

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

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

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 2023

The trustees are pleased to present their report with the financial statements of the charity for the year ended 31 March 2023. 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 (CIO) 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	
	Elangco Balendra	
	Naim Salam	
	Arinola Ologunleko	

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	
Helen Clarke MBE	
Anne Taylor	
Mike Todd	
Elangco Balendra	
Arinola Ologunleko	
Naim Salam	

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).

CEO Sue Boakes 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 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 was 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 was commissioned by local authorities to provide specific statutory advocacy roles such as IMCA and Advocacy under the Care Act.
- **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.
- **Royal Star and Garter** - providing advocacy, befriending and support to the residents of the Royal Star and Garter care home in Surbiton.
- **Ukrainian Refugees** - providing initial advice and integration work to refugees from Ukraine who have settled into the Royal Borough of Kingston upon Thames (RBK)
- **Hospital to Home** - project funded by RBK and NHS to support people discharged from hospital to remain independent in their own home.

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.

KAG has also been part of the Government's Kickstart scheme where KAG has been funded by the Government to employ young people for six months.

Human Resources

In total KAG employed **11** 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 **12** volunteers worked with KAG principally involved in providing Citizen Advocacy, Befriending and the Appropriate Adult Service.

Interns

During the year KAG has provided **9** interns from Kingston University and Royal Holloway University each with a 50 hour placement principally working on advocacy and Appropriate Adult services.

Financial Review

The details are set out in the attached Financial Statements.

Reserve Policy

In the past we had 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 been largely 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 ongoing 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 2023

Approved by the Directors on 17 October 2023

And signed on their behalf by 

CHAIRMAN

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2023

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KAG ADVOCACY CIO

BALANCE SHEET AS AT 31ST MARCH 2023

	Notes	MARCH 2023 Total Funds £	MARCH 2022 Total Funds £
Fixed Assets	9	1	1
Current Assets			
Debtors	10	16,158	11,215
Total Current Assets		16,158	11,215
Liabilities			
Creditors: amounts falling due within one year	11	34,774	31,750
Net Current Assets		(18,616)	(20,535)
Total Assets less Liabilities		(18,615)	(20,534)

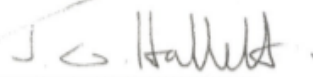
Funds			
Restricted income funds	13	0	0
Unrestricted income funds	13	(18,615)	(20,534)
Total funds	8	(18,615)	(20,534)

Approved by the Board of Directors on 17 October 2023

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 2023

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.

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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

2 Trustees' remuneration

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

3 Income from Charitable activities

	Restricted funds £	Unrestricted funds £	2023 Total £	2022 Total £
Contractual payments and grants	34,948	134,867	169,815	126,469
	-		-	-
	<u>34,948</u>	<u>134,867</u>	<u>169,815</u>	<u>126,469</u>
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KAG ADVOCACY CIO

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

5 Donations and Legacies

	Restricted funds	Unrestricted funds	2023 Total	2022 Total
	£	£	£	£
Donations and Legacies	-	3,747	3,747	2,559
Total	-	3,747	3,747	2,559

6 Expenditure on Raising funds

	Restricted funds	Unrestricted funds	2023 Total	2022 Total
	£	£	£	£
Core Expenditure 10% of Unrestricted expenditure	-	13,695	13,695	10,275
Total	-	13,695	13,695	10,275

7 Expenditure on Charitable activities

	Restricted funds	Unrestricted funds	2023 Total	2022 Total
	£	£	£	£
Salaries and National Insurance	32,196	111,911	144,107	117,286
Rent and rates	1,103	9,925	11,028	9,460
Telephone	19	174	193	146
Volunteer Expenses	94	842	936	-
Expenses Claim, Travelling & other	777	6,997	7,774	6,771
Fees, Contract, Publ.&Adv. prom	317	2,856	3,173	1,138
Gas, Lighting and Heating	-	-	-	-
Printing and Stationery	-	-	-	612
Office/Computer Expenses	1	4	5	952
Sundry/ Fundraising/ Professional	71	643	714	-
Bank Charges	203	1,831	2,034	1,397
Insurance	83	752	835	835
Accountancy fee	84	760	844	720
			-	-
Less: 10 % cost of generating voluntary income		(13,695)	(13,695)	(10,275)
Total	34,948	123,000	157,948	129,042

KAG ADVOCACY CIO

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

8 Movement in Funds

	Fund Balances brought forward	Incoming Resources	Outgoing Resources	Fund Balances carried forward
	£	£	£	£
Funds				
Unrestricted Funds	(20,534)	138,614	136,695	(18,615)
Restricted Funds	0	34,948	34,948	0
Total Funds	(20,534)	173,562	171,643	(18,615)

9 Tangible Fixed Assets

Cost	Computer	Office Equipment	Total
	£	£	£
At 1 April 2022	12,593	7,178	19,771
Additions	-	-	-
Disposals	-	-	-
At 31 March 2023	12,593	7,178	19,771
Depreciation			
At 1 April 2022	12,593	7,177	19,770
Charge for the year	-	-	-
At 31st March 2023	12,593	7,177	19,770
Net book value			
At 31 MARCH 2022	1	1	1
At 31 MARCH 2023	1	1	1

10 Debtors

	2023 £	2022 £
Prepayments and Accrued Income	16,158	11,215

KAG ADVOCACY CIO

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

11 Creditors- (Amounts falling due within one year)

	2023	2022
	£	£
Other Creditors	4,504	4,835
Bank Overdraft	30,270	26,915
	<u>34,774</u>	<u>31,750</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

	2023	2022
	£	£
Achieving for Children (AfC)	5,979	6,206
Age Concern Cheshire	61	158
Arnold Clarke	1,500	-
Bracknell Forest Council	6,755	5,521
Bristol CC	18	-
CAF Grant	2,227	2,304
Cambridge House & Talbot	18,346	16,510
Cambridge Road	2,300	-
Central and North West London NHS Trust (Horton)	9,095	863
Covid 19 Response	-	2,512
Crowdfunding	2,918	494
Didymus (Connectivity)	-	2,000
Dorset County Council	845	-
East Sussex County Council	250	230
ESFA Apprentice grant	-	1,000
Hampshire County Council	26,104	17,102
HMTCS	-	1,082

HMTCS				-	1,082
Kingston Charitable Funds				1,250	1,000
KVA Grants				-	134
L B Croydon				8,897	8,524
L B Ealing				1,745	5,706
L B Hounslow				3,799	3,688
L B Merton				-	639
L B Newham				291	551
L B Sutton				-	516
L B Tower Hamlets				818	799
L B Waltham Forest				-	614
Leicester City Council				2,350	2,160
London Learning/ESF				(2,730)	11,618
London Learning Kickstart				11,602	-
National Schizophrenia				420	85
Norfolk County Council				684	510
Portsmouth City Council				3,328	686
Richmond Parish Lands Charity				-	3,000
Royal Borough of Kensington & Chelsea				4,309	2,570
Royal Borough of Kingston Upon Thames				24,737	5,914
Royal Star & Garter				3,605	280
Solace Women (Labyrinth)				200	800
Somerset County Council				-	731
Southampton City Council				1,650	1,495
Southend Borough Council				-	27
Staywell				-	1,250
Sundry				2,528	-
Training				200	-
Voiceability Cheshire West				635	-
Wakeham Trust				-	250
Walsingham Care				6,667	5,000
West Sussex County Council				1,957	3,173
Westminster City Council				14,475	8,592
				<u>169,815</u>	<u>126,294</u>

KAG ADVOCACY CIO					

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The total remuneration paid was as follows:-				
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		2023	2022
		£	£
Salaries and wages		142,750	111,663
Social security costs		581	5,077
Pension Contributions		776	546
		<u>144,107</u>	<u>117,286</u>

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

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

K A G ADVOCACY CIO

INDEPENDENT EXAMINER'S REPORT

We report on the financial statements for the year ended 31st March 2023 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.

19th October 2023

2-4 Stoneleigh Park Road
Epsom
Surrey KT19 0QT

Sloane Winckless & Co

SLOANE WINCKLESS & CO

Chartered Accountants

10 Debtors									
						2023		2022	
						£		£	
Prepayments and Accrued Income						16,158		11,215	