 restrictions. It is planned that the shop will reopen in the new financial year.

INDEPENDENT LIVING SKILLS TRAINING

Seabrooke was originally funded by Supporting People (government funding) from 2002 to 2018. KASBAH maintained its 'A' level provider status from 2008-2018 when funding ceased, this was achieved by involving the trainees (service users) in every aspect of the service delivery.

This provision continues to achieve a high level of success and recognition from funders, service users and parents for its work in training and preparing each person for independent living within their communities. Each year this site trains and enables up to 8 residential people and up to 10 day training people at any one time to learn the skills they will need to live independent lives, with many now living successfully in the community without statutory support. The scheme continues to enable service users to make informed decisions and access equal opportunities in all of their life choices. Seabrooke House has achieved full occupancy this year with one challenging move-in that we worked hard to maintain.

Hattie Webb House has continued to maintain its high standards of service delivery and has worked hard this year to promote a happy and positive service user dynamic after the passing of Emma; a treasured service user who will never be forgotten. Day service was disbanded and a new model of 1:1 support is now being explored.

Rochester Road has consistently achieved positive outcomes for the service users. This site has maintained full occupancy and is not currently offering respite placements. The annexe continues to be an effective addition to the house.

Maddison House reached full occupancy on the day the service opened. The model of like-minded people sharing a home and skills has been demonstrated very effectively at this site in addition to continual progression. Five of the service users have now moved on to independent living (own self-contained flats). Maddison also have a growing outreach provision within London Road which is a model that has flourished bringing the in-house support and training into the community.

Gingerbread House now accommodates four more complex service users who complement each other well in the way they interact and support each other. Having a sister site on-site has made Covid-19 that bit more manageable as we regularly share activities, support and staff which has aided us to combat many of the challenges we have faced over the last year. Although Shortbread now only has 2 service users, we have managed to maintain a complex part-time placement also which has provided much needed respite for the family over the year.

OUTREACH

With a small team of 4 staff members at the start of the Covid-19 pandemic, outreach had its work cut out to meet the needs of the 19 service users accessing this service. Despite the challenges this team visited each person every day and met every daily need, even when shielding reduced this team by 50%.

'SHORT BREAKS ON THE GO'

Due to Covid-19 restrictions this project was not in operation this year and has made the decision to not re-open and the need is no longer evident. Our young people have formed their own friendships and networks during Covid-19 and this was the purpose of this project.

THE COMMUNITY FARM

This year KASBAH has continued to support the farm development, Rochester Road continues to take the lead. Gingerbread House have continued to focus on the 'Garden Gang' this year which has been very beneficial to the organisation. Our petting zoo was built and is now managed by our service users housing; 4 chickens, 2 rabbits and 2 guinea pigs and many wonderful upcycling projects have been supported and sit proudly in the Gingerbread/Shortbread gardens.

FINANCIAL REVIEW

KASBAH continues to develop its robust financial management systems and is pleased to confirm that the charitable organisation has maintained its strong financial position which has been established over the last 14 years. The current Covid-19 pandemic highlighted a need for increased cash flow as the majority of KASBAH's reserves are tied up in the properties. We have worked hard as an organisation to be in a stronger financial position at year end which I am pleased to confirm was achieved.

2020/21 has been a year of sobriety and maintenance but this has not stopped us pulling together as team to overcome the many Covid-19 challenges and have lots of fun. Although many services and activities were put on hold; we have been creative as an organisation to keep our service users engaged and pro-active. We increased 1:1 support on all sites; mimicked daily structures where possible with alternative activities; health walks and exercise in the garden, shopping at the local shops, in-house alternatives for gardening/DIY skills/beauty regimes and incorporated lots of competitions and challenges.

Our budgeting assumptions have continued to be on the conservative side (as is appropriate in the general economic situation) and we have been able to generate a healthy surplus. This will continue to be our focus until cash reserves exceed six months to provide re-assurance to the KASBAH team and membership that the organisation can facilitate another significant disruption in services.

a. Reserves Policy

The reserves policy of the charity is based on the organisation's calculations within the Reserves Risk Assessment to ensure sufficient funding is allocated to cover the following risks:

- Continuity of service/operations
- Potential closure costs
- Disaster recovery
- Routine replacement of equipment/furniture
- Ensure cash flow provisions meet the needs of the charity.

This figure is currently calculated at £1,860,418 as at 31 March 2021. This can be seen in more detail on pages 25 and 26 of the financial statements.

b. Principal Funding

The financial statements show a total income for the year of £1,535,138 and net income of £188,146. This has increased reserve levels to £1,860,418 of which £1,761,044 is held in tangible fixed assets, including 236 Rochester Road (which we own outright), Gingerbread and Shortbread House, with the remaining reserves held in liquid assets amounting to £99,374. We were able to clear the off-set part of the Gingerbread House mortgage this year and have a two-year plan to clear the remaining balance.

This is a positive achievement and a result of great teamwork and the vision of the organisation for greater financial security.

KASBAH has a robust financial reporting and monitoring system with a focus on setting realistic budgets for each area of expenditure, this has enabled the organisation to perform on target and meet the organisation's vision and targets.

IMPACT OF COVID-19

As an organisation, KASBAH has thrived, where others may have focussed on the negative impact of Covid-19, KASBAH has used this as an opportunity to invest even more time with each service user and come together as a strong and insurmountable team. This is what KASBAH does best, we rise to the challenge and find a positive way to move forward. Where incidents were anticipated to increase due to increased time in-house and boredom, we are pleased to report incidents decreased from the previous year. In the second lockdown we did not record a single instance and learnt the importance of daily time and activity away from the household.

The team were integral to the Organisational Response Plan for KASBAH, and in consultation with the team we agreed a temporary stop to all paid overtime, annual leave and limited sick pay to enable cash flow to increase when the first lockdown began. The staff devised a banking system whereby if a shift was not needed staff did get the day off and could then cover when staff were needed; this was invaluable when self-isolations became a weekly occurrence and enabled minimal impact to be felt in any KASBAH site. By the end of the second lockdown, all additional hours were able to be paid and every team had well-deserved breaks. We have managed all three lockdowns without the use of agency staff or cross-site working and have seen the KASBAH team at its best.

By the third lockdown the KASBAH Board issued a Covid-19 bonus to every staff member who had worked during the pandemic based on the hours worked. This was a small token of recognition, but the sentiment spoke volumes and I know KASBAH will be able to overcome any challenge posed in the future.

PLANS FOR THE FUTURE

KASBAH is actively working towards its evolving Five-Year Vision, as all of the Kent County Council grants have been rolled over for another year, KASBAH's focus remains on ensuring the long-term financial stability of the organisation, meeting evolving and emerging service user needs and being able to be creative and dynamic in our solutions.

Additional plans include:

1. We have plans to utilise the Hive office as a training flat and mock it up as functional living space to add much needed space and resources for day support and respite (up to £2,000 including an essential roof repair).
2. We are purchasing two additional vehicles; one as a small run-around (up to £1,200) and an 8- seater vehicle to enable larger group activities to be easily supported (up to £15,000).
3. Five staff have been identified to become Behavioural Coaches/Trainers in the organisation: 4 in Studio, 3 de-escalation and 1 other Positive Behaviour Support Coach (£15,000 agreed).
4. The Gingerbread House mortgage will be cleared in full over the next two years (£60,000 has been agreed to pay on 31/03/2022 and the remaining £55,000 to be paid on 31/03/2023). This is with the proviso that should a better financial investment in terms of housing be identified, there is flexibility to utilise these allocated amounts.
5. Identify the next big challenge and remain prepared for further restrictions.

There is a total of £93,200 to ring-fence from reserves this year and a further £55,000 to ring-fence for the following year.

FUTURE DEVELOPMENTS

For the year 2021-22 KASBAH anticipates higher income levels and higher expenditure levels due to the on-going development in Shortbread House with a structured respite provision in place. The demand for respite and short breaks has increased drastically over the last three months. KASBAH is fully aware of the importance of these short breaks to enable Carers to manage their full-time roles therefore this need will remain a priority. As an organisation we have nominated a lead person to facilitate each day, plan activities in advance and ensure we have excellent levels of resources to maximise engagement and ensure each respite session is meaningful.

We plan to invest significant funds and time in upskilling 5 staff members in both de-escalation (Studio 3) and continuing to embed a Positive Behaviour Support across the organisation.

KASBAH also wants to focus on individual's wish lists and where possible make these a reality; book the holidays and activities each person has been planning during lockdown, increase sport and group activities and continue to invest 1:1 with each person to assist managing the transition back to the 'new normal'.

AUDITORS

The auditors, Lindeyer Francis Ferguson, are deemed to have been re-appointed in accordance with section 487(2) of the Companies Act 2006.

TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice applicable to smaller charities.

Law applicable to charities in England/Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing those financial statements the Trustees have:

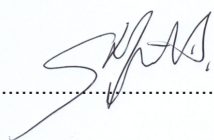
- Selected suitable accounting policies and applied them consistently
- Made judgements and estimates that are reasonable and prudent
- Prepared the financial statements on the going concern basis (unless it is inappropriate to presume that the charity will continue in operation)

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

So far as each of the Trustees is aware at the time the report is approved:

- There is no relevant audit information of which the Charity's auditors are unaware, and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

This report was approved by the Trustees on and signed on its behalf, by:



Stephen Field
Treasurer of KASBAH

INDEPENDENT AUDITORS' REPORT TO MEMBERS FOR THE YEAR ENDED 31 MARCH 2021

OPINION

We have audited the financial statements of Kent Association for Spina Bifida and Hydrocephalus ("KASBAH") for the year ended 31 March 2021 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you were:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

OTHER INFORMATION

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a

material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

OPINIONS ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees' were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the trustees' responsibilities statement set out on page 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will

always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below:

- We obtained an understanding of the legal and regulatory framework applying to the charity, and the procedures that management adopt to ensure compliance, including those relating to the Charities SORP FRS 102;
- We assessed the susceptibility of the charity's financial statements to material misstatement, including considering how fraud might occur;
- We obtained the Board of Trustees' assessment of fraud risk and enquired as to any known or suspected instances of fraud in the year; and,
- We designed and performed audit procedures to obtain sufficient and appropriate audit evidence regarding compliance with laws and regulations, including enquiry of the Board, review of correspondence, and review of the accuracy and completeness of disclosures made in the financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and, the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Jonathan Healey FCA
Senior Statutory Auditor

For and on behalf of:
Lindeyer Francis Ferguson Limited
 Statutory Auditors Chartered Accountants

Date:

North House 198 High Street Tonbridge
 Kent TN9 1BE

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2021

	Note	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Donations & legacies		4,331	–	4,331	7,280
Charitable activities	3	1,500,488	29,975	1,530,463	1,419,862
Other trading activities	5	28	–	28	6,429
Investments					
Bank interest		316	–	316	930
Total income		1,505,163	29,975	1,535,138	1,434,501
Expenditure on:					
Raising funds	6	10,983	–	10,983	10,917
Charitable activities	4	1,295,125	40,884	1,336,009	1,269,183
Total expenditure		1,306,108	40,884	1,346,992	1,280,100
Net income	8	199,055	(10,909)	188,146	154,401
Transfers between funds		(10,909)	10,909	–	–
Other recognised gains / losses:					
Gains on revaluation of fixed assets		161,323	–	161,323	–
Net movement in funds		349,469	–	349,469	154,401
Reconciliation of funds:					
Total funds brought forward		1,510,949	–	1,510,949	1,356,548
Total funds carried forward		1,860,418	–	1,860,418	1,510,949

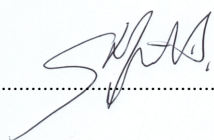
The statement of financial activities includes all gains and losses recognised in the period.

All income and expenditure derives from continuing activities.

BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021 £	£	2020 £
Fixed assets				
Tangible assets	10	1,761,044		1,581,947
Current assets				
Debtors	11	174,343	155,017	
Cash at bank and in hand		477,889	382,800	
		652,232	537,817	
Current liabilities				
Creditors: amounts falling due within one year	12	(81,816)	(56,316)	
Net current assets		570,416		481,501
Creditors: amounts falling due after more than one year	13	(471,042)		(552,499)
Total net assets		1,860,418		1,510,949
The funds of the charity				
Unrestricted funds				
Revaluation reserve		279,213		117,890
Other funds		1,581,205		1,393,059
	15	1,860,418		1,510,949

Approved by the board of trustees on 2021 and signed on its behalf by:



Stephen Field
Treasurer of KASBAH

Company number: 06465666

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2021

	Note	£	2021 £	£	2020 £
Cash flows from operating activities					
Net cash provided by operating activities	A		202,234		116,065
Cash flows from investing activities					
Interest received		316		930	
Purchase of tangible fixed assets		(23,891)		-	
Net cash flows from investing activities			(23,575)		930
Cash flows from financing activities					
Repayments of borrowings		(83,570)		(27,070)	
Net cash flows from financing activities			(83,570)		(27,070)
Change in cash and cash equivalents			95,089		89,925
Cash and cash equivalents brought forward			382,800		292,875
Cash and cash equivalents carried forward			477,889		382,800
A. Reconciliation of net income to net cash flow from operating activities					
Net income for the reporting period			188,146		154,401
As per the statement of financial activities					
Adjustments for:					
Depreciation		6,116		4,122	
Interest received		(316)		(930)	
(Decrease) in debtors		(19,326)		(27,511)	
(Increase) in creditors		27,614		(14,017)	
			14,088		(38,336)
Net cash provided by operating activities			202,234		116,065

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 STATUS

Kent Association for Spina Bifida and Hydrocephalus is a charitable company limited by guarantee incorporated in England and Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is 7 The Hive, Northfleet, Kent, DA11 9DE.

2 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2.1 Basis of preparation

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 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Kent Association for Spina Bifida and Hydrocephalus meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are presented in pounds sterling and rounded to the nearest pound.

2.2 Going concern

Since the end of the financial year, the global pandemic Covid-19 has inevitably impacted the operation of the charity. However, KASBAH has not seen a reduction in the number of service users during this period and funding from Local Authorities has been maintained. The trustees are continuing to review government guidelines and respond to updates where necessary. The Trustees believe that the charity therefore has not been adversely impacted in such a way that would cast doubt over the going concern status, so the going concern basis of accounting therefore continues to be adopted.

2.3 Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Where grants are received in response to a proposal including a budgeted timescale, such that the timescale for the expenditure is implicit in the grant agreement, the income is recognised in accordance with that timescale.

Income from charitable activities is recognised over the period to which the income relates. Charges for services are recognised when the services are provided. Income received in advance is accounted for as deferred income.

2.4 Expenditure

Expenditure is recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably.

Expenditure has been classified under headings that aggregate all costs related to the category.

2 ACCOUNTING POLICIES continued

Staff costs are allocated on the basis of staff time.

Support costs, which are those costs relating to functions which assist the work of the charity but do not directly relate to its activities, have been allocated to the activities undertaken by the charity on the basis of the usage of those costs by the activities.

2.5 Taxation

The charity is exempt from corporation tax on its income and gains to the extent that these are applied to its charitable objects.

2.6 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for the 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.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated realisable value of each asset over its expected useful life, as follows:

- Fixtures, fittings and equipment 25% straight line
- Motor vehicles 25% straight line

Freehold properties can be measured reliably based on market value. These properties are therefore measured at fair value at each reporting date with changes in fair value recognised in the statement of financial activities.

2.8 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are recognised at the invoiced cost prepaid.

2.9 Creditors

Creditors are recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably. Creditors are recognised at the settlement amount.

2.10 Financial instruments

The charity only has financial instruments 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.

2.11 Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost in the financial statements represents the contributions payable by the charity during the year.

2.12 Operating leases

Rentals payable under operating leases are charged to the statement of financial activities on a straight line basis over the lease term.

3 INCOME FROM CHARITABLE ACTIVITIES

	Advice & Information 2021 £	Independent Skills Training 2021 £	Short Breaks 2021 £	Total 2021 £	Total 2020 £
Kent County Council:					
Independent Skills Training	–	993,703	–	993,703	967,470
Information, Advice & Guidance	15,309	–	–	15,309	15,706
DIAL	15,309	–	–	15,309	15,706
Medway Unitary Authority	–	90,023	(643)	89,380	102,935
Dartford Borough Council	–	106,244	–	106,244	97,420
Gravesham Borough Council	–	184,417	–	184,417	188,031
Other sponsors and donors	64	126,037	–	126,101	32,594
	<u>30,682</u>	<u>1,500,424</u>	<u>(643)</u>	<u>1,530,463</u>	<u>1,419,862</u>

The comparative figures include £42,081 of restricted income.

4 EXPENDITURE ON CHARITABLE ACTIVITIES

	Advice & Information 2021 £	Independent Skills Training 2021 £	Short Breaks 2021 £	Total 2021 £	Total 2020 £
Direct activity costs	1,148	251,388	77	252,613	239,120
Direct staff costs	32,144	766,736	227	799,107	753,080
Support costs allocated (note 7)	7,288	277,001	–	284,289	276,983
	<u>40,580</u>	<u>1,295,125</u>	<u>304</u>	<u>1,336,009</u>	<u>1,269,183</u>
Surplus / (deficit) for the year	<u>(9,898)</u>	<u>205,299</u>	<u>(947)</u>	<u>194,454</u>	<u>150,679</u>

The comparative figures include £55,708 of restricted expenditure.

5 INCOME FROM OTHER TRADING ACTIVITIES

	2021 £	2020 £
Charity shop income	28	5,541
Fundraising events	–	888
	<u>28</u>	<u>6,429</u>

6 EXPENDITURE ON RAISING FUNDS

	2021	2020
	£	£
Charity shop costs	3,694	3,815
Support costs allocated (note 7)	7,289	7,102
	<u>10,983</u>	<u>10,917</u>

7 SUPPORT COSTS

	2021	2020
	£	£
Staff costs	175,835	158,729
Premises costs	33,401	23,761
Staff training and travel	8,787	18,476
Printing, postage and stationery	4,358	7,490
Telephone	3,770	4,129
IT Support and maintenance	9,938	10,348
Repairs and maintenance	3,524	7,565
Equipment hire	2,495	2,234
Subscriptions	609	473
Professional fees	14,076	5,509
Website design and public relations	675	6,716
Small grants scheme	200	125
Motor running costs	715	4,173
Bank charges	707	777
Bad debt expense	–	460
Depreciation of fixed assets	6,117	4,122
Governance costs:		
Audit and accountancy	4,375	4,200
Legal and consultancy fees	13,523	12,887
Trustee and Board expenses	493	774
Trustee indemnity insurance	222	647
	<u>291,578</u>	<u>284,085</u>

	2021	2020
	%	£
Allocation based on estimated usage:		
Raising funds	2.5%	7,289
Charitable activities:		
Advisor / DIAL	2.5%	7,288
Independent Skills Training	95.0%	277,001
	<u>100.0%</u>	<u>291,578</u>

8 NET INCOME

	2021	2020
	£	£
Net income is stated after charging:		
Operating lease payments	94,229	85,512
Auditors' remuneration for audit services	1,975	1,800
Auditors' remuneration for accountancy services	2,400	2,400
Depreciation	6,117	4,122
	<u>94,721</u>	<u>93,834</u>

9 STAFF COSTS

	2021	2020
	£	£
Wages and salaries	892,362	835,329
Employer's national insurance	63,818	59,325
Employer's pension contributions	18,763	17,155
	<u>974,943</u>	<u>911,809</u>

The average number of employees during the year is as follows:

	2021	2020
	No	No
DIAL	1	1
Independent Skills Training	48	49
Short Breaks/Playscheme	–	5
	<u>49</u>	<u>55</u>

One (2020: one) employee received emoluments in excess of £60,000.

10 TANGIBLE FIXED ASSETS

	Freehold property £	Motor vehicles £	Fixtures, fittings & equipment £	Total £
Cost or valuation				
At 1 April 2020	1,569,580	16,000	65,899	1,651,479
Additions	–	–	23,891	23,891
Revaluation	161,323	–	–	161,323
At 31 March 2021	1,730,903	16,000	89,790	1,836,693
Depreciation				
At 1 April 2020	–	16,000	53,532	69,532
Charge for the year	–	–	6,117	6,117
At 31 March 2021	–	16,000	59,649	75,649
Net book value				
At 31 March 2021	1,730,903	–	30,141	1,761,044
At 31 March 2020	1,569,580	–	12,367	1,581,947

The freehold property was revalued as at 31 March 2017 by Tower Estate Agents. The trustees have reviewed the valuation as at 31 March 2021 and confirmed a fair value increase of £161,323 (2020: £nil). The carrying amount of freehold property under the historical cost model would be £1,451,690 (2020: £1,451,690).

11 DEBTORS

	2021 £	2020 £
Support costs receivable	146,619	106,989
Prepayments and accrued income	24,934	46,544
Other debtors	2,790	1,484
	174,343	155,017

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Bank loans	19,276	21,390
Trade creditors	16,877	3,956
Social security and other tax	23,080	15,084
Accruals and deferred income	17,742	12,253
Other creditors	4,841	3,633
	81,816	56,316

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR CONTINUED

	2021	2020
	£	£
Deferred income included above :		
Brought forward	–	15,397
Released in year	–	(15,397)
New deferrals	1,078	–
	<u>1,078</u>	<u>–</u>
Carried forward	<u>1,078</u>	<u>–</u>

Deferred income relates to KCC and Medway residents' charges invoiced in advance of the period being covered by the invoice. As KASBAH tends to invoice in arrears for services provided from 2020 onwards, deferred income is minimal.

13 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2021	2020
	£	£
Bank loans	<u>471,042</u>	<u>552,499</u>
Amounts repayable after more than five years:		
By instalments	<u>385,664</u>	<u>407,079</u>

The bank loans are secured by way of a legal mortgage charge, dated 12 February 2015 and 28 November 2018, over the properties at Gingerbread House and Shortbread House, Northfleet, respectively.

14 FINANCIAL COMMITMENTS

At 31 March 2021 the charity was committed to future minimum lease payments under non-cancellable operating leases as follows:

	2021	2020
	£	£
Land and buildings		
Due within one year	48,578	41,378
In two to five years	12,000	15,000
More than five years	4,750	10,313
	<u>65,328</u>	<u>66,691</u>

15 MOVEMENT ON FUNDS continued

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Unrestricted funds					
Revaluation reserve					
Rochester Road	112,937	–	–	–	112,937
Gingerbread House	4,953	–	–	–	4,953
	117,890	–	–	–	117,890
General funds	1,198,658	1,401,143	(1,224,392)	17,650	1,393,059
Designated funds:					
27 East Kent Avenue	40,000	–	–	(40,000)	–
	1,238,658	1,401,143	(1,224,392)	(22,350)	1,393,059
Restricted funds					
Information, advice & guidance	–	15,706	(29,279)	13,573	–
DIAL	–	15,706	(15,706)	–	–
Medway Unitary Authority	–	1,946	(10,723)	8,777	–
	–	33,358	(55,708)	22,350	–
	1,356,548	1,434,501	(1,280,100)	–	1,510,949

The restricted funds arise from grants and donations to fund particular projects or items of expenditure, and unused income is carried forward to cover future expenditure on those areas. Details of restricted funds active during the year are as follows:

Information, advice & guidance

This grant is a Kent County Council service level agreement for the provision of information, advice and guidance to disabled people, families and Carers in the County of Kent. Sufficient resources are held to meet the expectations of this grant.

DIAL

This grant is a Kent County Council service level agreement for the provision of a disability helpline and volunteer led disability support and advice for people in North West Kent. All funding was spent during the year.

Medway Council

This is a contract funded by Medway Council to provide daily living training sessions to young adults in Medway aged 14+ through monthly sessions and social activities (funding is provided for up to 18th birthday, thereafter is through direct payments).

16 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	2021	2021	2021
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	1,761,044	–	1,761,044
Net current assets	570,416	–	570,416
Long term liabilities	(471,042)	–	(471,042)
	<u>1,860,418</u>	<u>–</u>	<u>1,860,418</u>

	2020	2020	2020
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	1,581,947	–	1,581,947
Net current assets	481,501	–	481,501
Long term liabilities	(552,499)	–	(552,499)
	<u>1,510,949</u>	<u>–</u>	<u>1,510,949</u>

17 RELATED PARTY TRANSACTIONS

The Board of Trustees and the Chief Executive Officer are considered to be the charity's key management personnel. There was no trustees' remuneration nor other benefits during the current or prior period.

No trustees were reimbursed expenses in the year (2020: one trustee reimbursed £114 for travel and subsistence). In addition, board-related and training costs amounting to £nil (2020: £835) were met by the charity on behalf of the Board of Trustees.

During the year, the Board of Trustees were awarded Christmas gifts totalling £493 (2020: £nil).

The total amount of employee benefits (including employer's pension contributions) received by key management personnel during the year was £84,581 (2020: £73,777).

