

K A G A D V O C A C Y C I O

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

CHARITY NUMBER 1154696

Sloane Winckless & Co Ltd

Chartered Accountants

2 - 4 Stoneleigh Park Road
Epsom
Surrey
KT19 0QT

KAG ADVOCACY CIO

DIRECTORS' ANNUAL REPORT – Year ended 31 March 2021

The trustees are pleased to present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted 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 2015).

Legal and Administrative Details

Status Charitable Incorporated Organisation registered November 2013
Charity Number 1154696

Principal Address Canbury Works
Units 6+7 Canbury Business Park
Elm Crescent
Kingston upon Thames
KT2 6HU

Directors	RF 'Jim' Green	Chair
	John Hallett	Treasurer
	Kathy Gardner-Brown	
	Anne Taylor	
	Helen Clarke MBE	
	Mike Todd	

Bankers The Royal Bank of Scotland

Richmond branch
23A, The Quadrant
Richmond upon Thames
TW9 1DF

Accountants Sloane Winckless & Co Ltd
Chartered Accountants,
2 - 4 Stoneleigh Park Road,
Epsom,
Surrey
KT19 0QT

The Directors

The directors who served the charity during the year were as follows:-

RF 'Jim' Green	Chair
John Hallett	Treasurer
Kathy Gardner-Brown (appointed 23/8/2020)	
Helen Clarke MBE (appointed 20/4/2020)	
Anne Taylor	
Mike Todd	

Structure, Governance, and Management

KAG Advocacy CIO (KAG) is governed by a management committee (the committee) comprised of Directors, who are also the Trustees. They are re-elected by rotation at the Annual General Meeting (AGM).

Sue Boakes, CEO, has day to day management of KAG and is involved and consulted on all aspects of KAG's business, as are staff and volunteers.

Potential Directors are sought by open advertisement or by referral having regard to skills requirements for the committee. After initial meetings with the CEO, the Chair and the committee to discuss KAG's activities new Directors are elected by the committee and must seek re-election at the following AGM.

Newly appointed Directors are supplied with induction materials including annual reports and accounts and the Charity Commission guidance on the role of the Trustee.

The management committee meets once every month as a full committee. In addition from time to time it establishes sub committees to look at specific issues – Quality, Personnel, Marketing, User involvement and Branding.

Objects and Activities

The objects of KAG are to promote, protect and uphold the rights and interests of vulnerable individuals. KAG operates from its office in Kingston upon Thames to provide a range of advocacy

services in response to various needs. This office also provides the management and administration for KAG and these core costs are funded by management fees from the various projects.

Achievements and Performance

KAG continued to deliver a range of different advocacy services to vulnerable individuals in its catchment area. This was funded by service level agreements.

The services included:

- **General Advocacy-** The service provided short to medium term advocacy support to people with mental health problems in order to help them resolve crisis/complex issues. This involved ensuring that they were fully aware of their rights and provided with all relevant information. This service was provided by both paid and volunteer staff
- **Appropriate Adult Service-** Provided support to vulnerable detainees in Kingston police station's custody suite
- **Relevant Person's Representative-** KAG is commissioned by various local authorities to act as a person's representative whilst their Deprivation of Liberty Safeguards authorisation is in place.
- **Spot Purchase-** KAG is commissioned by local authorities to provide specific statutory advocacy roles such as IMCA and Advocacy under the Care Act. In addition for this period we were sub-contracted by Hestia to provide Advocacy under the Care Act for people living in Hounslow.
- **Specialist Advocacy in Hospitals** - KAG provided a full range of advocacy services including the role of the Independent Mental Health Advocacy at the Horton Rehabilitation Hospital.

KAG also delivered the following projects which were funded by grant making charities.

- **Mentoring-** a project to support vulnerable people back into employment and or education. The support also includes workshops to assist people taking the first steps to work
- **Community Connections-** supporting vulnerable isolated older people in the Kingston area to take a more active role in their community.
- **Benefits-** with funding KAG was able to provide two specific projects, one in Kingston and one in Richmond, to support vulnerable people to apply for universal credit and other welfare benefits.
- **Independent Visitors-** providing support to residents in care homes who do not have any family or friends to visit. The role is to enable them to feel part of their new community and improve their quality of life.

Other Income Sources

As an accredited training and assessment centre for the National Advocacy Qualification and the Prince's Trust Qualification, KAG performed these services for other service providers on a fee-paying basis.

Human Resources

In total KAG employed **12** staff, some on a part time basis. All staff were managed by the CEO with the support of the Management Committee. Staff meetings were held at regular intervals and staff members were encouraged to participate fully in the business of KAG.

Volunteers

Key to KAG's continued success was the involvement of volunteers in all aspects of its business. During the year about **24** volunteers worked with KAG principally involved in providing Citizen Advocacy, Befriending and the Appropriate Adult Service.

Financial Review

The details are set out in the attached Financial Statements.

Reserve Policy

In the past we have maintained Reserves at a level of approximately 4 months of running costs. However, since 2017/18, in which we have experienced the effects of the expiry and non-renewal of our major contract with Surrey County Council and subsequently the contract with the Royal Borough of Kingston upon Thames, the brought forward reserves have largely been extinguished in managing the transition to our reduced scale of operations. We intend to re-build our reserves to the level of 4 months running costs over the coming years.

Risk Management

The Management Committee and the CEO continue to review the risks to which KAG may be exposed. They implement measures and establish systems to mitigate the effect of those risks where appropriate and this includes reducing overheads.

Future Plans

KAG is looking to extend partnership working to deliver services

KAG is looking to extend the support and services that it can offer vulnerable people and to seek the associated funding

KAG is looking to extend advocacy provision beyond its current operational geographic areas

KAG is looking to develop management systems for full cost recovery

.

We continue to proactively seek out new funding opportunities to meet identified but unmet needs. New legislation offers opportunities to expand our capabilities and to be awarded new funding.

Statement of Director's Responsibilities

The Directors are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently; observe the methods and principles in the Charity SORP; make judgements and estimates that are reasonable and prudent; state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Directors are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time, the financial position of the charity at that time and to enable the Directors to ensure that any statement of accounts prepared by them complies with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of the financial statements may differ from legislation in other jurisdictions.

DIRECTORS ANNUAL REPORT for year ended 31 March 2021

Approved by the Directors on

24/11/2021

And signed on their behalf by

R. C. Green

J. C. Hallett

K A G ADVOCACY CIO

INDEPENDENT EXAMINER'S REPORT

We report on the financial statements for the year ended 31st March 2021 which are set out on pages ten to sixteen which have been prepared under the historical cost convention.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINERS

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

It is my responsibility to:-

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

BASIS OF INDEPENDENT EXAMINERS' REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINERS STATEMENT

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements:-
 - (a) to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

24th November 2021

Sloane Winckless & Co

2-4 Stoneleigh Park Road

SLOANE WINCKLESS & CO

Epsom
Surrey KT19 0QT

Chartered Accountants

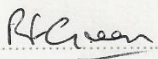
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2021Page 1

KAG ADVOCACY CIO
BALANCE SHEET AS AT 31ST MARCH 2021

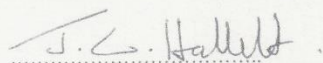
	Notes	MARCH 2021 Total Funds £	MARCH 2020 Total Funds £
Fixed Assets	9	1	1
Current Assets			
Debtors	10	20,755	15,643
Total Current Assets		<u>20,755</u>	<u>15,643</u>
Liabilities			
Creditors: amounts falling due within one year	11	<u>31,001</u>	<u>30,962</u>
Net Current Assets		<u>(10,246)</u>	<u>(15,319)</u>
Total Assets less Liabilities		<u><u>(10,245)</u></u>	<u><u>(15,318)</u></u>
Funds			
Restricted income funds	13	0	1,004
Unrestricted income funds	13	(10,245)	(16,322)
Total funds	8	<u><u>(10,245)</u></u>	<u><u>(15,318)</u></u>

Approved by the Board of Directors on 24/11/2021

and signed on its behalf by



RF 'Jim' Green
Chairman



John Hallett
Treasurer

KAG ADVOCACY CIO

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

1 Accounting policies

a) The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', and the Charities Act 2011. The financial statements have been prepared under the historical cost convention. These financial statements have been prepared in have been prepared in compliance with SORP (FRS 102) and the financial standards applicable in the UK and Republic of Ireland.

b) Basis of accounting

Income and expenditure are accounted for on an accruals basis.

Where expenses cover more than one fund they are apportioned.

Voluntary income, namely donations and other income including reimbursement is included in full in the Statement of Financial Activities when received.

Grants are included in full in the Statement of Financial Activities for the year to which they apply.

c) Fixed Assets are for the sole use of the charity in fulfilling its objectives and are capitalised and depreciated.

Depreciation is provided to write off the cost of each asset over its estimated useful life, which computer

Equipment is three years and fixtures five years. The cost of these assets is transferred to a specific restricted fund where they are depreciated

d) Volunteer help and gifts in kind

The value of any voluntary help and gifts in kind received is not included in the accounts but is described in the report of the trustees.

e) Management and administration

Management and administration costs represent expenditure incurred in managing the charity's activities and in compliance with constitutional and statutory requirements.

f) Fund accounting

The charity maintains various types of funds as follows:

Restricted funds- These are to be used only for specific purposes or areas of operation

Unrestricted Funds- These are income received for the objects of the charity but without a specific purpose

g) In common with many other organisations of our size and nature, we use our accountants to assist with the preparation of financial statements

Trustees' remuneration

In accordance with the charity's constitution, the trustees received no remuneration or expenses.

Income from Charitable activities

	Restricted funds	Unrestricted funds	2021 Total	2020 Total
	£	£	£	£
Contractual payments and grants	38,822	84,253	123,081	143,030
	-	-	-	-
	<u>38,822</u>	<u>84,253</u>	<u>123,081</u>	<u>143,030</u>

KAG ADVOCACY CIO

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

5 Donations and Legacies

	Restricted funds	Unrestricted funds	2021 Total	2020 Total
	£	£	£	£
Donations and Legacies		1,195	1,195	1,712
Total	-	1,195	1,195	1,712

6 Expenditure on Raising funds

	Restricted funds	Unrestricted funds	2021 Total	2020 Total
	£	£	£	£
Core Expenditure 10% of Unrestricted expenditure	-	7,937	7,937	14,639
Total	-	7,937	7,937	14,639

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7 Expenditure on Charitable activities

	Restricted funds	Unrestricted funds	2021 Total	2020 Total
	£	£	£	£
Salaries and National Insurance	37,197	55,689	92,886	125,075
Rent and rates	1,504	13,538	15,042	20,629
Telephone	87	783	870	2,436
Volunteer Expenses	107	969	1,076	1,021
Expenses Claim, Traveling & other	280	2,522	2,802	7,490
Fees, Contract, Publ.&Adv. prom	109	982	1,091	390
Gas, Lighting and Heating	32	280	312	1,172
Printing and Stationery	-	-	-	241
Office/Computer Expenses	211	1,899	2,110	2,286
Sundry/ Fundraising/ Professional	9	87	96	405
Bank Charges	139	1,258	1,397	1,356
Insurance	83	752	835	835
Accountancy fee	68	618	686	786
			-	-
Less:10 % cost of generating voluntary income		(7,937)	(7,937)	(14,639)
Total	39,826	71,440	111,266	149,423

KAG ADVOCACY CIO

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

ovement in Funds

	Fund Balances brought forward	Incoming Resources	Outgoing Resources	Fund Balances carried forward
	£	£	£	£
Funds				
Unrestricted Funds	(16,322)	85,454	79,377	(10,245)
Restricted Funds	1,004	38,822	39,826	0
Total Funds	(15,318)	124,276	119,203	(10,245)

angible Fixed Assets

Cost	Computer	Office Equipment	Total
	£	£	£
At 1 April 2020	12,593	7,178	19,771
Additions	-	-	-
Disposals	-	-	-
At 31 March 2021	12,593	7,178	19,771
Depreciation			
At 1 April 2020	12,593	7,177	19,770
Charge for the year	-	-	-
At 31st March 2021	12,593	7,177	19,770
Net book value			
At 31 MARCH 2020	1	1	1
At 31 MARCH 2021	1	1	1

debtors

	2021 £	2020 £
Prepayments and Accrued Income	20,755	15,643

KAG ADVOCACY CIO

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

11 Creditors- (Amounts falling due within one year)

	2021	2020
	£	£
Other Creditors	4,614	2,772
Bank Overdraft	26,387	28,190
	<u>31,001</u>	<u>30,962</u>

12 Taxation

The charitable company is exempt from corporation tax on its charitable activities.

13 Funds

Unrestricted funds

comprises those funds which the trustees are free to use in accordance with the charitable objects.

Restricted funds

are funds which have been given for particular purposes and projects.

14 Equal Opportunities

KAG Advocacy CIO is committed to Equal Opportunities.

15 Income Analysis	2021	2020
	£	£
Achieving for Children (AfC)	158	2,740
Bedford Borough Council	674	1,557
Blackburn with Darwen Borough Council	569	287
Bracknell Forest Council	2,316	497
Buckinghamshire Council	-	179
Burke Niazi	175	-
CAF Grant	5,000	-
Cambridge House & Talbot	15,950	15,230
Central and North West London NHS Trust	3,132	5,475
City Bridge -Community Connectors	9,163	-
Comic Relief	1,000	-
Derbyshire County Council	175	554
Diverse Other Boroughs Income	-	100
East Sussex County Council	710	-
ESFA Apprentice grant	835	-
Essex County Council	-	253

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Hampshire County Council			4,369	11,794
L B Camden			499	-
L B Croydon			10,067	17,375
L B Ealing			1,059	1,049
L B Hammersmith and Fulham			392	1,140
L B Hounslow			1,889	1,831
L B Hounslow / Hestia Housing Support			16,398	23,254
L B Merton			744	1,214
L B Newham			60	1,536
L B Richmond Upon Thames			-	575
L B Sutton			376	1,006
L B Tower Hamlets			566	541
L B Waltham Forest			228	-
L B Wandsworth			-	1,013
Leicester City Council			713	2,787
London Catalyst			1,494	2,000
London Learning/ESF			15,226	6,047
Lottery			3,250	-
National Schizophrenia			473	-
Norfolk County Council			426	224
Portsmouth City Council			694	742
Rethink			-	214
Royal Borough of Kensington & Chelsea			278	579
Royal Borough of Kingston Upon Thames			8,512	36,292
Royal Borough of Greenwich			-	108
Royal School for the Blind - Seeability			-	114
Somerset County Council			175	-
Southampton City Council			813	452
Southend Borough Council			-	571
St Mary's University			-	1,613
Staywell			7,500	1,500
Surrey County Council (IMCA)			-	161
Walsingham Care			3,336	-
West Sussex County Council			1,066	3,515
Westminster City Council			2,621	2,971
			123,081	149,090

KAG ADVOCACY CIO

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021

Employee Resources

The total remuneration paid was as follows:-

	<u>2021</u>	<u>2020</u>
	£	£
Salaries and wages	88,214	119,873
Social security costs	4,054	4,209
Pension Contributions	618	993
	<u>92,886</u>	<u>125,075</u>

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No employees received emoluments of more than £60,000.

The charity operates a stakeholders pension scheme and makes contributions to this scheme.