

THE RIVERSIDE ACTIVE LIVES NETWORK

Trustees' Report

**Including Financial Report
& Statements**

1 April 2022 – 31 March 2023

Registered Charity: 1158529
Registered Company: 09012582

**The Riverside Active Lives Network
Report and Financial Statements
Contents**

	Page
Reference and administrative information	1
Report of the trustees	2 – 4
Independent examiner’s report	5
Statement of financial activities	6
Balance sheet	7
Notes forming part of the financial statements	8 – 17

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
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 2023.

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

The current year has proved to be a challenging one for the charity, with the sad loss of a number of clients and the funding difficulties preventing new clients attending the day service. The charity successfully tendered in October 2022 for a 4/5 year contract extension with KCC and we are expecting our financial position to be strengthened by way of increased attendance fees, but at the time of writing we are still awaiting the introduction of these.

Despite the challenges the charity has faced in the last 12 months it still continues to offer clients a wide and varied activity base and attracts considerable interest from possible new attendees, but as mentioned above with tightened local authority budgets, individual funding is becoming increasingly difficult.

Financial review

The charity received grants and donations totalling £5,273 (2022: £34,966) in the year. Income from charitable activities amounted to £223,885 (2022: £221,603), investment income for the year amounted to £621 (2022: £17), giving total incoming resources of £229,779 (2022: £256,586).

Expenditure for the year totalled £247,107 (2022: £252,382), giving net expenditure sources of £17,328 (2022: net incoming resources - £4,204). Total funds carried forward are £107,321 (2022: £124,649). Of these funds, £93,655 (2022: £102,360) 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

Whilst the year on year growth of the charity has stalled, the Trustees feel that this is to be expected given the difficult few years that the world has experienced as a whole and taking into consideration our own personal losses of clients over the past 12 months. We believe that the charity and its income will stabilise over the coming financial period, hopefully aided by the increase in attendance fees.

The charity has sufficient reserves in place and the management are committed to keeping costs to a minimum, whilst still protecting staffing levels and at the same time continuing to offer what we believe to be an exceptional activity base to our clients.

The Trustees are confident that the charity remains in a strong position and its personnel more than capable of supporting it through what we consider to be a stabilising and transitional period.

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 21/11/2023


.....
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 2023.

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.

Indeyer Francis Ferguson Ltd,

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

Date: *28 March 2023*

The Riverside Active Lives Network
Statement of Financial Activities (Incorporating Income and Expenditure Account)
For the year ended 31 March 2023

	Notes	2023 Restricted funds £	2023 Unrestricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Donations	2	-	5,273	5,273	34,966
Charitable activities	3	-	223,885	223,885	221,603
Investment income		-	621	621	17
Total		-	229,779	229,779	256,586
Expenditure on:					
Charitable Activities	4	4,380	242,727	247,107	252,382
Total		4,380	242,727	247,107	252,382
Net (expenditure) / income		(4,380)	(12,948)	(17,328)	4,204
Transfers between funds	11	-	-	-	-
Net movement in funds		(4,380)	(12,948)	(17,328)	4,204
Reconciliation of funds:					
Total funds brought forward		11,681	112,968	124,649	120,445
Total funds carried forward	11	7,301	100,020	107,321	124,649

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 2023

			2023	2022
	Notes	£	£	£
Fixed assets				
Tangible assets	8		6,365	10,608
Current assets				
Debtors	9	31,862		11,650
Cash at bank and in hand		87,550		123,459
		<u>119,412</u>		<u>135,109</u>
Liabilities				
Creditors: Amounts falling due within one year	10	(18,456)		(21,068)
Net current assets			100,956	114,041
Total net assets			<u><u>107,321</u></u>	<u><u>124,649</u></u>
The funds of the charity				
Restricted funds			7,301	11,681
Unrestricted funds			100,020	112,968
Total charity funds	11		<u><u>107,321</u></u>	<u><u>124,649</u></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 21/11/2023

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

	2023	2022
	£	£
Department of Transport	1,033	2,043
Gardening Grant	-	3,303
General donations	4,240	2,575
Kent County Council Sports Grant	-	4,180
Kent County Council Lockdown Grant	-	10,000
Coronavirus Job Retention Scheme	-	5,365
Kent County Council Infections Grant	-	5,500
Outreach Communications for All Grant	-	2,000
	<u>5,273</u>	<u>34,966</u>

The comparative figure includes restricted income of £14,983.

3 CHARITABLE ACTIVITIES

	2023	2022
	£	£
Day Centre		
Charges to users	91,333	89,834
Kent County Council	132,552	131,769
	<u>223,885</u>	<u>221,603</u>

The comparative figure includes restricted income of £nil.

4 RESOURCES EXPENDED

	2023	2022
	£	£
Day Centre		
Salaries	118,817	114,235
Employer's national insurance contributions	69	-
Employer's pension	1,389	1,309
Subcontractors	51,548	53,924
Recruitment and other staff costs	943	1,243
Minibus expenses	24,530	20,157
Service user expenses	1,783	2,692
Grant expenses	2,425	9,122
Memberships	36	36
Volunteer expenses	320	646
Support costs (note 5)	45,247	49,018
	<u>247,107</u>	<u>252,382</u>

The comparative figure includes restricted expenditure of £9,122.

5 SUPPORT COSTS

	2023	2022
	£	£
Printing, postage and stationery	168	1,353
Covid expenses	727	766
Rent	26,640	24,531
Insurance	8,616	9,821
Depreciation	4,243	5,050
Marketing	202	-
Bank charges	72	95
Staff training	728	-
Bad debt expense	2,572	5,950
Governance:		
Independent Examiner's fee	1,279	1,199
Other accountancy fees	-	253
	<u>45,247</u>	<u>49,018</u>

6 STAFF COSTS

	2023	2022
	£	£
Gross salaries	118,817	114,235
National Insurance contributions	69	-
Employer's pension	1,389	1,309
	<u>120,275</u>	<u>115,544</u>

No employee received emoluments in excess of £60,000 during the year (2022: none).

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

	2023	2022
	No.	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 (2022: £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 (2022: £533).

During the year, Gloria Durrant, a trustee of the charity, was paid £2,150 (2022: £2,250) in her role as a counsellor.

The total of Key Management remuneration in the year was £56,150 (2022: £56,250). No trustee expenses have been incurred (2022: £nil).

8 TANGIBLE ASSETS

	Motor vehicles £	Computer equipment £	Total £
Cost			
At 1 April 2022	47,238	4,556	51,794
At 31 March 2023	47,238	4,556	51,794
Depreciation			
At 1 April 2022	36,630	4,556	41,186
Charge for the year	4,243	-	4,243
At 31 March 2023	40,873	4,556	45,429
Net book value			
At 31 March 2023	6,365	-	6,365
At 31 March 2022	10,608	-	10,608

The Riverside Active Lives Network
Notes to the Financial Statements
For the year ended 31 March 2023

9 DEBTORS

	2023	2022
	£	£
Accounts receivable	30,829	10,624
Prepayments and accrued income	1,033	1,026
	<u>31,862</u>	<u>11,650</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Loans	12,660	12,660
Accounts payable	2,838	5,373
Accruals	1,260	1,200
Other taxation and social security	1,272	1,389
Other creditors	426	446
	<u>18,456</u>	<u>21,068</u>

The Riverside Active Lives Network
Notes to the Financial Statements
For the year ended 31 March 2023

11 MOVEMENT IN FUNDS

	At 1 April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2023 £
Restricted funds					
Kent County Council - restraints for minibus	1,816	-	-	-	1,816
Gravesham Borough Council - computers	2,022	-	(2,022)	-	-
Co Op - gardening grant	252	-	(46)	-	206
Kent County Council - sports grant	3,354	-	(1,238)	-	2,116
Kent County Council - infection control	2,237	-	(1,074)	-	1,163
Outreach Communications for All	2,000	-	-	-	2,000
Total restricted funds	11,681	-	(4,380)	-	7,301
Unrestricted funds					
<i>General funds</i>	112,968	229,779	(242,727)	-	100,020
Total unrestricted funds	112,968	229,779	(242,727)	-	100,020
Total funds	124,649	229,779	(247,107)	-	107,321

The Riverside Active Lives Network
Notes to the Financial Statements
For the year ended 31 March 2023

11 MOVEMENT IN FUNDS (continued)

	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

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 (2022: £1,334) had been spent, with the balance being carried forward for use in future years.

The balance from Gravesham Borough Council for the computers has been fully expensed during the period.

The Co-op gardening fund covers usual gardening activities, as well as outdoor external sports equipment. This grant will continue to be utilised moving forwards.

The Kent County Council sports grant continues to be used to purchase gym memberships for the charity's service users.

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 to tackle inequality, funding new tablets for network members. The majority of this grant has been spent post year end.

12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds £	General funds £	Total funds £
Fund balances at 31 March 2023 are represented by:			
Fixed assets	-	6,365	6,365
Current assets	7,301	112,111	119,412
Current liabilities	-	(18,456)	(18,456)
	<u>7,301</u>	<u>100,020</u>	<u>107,321</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	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>

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:

	2023 £	2022 £
Not later than 1 year	7,971	11,654
Later than 1 year and not later than 5 years	5,238	11,798
	<u>13,209</u>	<u>23,452</u>

The total lease payments recognised as an expense in the year was £38,601 (2022: £36,439).

14 RELATED PARTY TRANSACTIONS

During the year, a daughter of a trustee received £21,000 (2022: £19,500) in relation to Day Centre management and corporate fundraising on behalf of the charity.