Kingston Bereavement Support

England & Wales · Charity number 1160983

Details

Other names	KINGSTON BEREAVEMENT SERVICE, Kingston Bereavement Support, KBS, Kingston Bereavement Service
Status	Registered
Legal form	CIO
Registered	2015-03-19
Register	View on the Charity Commission register

Contact

Address	Welcare House 53-55 Canbury Park Road Kingston upon Thames KT2 6LQ
Phone	02085471552
Email	info@kingstonbereavementservice.org.uk
Website	www.kingstonbereavementservice.org.uk

Activities

Objects: THE CHARITY'S OBJECTS (THE OBJECTS) ARE:(1) TO RELIEVE THE MENTAL, EMOTIONAL, SPIRITUAL AND PHYSICAL DISTRESS OF PERSONS SUFFERING FROM BEREAVEMENT;(2) TO EDUCATE AND PROMOTE AWARENESS WITHIN THE COMMUNITY OF THE NATURE OF GRIEVING AND BEREAVEMENT.FOR THE BENEFIT PRIMARILY OF THOSE PEOPLE LIVING, WORKING AND/OR STUDYING WITHIN THE ROYAL BOROUGH OF KINGSTON UPON THAMES, OR REGISTERED WITH A KINGSTON GP PRACTICE, AND OCCASIONALLY OTHER BOROUGHS.

Activities: Kingston Bereavement Service was established in 1988 to provide counselling, advice, support and understanding of bereavement for people living, working, studying or registered with a GP in Kingston upon Thames.We have two main projects, the Adult Bereavement Service Project and the Saying Goodbye for children and young people.

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Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Economic/community Development/employment, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Kingston Upon Thames
- Richmond Upon Thames

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£161,136	£156,132	-	-
2024-03-31	£150,523	£155,176	-	-
2023-03-31	£120,158	£140,730	-	-
2022-03-31	£141,969	£158,496	-	-
2021-03-31	£124,732	£159,159	-	-

Trustees

Name	Role	Appointed
Beverley Jane Greenstein		2022-10-18
Christina Zarifi		2024-11-01
Dr Helen Barnes		2025-11-18
John Farmer		2009-01-01
Tara Claire Kent		2022-10-04

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Kingston Bereavement Support

England & Wales - Charity number 1160983

Accounts







"It was my first experience of counselling
I found it unbelievably helpful.
I would recommend KBS unreservedly as the
outcomes for me have been life changing."

2024/25

Annual Report

Kingston **Bereavement** Support

Specialist counselling
and other services helping you
make sense of your loss.

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"This was a very positive experience. As the weeks progressed it made me look at myself and understand how I could help myself. I felt quite stuck, it freed me from this and allowed me to understand how I can move forward."

OUR ORGANISATION

Kingston Bereavement Support (KBS) is a friendly, local charity established in 1988. We support children, young people, adults and families who have been bereaved and are trying to come to terms with the impact that the death of someone close is having on their lives. We deliver two key services: an Adult Bereavement Service and the Children and Young People's Service (The Saying Goodbye Project). Counselling is provided by a team of professional volunteers who have undertaken our compulsory, specialist training programme in bereavement counselling. We also provide bereavement awareness training to other organisations and professionals, including schools, voluntary groups, health and social care agencies, hospitals and local employers.
We changed our name to Kingston Bereavement Support in November 2023 and were previously known as Kingston Bereavement Service.

OUR OBJECTIVES

To help people who live, work, study or are registered with a GP in Kingston upon Thames who have been bereaved, to ensure that their experience does not prevent them from fulfilling their potential. Enabling them to heal through resolution and acceptance in order to rebuild a healthy life, re-engaging with family and community.

To reach everyone in the community who needs us: children, young people, adults, families, those who are disadvantaged and are socially isolated. We provide specialist bereavement support to those experiencing sustained emotional and psychological distress as a result of bereavement and to those with additional support needs.

To promote understanding of bereavement in the community, so that other professionals who care for individuals may be better equipped to support them when they have lost a loved one. We do this through training and outreach services delivered to other agencies, employers and schools. This increases understanding of the bereavement process and raises awareness of the services available when more support is needed.

Registered Office

Welcare House
53-55 Canbury Park Road
Kingston upon Thames
KT2 6LQ
020 8547 1552 info@kbscharity.org.uk
www.kingstonbereavementsupport.org.uk

Charitable Incorporated Organisation
Registered Charity No. 1160983

Organisational Affiliations

- Child Bereavement UK
- British Association for Counselling and Psychotherapy (BACP)
- Registered Provider (No. 8AE75) to GPs within South West London Integrated Care Service (ICS)

Independent Financial Examiner

Sian Lewis, FCA
8 Coldbath Square
London
EC1R 5HL

Bankers

Co-operative Bank
P.O. Box 250, Delf House
Southway, Skelmersdale, WN8 6WT

Lloyds Bank
83 Clarence Street
Kingston upon Thames, KT1 1RE

Virgin Money
40 St Vincent Place, Glasgow, Scotland, G12HL

THE BOARD OF TRUSTEES' REPORT

We are pleased to present the annual report and audited accounts for the year ended 31 March 2025 and confirm that Kingston Bereavement Support complies with the requirements of the Charities Act 2011.

Kingston Bereavement Support (KBS) is a community based registered charity providing high quality specialist counselling and support services to bereaved adults, young people and children who live, work or study in the Kingston area. Our mission is to help bereaved children, young people and adults in need of specialist support, make sense of their loss.

From our experience, we know that many people need access to the skilled support offered by Kingston Bereavement Support, which is why it is essential that we do everything we can to keep our service viable and accessible.

In the 12 months to 31 March 2025 we received 464 referrals, completed 167 client assessments and provided 1250 hours of free counselling across the service, receiving overwhelmingly positive feedback.

The Board is immensely proud of the positive and lasting impact KBS continues to have on our community.

The Royal Borough of Kingston upon Thames, Achieving for Children and the Integrated Care Board awarded us a three-year Bereavement Counselling contract from 1st October 2024, with the potential to extend for two further years after three. This provides us with circa £100,000 annually in vital funding, for which we are deeply grateful. However, like many other charities, we continue to face funding challenges due to the prevailing economic uncertainty and its impact on operational costs and donations. We remain reliant on grants and other fundraising activities to cover the operational costs and ensure we maintain our well regarded high standards of support.

We are thankful for the generous grants and donations we receive from trusts, corporations and individuals and we are committed to working with our funding partners and those in our community to ensure the long-term sustainability of our services. In response to the changing funding landscape, we have also developed a refreshed fundraising strategy with new initiatives designed to diversify, de-risk and broaden our income base.

Finally, we extend our heartfelt thanks to our exceptional team of staff, counsellors and supervisors for their talent and dedication. We are also deeply appreciative of the continued support from our local community, which enables us to carry out this vital work.

Board of Trustees

Trustees

Co-Chairs:
Joshua Rozells
Sione Marshall (until September 2024)
Beverley Greenstein (from September 2024)
Treasurer:
John Farmer
Clinical Trustee:
Sione Marshall (until August 2025)
General Trustees:
Tara Kent
Beverley Greenstein
Christina Zarifi (from November 2024)
Changes in Trustee Responsibility:
Sione Marshall (Associate Trustee from September 2024 to August 2025)

Staff

Service Manager:
Christina Buckley
Adult Service Coordinator:
Nadine Doran-Holder
Children and Young People's Service Coordinator:
Charlotte Ennor (from February 2025)
Adult Service Support Worker:
Samantha Burch
Service Administrator:
Helen Shah
Database Volunteer:
Shelley Cato

Adult Service Counsellors:

Bina A; Sarah A; Camelia B; Pauline D; Sharon E; Stephen G; Gregg G; Michelle G; Diane H; Nilay H; Hannah H; Gary K; Larissa L; John M; Bukky M; Heather Mc; James Mc; Yvonne Mc; Rachel M; Claire M; Sarah M; Aniko N; Matt P; Param S; Barbara W

Saying Goodbye Project Counsellors:

Linda C; Charlotte E; Claire M; Kim S

Supervisors:

Lindsay Canham; Emma Garrard (from February 2025); Elizabeth Kovacs (until January 2025) ; Jim Kuykendall, Mary Pelham and Claire Tune (from February 2025).

Trainers:

Stephen Callus; Lindsay Canham; Kirath Ghataora

ADULT BEREAVEMENT SERVICE

Bereavement can impact on a person's ability to work and affect their relationships, making them more socially isolated and less able to engage with others.

A key objective of our service is to ensure that our clients' experience of bereavement does not prevent them from fulfilling their potential, enabling them to heal through resolution and acceptance, in order to re-build a healthy life and re-engage with family and community.

We continued to support adults who live in Kingston upon Thames. We counsel clients at our premises in central Kingston, as well as offering our service remotely.

We have have continued to focus on strengthening and developing our service provision, thereby ensuring that we are able to provide the very best compassionate and professional support for those in need of our help.

We monitor the impact of counselling through client feedback and clinical questionnaires pre and post counselling. This feedback supports the service's strategic and client focused planning and development, for example, the training planned for counsellors.



"My counsellor was fantastic. As a clinician myself I was not expecting this level of empathy and kindness. I cannot express how grateful I am for this."

414
client referrals

1,132
free counselling hours

At least 90% of clients had improved clinical outcomes across ten key areas including close relationships and well-being.

135 referred clients accepted and attended an assessment

97% of clients reported that counselling was 'very helpful'.

41% of assessed clients reported having a disability that affects their daily life.

30% of clients were in receipt of benefits.

" I would like to send a heartfelt thank you for the amazing support I have received. It was my first time in counselling and the experience was positive and reassuring. I am feeling more confident to deal with the difficulties I face. I have a greater understanding of why I feel the way I do in certain situations and have strategies to deal with that now."

Counsellor CPD Training

- Attachment and Loss
- Substance Use Awareness
- Groups Training
- Gender, Sexual and Relationship Diversity

CHILDREN AND YOUNG PEOPLE'S SERVICE

SAYING GOODBYE Project
SUPPORTING CHILDREN AND YOUNG PEOPLE THROUGH BEREAVEMENT

The Children and Young People's Service continued to provide personalised 1:1 bereavement counselling and advice throughout the year, positively impacting on the lives of children, young people and their families.

With support from our Board of Trustees and key staff, our service coordinator has continued to build and develop our well regarded specialist counselling, particularly in response to an increased number of referrals from families who have experienced a sudden and unexpected bereavement.

Feedback from parents and carers continues to demonstrate the impact and benefits of our counselling and support on the lives of the children they care for.

Looking towards 2025/26 we will continue to build and strengthen our service to meet the needs of local children and young people, as well as their families.

Referrals up by 22% from 2023-2024.

Assessments up by 19% from 2023 - 2024.

"Talking through the issues helped my wellbeing. My Counsellor was excellent."

"After counselling he is much happier, he gets up on time and looks really happy."

"My son's Counsellor understood him and his needs. She has been amazing with him."



"The support has been great. Both my children are going to need support over the years because of the complex nature of their loss."

We would like to extend our heartfelt thanks to all grant funders for enabling us to continue supporting those in need of our specialist help.

Royal Borough of Kingston upon Thames
South West London Integrated Care Board
Kingston Nursing Association
Kingston Charitable Foundation
Achieving for Children
Field Family Trust
Alfred Charitable Trust
National Lottery Awards for All
The Chartered Accountants' Livery Charity
Albert Hunt Trust
Groundwork

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing an annual report and financial statement 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 requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. 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.

Public Benefit Statement

The Trustees complied with the duty to have due regard to the guidance on public benefit published by the Charities Commission in exercising their power or duties.

Report Approval

Approved by the Trustees on 18th November 2025

Joshua Rozells - Co-chair



FINANCIAL REVIEW
APRIL 2024 - MARCH 2025

The Trustees are pleased to present the financial statements for the charity for the year ending 31 March 2025. The Financial Statements comply with the Charities Act 2011 and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

Financial Review

Kingston Bereavement Support is fortunate to have a wide range of funders, from individual donations to grant making bodies. Restricted income in the year of £93,545 and unrestricted of £67,591 gave total incoming resources of £161,136. Outgoing restricted resources of £93,545 and unrestricted of £62,587 resulted in a surplus for the year of £5,004 (2024 a deficit of £4,653).

During the year, the principal funding sources were the Royal Borough of Kingston upon Thames, NHS South West London Integrated Care Board, Richmond Borough Council, and Kingston Nursing Association.

We are so very grateful to individuals and groups who donate to us and we would like to thank all of them. This includes the Alfred Charitable Trust, who have faithfully donated every year for at least 20 years.

Risk Review

Annual risk assessments were made on operational, financial, governance and external risks and an action plan to mitigate areas of higher risk. Internal risks continue to be minimised by the implementation of procedures for the recruitment, vetting, training, supervision and appraisal of all volunteers and staff, financial controls and a plan to ensure consistent quality of service delivery. The year saw a continuation of the risk management strategy.

The Trustees continued to review and update many of the policies including the Combined Information Policy, Private Counselling Policy, Equality and Diversity and Inclusion Policy, Safeguarding Adults, Safeguarding and Child Protection Policy and Staff Related Policies.

Reserves Policy

The Trustees have established a policy whereby an amount of the reserves is set aside in a contingency fund in order to continue the current activities in the event of a significant drop in funding or to wind down the charity in event of the need to close, including the cost of withdrawing from the staff pension fund which is a sizeable amount. This figure is reviewed annually at the end of the financial year.

At present, £40,000 held by the charity for this purpose represents three months of the budgeted expenditure for the 2024/25 financial year excluding the pension withdrawal cost.

INDEPENDENT FINANCIAL EXAMINER'S REPORT

Kingston Bereavement Support

I report to the Trustees on my examination of the financial statements of the above charity for the year ended 31 March 2025.

Responsibilities and Basis of Report

As the charity's Trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("The Act"). Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of "The Act". In carrying out my examination I have followed all the applicable 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 that in any material respect:

1. the accounting records were not kept in accordance with section 130 of the Charities Act: or

2. the accounts did not accord with the accounting records; or

3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

4. the financial statements 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 financial statements to be reached.

Sian Lewis, FCA
8 Coldbath Square
London
EC1R 5HL

Signed: 

Date: 15 January 2026

Statement of Financial Activities
For the Year Ended 31 March 2025

	Notes	Unrestricted Funds £	Restricted Funds £	**Total Funds 2025 £**	Total Funds 2024 £
Income from:					
Donations and legacies	2	36,572	-	**36,572**	42,687
Charitable activities	3	29,757	93,545	**123,302**	107,314
Investments	4	1,262	-	**1,262**	522
Total incoming resources		67,591	93,545	**161,136**	150,523
Expenditure on:					
Raising funds	5	741	-	**741**	528
Charitable activities	6	61,846	93,545	**155,391**	154,648
Total resources expended		62,587	93,545	**156,132**	155,176
Net income/(expenditure) before transfers		5,004	0	**5,004**	(4,653)
Transfers between funds		-	-	-	-
Net movement in funds		5,004	0	**5,004**	(4,653)
Total funds brought forward		100,704	5,547	**106,251**	110,904
Total funds carried forward		105,708	5,547	**111,255**	106,251

Balance Sheet as at 31st March 2025

Charity Number 1160983

	Note	31 March 2025 £	31 March 2024 £
Current assets			
Debtors and prepayments	11	**2,889**	14,242
Cash at Bank and in hand		**115,604**	114,730
Total current assets		**118,493**	128,972
Current liabilities			
Creditors and accruals due within one year	12	**7,238**	22,721
Total assets less current liabilities		**111,255**	106,251
REPRESENTED BY:			
Unrestricted funds (including designated funds)	13	**105,708**	100,704
Restricted Funds	13	**5,547**	5,547
TOTAL FUNDS		**111,255**	106,251

These accounts were approved by the Trustees on 18th November 2025 and signed on their behalf by:

Joshua Rozells (on behalf of The Board of Trustees)

J B Farmer

John Farmer (Treasurer)

The notes on pages 10 to 18 form part of these financial statements

Notes to the Financial Statements
For the year ended 31 March 2025

1 Accounting Policies

(a) 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 the Republic of Ireland (FRS 102) and the Companies Act 2006.

Kingston Bereavement Support meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling which is the functional currency of the Charity.

Assets and liabilities are initially recognised at historical cost or transaction value.

(b) Preparation of the accounts are on a going concern basis.

In the opinion of the trustees, the charity remains a going concern and accordingly the Financial Statements have been prepared on a going concern basis. Due to the current economic situation, it is not easy to get the the funds, however, we continue to develop a Fundraising Strategy with the aim to support KBS achieve sustainable funding.

(c) Incoming resources

Donations, other forms of voluntary income and investment income are recognised as incoming resources when received. However, where the terms of a grant, gift or legacy have not been met, the income is deferred or carried forward until it becomes due.

(d) Resources expended

Expenditure is recognised on the accruals basis and on the basis that consideration has been received for the expenditure.

Support costs represent the costs incurred in providing support for projects. Governance costs reflect central establishment costs and do not include the costs of managing the charitable project.

(e) Management and administration expenditure

The charity's objects are to provide support and counselling and do not include any expenditure or grants to individuals. The allocation of expense to functions is calculated by expense type and staff time to reflect as closely as possible the nature of the activity involved.

(f) Fundraising costs

The charity does not incur any support expenses for fundraising but does incur direct costs comprising fundraising charges and some staff time spent on this function. Costs are allocated accordingly.

(g) Value added tax

Value added tax is not recoverable by the charity and, as such, is included in the relevant costs in the Statement of Financial Activities

(h) Description of funds

Unrestricted funds are those that may be used for any purpose which complies with the charity's aims and objectives.

Restricted funds are subject to specific conditions imposed by the donor(s). The Saying Goodbye Project fund and others within the adult service cover a number of specific gifts and grants and the expenditure related to these donations.

1 Accounting Policies (continued)

(i) Pension

Employees of the charity are entitled to join The Pension Trust's Flexible Retirement Plan which is funded by contributions from employees and Kingston Bereavement Support as employer. The assets of the Plan are held separately from those of the employer. Contributions to the Plan up to April 2011 were defined benefit. Contributions thereafter were defined contribution. The Plan is a multi-employer scheme where the share of the assets and liabilities applicable to each employer is not identified. Accordingly, contributions relating to both the defined benefit and defined contribution periods are included in the financial statements on a defined contribution basis. Details of contributions and an associated contingent liability can be found in Notes 7 and 8.

(j) Legal Status

The Charity registered as a Charitable Incorporated Organisation (CIO) in April 2015 (charity no: 1160983) to take forward the work of the unincorporated charity (charity no: 299430). At the time of registration, all assets, liabilities and funds of the unincorporated charity were transferred to the CIO.

2 Income from Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2025 £**	Total Funds 2024 £
Grants	18,165	-	**18,165**	36,330
Client donations	5,285	-	**5,285**	1,792
Other donations	11,768	-	**11,768**	4,315
Gift Aid	1,354	-	**1,354**	250
	36,572	-	**36,572**	42,687

In 2024, all income from donations and legacies (£42,687) was attributable to unrestricted funds.

Grants comprise:

Royal Borough of Kingston	**18,165**	36,330
	18,165	36,330

Other donations comprise:

Alfred Charitable Trust	**3,000**	1,500
Waitrose Kingston	**-**	1,280
Postcode Society Trust	**-**	500
Coop Partnership	**1,694**	1,035
The Wych Elm Pub Quiz	**700**	-
Canbury School	**2,438**	-
John Lewis	**750**	-
Barclays Bank West London Pensions Trust	**360**	-
Skipton Building Society	**600**	-
Charities Trust	**360**	-
35 Year Anniversary Appeal	**1,775**	
Sundry	**91**	
	11,768	4,315

3 Income from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2025 £**	Total Funds 2024 £
Grants	-	93,545	**93,545**	48,971
Kingston ICB	24,843	-	**24,843**	49,686
Training	1,664	-	**1,664**	3,280
Assessments	3,075	-	**3,075**	3,377
Sundry	175	-	**175**	2,000
	29,757	93,545	**123,302**	107,314

In 2024, £48,971 was attributable to restricted funds and the remaining £58,343 attributable to the unrestricted fund.

Grants comprise:

		2025 £	2024 £
Adult Service			
RBK & NHS (a)	37,202		
Kingston Nursing Association	2,562		2,500
NHS South West London	-		14,831
RBK Resilience funds	2,537		7,806
Kingston Charitable Foundation	1,500		1,012
BLF Awards for All	8,280		
		52,081	
Saying Goodbye Project			
RBK & NHS (a)	15,944		
Achieving for Children (AfC)	7,500		15,000
Field Family Trust	3,000		3,000
RBK Resilience funds	4,000		4,648
Kingston Charitable Foundation	-		174
Groundwork	500		-
Albert Hunt Trust	5,000		
BLF Awards for All	5,520		
		41,464	
		93,545	48,971

(a) RBK, AfC & NHS Bereavement Service Counselling Contract from 01/10/2024

Grants awarded for projects comprise monies received and deferred income on the basis that resources are expended evenly during the project year or period.

Kingston Integrated Care Board comprises:

Adult Service £	Children Service £	**Total Funds 2025 £**	Total Funds 2024 £
22,593	2,250	**24,843**	49,686

4 Investment Income

	Unrestricted Funds £	**Total Funds 2025 £**	Total Funds 2024 £
Bank interest receivable	1,262	**1,262**	522

5 Expenditure on Raising Funds

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2025 £**	Total Funds 2024 £
Salaries (Gross)	349	-	**349**	338
Fundraising charges	392	-	**392**	190
	741	-	**741**	528

Salaries relate to the estimated managerial time spent on generating grants and other income

6 Expenditure on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	**Total 2025 £**	Total 2024 £
Direct Costs	50,210	74,582	**124,792**	122,449
Support Costs	11,636	18,963	**30,599**	32,199
	61,846	93,545	**155,391**	154,648

Direct Costs comprise:

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2025 £**	Total Funds 2024 £
Salaries (Gross) (a)	34,971	57,709	**92,680**	91,265
Supervision of Counsellors (b)	12,204	12,544	**24,748**	23,161
Training and Seminars	1,479	1,243	**2,722**	5,768
Publicity	112	202	**314**	-
Counsellors' Expenses	170	198	**368**	125
Recruitment	538	1,381	**1,919**	120
Resources	23	25	**48**	-
Monitoring	713	1,280	**1,993**	2,010
Total resources expended	50,210	74,582	**124,792**	122,449

(a) Fund raising salaries in Note 5
(b) includes assessments £4,920 (2023/24: £5,010)

Support Costs comprise:

Accommodation	7,269	12,604	**19,873**	19,391
Telephone, Fax and Computer	636	1,141	**1,777**	1,844
Stationery and Office Supplies	582	1,041	**1,623**	1,277
Insurance	348	624	**972**	898
Governance (Note 10)	480	0	**480**	500
Sundry Expenses	2,321	3,553	**5,874**	8,289
	11,636	18,963	**30,599**	32,199

Sundry expenses include subscriptions, professional fees and pension deficit recovery contributions

7 Staff Costs

	2025	2024
	£	£
Salaries	**87,120**	90,249
Employer social security costs	**1,305**	1,266
Employment allowances for 2021 -2023 (2 years)	**-**	(9,000)
Employer pension contributions	**8,586**	9,089
Credit repayment	**(3,981)**	-
	93,030	91,604

The average number of employees during the year was five (2024: five).

No employee was paid in excess of £60,000 during the year (2024: nil).

The key management personnel comprises the trustees, the manager, and adult and children's project coordinators. The total employee benefits of the of the key management personnel of the charity were £65,832 (2024: £69,848).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2024: £nil).

No payments were made to trustees in respect of reimbursable expenses during 2025 (2024: £nil).

The social security costs are reduced by the employment allowance of £5,000 for 2024/25

8 Pension Scheme and Contingent Liability

At 31 March 2011, there were two employees as members of a defined benefit scheme with The Pensions Trust, a multi-employer scheme where the share of the assets and liabilities applicable to each employer are not identifiable. Following a change in pensions legislation in September 2005, Kingston Bereavement Support currently faces a potential liability, estimated at 30th September 2024, to amount to £30,187 (September 2023 £30,745) that would arise if the Service were to withdraw from the scheme or if the scheme itself is wound up. Given the remoteness of these possibilities, the Trustees have not provided for this contingent liability. On 1 April 2011, scheme members were transferred from the defined benefit to a defined contribution scheme with The Pensions Trust thereby limiting future increases in the liability. In the year to 31 March 2025 there were five current staff members of the defined contribution scheme (2024: four)

Pension scheme and defined benefit deficit recovery charges totalling £3,100 are included in Sundry (Note 6)

9 Related Party Transactions

There were no related party transactions for the year ended 31 March 2025 or the year ended 31 March 2024

10 Governance Costs

	2025	2024
	£	£
Independent examiner's fee	**480**	500
	480	500

11 Debtors and Prepayments

	2025	2024
	£	£
Debtors	**784**	12,310
Prepayments	**2,105**	1,932
	2,889	14,242

12 Creditors, Accrued Expenses and Deferred Income

	2025	2024
	£	£
Creditors	**4,675**	13,809
Accrued expenses	**500**	500
Deferred income	**2,063**	8,412
	7,238	22,721

13 Movements in Funds

	Opening Balances 1 April 2024	Incoming Resources	Outgoing Resources	Transfers (refer to page 18)	Closing Balances 31 March 2025
Unrestricted Funds	£	£	£	£	£
Unrestricted Fund - general	20,704	67,591	(62,587)	5,000	**30,708**
Unrestricted Fund - contingency	40,000	-	-	-	**40,000**
Designated Fund - Pensions	40,000	-	-	(5,000)	**35,000**
	100,704	67,591	(62,587)	-	**105,708**
Restricted Funds					
Adult Service					
RBK & NHS	-	37,202	(37,202)	-	-
Kingston Nursing Association	-	2,562	(2,562)	-	-
RBK Resilience Funds	-	2,537	(2,537)	-	-
Kingston Charitable Foundation	-	1,500	(1,500)	-	-
BLF Awards for All	-	8,280	(8,280)	-	-
Kingston Magistrates Poor Box	4,078	-	-	-	**4,078**
Children's Service					
RBK & NHS	-	15,944	(15,944)		-
Achieving for Children (AfC)	-	7,500	(7,500)	-	-
Field Family Trust	-	3,000	(3,000)	-	-
RBK Resilience Funds	-	4,000	(4,000)		-
Groundwork	-	500	(500)		-
Albert Hunt Trust	-	5,000	(5,000)		-
BLF Awards for All	-	5,520	(5,520)		-
Capacity Building	1,469	-	-	-	**1,469**
	5,547	93,545	(93,545)	-	**5,547**

Comparative Figures for Previous Year

	Opening Balances 1 April 2023	Incoming Resources	Outgoing Resources	Transfers	Closing Balances 31 March 2024
Unrestricted Funds	£	£	£	£	£
Unrestricted Fund - general	15,357	101,552	(106,205)	10,000	**20,704**
Unrestricted Fund - contingency	40,000	-	-	-	**40,000**
Designated Fund - Pensions	50,000	-	-	(10,000)	**40,000**
	105,357	101,552	(106,205)	-	**100,704**
Restricted Funds					
Adult Service					
Kingston Nursing Association	-	2,500	(2,500)	-	-
NHS SW London ISB	-	14,831	(14,831)	-	-
RBK Resilience Funds	-	7,806	(7,806)		
Kingston Charitable Foundation	-	1,012	(1,012)	-	-
Kingston Magistrates Poor Box	4,078	-	-	-	**4,078**
Children's Service					
Achieving for Children (AfC)	-	15,000	(15,000)	-	-
Field Family Trust	-	3,000	(3,000)	-	-
RBK Resilience Funds		4,648	(4,648)		
Kingston Charitable Foundation	-	174	(174)	-	-
Capacity Building	1,469	-	-	-	**1,469**
	5,547	48,971	(48,971)		**5,547**

Purposes of Unrestricted Funds

To further the objectives of the charity and provide funding to cover the management and administration costs.

The Contingency Fund has been set aside to complete counselling and meet other commitments in the event of the Service being unable to raise sufficient funds to continue its ongoing operations and also to cover annual operational costs such as accommodation should insufficient resources be raised during the financial year.

The Designated fund are funds ring-fenced by the organisation should they be required to pay the contingent pension liability in the remote chance this becomes payable. During the year, £5,000 was transferred out of the Designated fund to Uunrestricted funds, representing the reduction in the amount of the contingent pension liability.

Purposes of Restricted Funds

To support the adult service and the children's Saying Goodbye Project as detailed in the Trustees' Report.

Adult Service	
RBK & NHS Kingston Nursing Association RBK Resilience Funds Kingston Charitable Foundation BLF Awards for All	- Delivery of counselling, support, information and training for adults in Kingston
Kingston Magistrates Poor Box	- Support for adults experiencing financial difficulties
Children's Service	
RBK & NHS Achieving for Children Field Family Trust RBK Resilience Funds Kingston Charitable Foundation Groundwork Albert Hunt Trust BLF Awards for All	- Delivery of counselling, support, information and training for children and young people in Kingston and Richmond
Capacity Building	- On-going support and CORE database management and development

Kingston Bereavement Support

England & Wales - Charity number 1160983

Accounts







Annual Report 2023/24

Kingston **Bereavement** Support

Specialist counselling
and other services helping you
make sense of your loss.

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"A welcoming, warm and inviting space to explore grief - both recent and past. An opportunity to challenge my thinking and make positive steps towards change. A welcoming, supportive service. I am very grateful to have been able to benefit from the service. Thank you."

OUR ORGANISATION

Kingston Bereavement Support (KBS) is a friendly, local charity established in 1988. We support children, young people, adults and families who have been bereaved and are trying to come to terms with the impact that the death of someone close is having on their lives. We deliver two key services: an Adult Bereavement Service and the Children and Young People's Service (The Saying Goodbye Project). Counselling is provided by a team of professional volunteers who have undertaken our compulsory, specialist training programme in bereavement counselling. We also provide bereavement awareness training to other organisations and professionals, including schools, voluntary groups, health and social care agencies, hospitals and local employers.
We changed our name to Kingston Bereavement Support in November 2023, we were previously known as Kingston Bereavement Service.

OUR OBJECTIVES

To help people in who live, work, study or are registered with a GP in Kingston upon Thames who have been bereaved, to ensure that their experience does not prevent them from fulfilling their potential. Enabling them to heal through resolution and acceptance in order to rebuild a healthy life, re-engaging with family and community.

To reach everyone in the community who needs us: children, young people, adults, families, those who are disadvantaged and are socially isolated. We provide specialist bereavement support to those experiencing sustained emotional and psychological distress as a result of bereavement and to those with additional support needs.

To promote understanding of bereavement in the community, so that other professionals who care for individuals may be better equipped to support them when they have lost a loved one. We do this through training and outreach services delivered to other agencies, employers and schools. This increases understanding of the bereavement process and raises awareness of the services available when more support is needed.

Registered Office

Welcare House
53-55 Canbury Park Road
Kingston upon Thames
KT2 6LQ
020 8547 1552 info@kbscharity.org.uk
www.kingstonbereavementsupport.org.uk

Charitable Incorporated Organisation
Registered Charity No. 1160983

Organisational Affiliations

- Child Bereavement UK
- British Association for Counselling and Psychotherapy (BACP)
- Registered Provider (No. 8AE75) to GPs within South West London Integrated Care Service (ICS)

Independent Financial Examiners

Sian Lewis, FCA
8 Coldbath Square
London
EC1R 5HL

Bankers

Lloyds Bank
83 Clarence Street
Kingston upon Thames, KT1 1RE

Virgin Money
40 St Vincent Place, Glasgow, Scotland, G12HL

Co-operative Bank
P.O. Box 250, Delf House
Southway, Skelmersdale, WN8 6WT

THE BOARD OF TRUSTEES' REPORT

The Board of Trustees present their annual report and audited accounts for the year ended 31 March 2024 and confirm they comply with the requirements of the Charities Act 2011. Kingston Bereavement Support (KBS) is a community based registered charity providing high quality specialist counselling and other services to bereaved adults, young people and children who live, work or study in the Kingston area, who need us.

Without access to the skilled psychological support offered by KBS, there are people who would sadly be left to cope alone with the death of a loved one. Accordingly, it is vitally important that as a charity we do everything we can to keep our service viable.

The last year has been challenging for the charity sector as world events, economic uncertainty and the continued cost of living crisis impacted on costs and donations. We continue to be supported by a range of funding sources, and we are grateful for this ongoing crucial support.

During 2023, we were informed by both the Royal Borough of Kingston upon Thames, Achieving for Children and the Integrated Care Board of their intention to move to a joint, contract-based award.

After a great deal of work by the team preparing the contract bid, and following a period of waiting, we were delighted to be successfully awarded a three-year contract, providing over £100k annually of vital funding. However, like other not-for-profits, we continue to face fundraising challenges.

Our Board and management team are committed to working with our funding partners and those in our community to ensure the long-term security of the service. In the new year we have planned a number of new fundraising initiatives to help us diversify our funding sources and we continue to focus on engagement with local businesses and other organisations to advance our fundraising endeavours.

The KBS Board of Trustees are immensely proud of the work of our charity and its beneficial effect to people who use our service, as evidenced by the overwhelmingly positive feedback we receive. We would like to extend sincere thanks to our brilliant, dedicated team of staff, counsellors and supervisors for their talent and commitment in supporting the work of the Charity, along with the much-appreciated strong support from our local community.

Board of Trustees

Trustees

Co-Chairs:
Joshua Rozells
Sione Marshall (left September 2024)
Beverley Greenstein (from September 2024)
Treasurer:
John Farmer
Clinical Trustee:
Sione Marshall
General Trustees:
Tara Kent
Beverley Greenstein
Trustees appointed after year end
Sione Marshall (Associate Trustee September 2024)
Christina Zarifi (General Trustee November 2024)

Staff

Service Manager:
Christina Buckley
Adult Service Coordinator:
Nadine Doran-Holder
Children and Young People's Service Coordinator:
Emilia McIntyre (left August 2024)
Adult Service Support Worker:
Samantha Burch
Service Administrator:
Helen Shah
Database Volunteer:
Shelley Cato

Adult Service Counsellors:

Sue Bastow; Camelia Burn; Pauline Deakin; Sharon Evans; Diane Harding; Hannah Huxley; Tanya Kasozi; Magdalena Kedziora; Larissa Leiser; Emma Lloyd; John Maina; Hayley Manning; Bukky Maybank; Heather McAdam; James McDonald; Emily McMahon; Oliver Milton; Rachel Munro; Claire Murray; Sarah Murray; Aniko Nagy; Matt Priest; Param Singh; Barbara Widden

Saying Goodbye Project Counsellors:

Linda Capitelli; Claire Murray

Supervisors:

Lindsay Canham; Elizabeth Kovacs; Jim Kuykendall and Mary Pelham

Trainers:

Anvita Maden Bahel; Stephen Callus; Lindsay Canham; Fiona Dunkley; Deri Morrow

ADULT BEREAVEMENT SERVICE

Bereavement can impact on a person's ability to work and affect their relationships, making them more socially isolated and less able to engage with others.

A key objective of our service is to ensure that our clients' experience of bereavement does not prevent them from fulfilling their potential, enabling them to heal through resolution and acceptance, in order to re-build a healthy life and re-engage with family and community.

We continued to support adults who in Kingston upon Thames. We counsel clients at our premises in central Kingston, as well as offering our service remotely.

Throughout this year we have focused on strengthening and developing our volunteer counselling team to enable us to continue to offer the very best compassionate and professional counselling for our clients.

We monitor the impact of counselling through client feedback and clinical questionnaires pre and post counselling. This feedback supports the service's strategic and client focused planning and development, for example, the training planned for counsellors.



"I've found the sessions super helpful; it made me understand more what was triggering my panic attacks and the pain of grief. The guidance and support provided for me have been helpful with navigating the complexities of grief."

458

client referrals

⬆ 24% from 2022-23

1,152

counselling hours

⬆ 23% from 2022-23

At least 83% of clients had improved clinical outcomes across ten key areas including close relationships and well-being.

95% of clients found counselling was very helpful.

165 referred clients accepted and attended an assessment

"Introduced me to mindfulness and managing stress; allowed me to talk about my loss outside of my family."

"Very positive - life changing. Sometimes you need to be shown the way - thank you."

Counsellor CPD Training

- Race and Culture
- Experiential Death and Bereavement
- Death by Suicide
- Pregnancy and Infant Loss
- Trauma

CHILDREN, YOUNG PEOPLE AND FAMILIES SERVICE

SAYING GOODBYE Project
SUPPORTING CHILDREN AND YOUNG PEOPLE THROUGH BEREAVEMENT

The Saying Goodbye Project (Children and Young People's Service) continued to positively impact on the lives of children, young people and their families. Throughout the year, the service continued to offer counselling, support and advice to bereaved children and young people, as well as their parents and carers.

The Trustees and key staff continued to work together, along with partner organisations, to further strengthen and develop our well regarded bereavement counselling service

Feedback from parents and carers continues to demonstrate the positive impact of our counselling and support on the lives of the children they care for.

Looking towards 2024/25 we can continue to build and strengthen our service to meet the needs of local children and young people.

"Everyone has been so helpful and kind to my family. My daughter has felt accepted and understood. Her counsellor has been very generous in support offering crafts and fun activities to supplement the therapy."

"Just a big thank you for being so helpful in this journey, especially as a parent who was feeling very lost at how best to support her children."



STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing an annual report and financial statement 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 requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. 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.

Public Benefit Statement

The Trustees complied with the duty to have due regard to the guidance on public benefit published by the Charities Commission in exercising their power or duties.

Report Approval

Approved by the Trustees on 3rd December 2024.

FINANCIAL REVIEW
APRIL 2023 - MARCH 2024

The Trustees are pleased to present the financial statements for the charity for the year ending 31 March 2024. The Financial Statements comply with the Charities Act 2011 and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

Financial Review

Kingston Bereavement Support is fortunate to have a wide range of funders, from individual donations to grant making bodies. Restricted income in the year of £48,971 and unrestricted of £101,552 gave total incoming resources of £150,523. Outgoing restricted resources of £48,971 and unrestricted of £106,205 resulted in a deficit for the year of £4,653 (2023 a deficit of £20,572).

During the year, the principal funding sources were the Royal Borough of Kingston upon Thames, Integrated Care Board, Richmond Borough Council, the London Community Response Fund and Kingston Nursing Association.

We are so very grateful to individuals and groups who donate to us and we would like to thank all of them. This includes the Alfred Charitable Trust, who have faithfully donated every year for at least 20 years.

Risk Review

Annual risk assessments were made on operational, financial, governance and external risks and an action plan to mitigate areas of higher risk. Internal risks continue to be minimised by the implementation of procedures for the recruitment, vetting, training, supervision and appraisal of all volunteers and staff, financial controls and a plan to ensure consistent quality of service delivery. The year saw a continuation of the risk management strategy.

The Trustees continued to review and update many of the policies including the Combined Information Policy, Private Counselling Policy, Equality and Diversity and Inclusion Policy, Safeguarding Adults, Safeguarding and Child Protection Policy and Staff Related Policies.

Reserves Policy

The Trustees have established a policy whereby an amount of the reserves is set aside in a contingency fund in order to continue the current activities in the event of a significant drop in funding or to wind down the charity in event of the need to close, including the cost of withdrawing from the staff pension fund which is a sizeable amount. This figure is reviewed annually at the end of the financial year.

At present, £40,000 held by the charity for this purpose represents three months of the budgeted expenditure for the 2023/24 financial year excluding the pension withdrawal cost.

INDEPENDENT FINANCIAL EXAMINER'S REPORT

Kingston Bereavement Support

I report to the Trustees on my examination of the financial statements of the above charity for the year ended 31 March 2024.

Responsibilities and Basis of Report

As the charity's Trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("The Act"). Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of "The Act". In carrying out my examination I have followed all the applicable 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 that in any material respect:

1. the accounting records were not kept in accordance with section 130 of the Charities Act: or

2. the accounts did not accord with the accounting records; or

3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

4. the financial statements 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 financial statements to be reached.

Sian Lewis, FCA
8 Coldbath Square
London
EC1R 5HL

Signed: 

Date: 27.1.25

Statement of Financial Activities
For the Year Ended 31 March 2024

	Notes	Unrestricted Funds £	Restricted Funds £	**Total Funds 2024 £**	Total Funds 2023 £
Income from:					
Donations and legacies	2	42,687	-	**42,687**	21,264
Charitable activities	3	58,343	48,971	**107,314**	98,651
Investments	4	522	-	**522**	243
Total incoming resources		101,552	48,971	**150,523**	120,158
Expenditure on:					
Raising funds	5	528	-	**528**	394
Charitable activities	6	105,677	48,971	**154,648**	140,336
Total resources expended		106,205	48,971	**155,176**	140,730
Net income/(expenditure) before transfers		(4,653)	-	**(4,653)**	(20,572)
Transfers between funds		-	-	-	-
Net movement in funds		(4,653)	-	**(4,653)**	(20,572)
Total funds brought forward		105,357	5,547	**110,904**	131,476
Total funds carried forward		100,704	5,547	**106,251**	110,904

The notes on pages 10-17 form part of these financial statements

Balance Sheet as at 31st March 2024

Charity Number 1160983

	Note	31 March 2024 £	31 March 2023 £
Current assets			
Debtors and prepayments	11	**14,242**	3,595
Cash at Bank and in hand		**114,730**	134,470
Total current assets		**128,972**	138,065
Current liabilities			
Creditors and accruals due within one year	12	**22,721**	27,161
Total assets less current liabilities		**106,251**	110,904
REPRESENTED BY:			
Unrestricted funds (including designated funds)	13	**100,704**	105,357
Restricted Funds	13	**5,547**	5,547
TOTAL FUNDS		**106,251**	110,904

These accounts were approved by the Trustees on 3rd December 2024 and signed on their behalf by:

Joshua Rozells (on behalf of The Board of Trustees)

J B Farmer

John Farmer (Treasurer)

The notes on pages 10 to 17 form part of these financial statements

Notes to the Financial Statements
For the year ended 31 March 2024

1 Accounting Policies

(a) 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 the Republic of Ireland (FRS 102) and the Companies Act 2006.

Kingston Bereavement Support meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling which is the functional currency of the Charity.

Assets and liabilities are initially recognised at historical cost or transaction value.

(b) Preparation of the accounts are on a going concern basis.

In the opinion of the Trustees, the charity remains a going concern and accordingly the Financial Statements have been prepared on a going concern basis. Due to the current economic situation, it is not easy to get the funds, however, we continue to develop a Fundraising Strategy which will support KBS to achieve sustainable funding.

(c) Incoming resources

Donations, other forms of voluntary income and investment income are recognised as incoming resources when received. However, where the terms of a grant, gift or legacy have not been met, the income is deferred or carried forward until it becomes due.

(d) Resources expended

Expenditure is recognised on the accruals basis and on the basis that consideration has been received for the expenditure.

Support costs represent the costs incurred in providing support for projects. Governance costs reflect central establishment costs and do not include the costs of managing the charitable project.

(e) Management and administration expenditure

The charity's objects are to provide support and counselling and do not include any expenditure or grants to individuals. The allocation of expense to functions is calculated by expense type and staff time to reflect as closely as possible the nature of the activity involved.

(f) Fundraising costs

The charity does not incur any support expenses for fundraising but does incur direct costs comprising fundraising charges and some staff time spent on this function. Costs are allocated accordingly.

(g) Value added tax

Value added tax is not recoverable by the charity and, as such, is included in the relevant costs in the Statement of Financial Activities

(h) Description of funds

Unrestricted funds are those that may be used for any purpose which complies with the charity's aims and objectives.

Restricted funds are subject to specific conditions imposed by the donor(s). The Saying Goodbye Project fund and others within the adult service cover a number of specific gifts and grants and the expenditure related to these donations.

1 Accounting Policies (continued)

(i) Pension

Employees of the charity are entitled to join The Pension Trust's Flexible Retirement Plan which is funded by contributions from employees and Kingston Bereavement Support as employer. The assets of the Plan are held separately from those of the employer. Contributions to the Plan up to April 2011 were defined benefit. Contributions thereafter were defined contribution. The Plan is a multi-employer scheme where the share of the assets and liabilities applicable to each employer is not identified. Accordingly, contributions relating to both the defined benefit and defined contribution periods are included in the financial statements on a defined contribution basis. Details of contributions and an associated contingent liability can be found in Notes 7 and 8.

(j) Legal Status

The Charity registered as a Charitable Incorporated Organisation (CIO) in April 2015 (charity no: 1160983) to take forward the work of the unincorporated charity (charity no: 299430). At the time of registration, all assets, liabilities and funds of the unincorporated charity were transferred to the CIO.

2 Income from Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2024 £**	Total Funds 2023 £
Grants	36,330	-	**36,330**	17,000
Client donations	1,792	-	**1,792**	1,039
Other donations	4,315	-	**4,315**	3,085
Gift Aid	250	-	**250**	140
	42,687	-	**42,687**	21,264

In 2023, all income from donations and legacies (£21,264) was attributable to unrestricted funds.

Grants comprise:

Royal Borough of Kingston	**36,330**	17,000
	36,330	17,000

Other donations comprise:

Alfred Charitable Trust	**1,500**	2,000
Waitrose Kingston	**1,280**	330
Postcode Society Trust	**500**	-
Coop Partnership	**1,035**	-
The Wych Elm Pub Quiz	-	601
Kingston Grammar School	-	154
	4,315	3,085

3 Income from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2024 £**	Total Funds 2023 £
Grants	-	48,971	**48,971**	45,998
Kingston ICB	49,686	-	**49,686**	49,686
Training	3,280	-	**3,280**	755
Assessments	3,377	-	**3,377**	2,212
Sundry	2,000	-	**2,000**	-
	58,343	48,971	**107,314**	98,651

In 2023, £45,998 was attributable to restricted funds and the remaining £52,653 attributable to the unrestricted fund.

Grants comprise:

		2024	2023
Adult Service		**£**	£
Kingston Nursing Association	2,500		2,500
NHS South West London	14,831		5,169
RBK Resilience funds	7,806		1,000
Kingston Charitable Foundation	1,012		-
		26,149	
Saying Goodbye Project			
Achieving for Children (AfC)	15,000		15,000
Field Family Trust	3,000		3,000
RBK Resilience funds	4,648		-
Kingston Charitable Foundation	174		-
RBK CONTAIN	-		19,329
		22,822	
		48,971	45,998

Grants awarded for projects comprise monies received and deferred income on the basis that resources are expended evenly during the project year or period.

Kingston Integrated Care Board comprises:
(formally the CCG - Clinical Commissioning Group)

	Adult Service £	Children Service £	**Total Funds 2024 £**	Total Funds 2023 £
	45,186	4,500	**49,686**	49,686

4 Investment Income

	Unrestricted Funds £	**Total Funds 2024 £**	Total Funds 2023 £
Bank interest receivable	522	**522**	243

5 Expenditure on Raising Funds

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2024 £**	Total Funds 2023 £
Salaries	338	-	**338**	388
Fundraising charges	190	-	**190**	6
	528	-	**528**	**394**

Salaries relate to the estimated managerial time spent on generating grants and other income

6 Expenditure on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	**Total 2024 £**	Total 2023 £
Direct Costs	83,274	39,175	**122,449**	107,452
Support Costs	22,403	9,796	**32,199**	32,884
	105,677	48,971	**154,648**	140,336

Direct Costs comprise:

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2024 £**	Total Funds 2023 £
Salaries (Fund Raising salaries in Note 5)	60,048	31,217	**91,265**	79,929
Supervision of Counsellors (a)	17,418	5,743	**23,161**	17,056
Training and Seminars	4,258	1,510	**5,768**	6,075
Counsellors' Expenses	85	40	**125**	32
Recruitment	94	26	**120**	2,637
Monitoring	1,371	639	**2,010**	1,723
Total resources expended	83,274	39,175	**122,449**	107,452

(a) includes assessments £5,010 (2022/23: £4,530)

Support Costs comprise:

Accommodation	13,290	6,101	**19,391**	17,575
Telephone, Fax and Computer	1,258	586	**1,844**	1,852
Stationery and Office Supplies	871	406	**1,277**	1,773
Insurance	612	286	**898**	853
Governance (Note 10)	500	0	**500**	480
Sundry Expenses	5,872	2,417	**8,289**	10,351
	22,403	9,796	**32,199**	32,884

Sundry expenses include subscriptions, professional fees and pension deficit recovery contributions

7 Staff Costs

	2024	2023
	£	£
Salaries	**90,249**	69,831
Employer social security costs	**1,266**	5,284
Employment allowances for 2021 -2023 (2 years)	**(9,000)**	-
Employer pension contributions	**9,089**	5,202
	91,604	80,317

The average number of employees during the year was five (2023: five).

No employee was paid in excess of £60,000 during the year (2023: nil).

The key management personnel comprises the trustees, the manager, and adult and children's project coordinators. The total employee benefits of the of the key management personnel of the charity were £69,848 (2023: £47,440).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2023: £nil).

No payments were made to trustees in respect of reimbursable expenses during 2024 (2023: £nil).

The social security costs are reduced by the employment allowance of £5,000 for 2023/24

A claim has been made for the Employment Allowance for the two years ended 31 March 2022 and 31 March 2023.

8 Pension Scheme and Contingent Liability

At 31 March 2011, there were two employees as members of a defined benefit scheme with The Pensions Trust, a multi-employer scheme where the share of the assets and liabilities applicable to each employer are not identifiable. Following a change in pensions legislation in September 2005, Kingston Bereavement Support currently faces a potential liability, estimated at 30th September 2023, to amount to £30,745 (September 2022 £37,459) that would arise if the Service were to withdraw from the scheme or if the scheme itself is wound up. Given the remoteness of these possibilities, the Trustees have not provided for this contingent liability. On 1 April 2011, scheme members were transferred from the defined benefit to a defined contribution scheme with The Pensions Trust thereby limiting future increases in the liability. In the year to 31 March 2024 there were four current staff members of the defined contribution scheme (2023: three)

Pension scheme and defined benefit deficit recovery charges totalling £2,492 are included in Sundry (Note 6)

9 Related Party Transactions

There were no related party transactions for the year ended 31 March 2024 or the year ended 31 March 2023

10 Governance Costs

	2024	2023
	£	£
Independent examiner's fee	**500**	480
	500	480

11 Debtors and Prepayments

	2024	2023
	£	£
Debtors	**12,310**	215
Prepayments	**1,932**	3,380
	14,242	3,595

12 Creditors, Accrued Expenses and Deferred Income

	2024	2023
	£	£
Creditors	**13,809**	6,975
Accrued expenses	**500**	480
Deferred income	**8,412**	19,706
	22,721	27,161

13 Movements in Funds

Unrestricted Funds	Opening Balances 1 April 2023 £	Incoming Resources £	Outgoing Resources £	Transfers (refer to page 17) £	Closing Balances 31 March 2024 £
Unrestricted Fund - general	15,357	101,552	(106,205)	10,000	**20,704**
Unrestricted Fund - contingency	40,000	-	-	-	**40,000**
Designated Fund - Pensions	50,000	-	-	(10,000)	**40,000**
	105,357	101,552	(106,205)	-	**100,704**
Restricted Funds					
Adult Service					
Kingston Nursing Association	-	2,500	(2,500)	-	-
NHS SW London ISB		14,831	(14,831)		
RBK Resilience Funds	-	7,806	(7,806)	-	-
Kingston Charitable Foundation	-	1,012	(1,012)	-	-
Kingston Magistrates Poor Box	4,078	-	-	-	**4,078**
Children's Service					
Achieving for Children (AfC)	-	15,000	(15,000)	-	-
Field Family Trust	-	3,000	(3,000)	-	-
RBK Resilience Funds		4,648	(4,648)		
Kingston Charitable Foundation	-	174	(174)		
Capacity Building	1,469	-	-	-	**1,469**
	5,547	48,971	(48,971)	-	**5,547**

Comparative Figures for Previous Year

Unrestricted Funds	Opening Balances 1 April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	Closing Balances 31 March 2023 £
Unrestricted Fund - general	20,354	74,160	(94,157)	15,000	**15,357**
Unrestricted Fund - contingency	40,000	-	-	-	**40,000**
Designated Fund - Pensions	65,000	-	-	(15,000)	**50,000**
	125,354	74,160	(94,157)	-	**105,357**
Restricted Funds					
Adult Service					
Kingston Nursing Association	-	2,500	(2,500)	-	-
NHS SW London ISB	-	5,169	(5,169)	-	-
Kingston Charitable Foundation	-	1,000	(1,000)	-	-
Kingston Magistrates Poor Box	4,653	-	(575)	-	**4,078**
Children's Service					
Achieving for Children (AfC)	-	15,000	(15,000)	-	-
Field Family Trust	-	3,000	(3,000)	-	-
RBK CONTAIN	-	19,329	(19,329)	-	-
Capacity Building	1,469	-	-	-	**1,469**
	6,122	45,998	(46,573)	-	**5,547**

Purposes of Unrestricted Funds

To further the objectives of the charity and provide funding to cover the management and administration costs.

The Contingency Fund has been set aside to complete counselling and meet other commitments in the event of the Service being unable to raise sufficient funds to continue its ongoing operations and also to cover annual operational costs such as accommodation should insufficient resources be raised during the financial year.

The Designated fund are funds ring-fenced by the organisation should they be required to pay the contingent pension liability in the remote chance this becomes payable. During the year, £10,000 was transferred out of the Designated fund to Uunrestricted funds, representing the reduction in the amount of the contingent pension liability.

Purposes of Restricted Funds

To support the adult service and the children's Saying Goodbye Project as detailed in the Trustees' Report.

Adult Service	
Kingston Nursing Association NHS South West London RBK Resilience Funds Kingston Charitable Foundation	- Delivery of counselling, support, information and training for adults in Kingston
Kingston Magistrates Poor Box	- Support for adults experiencing financial difficulties
Children's Service	
Achieving for Children Field Family Trust RBK Resilience Funds Kingston Charitable Foundation	- Delivery of counselling, support, information and training for children and young people in Kingston and Richmond
Capacity Building	- On-going support and CORE database management and development

Kingston Bereavement Support

England & Wales - Charity number 1160983

Accounts



Annual Report 2022/23

Kingston **Bereavement** Service

Support, counselling and understanding in bereavement

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"I found the sessions to be a comfortable calm space where I could just be and let out much of the noise and anxiety in my head. I always left feeling supported and empowered to get through the week".

OUR ORGANISATION

Kingston Bereavement Service (KBS) is a friendly, local charity established in 1988. We support children, young people, adults and families who have been bereaved and are trying to come to terms with the impact that the death of someone close is having on their lives. We deliver two key services: an Adult Bereavement Service and the Children and Young People's Service (The Saying Goodbye Project). Counselling is provided by a team of professional volunteers who have undertaken our compulsory, specialist training programme in bereavement counselling. We also provide bereavement awareness training to other organisations and professionals, including schools, voluntary groups, health and social care agencies, hospitals and local employers.

OUR OBJECTIVES

To help people who live, work, study or are registered with a GP in Kingston upon Thames who have been bereaved, to ensure that their experience does not prevent them from fulfilling their potential. Enabling them to heal through resolution and acceptance in order to rebuild a healthy life, re-engaging with family and community.

To reach everyone in the community who needs us: children, young people, adults, families, those who are disadvantaged and are socially isolated. We provide specialist bereavement support to those experiencing sustained emotional and psychological distress as a result of bereavement and to those with additional support needs.

To promote understanding of bereavement in the community, so that other professionals who care for individuals may be better equipped to support them when they have lost a loved one. We do this through training and outreach services delivered to other agencies, employers and schools. This increases understanding of the bereavement process and raises awareness of the services available when more support is needed.

Registered Office

Welcare House
53-55 Canbury Park Road
Kingston upon Thames
KT2 6LQ
020 8547 1552
info@kingstonbereavementservice.org.uk
www.kingstonbereavementservice.org.uk

Charitable Incorporated Organisation
Registered Charity No. 1160983

Organisational Affiliations

- Children England
- Childhood Bereavement Network
- British Association for Counselling and Psychotherapy
- Registered Provider (No. 8AE75) to GPs within South West London Integrated Care Service (ICS)

Independent Financial Examiners

Sian Lewis, ACA
8 Coldbath Square
London
EC1R 5HL

Bankers

Lloyds Bank
83 Clarence Street
Kingston upon Thames, KT1 1RE

Virgin Money
40 St Vincent Place,, Glasgow, Scotland, G12HL

Co-operative Bank
P.O. Box 250, Delf House
Southway, Skelmersdale, WN8 6WT

THE BOARD OF TRUSTEES' REPORT

Kingston Bereavement Service (KBS) continues to provide a critical service to our community while facing the challenges that the 2022/2023 year has brought in relation to the ongoing war in Ukraine, high inflation and continued economic uncertainly.

We continue as an organisation to adapt to this changing landscape and focus on providing bereavement support to those in Kingston and the surrounding area who need us.

The past year has seen further organisational changes as we recruited a new service manager and adult and children's co-ordinators to strengthen our team. All have brought new life, energy and fresh ideas to our service. In addition, we continue to focus on ensuring we have an updated constitution, policies and procedures in place that support and protect our organisation, ensuring that we maintain our high standards of service.

We continue to be supported by a number of funding sources and we are grateful for their ongoing and vital support. KBS continues to be financially challenged like so many others are in our sector, however, our board and management team are committed to working with our funding partners and those in our community to ensure the long-term security of the service.

2023/2024 will be an important year for us as we plan to execute a number of funding initiatives. The first step was to change our name to Kingston Bereavement Support (in November 2023) and we plan to launch an initial fundraising campaign in early 2024 as well as focus on engagement with local businesses and other organisations.

We continue to look to recruit for new trustees with the relevant desire and skill-sets to help us provide the ongoing and effective delivery of our key services.

The KBS trustees would like to extend their sincere thanks for the continued support of our fantastic team of staff, counsellors and supervisors as well as strong support from our local community. Lastly, we would like to thank our fellow trustees for another year of their hard work and dedication as we continue to ensure this critical service is provided to those who need it most.

Board of Trustees

December 2023

Trustees

Co-Chairs:
Joshua Rozells
Sione Marshall (Clinical Trustee)
Treasurer:
John Farmer
General Trustee:
Tara Kent
Beverley Greenstein

Staff

Interim Service Director:
John Ng (left December 2022)
Service Manager:
Christina Buckley (joined December 2022)
Adult Service Coordinator:
Nadine Doran-Holder (joined December 2022)
Children and Young People's Service Coordinator:
Emilia McIntyre (joined January 2023)
Adult Service Support Worker:
Samantha Burch
Service Administrator:
Helen Shah
Database Volunteer:
Shelley Cato

Adult Service Counsellors

Sophia Alexander; Sue Bastow; Chris Cleave; Pauline Deakin; Sharon Evans; Julia Fox; Diane Harding; Tanya Kasozi; Magdalena Kedziora; Larissa Leiser; Emma Lloyd; Hayley Manning; Heather McAdam; Emily McMahon; Rachel Munro; Aniko Nagy; Patti Prieto, Kim Smith; Barbara Widden

Saying Goodbye Project Counsellors

Linda Capitelli; Claire Murray; Panaphat Seehirunwong

Supervisors

Lindsay Canham; Elizabeth Kovacs; Jim Kuykendall and Mary Pelham

Trainers

Stephen Callus; Lindsay Canham and Fiona Dunkley

ADULT BEREAVEMENT SERVICE

Bereavement can impact on a person's ability to work and affect their relationships, making them more socially isolated and less able to engage with others.

A key objective of our service is to ensure that our clients' experience of bereavement does not prevent them from fulfilling their potential, enabling them to heal through resolution and acceptance, in order to re-build a healthy life and re-engage with family and community.

We continued to support adults who live, work, study or are registered with a GP in Kingston upon Thames. We counsel clients at our premises in central Kingston, as well as offering our service remotely.

Throughout this year we have focused on strengthening our volunteer and staff teams to enable us to continue to offer the very best compassionate and professional counselling for our clients.

We monitor the impact of counselling through client feedback and clinical questionnaires pre and post counselling. This feedback supports the service's strategic and client focused planning and development, for example, the training planned for counsellors.



At least 75% of clients had improved clinical outcomes across ten key areas including close relationships and well-being.

Client Feedback

100% of clients found counselling was helpful.
90% of clients found counselling was very helpful.

"Provided me with a safe, comfortable environment to discuss my grief and understand why I made the choices I did in my journey. It was a very welcoming team, the counsellor made me feel comfortable - so I was able to bring all my thoughts/feelings to our sessions."

Counsellor CPD Training

Complex Issues
Experiential Death and Bereavement
Traumatic Bereavement
Substance Misuse

368
client referrals

934
counselling hours

198 referred clients accepted and attended an assessment

CHILDREN, YOUNG PEOPLE AND FAMILIES SERVICE

SAYING GOODBYE Project
SUPPORTING CHILDREN AND YOUNG PEOPLE THROUGH BEREAVEMENT

The Saying Goodbye Project (Children and Young People's Service) continued to positively impact on the lives of children and young people, despite a brief pause in referrals. Throughout the year, the service continued to offer counselling, support and advice to bereaved children and young people, as well as their parents and carers.

The Trustees appointed key staff during the year with a view to further strengthening the service and allow for further development and provision of our well regarded bereavement counselling.

Feedback from parents and carers continues to demonstrate the positive impact of our counselling and support on the lives of the children they care for.

Looking towards 2023/24 we can continue to build and strengthen our service to meet the needs of of local children and young people.

"I can't thank you enough for the sessions provided to my child - they benefitted so much from the face to face sessions."

"My son really benefitted from face to face counselling sessions with his counsellor. It felt comfortable and accessible during the sessions. The sessions provided him with coping strategies for different situations. He understands that the range of emotions he experiences are normal and is able to manage his feeling more calmly and rationally."



STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing an annual report and financial statement 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 requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. 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.

Public Benefit Statement

The Trustees complied with the duty to have due regard to the guidance on public benefit published by the Charities Commission in exercising their power or duties.

Report Approval

Approved by the Trustees on 12th December 2023

Joshua Rozells - Co-chair

"Counselling was very helpful and changed my life. I am now a happier person as a result. My counsellor helped me work through my bereavement in a healthy way."

FINANCIAL REVIEW
APRIL 2022 - MARCH 2023

The Trustees are pleased to present the financial statements for the charity for the year ending 31 March 2023. The Financial Statements comply with the Charities Act 2011 and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

Financial Review

Kingston Bereavement Service is fortunate to have a wide range of funders, from individual donations to grant making bodies. Restricted income in the year of £45,998 and unrestricted of £74,160 gave total incoming resources of £120,158. Outgoing restricted resources of £46,573 and unrestricted of £94,157 resulted in a deficit for the year of £20,572 (2022 a deficit of £16,527).

During the year, the principal funding sources were the Royal Borough of Kingston upon Thames, Integrated Care Board, Richmond Borough Council, the London Community Response Fund and Kingston Nursing Association.

We are so very grateful to individuals and groups who donate to us and we would like to thank all of them. This includes the Alfred Charitable Trust, who have faithfully donated every year for at least 20 years.

Risk Review

Annual risk assessments were made on operational, financial, governance and external risks and an action plan to mitigate areas of higher risk. Internal risks continue to be minimised by the implementation of procedures for the recruitment, vetting, training, supervision and appraisal of all volunteers and staff, financial controls and a plan to ensure consistent quality of service delivery. The year saw a continuation of the risk management strategy.

The Trustees continued to review and update many of the policies including the Combined Information Policy, Private Counselling Policy, Equality and Diversity Policy, Safeguarding Adults, Child Protection, Health and Safety, Environmental and Staff Related Policies.

Reserves Policy

The Trustees have established a policy whereby an amount of the reserves is set aside in a contingency fund in order to continue the current activities in the event of a significant drop in funding or to wind down the charity in event of the need to close, including the cost of withdrawing from the staff pension fund which is a sizeable amount. This figure is reviewed annually at the end of the financial year.

At present, £40,000 held by the charity for this purpose represents three months of the budgeted expenditure for the 2022/23 financial year excluding the pension withdrawal cost.

INDEPENDENT FINANCIAL EXAMINER'S REPORT

Kingston Bereavement Service

I report to the Trustees on my examination of the financial statements of the above charity for the year ended 31 March 2023.

Responsibilities and Basis of Report

As the charity's Trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("The Act"). Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of "The Act". In carrying out my examination I have followed all the applicable 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 that in any material respect:

1. the accounting records were not kept in accordance with section 130 of the Charities Act: or

2. the accounts did not accord with the accounting records; or

3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

4. the financial statements 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 financial statements to be reached.

Sian Lewis, ACA
8 Coldbath Square
London
EC1R 5HL

Signed: 

Date: 28.1.24

Statement of Financial Activities
For the Year Ended 31 March 2023

	Notes	Unrestricted Funds £	Restricted Funds £	**Total Funds 2023 £**	Total Funds 2022 £
Income from:					
Donations and legacies	2	21,264	-	**21,264**	23,119
Charitable activities	3	52,653	45,998	**98,651**	118,728
Investments	4	243	-	**243**	122
Total incoming resources		74,160	45,998	**120,158**	141,969
Expenditure on:					
Raising funds	5	394	-	**394**	6,122
Charitable activities	6	93,763	46,573	**140,336**	152,374
Total resources expended		94,157	46,573	**140,730**	158,496
Net income/(expenditure) before transfers		(19,997)	(575)	**(20,572)**	(16,527)
Transfers between funds		-	-	-	-
Net movement in funds		(19,997)	(575)	**(20,572)**	(16,527)
Total funds brought forward		125,354	6,122	**131,476**	148,003
Total funds carried forward		105,357	5,547	**110,904**	131,476

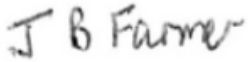
Balance Sheet as at 31st March 2023

	Note	31 March 2023 £	31 March 2022 £
Current assets			
Debtors and prepayments	11	**3,595**	3,759
Cash at Bank and in hand		**134,470**	175,874
Total current assets		**138,065**	179,633
Current liabilities			
Creditors and accruals due within one year	12	**27,161**	48,157
Total assets less current liabilities		**110,904**	131,476
REPRESENTED BY:			
Unrestricted funds (including designated funds)	13	**105,357**	125,354
Restricted Funds	13	**5,547**	6,122
TOTAL FUNDS		**110,904**	131,476

These accounts were approved by the Trustees on 12th December 2023 and signed on their behalf by:



Joshua Rozells (on behalf of The Board of Trustees)



John Farmer (Treasurer)

Notes to the Financial Statements
For the year ended 31 March 2023

1 Accounting Policies

(a) 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 the Republic of Ireland (FRS 102) and the Companies Act 2006.

Kingston Bereavement Service meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling which is the functional currency of the Charity.

Assets and liabilities are initially recognised at historical cost or transaction value.

(b) Preparation of the accounts are on a going concern basis.

The trustees are of the view that the level of income and assets of the company is sufficient for it to carry on its activities for the foreseeable future and that on this basis, the organisation is a going concern. The Covid Pandemic has had an impact on fundraising. We are still impacted by the Covid Pandemic and its impact on fundraising. However, we continue to develop a Fundraising Strategy which will support KBS to achieve sustainable funding.

(c) Incoming resources

Donations, other forms of voluntary income and investment income are recognised as incoming resources when received. However, where the terms of a grant, gift or legacy have not been met, the income is deferred or carried forward until it becomes due.

(d) Resources expended

Expenditure is recognised on the accruals basis and on the basis that consideration has been received for the expenditure.

Support costs represent the costs incurred in providing support for projects. Governance costs reflect central establishment costs and do not include the costs of managing the charitable project.

(e) Management and administration expenditure

The charity's objects are to provide support and counselling and do not include any expenditure or grants to individuals. The allocation of expense to functions is calculated by expense type and staff time to reflect as closely as possible the nature of the activity involved.

(f) Fundraising costs

The charity does not incur any support expenses for fundraising but does incur direct costs comprising fundraising charges and some staff time spent on this function. Costs are allocated accordingly.

(g) Value added tax

Value added tax is not recoverable by the charity and, as such, is included in the relevant costs in the Statement of Financial Activities

(h) Description of funds

Unrestricted funds are those that may be used for any purpose which complies with the charity's aims and objectives.

Restricted funds are subject to specific conditions imposed by the donor(s). The Saying Goodbye Project fund and others within the adult service cover a number of specific gifts and grants and the expenditure related to these donations.

Notes to the Financial Statements
For the year ended 31 March 2023

1 Accounting Policies (continued)

(i) Pension

Employees of the charity are entitled to join The Pension Trust's Flexible Retirement Plan which is funded by contributions from employees and Kingston Bereavement Service as employer. The assets of the Plan are held separately from those of the employer. Contributions to the Plan up to April 2011 were defined benefit. Contributions thereafter were defined contribution. The Plan is a multi-employer scheme where the share of the assets and liabilities applicable to each employer is not identified. Accordingly, contributions relating to both the defined benefit and defined contribution periods are included in the financial statements on a defined contribution basis. Details of contributions and an associated contingent liability can be found in Notes 7 and 8.

(j) Legal Status

The Charity registered as a Charitable Incorporated Organisation (CIO) in April 2015 (charity no: 1160983) to take forward the work of the unincorporated charity (charity no: 299430). At the time of registration, all assets, liabilities and funds of the unincorporated charity were transferred to the CIO.

2 Income from Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2023 £**	Total Funds 2022 £
Grants	17,000	-	**17,000**	17,000
Client donations	1,039	-	**1,039**	2,289
Other donations	3,085	-	**3,085**	3,581
Gift Aid	140	-	**140**	249
	21,264	-	**21,264**	23,119

In 2022, all income from donations and legacies (£23,119) was attributable to unrestricted funds.

Grants comprise:

Royal Borough of Kingston	**17,000**	17,000
	17,000	17,000

Other donations comprise:

Alfred Charitable Trust	**2,000**	1,500
Kingston Grammar School	**154**	**1,166**
Waitrose Kingston	**330**	**500**
The Wych Elm Pub Quiz	**601**	**415**
	3,085	3,581

Notes to the Financial Statements
For the year ended 31 March 2023

3 Income from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2023 £**	Total Funds 2022 £
Grants	-	45,998	**45,998**	67,942
Kingston ICB	49,686	-	**49,686**	49,686
Training	755	-	**755**	1,100
Sundry	2,212	-	**2,212**	-
	52,653	45,998	**98,651**	118,728

In 2022, £67,942 was attributable to restricted funds and the remaining £50,786 attributable to the unrestricted fund.

A) Grants comprise:

		2023 £	2022 £
Adult Service			
Kingston Nursing Association	**2,500**		2,500
NHS South West London	**5,169**		-
Kingston Charitable Foundation	**1,000**		-
KVA Covid-19 R2	-		4,800
RB of Kingston Winter Pressures	-		6,825
Gov. Coronovirus Job Retention Scheme	-		1,811
		8,669	
Saying Goodbye Project			
Achieving for Children (AfC)	**15,000**		15,000
RBK CONTAIN	**19,329**		9,665
Fielf Family Trust	**3,000**		-
London Community Response Fd (wave 4)	-		6,667
RB of Kingston Winter Pressures	-		4,550
Coop Local Community Fund	-		2,755
KVA Covid-19 R2	-		3,200
NHS SW London CCG	-		10,169
		37,329	
		45,998	67,942

Grants awarded for projects comprise monies received and deferred income on the basis that resources are expended evenly during the project year or period.

B) Kingston Integrated Care Board comprises:
(formally the CCG - Clinical Commissioning Group)

	Adult Service £	Children Service £	**Total Funds 2023 £**	Total Funds 2022 £
	45,186	4,500	**49,686**	49,686

4 Investment Income

	Unrestricted Funds £	**Total Funds 2023 £**	Total Funds 2022 £
Bank interest receivable	243	**243**	122

Notes to the Financial Statements
For the year ended 31 March 2023

5 Expenditure on Raising Funds

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2023 £**	Total Funds 2022 £
Salaries	388	-	**388**	288
Fundraising charges	6	-	**6**	134
Fundraiser fees	-	-	-	5,700
	394	-	**394**	**6,122**

Salaries relate to the estimated managerial time spent on generating grants and other income

6 Expenditure on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	**Total 2023 £**	Total 2022 £
Direct Costs	74,414	33,038	**107,452**	127,884
Support Costs	19,349	13,535	**32,884**	24,490
	93,763	46,573	**140,336**	152,374

Direct Costs comprise:

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2023 £**	Total Funds 2022 £
Salaries (Fund Raising salaries in Note 5)	55,167	24,762	79,929	105,305
Supervision of Counsellors	13,261	3,795	17,056	10,846
Training and Seminars	3,897	2,178	6,075	2,829
Counsellors' Expenses	18	14	32	6
Publicity		-	0	896
Recruitment	1,109	1,528	2,637	199
Resources		-	0	-
Monitoring	962	761	1,723	7,803
Total resources expended	74,414	33,038	**107,452**	127,884

Support Costs comprise:

Accommodation	9,948	7,627	17,575	10,121
Telephone, Fax and Computer	1,034	818	1,852	1,316
Stationery and Office Supplies	990	783	1,773	1,744
Insurance	476	377	853	1,014
Governance (Note 10)	480	0	480	480
Sundry Expenses	6,421	3,930	10,351	9,815
	19,349	13,535	**32,884**	24,490

Sundry expenses include subscriptions, professional fees and pension deficit recovery contributions

Notes to the Financial Statements
For the year ended 31 March 2023

7 Staff Costs

	2023	2022
	£	£
Salaries	**69,831**	79,962
Statutory Redundancy pay	-	13,740
Employer social security costs	**5,284**	5,998
Employer pension contributions	**5,202**	5,893
	80,317	105,593

The average number of employees during the year was five (2022: four).

No employee was paid in excess of £60,000 during the year (2022: nil).

The key management personnel comprises the trustees, the manager, and adult and children's project coordinators. The total employee benefits of the of the key management personnel of the charity were £47,440 (2022: £48,138).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2022: £nil).

No payments were made to trustees in respect of reimbursable expenses during 2023 (2022: £nil).

8 Pension Scheme and Contingent Liability

At 31 March 2011, there were two employees as members of a defined benefit scheme with The Pensions Trust, a multi-employer scheme where the share of the assets and liabilities applicable to each employer are not identifiable. Following a change in pensions legislation in September 2005, Kingston Bereavement Service currently faces a potential liability, estimated at 30th September 2022, to amount to £37,459 (September 2021 £49,604) that would arise if the Service were to withdraw from the scheme or if the scheme itself is wound up. Given the remoteness of these possibilities, the Trustees have not provided for this contingent liability. On 1 April 2011, scheme members were transferred from the defined benefit to a defined contribution scheme with The Pensions Trust thereby limiting future increases in the liability. In the year to 31 March 2023 there were three current staff members of the defined contribution scheme (2022: three)

Pension scheme and defined benefit deficit recovery charges totalling £2,432 are included in Sundry (Note 6)

9 Related Party Transactions

There were no related party transactions for the year ended 31 March 2023 or the year ended 31 March 2022

10 Governance Costs

	2023	2022
	£	£
Independent examiner's fee	**480**	480
	480	480

Notes to the Financial Statements
For the year ended 31 March 2023

11 Debtors and Prepayments

	2023 £	2022 £
Debtors	215	61
Prepayments	3,380	3,698
	3,595	3,759

12 Creditors, Accrued Expenses and Deferred Income

	2023 £	2022 £
Creditors	6,975	5,974
Accrued expenses	480	480
Deferred income	19,706	41,704
	27,161	48,158

Notes to the Financial Statements
For the year ended 31 March 2023

13 Movements in Funds

	Opening Balances 1 April 2022	Incoming Resources	Outgoing Resources	Transfers (refer to page 17)	Closing Balances 31 March 2023
Unrestricted Funds	£	£	£	£	£
Unrestricted Fund - general	20,354	74,160	(94,157)	15,000	**15,357**
Unrestricted Fund - contingency	40,000	-	-	-	**40,000**
Designated Fund - Pensions	65,000	-	-	(15,000)	**50,000**
	125,354	74,160	(94,157)	-	**105,357**
Restricted Funds					
Adult Service					
Kingston Nursing Association	-	2,500	(2,500)	-	-
NHS SW London CCG	-	5,169	(5,169)	-	-
Kingston Charitable Foundation	-	1,000	(1,000)	-	-
Kingston Magistrates Poor Box	4,653	-	(575)	-	4,078
Children's Service					
Achieving for Children (AfC)	-	15,000	(15,000)	-	-
Field Family Trust	-	3,000	(3,000)	-	-
RBK CONTAIN	-	19,329	(19,329)	-	-
Capacity Building	1,469	-	-	-	**1,469**
	6,122	45,998	(46,573)	-	**5,547**

Comparative Figures for Previous Year

	Opening Balances 1 April 2021	Incoming Resources	Outgoing Resources	Transfers	Closing Balances 31 March 2022
Unrestricted Funds	£	£	£	£	£
Unrestricted Fund - general	14,520	74,027	(83,193)	15,000	**20,354**
Unrestricted Fund - contingency	40,000	-	-	-	**40,000**
Designated Fund - Pensions	80,000	-	-	(15,000)	**65,000**
	134,520	74,027	(83,193)	-	**125,354**
Restricted Funds					
Adult Service					
Kingston Nursing Association	-	2,500	(2,500)	-	-
KVA Covid-19 R2	-	4,800	(4,800)	-	-
RB of Kingston Winter Pressures	-	6,825	(6,825)	-	-
Gov Coronovirus Job Retention Scheme	-	1,811	(1,811)	-	-
Kingston Magistrates Poor Box	4,653	-	-	-	**4,653**
Children's Service					
Achieving for Children (AfC)	-	15,000	(15,000)	-	-
London Comm. Responses Fd (wave 4)	-	6,667	(6,667)	-	-
RB of Kingston Winter Pressures	-	4,550	(4,550)	-	-
Coop Local Community Fund	-	2,755	(2,755)	-	-
KVA Covid-19 R2	-	3,200	(3,200)	-	-
NHS SW London CCG	-	10,169	(10,169)	-	-
RBK CONTAIN	-	9,665	(9,665)	-	-
Capacity Building	8,830	-	(7,361)	-	**1,469**
	13,483	67,942	(75,303)	-	**6,122**

Notes to the Financial Statements
For the year ended 31 March 2023

Purposes of Unrestricted Funds

To further the objectives of the charity and provide funding to cover the management and administration costs.

The Contingency Fund has been set aside to complete counselling and meet other commitments in the event of the Service being unable to raise sufficient funds to continue its ongoing operations and also to cover annual operational costs such as accommodation should insufficient resources be raised during the financial year.

The Designated Fund are funds ring-fenced by the organisation should they be required to pay the contingent pension liablility in the remote chance this becomes payable. During the year, £15,000 was transferred out of the Designated Fund to Unrestricted Funds, representing the reduction in the amount of the contingent pension liability.

Purposes of Restricted Funds

To support the adult service and the children's Saying Goodbye Project as detailed in the Trustees' Report.

Adult Service		
Kingston Nursing Association Wates Foundation London Comm. Response Fd (wave 3) RB of Kingston Winter Pressures	-	Delivery of counselling, support, information and training for adults in Kingston
Kingston Magistrates Poor Box	-	Support for adults experiencing financial difficulties
Children's Service		
Achieving for Children Wates Foundation London Comm. Response Fd (wave 4) RB of Kingston Winter Pressures	-	Delivery of counselling, support, information and training for children and young people in Kingston and Richmond
Capacity Building	-	On-going support and CORE database management and development

Kingston Bereavement Support

England & Wales - Charity number 1160983

Accounts



Annual Report 2021/22

Kingston **Bereavement** Service

Support, counselling and understanding in bereavement

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"My counsellor created an environment of trust and made feel comfortable from day one (which is not always easy to do in a virtual setup). The sessions gave time for me to think about my feelings, something which I had neglected. I am on a journey which I couldn't have started without him."

OUR ORGANISATION

Kingston Bereavement Service (KBS) is a friendly, local charity established in 1988. We support children, young people, adults and families who have been bereaved and are trying to come to terms with the impact that the death of someone close is having on their lives. We deliver two key services: an Adult Bereavement Service and the Saying Goodbye Project for children and young people. Counselling is provided by a team of professional volunteers who have undertaken our compulsory, specialist training programme in bereavement counselling. We also provide bereavement awareness training to other organisations and professionals, including schools, voluntary groups, health and social care agencies, hospitals and local employers.

OUR OBJECTIVES

Help people who live, work, study or are registered with a GP in Kingston upon Thames who have been bereaved, to ensure that their experience does not prevent them from fulfilling their potential. Enabling them to heal through resolution and acceptance in order to rebuild a healthy life, re-engaging with family and community.

Reach everyone in the community who needs us: children, young people, adults, families, those who are disadvantaged and are socially isolated. We provide specialist bereavement support to those experiencing sustained emotional and psychological distress as a result of bereavement and to those with additional support needs.

Promote understanding of bereavement in the community, so that other professionals who care for individuals may be better equipped to support them when they have lost a loved one. We do this through training and outreach services delivered to other agencies, employers and schools. This increases understanding of the bereavement process and raises awareness of the services available when more support is needed.

Registered Office

Welcare House
53-55 Canbury Park Road
Kingston upon Thames
KT2 6LQ
020 8547 1552
info@kingstonbereavementservice.org.uk
www.kingstonbereavementservice.org.uk

Charitable Incorporated Organisation
Registered Charity No. 1160983

Organisational Affiliations

- Children England
- Childhood Bereavement Network
- British Association for Counselling and Psychotherapy
- Registered Provider (No. 8AE75) to GPs within Kingston Clinical Commissioning Group

Independent Financial Examiners

Sian Lewis, ACA
8 Coldbath Square
London
EC1R 5HL

Bankers

Lloyds Bank
83 Clarence Street
Kingston upon Thames, KT1 1RE

Virgin Money
15-17 Castle Street, Kingston upon Thames, KT1 1ST

Co-operative Bank
P.O. Box 250, Delf House
Southway, Skelmersdale, WN8 6WT

THE BOARD OF TRUSTEES' REPORT

For Kingston Bereavement Service (KBS) and many other charities, 2021/22 has continued to present challenges. The world has begun to come to terms with the post covid landscape. However, the Russian invasion of Ukraine, the resulting global energy crisis and UK economic and political instability continues to create uncertainty for the future.

Despite this, KBS has worked to adapt to the post pandemic world and continued to provide effective support to bereaved children, young people, adults and families in our local community.

2022 saw many organisational changes, with new trustees and a renewed focus on ensuring we have efficient policies and procedures in place as we future proof the organisation operationally. We also invested in new technology which has allowed us to move to a digital platform, improving efficiency and sustainability going forward.

We continue to be supported by a range of funders and are grateful for their ongoing and vital support. The charity like others, continues to be financially challenged while demand for our services is ever increasing. Funding patterns continue to be characterised by short term pockets of money with a reduction of access to long term funding. This has had an ongoing impact on our reserves.

Our funding strategy will therefore be a key focus for 2022/23 as we move forward in developing approaches that effectively address shortfalls and improve our financial stability. We will also work to build on the successful recruitment of new trustees and staff, strengthening ongoing effective delivery of services.

The Trustees would like to extend their sincere thanks to the KBS community, especially our staff, counsellors, and supervisors for continuing to provide an essential service. In particular, a special thank you is extended to Lynda Evans and Jayne Ritchie for their long service and valued contribution to the charity. We would also like to thank our fellow trustees for all their hard work and dedication as we continue to fulfil our objectives.

Joshua Rozells
Trustee

Trustees

Interim Chair:
Patricia Turner (Left December 2021)
Treasurer:
John Farmer
Clinical Trustee:
Michèle Finch (Left December 2021)
Clinical Trustee:
Sione Marshall (Joined July 2021)
General Trustee:
Joshua Rozells (Joined November 2021)
General Trustee:
Dianne Martin (Nonstarter)

Trustees appointed after year end

General Trustees:
Tara Kent (joined October 2022)
Beverley Greenstein (joined October 2022)

Staff

Interim Service Director:
John Ng
Service Manager:
Lynda Evans (Left April 2021)
Adult Service Coordinator:
Jayne Ritchie (Left May 2021)
Saying Goodbye Project Co-ordinator:
Lesley Mungur (Left October 2021)
Adult Service Support Worker:
Samantha Burch
Service Administrator:
Helen Shah
Saying Goodbye Project Administrator:
Andrea Lawrence (Left October 2021)
Database Volunteer:
Shelley Cato

Adult Service Counsellors

Sophia Alexander; Sue Bastow; Rocana Bray; Jane Clarke; Chris Cleave; Pauline Deakin; Sharon Evans; Julia Fox; Clare Gyde; Diane Harding; Tanya Kasozi; Larissa Leiser; Hayley Manning; Heather McAdam; Sharon Millar; Rachel Munro; Aniko Nagy; Patti Prieto, Betty Sheather, Barbara Widden and Amanda Wood

Saying Goodbye Project Counsellors

Linda Capitelli; Fiona Lucas-Box and Jennifer Pearce

Supervisors

Lindsay Canham; Elizabeth Kovacs; Jim Kuykendall and Mary Pelham

Trainers

Stephen Callus; Lindsay Canham and Fiona Dunkley

ADULT BEREAVEMENT SERVICE

Bereavement can impact on a person's ability to work and affect their relationships, making them more socially isolated and less able to engage with others.

A key objective of our service is to ensure that our clients experience of bereavement does not prevent them from fulfilling their potential, enabling them to heal through resolution and acceptance, in order to re-build a healthy life and re-engage with family and community.

We continued to support adults who live, work, study or are registered with a GP in Kingston upon Thames. This was a hybrid service; seeing clients in person at our premises at Welcare House, as well as offering our service remotely.

The number of adult referrals increased by 21.5% from the previous year (from 296 to 377) as lockdown measures eased and community services resumed.



Increase in referrals by 21.5%

1028
counselling hours

233
assessments

"My counselling was life changing. I'm in awe of my counsellor. It's really difficult to put my experience into words. I feel that I'm a different person from when I first embarked on the process, over the summer. I see light, hope and happiness in my future where I didn't previously. I feel stronger mentally and more in control having worked through situations and relationships in my past. Anger doesn't surround me any more. There is too much to write here. I can't thank my counsellor enough. I'm more grateful to him than words can say."

SAYING GOODBYE Project
SUPPORTING CHILDREN AND YOUNG PEOPLE THROUGH BEREAVEMENT

CHILDREN, YOUNG PEOPLE AND FAMILIES SERVICE

In response to Covid restrictions, planned telephone support sessions enabled us to provide an uninterrupted service until we resumed in person support the following year.

This meant we were able to provide continuous support to parents and their families with information and advice about the impact of bereavement; signposting to specialist services; developing strategies for support and providing a safe space for parents. We were also able to provide 1 to 1 support to children and young people directly.

Feedback from parents and carers tell us that they felt supported and better able to improve family communication. They appreciated having strategies to support their children.

Looking ahead to 2022/23 we are looking to further enhance and develop the service.



"My counsellor made me feel very comfortable when sharing my thoughts and feelings and I was able to talk openly to her. She was a great listener and gave me very good advice and helpful strategies for dealing with situations in a better way in the future. Thank you very much. I found the counselling very beneficial."

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing an annual report and 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 requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 operation.

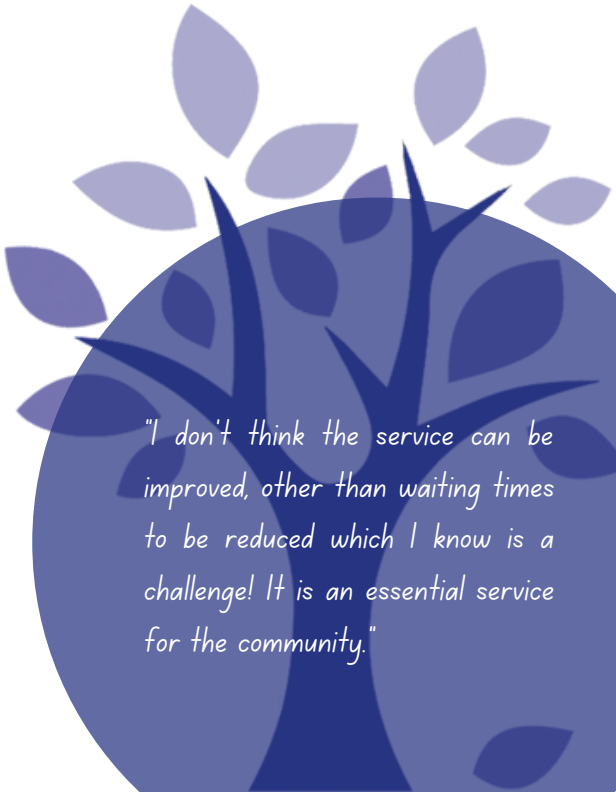
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. 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.

Public Benefit Statement

The Trustees complied with the duty to have due regard to the guidance on public benefit published by the Charities Commission in exercising their power or duties.

Report Approval

Approved by the Trustees on 6th December 2022



FINANCIAL REVIEW
APRIL 2021 - MARCH 2022

The Trustees are pleased to present the financial statements for the charity for the year ending 31 March 2021. The Financial Statements comply with the Charities Act 2011 and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

Financial Review

Kingston Bereavement Service is fortunate to have a wide range of funders, from individual donations to grant making bodies. Restricted income in the year of £67,942 and unrestricted of £74,027 gave total incoming resources of £141,969. Outgoing restricted resources of £75,303 and unrestricted of £83,193 resulted in a deficit for the year of £16,527 (which represents a reduction of over 50% from the 2021 deficit of £34,427).

During the year, the principal funding sources were the Royal Borough of Kingston upon Thames, Kingston Clinical Commissioning Group, Richmond Borough Council, the London Community Response Fund and Kingston Nursing Association.

We are so very grateful to individuals and groups who donate to us and we would like to thank all of them. This includes the Alfred Charitable Trust, who have faithfully donated every year for at least 20 years.

Risk Review

Annual risk assessments were made on operational, financial, governance and external risks and an action plan to mitigate areas of higher risk. Internal risks continue to be minimised by the implementation of procedures for the recruitment, vetting, training, supervision and appraisal of all volunteers and staff, financial controls and a plan to ensure consistent quality of service delivery. The year saw a continuation of the risk management strategy.

The Trustees continued to review and update many of the policies including the Combined Information Policy, Private Counselling Policy, Equality and Diversity Policy, Safeguarding Adults, Child Protection, Health and Safety, Environmental and Staff Related Policies.

Reserves Policy

The Trustees have established a policy whereby an amount of the reserves is set aside in a contingency fund in order to continue the current activities in the event of a significant drop in funding or to wind down the charity in event of the need to close, including the cost of withdrawing from the staff pension fund which is a sizeable amount. This figure is reviewed annually at the end of the financial year.

At present, £40,000 held by the charity for this purpose represents three months of the budgeted expenditure for the 2022/23 financial year excluding the pension withdrawal cost.

INDEPENDENT FINANCIAL EXAMINER'S REPORT

Kingston Bereavement Service

I report to the Trustees on my examination of the financial statements of the above charity for the year ended 31 March 2022.

Responsibilities and Basis of Report

As the charity's Trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("The Act"). Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of "The Act". In carrying out my examination I have followed all the applicable 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 that in any material respect:

1. the accounting records were not kept in accordance with section 130 of the Charities Act: or

2. the accounts did not accord with the accounting records; or

3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

4. the financial statements 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 financial statements to be reached.

Sian Lewis, ACA
8 Coldbath Square
London
EC1R 5HL

Signed: 

Date: 6 March 2023

Statement of Financial Activities
For the Year Ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	**Total Funds 2022 £**	Total Funds 2021 £
Income from:					
Donations and legacies	2	23,119	-	**23,119**	21,570
Charitable activities	3	50,786	67,942	**118,728**	102,711
Investments	4	122	-	**122**	451
Total incoming resources		74,027	67,942	**141,969**	124,732
Expenditure on:					
Raising funds	5	6,122	-	**6,122**	536
Charitable activities	6	77,071	75,303	**152,374**	158,623
Total resources expended		83,193	75,303	**158,496**	159,159
Net income/(expenditure) before transfers		(9,166)	(7,361)	**(16,527)**	(34,427)
Transfers between funds		-	-	**-**	-
Net movement in funds		(9,166)	(7,361)	**(16,527)**	(34,427)
Total funds brought forward		134,520	13,483	**148,003**	182,430
Total funds carried forward		125,354	6,122	**131,476**	148,003

The notes on pages 10-17 form part of these financial statements

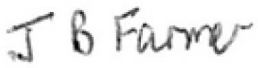
Balance Sheet as at 31st March 2022

	Note	31 March 2022 £	31 March 2021 £
Current assets			
Debtors and prepayments	11	**3,759**	13,627
Cash at Bank and in hand		**175,874**	150,803
	Total current assets	**179,633**	164,430
Current liabilities			
Creditors and accruals due within one year	12	**48,157**	16,427
	Total assets less current liabilities	**131,476**	148,003
REPRESENTED BY:			
Unrestricted funds (including designated funds)	13	**125,354**	134,520
Restricted Funds	13	**6,122**	13,483
TOTAL FUNDS		**131,476**	148,003

These accounts were approved by the Trustees on 6th December 2022 and signed on their behalf by:



Joshua Rozells (Trustee)



John Farmer (Treasurer)

The notes on pages 10 to 17 form part of these financial statements

Notes to the Financial Statements
For the year ended 31 March 2022

1 Accounting Policies

(a) 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 the Republic of Ireland (FRS 102) and the Companies Act 2006.

Kingston Bereavement Service meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling which is the functional currency of the Charity.

Assets and liabilities are initially recognised at historical cost or transaction value.

(b) Preparation of the accounts are on a going concern basis.

The trustees are of the view that the level of income and assets of the company is sufficient for it to carry on its activities for the foreseeable future and that on this basis, the organisation is a going concern. The Covid Pandemic has had an impact on fundraising. We will develop a Fundraising Strategy which will support KBS to achieve sustainable funding.

(c) Incoming resources

Donations, other forms of voluntary income and investment income are recognised as incoming resources when received. However, where the terms of a grant, gift or legacy have not been met, the income is deferred or carried forward until it becomes due.

(d) Resources expended

Expenditure is recognised on the accruals basis and on the basis that consideration has been received for the expenditure.

Support costs represent the costs incurred in providing support for projects. Governance costs reflect central establishment costs and do not include the costs of managing the charitable project.

(e) Management and administration expenditure

The charity's objects are to provide support and counselling and do not include any expenditure or grants to individuals. The allocation of expense to functions is calculated by expense type and staff time to reflect as closely as possible the nature of the activity involved.

(f) Fundraising costs

The charity does not incur any support expenses for fundraising but does incur direct costs comprising fundraising charges and some staff time spent on this function. Costs are allocated accordingly.

(g) Value added tax

Value added tax is not recoverable by the charity and, as such, is included in the relevant costs in the Statement of Financial Activities

(h) Description of funds

Unrestricted funds are those that may be used for any purpose which complies with the charity's aims and objectives.

Restricted funds are subject to specific conditions imposed by the donor(s). The Saying Goodbye Project fund and others within the adult service cover a number of specific gifts and grants and the expenditure related to these donations.

Notes to the Financial Statements
For the year ended 31 March 2022

1 Accounting Policies (continued)

(i) **Pension**

Employees of the charity are entitled to join The Pension Trust's Flexible Retirement Plan which is funded by contributions from employees and Kingston Bereavement Service as employer. The assets of the Plan are held separately from those of the employer. Contributions to the Plan up to April 2011 were defined benefit. Contributions thereafter were defined contribution. The Plan is a multi-employer scheme where the share of the assets and liabilities applicable to each employer is not identified. Accordingly, contributions relating to both the defined benefit and defined contribution periods are included in the financial statements on a defined contribution basis. Details of contributions and an associated contingent liability can be found in Notes 7 and 8.

(j) **Legal Status**

The Charity registered as a Charitable Incorporated Organisation (CIO) in April 2015 (charity no: 1160983) to take forward the work of the unincorporated charity (charity no: 299430). At the time of registration, all assets, liabilities and funds of the unincorporated charity were transferred to the CIO.

2 Income from Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2022 £**	Total Funds 2021 £
Grants	17,000	-	**17,000**	17,425
Client donations	2,289	-	**2,289**	2,101
Other donations	3,581	-	**3,581**	1,858
Gift Aid	249	-	**249**	186
	23,119	-	**23,119**	21,570

In 2021, all income from donations and legacies (£21,570) was attributable to unrestricted funds.

Grants comprise:

Royal Borough of Kingston	**17,000**	17,425
	17,000	17,425

Other donations comprise:

Alfred Charitable Trust	**1,500**	1,500
Groundwork UK	**1,166**	-
TK Maxx	**500**	-
Other	**415**	3,585
	3,581	5,085

Notes to the Financial Statements
For the year ended 31 March 2022

3 Income from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2022 £**	Total Funds 2021 £
Grants	**-**	67,942	**67,942**	52,255
Kingston CCG	49,686	**-**	**49,686**	49,686
Training	1,100	**-**	**1,100**	700
Sundry	-	**-**	**-**	70
	50,786	67,942	**118,728**	102,711

In 2021, £52,255 was attributable to restricted funds and the remaining £50,456 attributable to the unrestricted fund.

Grants comprise:

Adult Service			
Kingston Nursing Association	**2,500**		2,125
KVA Covid-19 R2	**4,800**		9,900
RB of Kingston Winter Pressures	**6,825**		6,825
Gov. Coronovirus Job Retention Scheme	**1,811**		522
Wates Foundation	**-**		6,986
		15,936	
Saying Goodbye Project			
Achieving for Children (AfC)	**15,000**		15,000
London Community Response Fd (wave 4)	**6,667**		3,333
RB of Kingston Winter Pressures	**4,550**		4,550
Coop Local Community Fund	**2,755**		-
KVA Covid-19 R2	**3,200**		-
NHS SW London CCG	**10,169**		-
RBK CONTAIN	**9,665**		-
Wates Foundation	**-**		3,014
		52,006	
		67,942	52,255

Grants awarded for projects comprise monies received and deferred income on the basis that resources are expended evenly during the project year or period.

Kingston CCG comprise:

	Adult Service £	Children Service £	**Total Funds 2022 £**	Total Funds 2021 £
	45,186	4,500	**49,686**	49,686

4 Investment Income

	Unrestricted Funds £	**Total Funds 2022 £**	Total Funds 2021 £
Bank interest receivable	122	**122**	451

Notes to the Financial Statements
For the year ended 31 March 2022

5 Expenditure on Raising Funds

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2022 £**	Total Funds 2021 £
Salaries	288	-	**288**	430
Fundraising charges	134	-	**134**	106
Fundraiser fees	5,700	-	**5,700**	-
	6,122	-	**6,122**	536

Salaries relate to the estimated managerial time spent on generating grants and other income

6 Expenditure on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	**Total 2022 £**	Total 2021 £
Direct Costs	62,127	65,757	**127,884**	132,901
Support Costs	14,944	9,546	**24,490**	25,722
	77,071	75,303	**152,374**	158,623

Direct Costs comprise:

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2022 £**	Total Funds 2021 £
Salaries (Fund Raising salaries in Note 5)	62,127	43,178	**105,305**	119,051
Supervision of Counsellors	-	10,846	**10,846**	10,145
Training and Seminars	-	2,829	**2,829**	2,865
Counsellors' Expenses	-	6	**6**	-
Publicity	-	896	**896**	-
Recruitment	-	199	**199**	-
Resources	-	-	**-**	-
Monitoring	-	7,803	**7,803**	840
Total resources expended	62,127	65,757	**127,884**	132,901

Support Costs comprise:

Accommodation	6,333	3,788	**10,121**	16,560
Telephone, Fax and Computer	822	494	**1,316**	1,134
Stationery and Office Supplies	1,091	653	**1,744**	1,167
Insurance	634	380	**1,014**	1,006
Governance (Note 10)	480	-	**480**	480
Sundry Expenses	5,584	4,231	**9,815**	5,375
	14,944	9,546	**24,490**	25,722

Sundry expenses include subscriptions, professional fees and pension deficit recovery contributions

Notes to the Financial Statements
For the year ended 31 March 2022

7 Staff Costs

	2022	2021
	£	£
Salaries	**79,962**	105,265
Statutory Redundancy pay	**13,740**	-
Employer social security costs	**5,998**	3,690
Employer pension contributions	**5,893**	10,526
	105,593	119,481

The average number of employees during the year was four (2021: six).

No employee was paid in excess of £60,000 during the year (2021: nil).

The key management personnel comprises the trustees, the manager, and adult and children's project coordinators. The total employee benefits of the of the key management personnel of the charity were £48,138 (2021: £79,802).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2021: £nil).

No payments were made to trustees in respect of reimbursable expenses during 2022 (2021: £nil).

The employer social security costs is reduced by the employment allowance of £4,000 for 2020/21.

8 Pension Scheme and Contingent Liability

At 31 March 2011, there were two employees as members of a defined benefit scheme with The Pensions Trust, a multi-employer scheme where the share of the assets and liabilities applicable to each employer are not identifiable. Following a change in pensions legislation in September 2005, Kingston Bereavement Service currently faces a potential liability, estimated at 30th September 2021, to amount to £49,604 that would arise if the Service were to withdraw from the scheme or if the scheme itself is wound up. Given the remoteness of these possibilities, the Trustees have not provided for this contingent liability. On 1 April 2011, scheme members were transferred from the defined benefit to a defined contribution scheme with The Pensions Trust thereby limiting future increases in the liability. In the year to 31 March 2022 there were three current staff members of the defined contribution scheme (2021: five)

Pension scheme and defined benefit deficit recovery charges totalling £2,384 are included in Sundry (Note 6)

9 Related Party Transactions

There were no related party transactions for the year ended 31 March 2022 or the year ended 31 March 2021

10 Governance Costs

	2022	2021
	£	£
Independent examiner's fee	**480**	480
	480	480

Notes to the Financial Statements
For the year ended 31 March 2022

11 Debtors and Prepayments

	2022	2021
	£	£
Debtors	**61**	705
Accrued income	**-**	11,897
Prepayments	**3,698**	1,025
	3,759	13,627

12 Creditors, Accrued Expenses and Deferred Income

	2022	2021
	£	£
Creditors	**5,974**	4,651
Accrued expenses	**480**	480
Deferred income	**41,704**	11,296
	48,158	16,427

Notes to the Financial Statements
For the year ended 31 March 2022

13 Movements in Funds

Unrestricted Funds	Opening Balances 1 April 2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	Closing Balances 31 March 2022 £
Unrestricted Fund - general	14,520	74,027	(83,193)	15,000	**20,354**
Unrestricted Fund - contingency	40,000	-	-	-	**40,000**
Designated Fund - Pensions	80,000	-	-	(15,000)	**65,000**
	134,520	74,027	(83,193)	-	**125,354**
Restricted Funds					
Adult Service					
Kingston Nursing Association	-	2,500	(2,500)	-	-
KVA Covid-19 R2	-	4,800	(4,800)	-	-
RB of Kingston Winter Pressures	-	6,825	(6,825)	-	-
Gov. Coronovirus Job Retention Scheme	-	1,811	(1,811)	-	-
Kingston Magistrates Poor Box	4,653	-	-	-	4,653
Children's Service					
Achieving for Children (AfC)	-	15,000	(15,000)	-	-
London Community Response Fd (wave 4)	-	6,667	(6,667)	-	-
RB of Kingston Winter Pressures	-	4,550	(4,550)	-	-
Coop Local Community Fund	-	2,755	(2,755)	-	-
KVA Covid-19 R2	-	3,200	(3,200)	-	-
NHS SW London CCG	-	10,169	(10,169)	-	-
RBK CONTAIN	-	9,665	(9,665)	-	-
Capacity Building	8,830	-	(7,361)	-	**1,469**
	13,483	67,942	(75,303)	-	**6,122**

Comparative Figures for Previous Year

Unrestricted Funds	Opening Balances 1 April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	Closing Balances 31 March 2021 £
Unrestricted Fund - general	2,607	72,477	(106,904)	46,340	**14,520**
Unrestricted Fund - contingency	80,000	-	-	(40,000)	**40,000**
Designated Fund - Pensions	86,340	-	-	(6,340)	**80,000**
	168,947	72,477	(106,904)	-	**134,520**
Restricted Funds					
Adult Service					
Kingston Nursing Association	-	2,125	(2,125)	-	-
Wates Foundation	-	6,986	(6,986)	-	-
London Comm. Responses Fd (wave 3)	-	9,900	(9,900)	-	-
RB of Kingston Winter Pressures	-	6,825	(6,825)	-	-
Gov Coronovirus Job Retention Scheme	-	522	(522)	-	-
Kingston Magistrates Poor Box	4,653	-	-	-	**4,653**
Children's Service					
Achieving for Children (AfC)	-	15,000	(15,000)	-	-
Wates Foundation	-	3,014	(3,014)	-	-
London Comm. Responses Fd (wave 4)	-	3,333	(3,333)	-	-
RB of Kingston Winter Pressures	-	4,550	(4,550)	-	-
Capacity Building	8,830	-	-	-	**8,830**
	13,483	52,255	(52,255)	-	**13,483**

Notes to the Financial Statements
For the year ended 31 March 2022

Purposes of Unrestricted Funds

To further the objectives of the charity and provide funding to cover the management and administration costs.

The Contingency Fund has been set aside to complete counselling and meet other commitments in the event of the Service being unable to raise sufficient funds to continue its ongoing operations and also to cover annual operational costs such as accommodation should insufficient resources be raised during the financial year.

The Designated fund is the provision to clear the deficit with the Pensions Trust should it become essential to clear the debt.

Purposes of Restricted Funds

To support the adult service and the children's Saying Goodbye Project as detailed in the Trustees' Report.

Adult Service		
Kingston Nursing Association Wates Foundation London Comm. Response Fd (wave 3) RB of Kingston Winter Pressures	-	Delivery of counselling, support, information and training for adults in Kingston
Kingston Magistrates Poor Box	-	Support for adults experiencing financial difficulties
Children's Service		
Achieving for Children Wates Foundation London Comm. Response Fd (wave 4) RB of Kingston Winter Pressures	-	Delivery of counselling, support, information and training for children and young people in Kingston and Richmond
Capacity Building	-	On-going support and CORE database management and development

Kingston Bereavement Support

England & Wales - Charity number 1160983

Accounts



Annual Report 2020/21

Kingston **Bereavement** Service

Support, counselling and understanding in bereavement

"It helped me work through my feelings and look at how grief changes, and how it has changed me"

OUR ORGANISATION

Kingston Bereavement Service is a friendly, local charity established in 1988. We support children, young people, adults and families who have been bereaved and are trying to come to terms with the impact that the death of someone close is having on their lives. We deliver two key services: an Adult Bereavement Service and the Saying Goodbye Project for children and young people.

Counselling is provided by a team of professional volunteers who have undertaken our compulsory, specialist training programme in bereavement counselling. We also provide bereavement awareness training to other organisations and professionals, including schools, voluntary groups, health and social care agencies, hospitals and local employers.

OUR OBJECTIVES

- To help people who live, work, study or are registered with a GP in Kingston upon Thames who have been bereaved, to ensure that their experience does not prevent them from fulfilling their potential. Enabling them to heal through resolution and acceptance in order to rebuild a healthy life, re-engaging with family and community.
- Reach everyone in the community who needs us: children, young people, adults, families, those who are disadvantaged, have complex needs or are socially isolated. We provide specialist bereavement support to those experiencing sustained emotional and psychological distress as a result of bereavement and to those with additional support needs.
- Promote understanding of bereavement in the community so that other professionals who care for individuals may be better equipped to support them when they have lost a loved one. We do this through training and outreach services delivered to other agencies, employers and schools. This increases understanding of the bereavement process and raises awareness of the services available when more support is needed.

Registered Office

Welcare House
53-55 Canbury Park Road
Kingston upon Thames
KT2 6LQ

020 8547 1552
info@kingstonbereavementservice.org.uk
www.kingstonbereavementservice.org.uk

Charitable Incorporated Organisation
Registered Charity No. 1160983

Organisational Affiliations

- Children England
- Childhood Bereavement Network
- British Association for Counselling and Psychotherapy
- Registered Provider (No. 8AE75) to GPs within Kingston Clinical Commissioning Group

Independent Financial Examiners

Sian Lewis, ACA
8 Coldbath Square
London
EC1R 5HL

Bankers

Lloyds Bank
83 Clarence Street
Kingston upon Thames
KT1 1RE

Virgin Money
15-17 Castle Street
Kingston upon Thames
KT1 1ST

CHAIR'S REPORT

For Kingston Bereavement Service and many other charities, 2020/21 has proved to be as much, if not more, of a challenge than the previous year. The world changed fast in March 2020 and life has become more uncertain, more complex, and challenging. All of us at Kingston Bereavement Service had to learn to live and work in new ways, adapt to living with a pandemic and, at the same time, continue to provide a much-needed service to the community in Kingston.

In 2020/21 we provided over 1,000 hours of counselling support to adults, children and families. The trustees would like to thank all the Kingston Bereavement Service community, our staff, counsellors, and supervisors for meeting the challenges of the past year.

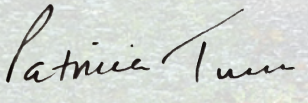
With the support of the whole KBS family, we were able to adapt our service and embrace technology to deliver support within the limits put on our lives and those of our clients.

The charity sector has been financially challenged for many years, as austerity has reduced financial support and as demand for services has grown. The support received from a range of funders over the past year has been very welcome.

However, as funders adapted to the challenge of the pandemic too, the type of funding available changed. Short term pockets of funding were made available and access to long term funding was reduced. All of which has impacted on our financial health and seen a further reduction in our reserves.

We continue to look for ways to address funding shortfalls to improve our financial stability. Other challenges for us in the coming year include, bringing in new staff and new trustees, as well as exploring new ways to bring funding into the organisation. As with so many, the impact of the pandemic on our mental health has been profound and we continue to strive to support our staff and volunteers to the best of our ability.

I would like to thank my fellow trustees for their continued support as we work to fulfil our charitable purposes; to support all those that need our help, to better understand the bereavement process and to learn how to process and accept in order to help people reach their potential.



Patricia Turner
Interim Chair of Trustees

Trustees

Jackie Hughes, Chair (resigned 31 May 2021)
Patricia Turner, Interim Chair
John Farmer, Treasurer
Michèle Finch
Sione Marshall (joined 16 July 2021)
Dianne Martin (joined 14 September 2021)
Kate Robinson (resigned 1 April 2021)

Staff

Service Manager:
Lynda Evans

Service Administrator:
Helen Shah

Adult Service Co-ordinator:
Jayne Ritchie

Adult Service Support Worker:
Samantha Burch

Saying Goodbye Project Co-ordinator:
Lesley Mungur

Saying Goodbye Project Administrator:
Andrea Lawrence

Database Volunteer:
Shelley Cato

Adult Service Counsellors

Sophia Alexander, Bronwyn Basham, Sue Bastow, Rocana Bray, Jane Clarke, Chris Cleave, Pauline Deakin, Sharon Evans, Julia Fox, Clare Gyde, Diane Harding, Tanya Kasozi, Larissa Leiser, Heather McAdam, Sharon Millar, Rachel Munro, Julie Nathanson, John Ng, Sandra Pfister, Betty Sheather, Amanda Wood

Saying Goodbye Project Counsellors

Lisa Audain, Linda Capitelli, Rachel Doherty, Elaine Holliday, Jacqui Humphrey, Fiona Lucas-Box, Owen O'Toole, Jennifer Pearce

Supervisors

Lindsay Canham, Elizabeth Kovacs, Jim Kuykendall, Mary Pelham

Trainers

Stephen Callus, Lindsay Canham, Fiona Dunkley

ADULT BEREAVEMENT SERVICE



The pandemic had a dramatic impact on our service, as our staff and volunteers adjusted to a new normal, managing changes in both family and work life. Everyone at KBS went above and beyond in order to maintain a high level of service to the community, adapting to a new work-life balance from home, and transitioned well in delivering our service remotely.

The number of adult referrals dropped by 48% due to the pandemic and its impact on our services. However, as the duration of the pandemic continued, we have seen a gradual increase in demand.

We continue to support adults through bereavement who live, work, study or are registered with a GP in Kingston upon Thames. Our key objective is to ensure that their experience of bereavement does not prevent them from fulfilling their potential, enabling them to heal through resolution, acceptance in order to re-build a healthy life and re-engaging with family and the community.

The activities that enable us to achieve this are the delivery of 1:1 counselling; peer support groups; bereavement awareness training to health care practitioners, voluntary organisations and other agencies seeking to understand bereavement and how it impacts on their work and their client's health.

We work with clients with complex bereavement issues e.g. complicated by substance misuse, cumulative losses and traumatic bereavement. High levels of distress can impact on a person's ability to work and affect their relationships, making them more socially isolated and less able to engage with others.

"My counsellor has been wonderful. She has lifted a tremendous burden of grief off my shoulders and also illuminated other areas to help me improve"

Counsellor CPD Training

Courses delivered in:

Alcohol/Substance Misuse

Traumatic Bereavement

Vicarious Trauma

296 client referrals

143 assessments

83 clients completed therapy

849 counselling hours

CHILDREN AND YOUNG PEOPLE

Along with many other bereavement services, the impact of the pandemic was huge, forcing the suspension of face to face support for children and young people. As a result, referrals to SGP reduced by 30% in 2020/21. This was a common feature amongst bereavement services nationally, particularly with the closure of schools which normally account for around 14% of our referrals.

Initially we diversified our work with parents and carers by providing planned telephone support sessions. This was with the same counsellor for consistency, and enabled parents to support their families with information and advice about the impact of bereavement, develop strategies for support, and provided a safe place for parents to offload and share some of their concerns about the situation.

Feedback from the telephone service was extremely positive. Parents felt supported, better able to improve family communication, and they appreciated having strategies to support their children. As the lockdowns continued, we amended our safeguarding procedures to provide further support to children and young people via online counselling. There was some uptake of this, with others preferring to wait until they were able to see a counsellor in person again.

A different level of trauma has been attached to being bereaved at this time - children were not able to say goodbye or participate in the usual mourning rituals, with many fearing that those they love and care about would become ill and die. Being unable to have a hug or touch people heightened their sense of vulnerability and fear. Under usual circumstances, grief is an isolating experience, but social distancing and lockdown made the process even lonelier.

One of the key impacts of lockdown was the lack of social support – children were unable to access this from their peer groups and at school. Families experienced lack of space for privacy, and the individual nature of grieving had the potential to cause conflict in an already stressful situation.

SGP staff and volunteers attended training courses to increase awareness and skills in managing specific challenges related to the pandemic. There was a 70% increase in the number of CYP professionals accessing our training sessions. We adapted content to address the impact of the pandemic on a bereaved child and to provide initial support, as well as self care advice for professionals working with the bereaved.

As we move forward to the lifting of restrictions, we have reflected on our new ways of working, taking into account their benefits for both children and young people and their families too, and hope that this period has given us an opportunity to consider developing our service innovatively for the future.

SAYING GOODBYE Project

SUPPORTING CHILDREN AND YOUNG PEOPLE THROUGH BEREAVEMENT

120
Professionals trained in:
Childhood Bereavement and the Impact of COVID
Self Care for Professionals Working with the Bereaved

64
client referrals

70
telephone support sessions for parents

10
organisations accessed bereavement consultancy

33
child assessments



STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing an annual report and 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 requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. 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.

Public Benefit Statement

The Trustees complied with the duty to have due regard to the guidance on public benefit published by the Charities Commission in exercising their power or duties.

Report Approval

Approved by the Trustees on 14 September 2021.

Patricia Turner

Patricia Turner
Interim Chair of Trustees



STATEMENT OF FINANCIAL ACTIVITIES APRIL 2020 - MARCH 2021

The Trustees are pleased to present the financial statements for the charity for the year ending 31 March 2021. The Financial Statements comply with the Charities Act 2011 and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

Financial Review

Kingston Bereavement Service is fortunate to have a wide range of funders, from individual donations to grant making bodies. Restricted income in the year of £52,255 and unrestricted of £72,477 gave total incoming resources of £124,732. Outgoing restricted resources of £52,255 and unrestricted of £106,904 resulted in a deficit for the year of £34,427 (2020, a deficit of £12,359).

During the year, the principal funding sources were the Royal Borough of Kingston upon Thames, Kingston Clinical Commissioning Group, Richmond Borough Council, the Wates Foundation, the London Community Response Fund and Kingston Nursing Association.

We are also very thankful to individuals and groups who donate to us and we would like to thank every one of them. This includes the Alfred Charitable Trust, who have faithfully donated every year for at least 20 years.

Risk Review

Annual risk assessments were made on operational, financial, governance and external risks and an action plan to mitigate areas of higher risk. Internal risks continue to be minimised by the implementation of procedures for the recruitment, vetting, training, supervision and appraisal of all volunteers and staff, financial controls and a plan to ensure consistent quality of service delivery. The year saw a continuation of the risk management strategy.

The Trustees continued to review and update many of the policies including the Combined Information Policy, Private Counselling Policy, Equality and Diversity Policy, Safeguarding Adults, Child Protection, Health and Safety, Environmental and Staff Related Policies.

Reserves Policy

The Trustees have established a policy whereby an amount of the reserves is set aside in a contingency fund in order to continue the current activities in the event of a significant drop in funding or to wind down the charity in event of the need to close, including the cost of withdrawing from the staff pension fund which is a sizeable amount. This figure is reviewed annually at the end of the financial year.

At present, £40,000 held by the charity for this purpose represents three months of the budgeted expenditure for the 2021/22 financial year (excluding the pension withdrawal cost).

INDEPENDENT FINANCIAL EXAMINER'S REPORT

Kingston Bereavement Service

I report to the Trustees on my examination of the financial statements of the above charity for the year ended 31 March 2021.

Responsibilities and Basis of Report

As the charity's Trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

1. the accounting records were not kept in accordance with section 130 of the Charities Act: or
2. the accounts did not accord with the accounting records; or
3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.
4. the financial statements 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 financial statements to be reached.

Sian Lewis, ACA
8 Coldbath Square
London
EC1R 5HL

Signed: 

Date: 31 January 2022

Statement of Financial Activities
For the Year Ended 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	**Total Funds 2021 £**	Total Funds 2020 £
Income from:					
Donations and legacies	2	21,570	-	**21,570**	26,192
Charitable activities	3	50,456	52,255	**102,711**	130,831
Investments	4	451	-	**451**	684
Total incoming resources		72,477	52,255	**124,732**	157,707
Expenditure on:					
Raising funds	5	536	-	**536**	684
Charitable activities	6	106,368	52,255	**158,623**	169,382
Total resources expended		106,904	52,255	**159,159**	170,066
Net income/(expenditure) before transfers		(34,427)	-	**(34,427)**	(12,359)
Transfers between funds		-	-	**-**	-
Net movement in funds		(34,427)	-	**(34,427)**	(12,359)
Total funds brought forward		168,947	13,483	**182,430**	194,789
Total funds carried forward		134,520	13,483	**148,003**	182,430

The notes on pages 11-18 form part of these financial statements

Balance Sheet as at 31st March 2021

	Note	31 March 2021 £	31 March 2020 £
Current assets			
Debtors and prepayments	11	**13,627**	2,153
Cash at Bank		**150,803**	190,807
Total current assets		**164,430**	192,960
Current liabilities			
Creditors and accruals due within one year	12	**16,427**	10,530
Total assets less current liabilities		**148,003**	182,430
REPRESENTED BY:			
Unrestricted funds (including designated funds)	13	**134,520**	168,947
Restricted Funds	13	**13,483**	13,483
TOTAL FUNDS		**148,003**	182,430

These accounts were approved by the Trustees on 14th September 2021 and signed on their behalf by:

Patricia Turner (Interim Chair)

J B Farmer (Treasurer)

The notes on pages 11 to 18 form part of these financial statements

Notes to the Financial Statements
For the year ended 31 March 2021

1 Accounting Policies

(a) 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 the Republic of Ireland (FRS 102) and the Companies Act 2006.

Kingston Bereavement Service meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling which is the functional currency of the Charity.

Assets and liabilities are initially recognised at historical cost or transaction value.

(b) Preparation of the accounts are on a going concern basis.

The trustees are of the view that the level of income and assets of the company is sufficient for it to carry on its activities for the foreseeable future and that on this basis, the organisation is a going concern. The Covid Pandemic has had an impact on fundraising. We will develop a Fundraising Strategy which will support KBS to achieve sustainable funding.

(c) Incoming resources

Donations, other forms of voluntary income and investment income are recognised as incoming resources when received. However, where the terms of a grant, gift or legacy have not been met, the income is deferred or carried forward until it becomes due.

(d) Resources expended

Expenditure is recognised on the accruals basis and on the basis that consideration has been received for the expenditure.

Support costs represent the costs incurred in providing support for projects. Governance costs reflect central establishment costs and do not include the costs of managing the charitable project.

(e) Management and administration expenditure

The charity's objects are to provide support and counselling and do not include any expenditure or grants to individuals. The allocation of expense to functions is calculated by expense type and staff time to reflect as closely as possible the nature of the activity involved.

(f) Fundraising costs

The charity does not incur any support expenses for fundraising but does incur direct costs comprising fundraising charges and some staff time spent on this function. Costs are allocated accordingly.

(g) Value added tax

Value added tax is not recoverable by the charity and, as such, is included in the relevant costs in the Statement of Financial Activities

(h) Description of funds

Unrestricted funds are those that may be used for any purpose which complies with the charity's aims and objectives.

Restricted funds are subject to specific conditions imposed by the donor(s). The Saying Goodbye Project fund and others within the adult service cover a number of specific gifts and grants and the expenditure related to these donations.

Notes to the Financial Statements
For the year ended 31 March 2021

1 Accounting Policies (continued)

(i) **Pension**

Employees of the charity are entitled to join The Pension Trust's Flexible Retirement Plan which is funded by contributions from employees and Kingston Bereavement Service as employer. The assets of the Plan are held separately from those of the employer. Contributions to the Plan up to April 2011 were defined benefit. Contributions thereafter were defined contribution. The Plan is a multi-employer scheme where the share of the assets and liabilities applicable to each employer is not identified. Accordingly, contributions relating to both the defined benefit and defined contribution periods are included in the financial statements on a defined contribution basis. Details of contributions and an associated contingent liability can be found in Notes 7 and 8.

(j) **Legal Status**

The Charity registered as a Charitable Incorporated Organisation (CIO) in April 2015 (charity no: 1160983) to take forward the work of the unincorporated charity (charity no: 299430). At the time of registration, all assets, liabilities and funds of the unincorporated charity were transferred to the CIO.

2 Income from Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2021 £**	Total Funds 2020 £
Grants	17,425	-	**17,425**	17,000
Client donations	2,101	-	**2,101**	3,225
Other donations	1,858	-	**1,858**	5,085
Gift Aid	186	-	**186**	882
	21,570	-	**21,570**	26,192

In 2020, all income from donations and legacies (£26,192) was attributable to unrestricted funds.

Grants comprise:

Royal Borough of Kingston	**17,425**	17,000
	17,425	17,000

Other donations comprise:

Alfred Charitable Trust	**1,500**	1,500
Other	**358**	3,585
	1,858	5,085

Notes to the Financial Statements
For the year ended 31 March 2021

3 Income from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2021 £**	Total Funds 2020 £
Grants	**-**	52,255	**52,255**	81,456
Kingston CCG	49,686	**-**	**49,686**	49,000
Training	700	**-**	**700**	250
Sundry	70	**-**	**70**	125
	50,456	52,255	**102,711**	130,831

In 2020, £81,456 was attributable to restricted funds and the remaining £49,375 attributable to the unrestricted fund.

Grants comprise:

Adult Service			
Big Lottery Fund Grant (a)	**-**		63,456
Kingston Nursing Association	**2,125**		2,000
Wates Foundation	**6,986**		**-**
London Community Response Fd (wave 3)	**9,900**		**-**
RB of Kingston Winter Pressures	**6,825**		**-**
Gov. Coronovirus Job Retention Scheme	**522**		**-**
		26,358	
Saying Goodbye Project			
Achieving for Children (AfC)	**15,000**		15,000
Austin & Hope Pilkington Trust	**-**		1,000
Wates Foundation	**3,014**		**-**
London Community Response Fd (wave 4)	**3,333**		**-**
RB of Kingston Winter Pressures	**4,550**		**-**
		25,897	
		52,255	81,456

(a) 4 year grant commencing March 2016, ended February 2020

Grants awarded for projects comprise monies received and deferred income on the basis that resources are expended evenly during the project year or period.

Kingston CCG comprise:

	Adult Service £	Children Service £	**Total Funds 2021 £**	Total Funds 2020 £
	45,186	4,500	**49,686**	49,000

4 Investment Income

	Unrestricted Funds £	**Total Funds 2021 £**	Total Funds 2020 £
Bank interest receivable	451	**451**	684

Notes to the Financial Statements
For the year ended 31 March 2021

5 Expenditure on Raising Funds

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2021 £**	Total Funds 2020 £
Salaries	430	-	**430**	451
Fundraising charges	106	-	**106**	233
	536	-	**536**	684

Salaries relate to the estimated managerial time spent on generating grants and other income

6 Expenditure on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	**Total 2021 £**	Total 2020 £
Direct Costs	87,079	45,822	**132,901**	141,001
Support Costs	19,289	6,433	**25,722**	28,381
	106,368	52,255	**158,623**	169,382

Direct Costs comprise:

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2021 £**	Total Funds 2020 £
Salaries (Fund Raising salaries in Note 5)	87,079	31,972	**119,051**	124,395
Supervision of Counsellors	-	10,145	**10,145**	9,820
Training and Seminars	-	2,865	**2,865**	4,330
Counsellors' Expenses	-	-	**-**	288
Publicity	-	-	**-**	434
Recruitment	-	-	**-**	549
Resources	-	-	**-**	346
Monitoring	-	840	**840**	840
Total resources expended	87,079	45,822	**132,901**	141,001

Support Costs comprise:

Accommodation	12,346	4,214	**16,560**	16,920
Telephone, Fax and Computer	845	289	**1,134**	1,201
Stationery and Office Supplies	868	299	**1,167**	4,836
Insurance	750	256	**1,006**	994
Governance (Note 10)	480	-	**480**	480
Sundry Expenses	4,000	1,375	**5,375**	3,950
	19,289	6,433	**25,722**	28,381

Sundry expenses include subscriptions, professional fees and pension deficit recovery contributions

Notes to the Financial Statements
For the year ended 31 March 2021

7 Staff Costs

	2021	2020
	£	£
Salaries	**105,265**	108,716
Employer social security costs	**3,690**	5,258
Employer pension contributions	**10,526**	10,871
	119,481	124,845

The average number of employees during the year was six (2020: six).

No employee was paid in excess of £60,000 during the year (2020: nil).

The key management personnel comprises the trustees, the manager, and adult and children's project coordinators. The total employee benefits of the of the key management personnel of the charity were £79,802 (2020: £82,197).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2020: £nil).

No payments were made to trustees in respect of reimbursable expenses during 2021 (2020: £nil).

The employer social security costs is reduced by the employment allowance of £4,000 for 2020/21. (£3,000 for 2019/20)

8 Pension Scheme and Contingent Liability

At 31 March 2011, there were two employees as members of a defined benefit scheme with The Pensions Trust, a multi-employer scheme where the share of the assets and liabilities applicable to each employer are not identifiable. Following a change in pensions legislation in September 2005, Kingston Bereavement Service faces a potential liability, estimated at 30th September 2019, to amount to £66,677 that would arise if the Service were to withdraw from the scheme or if the scheme itself is wound up. Given the remoteness of these possibilities, the Trustees have not provided for this contingent liability. On 1 April 2011, scheme members were transferred from the defined benefit to a defined contribution scheme with The Pensions Trust thereby limiting future increases in the liability. As at the balance sheet date, there were five current staff members of the defined contribution scheme.
Pension scheme and defined benefit deficit recovery charges totalling £2,494 are included in Sundry (Note 6)

9 Related Party Transactions

There were no related party transactions for the year ended 31 March 2021 or the year ended 31 March 2020

10 Governance Costs

	2021	2020
	£	£
Independent examiner's fee	**480**	480
	480	480

Notes to the Financial Statements
For the year ended 31 March 2021

11 Debtors and Prepayments

	2021	2020
	£	£
Debtors	**705**	480
Accrued income	**11,897**	-
Prepayments	**1,024**	1,673
	13,627	2,153

12 Creditors, Accrued Expenses and Deferred Income

	2021	2020
	£	£
Creditors	**4,651**	8,070
Accrued expenses	**480**	960
Deferred income	**11,296**	1,500
	16,427	10,530

Notes to the Financial Statements
For the year ended 31 March 2021

13 Movements in Funds

Unrestricted Funds	Opening Balances 1 April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	Closing Balances 31 March 2021 £
Unrestricted Fund - general	2,607	72,477	(106,904)	46,340	**14,520**
Unrestricted Fund - contingency	80,000	-	-	(40,000)	**40,000**
Designated Fund - Pensions	86,340	-	-	(6,340)	**80,000**
	168,947	72,477	(106,904)	-	**134,520**
Restricted Funds					
Adult Service					
Kingston Nursing Association	-	2,125	(2,125)	-	-
Wates Foundation	-	6,986	(6,986)	-	-
London Comm. Response Fd (wave 3)	-	9,900	(9,900)	-	-
RB of Kingston Winter Pressures	-	6,825	(6,825)	-	-
Gov. Coronovirus Job Retention Schem	-	522	(522)	-	-
Kingston Magistrates Poor Box	4,653	-	-	-	**4,653**
Children's Service					
Achieving for Children (AfC)	-	15,000	(15,000)	-	**-**
Wates Foundation	-	3,014	(3,014)	-	**-**
London Comm. Response Fd (wave 4)	-	3,333	(3,333)	-	**-**
RB of Kingston Winter Pressures	-	4,550	(4,550)	-	**-**
Capacity Building	8,830	-	-	-	**8,830**
	13,483	52,255	(52,255)	-	**13,483**

Comparative Figures for Previous Year

Unrestricted Funds	Opening Balances 1 April 2019 £	Incoming Resources £	Outgoing Resources £	Transfers £	Closing Balances 31 March 2020 £
Unrestricted Fund - general	13,255	76,251	(86,899)	-	**2,607**
Unrestricted Fund - contingency	80,000	-	-	-	**80,000**
Designated Fund - Pensions	86,340	-	-	-	**86,340**
	179,595	76,251	(86,899)	-	**168,947**
Restricted Funds					
Adult Service					
Big Lottery Fund	764	63,456	(64,220)	-	**-**
Kingston Nursing Association	-	2,000	(2,000)	-	-
Kingston Magistrates Poor Box	4,928	-	(275)	-	**4,653**
Children's Service					
Austin & Hope Pilkington Trust	-	1,000	(1,000)	-	**-**
Achieving for Children (AfC)	-	15,000	(15,000)	-	**-**
Capacity Building	9,502	-	(672)	-	**8,830**
	15,194	81,456	(83,167)	-	**13,483**

Notes to the Financial Statements
For the year ended 31 March 2021

13 Movements in Funds (Continued)

Purposes of Unrestricted Funds

To further the objectives of the charity and provide funding to cover the management and administration costs.

The Contingency Fund has been set aside to complete counselling and meet other commitments in the event of the Service being unable to raise sufficient funds to continue its ongoing operations and also to cover annual operational costs such as accommodation should insufficient resources be raised during the financial year.

The Designated fund is the provision to clear the deficit with the Pensions Trust should it become essential to clear the debt.

Purposes of Restricted Funds

To support the adult service and the children's Saying Goodbye Project as detailed in the Trustees' Report.

Adult Service		
Kingston Nursing Association Wates Foundation London Comm. Response Fd (wave 3) RB of Kingston Winter Pressures	-	Delivery of counselling, support, information and training for adults in Kingston
Gov. Coronovirus Job Retention Scheme		
Kingston Magistrates Poor Box	-	Support for adults experiencing financial difficulties
Children's Service		
Achieving for Children Wates Foundation London Comm. Response Fd (wave 4) RB of Kingston Winter Pressures	-	Delivery of counselling, support, information and training for children and young people in Kingston and Richmond
Capacity Building	-	On-going support and CORE database management and development