

THE RIVERSIDE ACTIVE LIVES NETWORK

Trustees' Report

**Including Financial Report
& Statements**

1 April 2021 – 31 March 2022

Registered Charity: 1158529
Registered Company: 09012582

**The Riverside Active Lives Network
Report and Financial Statements
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The Riverside Active Lives Network
Reference and administrative information

Charity name	The Riverside Active Lives Network
Charity registration number	1158529
Company registration number	09012582
Registered office and operational address	The Riverside Centre Dickens Road Gravesend Kent DA12 2JY

Director and Trustee

V Durrant

Trustees (not appointed as directors)

P Wright

T Wingrove (resigned 26 November 2021)

G Durrant

J Byrne

S Boore

Chief Officer and Company Secretary

V Durrant

Independent Examiner

Jonathan Healey FCA

Lindeyer Francis Ferguson Limited

198 High Street

Tonbridge

Kent

TN9 1BE

Bankers

CAF Bank Limited

25 Kings Hill Avenue

Kings Hill

West Malling

Kent

ME19 4JQ

Report of the Director and Trustees

We are pleased to present our annual report together with the independently examined financial statements of the charitable company for the year ended 31 March 2022.

Legal and administrative information set out on page 1 forms part of this report. The 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)).

Structure, governance and management

Governing document

The Riverside Active Lives Network is a charitable company, established on 25 April 2014 and registered as a charity on 11 September 2014. The charity was established under a Memorandum and Articles of Association, which established the objects and powers of the charity, and under which it is governed.

The company is limited by guarantee and has no share capital. The liability of members is limited to £10 per member in the event of a winding up.

Management and governance arrangements

The Articles of Association provide for a minimum of one Director and no maximum. The charity currently has a complement of one Director/Trustee and four Trustees. Requirements for new Trustees are identified and appointed by the remaining trustees. The chair of the Trustees is responsible for the induction of new Trustees, which involves awareness of a Trustee's responsibilities, the governing document, and the work of the charity.

Public benefit

The Trustees confirm that they have complied with their duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Objectives and Activities

The charity's objects are defined by its Memorandum of Association as 'to be a not for profit day centre for people with disabilities offering internal and external activities and encouraging social integration within the community (Recreational Charities Act 1958).'

The official launch date of The Riverside Active Lives Network was 27 September 2014 when the first activities were open to service users.

Achievements and performance

Normal service resumed for the day centre in May 2021, with face to face meeting available again. We focused on external activities and various regular trips to the seaside amongst other venues, as it was felt that people had been restricted during the pandemic and needed outside space.

Activities within the day centre have continued to grow and flourish and the Trustees are happy with how the charity has responded to the challenges it has faced.

The client base has steadily increased and despite the expected financial pressure and demand on resources, the charities reserves have remained largely in place.

Financial review

The charity received grants and donations totalling £34,966 (2021: £49,202) in the year. Income from charitable activities amounted to £221,603 (2021: £242,890), investment income for the year amounted to £17 (2021: £22), giving total incoming resources of £256,586 (2021: £292,114).

Expenditure for the year totalled £252,382 (2021: £258,710), giving net incoming resources of £4,204 (2021: £33,404). Total funds carried forward are £124,649 (2021: £120,445). Of these funds, £102,360 (2021: £111,697) are general, free reserves being unrestricted net current assets.

Investment policy

The charitable company's Memorandum of Association does not confer any specific rights or restrictions on us as Trustees in respect of investing funds. The funds received by the charitable company during the period under review were not sufficient to justify separate investment, other than to be placed on deposit with the charitable company's bankers.

Reserves policy

The Trustees aim to maintain an amount on general fund equivalent to approximately three month's running expenses, although this is dependent on the level of grants received.

At present the current reserves level is equivalent to approximately six months, the additional level of reserves is considered to be prudent in light of the ongoing global pandemic laying uncertainty over when income will resume for the charitable company.

Risk management

The Trustees have formally assessed business risks, and this has involved assessing the types of risk facing the charitable company, prioritising them in terms of the potential impact and likelihood of occurrence, and identifying means of mitigating the risks. As part of this process the Trustees have assessed the adequacy of the charitable company's internal controls and the costs of operating particular controls relative to the benefits obtained.

The future

The next 12 months will present its own additional financial challenges which we feel that we are well equipped to deal with and we look forward to continuing to offer enrichment and support to the clients who attend our service.

Statement of Trustees responsibilities

The Trustees are responsible for preparing financial statements in accordance with applicable law and regulations.

Company and charity law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity company and of the surplus or deficit for that period. In preparing those financial statements, the Trustees have:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepared the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue on that basis;

The Trustees are responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charitable company and to prevent and detect fraud and other irregularities.

Directors

The individuals who are directors for the purpose of company law and trustees for the purpose of charity law who served during the year and up to the date of this report are set out on page 1.

Small company provisions

This report has been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime in Part 15 of the Companies Act 2006.

Approved by the Trustees and signed on their behalf on



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V Durrant
Director

The Riverside Active Lives Network
Independent Examiner's Report

Independent examiner's report to the trustees of The Riverside Active Lives Network ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination' or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jonathan Healey FCA
Lindeyer Francis Ferguson Limited
Chartered Accountants
North House
198 High Street
Tonbridge
Kent
TN9 1BE

Date:

The Riverside Active Lives Network
Statement of Financial Activities (Incorporating Income and Expenditure Account)
For the year ended 31 March 2022

	Notes	2022 Restricted funds £	2022 Unrestricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Donations	2	14,983	19,983	34,966	49,202
Charitable activities	3	-	221,603	221,603	242,890
Investment income		-	17	17	22
Total		14,983	241,603	256,586	292,114
Expenditure on:					
Charitable Activities	4	9,122	243,260	252,382	258,710
Total		9,122	243,260	252,382	258,710
Net income		5,861	(1,657)	4,204	33,404
Transfers between funds	11	-	-	-	-
Net movement in funds		5,861	(1,657)	4,204	33,404
Reconciliation of funds:					
Total funds brought forward		5,820	114,625	120,445	87,041
Total funds carried forward	11	11,681	112,968	124,649	120,445

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

All income and expenditure derives from continuing activities.

The Riverside Active Lives Network
Balance Sheet
As at 31 March 2022

	Notes	£	2022 £	£	2021 £
Fixed assets					
Tangible assets	8		10,608		2,928
Current assets					
Debtors	9	11,650		22,567	
Cash at bank and in hand		123,459		112,892	
		<u>135,109</u>		<u>135,459</u>	
Liabilities					
Creditors: Amounts falling due within one year	10	(21,068)		(17,942)	
Net current assets			114,041		117,517
Total net assets			<u>124,649</u>		<u>120,445</u>
The funds of the charity					
Restricted funds			11,681		5,820
Unrestricted funds			112,968		114,625
Total charity funds	11		<u>124,649</u>		<u>120,445</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that the members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities in complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 14th December 2022



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V Durrant
Director
Charity number: 1158529
Company number: 09012582

1 ACCOUNTING POLICIES

Status

Riverside Active Lives Network is a charitable company limited by guarantee incorporated in England and Wales. In the event of the charitable 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 The Riverside Centre, Dickens Road, Gravesend, DA12 2JY.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

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.

The Riverside Active Lives Network 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 going concern basis of accounting has been adopted since there are considered to be sufficient reserves in place to continue until day centre income returns to expected and historic levels.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

Income

Income from charitable activities is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. 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.

Service user income is recognised in the period to which the activity was undertaken. Donations are usually recognised on receipt.

Investment income is recognised when receivable. Interest is accounted for as accrued income where it is due but has not yet been credited.

1 ACCOUNTING POLICIES (continued)

Expenditure and creditors

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.

The charity currently has one activity and support costs have been wholly allocated to that activity (Day Centre).

Creditors are recognised at the settlement amount.

Taxation

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

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.

Tangible assets and depreciation

Tangible 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:

Motor vehicles	33.33% per annum on cost
Computer equipment	33.33% per annum on cost

Financial instruments

The charitable company 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.

Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term. The charity has operating leases relating to rental of premises and minibuses.

2 DONATIONS AND GRANTS

	2022 £	2021 £
Department of Transport	2,043	1,959
Gardening Grant	3,303	1,134
General donations	2,575	3,252
Kent County Council Sports Grant	4,180	688
Kent County Council Lockdown Grant	10,000	19,286
Coronavirus Job Retention Scheme	5,365	22,883
Kent County Council Infections Grant	5,500	-
Outreach Communications for All Grant	2,000	-
	<u>34,966</u>	<u>49,202</u>

The comparative figure includes restricted income of £1,822.

3 CHARITABLE ACTIVITIES

	2022 £	2021 £
Day Centre		
Charges to users	89,834	102,149
Kent County Council	131,769	140,741
	<u>221,603</u>	<u>242,890</u>

The comparative figure includes restricted income of £nil.

4 RESOURCES EXPENDED

	2022 £	2021 £
Day Centre		
Salaries	114,235	108,602
Employer's national insurance contributions	-	437
Employer's pension	1,309	1,268
Subcontractors	53,924	45,250
Recruitment and other staff costs	1,243	504
Minibus expenses	20,157	4,767
Service user expenses	2,692	96
Grant expenses	9,122	637
Memberships	36	29
Volunteer expenses	646	575
Support costs (note 5)	49,018	96,545
	<u>252,382</u>	<u>258,710</u>

The comparative figure includes restricted expenditure of £nil.

5 SUPPORT COSTS

	2022 £	2021 £
Printing, postage and stationery	1,353	1,043
Covid expenses	766	932
Rent	24,531	13,720
Insurance	9,821	9,506
Depreciation	5,050	8,783
Sundry expenses	-	895
Bank charges	95	69
Bad debt expense	5,950	60,427
Governance:		
Independent Examiner's fee	1,199	1,170
Other accountancy fees	253	-
	<u>49,018</u>	<u>96,545</u>

6 STAFF COSTS

	2022 £	2021 £
Gross salaries	114,235	108,602
National Insurance contributions	-	437
Employer's pension	1,309	1,268
	<u>115,544</u>	<u>110,307</u>

No employee received emoluments in excess of £60,000 during the year (2021: none).

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

	2022 No.	2021 No.
Centre manager	1	1
Day Centre	10	10
	<u>11</u>	<u>11</u>

7 TRUSTEE REMUNERATION AND EXPENSES

During the year, Vince Durrant, a director and trustee of the charity, received £54,000 (2021: £54,000) in remuneration for his role in running the charitable company on a day-to-day basis. During the year Vince was also in receipt of company pension contributions under auto-enrolment totalling £533 (2021: £533).

During the year, Gloria Durrant, a trustee of the charity, was paid £2,250 (2021: £2,600) in her role as a counsellor.

The total of Key Management remuneration in the year was £56,250 (2021: £56,600). No trustee expenses have been incurred (2021: £nil).

8 TANGIBLE ASSETS

	Motor vehicles £	Computer equipment £	Total £
Cost			
At 1 April 2021	41,703	5,456	47,159
Additions	12,730	-	12,730
Disposals	(7,195)	(900)	(8,095)
At 31 March 2022	47,238	4,556	51,794
Depreciation			
At 1 April 2021	38,775	5,456	44,231
Charge for the year	5,050	-	5,050
Disposals	(7,195)	(900)	(8,095)
At 31 March 2022	36,630	4,556	41,186
Net book value			
At 31 March 2022	10,608	-	10,608
At 31 March 2021	2,928	-	2,928

9 DEBTORS

	2022	2021
	£	£
Accounts receivable	10,624	21,187
Prepayments and accrued income	1,026	981
Member loans	-	142
Other receivables	-	257
	<u>11,650</u>	<u>22,567</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Loans	12,660	12,660
Accounts payable	5,373	1,750
Accruals	1,200	1,177
Other taxation and social security	1,389	2,143
Other creditors	446	212
	<u>21,068</u>	<u>17,942</u>

11 MOVEMENT IN FUNDS

	At 1 April 2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2022 £
Restricted funds					
Kent County Council - restraints for minibus	1,816	-	-	-	1,816
Gravesham Borough Council - computers	2,022	-	-	-	2,022
Co Op - gardening grant	1,134	3,303	(4,185)	-	252
Kent County Council - sports grant	848	4,180	(1,674)	-	3,354
Kent County Council - infection control	-	5,500	(3,263)	-	2,237
Outreach Communications for All	-	2,000	-	-	2,000
Total restricted funds	5,820	14,983	(9,122)	-	11,681
Unrestricted funds					
<i>General funds</i>	114,625	241,603	(243,260)	-	112,968
Total unrestricted funds	114,625	241,603	(243,260)	-	112,968
Total funds	120,445	256,586	(252,382)	-	124,649

	At 1 April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2021 £
Restricted funds					
Kent County Council - restraints for minibus	1,816	-	-	-	1,816
Gravesham Borough Council - computers	2,022	-	-	-	2,022
Co Op - gardening grant	-	1,134	-	-	1,134
Kent County Council - sports grant	160	688	-	-	848
Total restricted funds	3,998	1,822	-	-	5,820
Unrestricted funds					
<i>General funds</i>	83,043	290,292	(258,710)	-	114,625
Total unrestricted funds	83,043	290,292	(258,710)	-	114,625
Total funds	87,041	292,114	(258,710)	-	120,445

11 MOVEMENT IN FUNDS (continued)

In 2019, £3,150 was provided by Kent County Council to purchase new restraints for the minibus, at year end only £1,334 (2021: £1,334) had been spent with the rest being carried forward to be spent in future years.

The balance from Gravesham Borough Council for the computers has been carried forward for a number of years and will be spent in the future.

The Co-op gardening fund covers usual gardening activities, as well as outdoor external sports equipment.

During the year a further £4,180 was provided from the Kent County Council sports grant. At the year end, £1,674 (2021: £90) had been spent, with the rest being retained for use in future years.

The Kent County Council Infection Control Grant was received in an act to reduce the rate of COVID-19 transmission within and between care settings.

The £2,000 Outreach Communications for All project was received during the year to tackle inequality, funding new tablets for network members.

12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds £	General funds £	Total funds £
Fund balances at 31 March 2022 are represented by:			
Fixed assets	-	10,608	10,608
Current assets	11,681	123,428	135,109
Current liabilities	-	(21,068)	(21,068)
	<u>11,681</u>	<u>112,968</u>	<u>124,649</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Restricted funds £	General funds £	Total funds £
Fund balances at 31 March 2021 are represented by:			
Fixed assets	-	2,928	2,928
Current assets	5,820	129,639	135,459
Current liabilities	-	(17,942)	(17,942)
	<u>5,820</u>	<u>114,625</u>	<u>120,445</u>

13 OPERATING LEASE COMMITMENTS

Lessee

At the reporting end date the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, as follows:

	2022 £	2021 £
Not later than 1 year	11,654	11,893
Later than 1 year and not later than 5 years	11,798	15,921
	<u>23,452</u>	<u>27,814</u>

The total lease payments recognised as an expense in the year was £36,439 (2021: £16,842).

14 RELATED PARTY TRANSACTIONS

During the year, a daughter of a trustee received £19,500 (2021: £18,000) in relation to Day Centre management and corporate fundraising on behalf of the charity.