

**KINGSTON SOCIETY FOR CHILDREN AND ADULTS
WITH LEARNING DISABILITIES**
Report of the Trustees for the financial year January-December 2020

**Annual Report and Financial Statements
for the year ended 31 December 2020**

Registered Charity number 1170322



**KINGSTON SOCIETY FOR CHILDREN AND ADULTS
WITH LEARNING DISABILITIES**
Report of the Trustees for the financial year January-December 2020

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**KINGSTON SOCIETY FOR CHILDREN AND ADULTS
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Report of the Trustees for the financial year January-December 2020

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Registration Number:	1170322
Charity status:	Charitable Incorporated Organisation ('CIO')
Other names for the Charity:	Kingston Mencap ('KM')
Business Address and Registered Office:	Searchlight Community Centre Kingston Rd, New Malden Kingston upon Thames KT3 3RX
Trustees:	Robert Eye-Brook (Chair) George Tong (Vice Chair) Vikram Yadav (Treasurer) Helen Penn (Secretary) Judith Broome Lina Graham Paul Roberts
Centre Manager:	Michelle Kitch
Independent Examiner:	Collards Chartered Accountants (Attn. Andrew Harker) 5-9 Eden Street, Kingston-upon-Thames Surrey KT1 1BQ
Bankers:	Lloyds Bank - Kingston upon Thames Virgin Money, Jubilee House Newcastle upon Tyne NE3 4PL

The Trustees would like to acknowledge the generous support of the following organisations:

Royal Borough of Kingston upon Thames
National Lottery
Sport England
London Community Foundation
One family foundation
Kingston Nursing Association
Rowan Bentall Trust

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TRUSTEES REPORT

The Trustees present their report and the financial statements for the year ended 31 December 2020.

Objectives and activities

The objectives of the charity are:

- a) The relief of people with a learning disability in particular by the provision of help and support for them and for their families, dependants and carers, and to prevent learning disabilities for the public benefit; and
- b) To provide or assist in the provision of facilities for the recreation or other leisure time occupation for people who have need thereof by reason of learning disability with the object of improving their conditions of life.

In order to achieve these aims, Kingston Mencap ('KM') organises the following main areas of work to undertake its public benefit duties:

- Facilitate a community space in the Borough of Kingston for the benefit of our members, families and carers
- Forging links with associated charities and services
- Providing leisure services and promoting health and well-being through clubs and activities

The Trustees consider that the activities undertaken, offered at no or minimal cost, provide benefit to the public and confirm that in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission and have complied with their duties under Section 17 of the Charities Act 2011.

Membership

Paid membership in 2020 was 88 members (compared to 100 members in 2019) which includes 57 family memberships (including volunteers) 22 people with a learning disability and 9 volunteers. KM had started to focus on increasing membership from the previous year as there are many people who are on the mailing list who are not paying the subs but still want to receive updates. Once the lockdown began on March 23rd, it was decided that it would be insensitive to be asking for money during a pandemic.

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ACHIEVEMENTS AND PERFORMANCE

The year 2020 started very positively with the Searchlight Centre continuing to be busy with many different hirers from local communities using the centre regularly.

The Centre was beginning to be a known safe place for members who would often drop-in for impromptu social visits.

Pre-Covid, the centre continued to be used as a hub to work with lots of other organisations to promote inclusion, equality and social cohesion through a range of activities, including:

Seekers Club January – March 9th 2020

Seekers Club started 2020 very successfully, continuing to attract 40 + members, their supporters and our fantastic volunteers.

Nicola, a creative club leader with many talents continued to provide excellent activities every Monday night, different singers and acts were invited to Seekers Club to ensure that this kept the club vibrant and the members entertained. There were also regular visitors who had a focus on health and keeping fit.

The Seeker's yearly trip to the Panto took place on the 18th January, Kingston Mencap 'KM' volunteers and 65 members and their supporters went to see the Ice Queen in New Malden delivered by the excellent St James' players who always make our members feel very welcome.

The last Seekers Club took place on the 9th March as KM decided that we should close to ensure the safety of our members, their supporters, staff and volunteers.

Future Friends – January – March 12th 2020

Ben, also an incredibly talented and creative club leader, continued to deliver a Thursday evening Club which delivered a different activity every other week, including a Race Night, Drama Club or a Mexican themed evening this small and intimate club is for some of our younger members. Thanks also to Gina who is co-hosts this club with Ben and always brings enthusiasm and fun after a long gruelling day at work. The club has 10 – 15 members who regularly attend.

Thursday Drop In - January – March 12th 2020

This relatively new club had grown in popularity with 20 – 25 people attending every week, some with support. Nicola and a small group of excellent KM volunteers would deliver different activities for the main session but the club always started with a dance/exercise, a game of Boccia and then an activity depending on who attended and what people liked to do. There was a focus on health and wellbeing and social skills.

Saturday Drop In - January – March 14th 2020

Michelle, Ben and Martel share the sessions and work one in three Saturdays, they bring a different activity to their session. Martel always excels in creating really accessible and different sporting sessions as this is her speciality as a qualified sports coach. Martel was also the Person who introduced the regular singing sessions and shows which everyone loves.

Ben and Michelle continue to deliver fun activities often themed around Art and Crafts but also adding exercise as well. AFC Wimbledon managed to secure funding to continue to coach our members in multi sports, with KM member and volunteer John Diamond assisting.

We are yet again lucky to have some brilliant volunteers who bring different skills to the club. A Boccia expert, a film maker, a choir master and the most important skill, chatting.

The Saturday Drop In is a club where you can be really active and join in with everything or it's a place to come for a short while to drop in and have a coffee and chat to friends.

Health and Wellbeing

Kingston Mencap with the support of Royal Mencap delivered two Sports Activator courses for our members with the aim of creating sports leaders within our groups.

KINGSTON SOCIETY FOR CHILDREN AND ADULTS WITH LEARNING DISABILITIES

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The first was a multi sports training session in January and the second was an indoor golf training session in February.

Ealing Mencap members joined KM members and the results were very positive.

Digital

Orchard Hill College teachers continued with the Digital sessions once a month which included iPad programming to move Lego, computer games or learning how to use a computer.

Kingston Mencap had plans to continue to deliver workshops for Family Carers and was hoping to start with a session on Wills and Trusts delivered by Royal Mencap but this had to be postponed due to Covid.

During Covid19 [March 23rd – December 31st 2020]

Since the Lockdown all hires and activities at Searchlight had to stop and this has resulted in the loss of nearly all our rental income. It is still unclear at this time when we can resume normal use of the building either for MENCAP's regular activities or for hire to other users. We are working with hirers and following government advice to carry out risk assessments to help us start to resume some activities abiding by the need to maintain social distance and good health and safety practices. It does seem likely that it will be many more weeks before we are able to resume and as a result will continue to face a loss of income to contribute to covering the cost of the rent of the premises.

On a much more positive note, Michelle has worked really hard on keeping in touch with members and providing support and activities for people to do at home. We have started to run successful Zoom sessions, with the help of volunteers, so that we are able to continue in some form to be available to support our members through this time. Michelle was successful in applying for a grant to supply people, particularly those self-isolating and without technology, to have IT equipment and IT support to be able to participate as well. We have been working with Danni from Community Catalysts to provide opportunities for our members to lead on some of these Zoom projects until we can set these groups up face to face. Using Zoom we are running a 'Tech Talk' session, Gill is hosting the family carers group and there has been a Q & A session with RBK, we have a Karaoke/Choir and a quiz/dance/exercise session. Michelle, together with Your Healthcare has also started a sensory story session specifically for people with profound and multiple learning disabilities.

All of these activities will contribute to our developing an understanding of our members needs as we enter the recovery phase of the COVID19 pandemic and help us to support people to develop their confidence to start to safely return to their active lives.

Clubs

Following the closure of the Searchlight Centre and all Kingston Mencap Clubs we started to run sessions via Zoom beginning with a quiz on Thursday at 4pm.

It soon became clear that our members wanted to stay in contact with us and each other so we now have a broad timetable of Zoom sessions KM offers.

There were a few occasions when restrictions were lifted that we managed to hold a couple of face-to-face meetings.

Bubble Picnic

Richmond Park was the venue for a 'Bubble Picnic' organised by Kingston Mencap family carers. Typically, it rained but didn't dampen the enjoyment of seeing people again.

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Art sessions

Janie Churchyard, a volunteer, a hugely talented artist and member of Kingston Mencap started delivering weekly Art sessions for small groups of up to 6 people just before the guidelines were changed re Covid. Once they came into effect the activity closed and will re-start in 2021.

Monday

A small group chat - 10.30am to improve confidence – this is with Michelle and Paul Barnard from Your Healthcare (3 members)

Talent Show – 11.15am with Michelle – for people to show off their talents. People wanted to take the stage and sing solo at the choir session so this developed and is a place for people to tell jokes, play music, sing or show anything. (12 – 15 members)

Dancersize – 3.00pm – Volunteer Nicola keeps everyone fit with her unique dance moves (15 – 20 members)

Tuesday

Let's Talk – 11.00 – this started as a tech chat for people to come along with any tech issues but is now a session where guest speakers join us to talk about anything from 'How Parliament Works', the Census, Test and Trace' or 'Preventing Diabetes'.

We had planned another trip to Apulstock Music Festival but had this on Zoom on a Friday evening in the summer. Involve from RBK support this session. (10 – 20 members depending on the subject)

Sensory Story – 12.00pm – Kingston Mencap was aware that Zoom is not always an inclusive activity for people with profound and multiple learning disabilities therefore Michelle and Paul from Your Healthcare host a sensory sing a long or a Bear Hunt. (9 members)

Wednesday

Karaoke Choir – 3pm – A sing-along to everyone's favourite songs. Anything from Abba to Bruno Mars (15 – 35 members and volunteers)

Thursday

The Big Quiz – 4pm – This has different topics every week. Every other week we play Bingo as well. (15 – 45 members and volunteers)

Friday and Saturday mornings – Zooming to a Healthier You – this is run by Helen Gardener, a local nutritionist. Her sessions have been really successful, and the aim is to get people to be a bit healthier, to think about what they eat and do a bit more exercise. (12 – 20 members at each session)

Zoom evenings

Kingston Mencap has held a 'Zoom Evening' every few months to keep the social activities running and to have a chance to dress up and have a night that's a little different. Seeker's musicians have kindly joined us to play some live music on these nights and Katie always brings some fun with her jokes. We have had:

- **A Zoom Music Festival** – different local musical acts
- **A Zoom Christmas Fair** which included a visit from Father Christmas
- **A Valentine's Night of Love** – Bingo with Ben, a 'Love' quiz and some Love songs

Family Carers Meetings on Zoom

These meetings started as a support group for family carers but highlighted the need to meet RBK with the questions they had for the learning disability team headed up by Jonathan Brown. KM invited Jonathan and his team and they attended regular Q & A sessions throughout the year. Miriam Smith, head of social care at RBK also joined.

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Other activities

Kingston Mencap recruited a new volunteer, Jana Cerny, who has been creating resources every week during 2020 for KM to send out to members.

Weekly information updates are sent every Friday to members via email.

David Still from KCN has continued to hold regular 1:1 meetings, via phone calls with KM family carers throughout 2020.

Kingston Mencap successfully applied for funding to support members who are socially isolated and are digitally excluded. KM has delivered 24 tablets, some with WiFi packages and has offered remote support to join activities such as Zoom.

Gill Wood kindly produced two newsletters for Kingston Mencap to help keep members up to date and connected.

The collaborative work with other organisations such as Orchard Hill College Trust, Your Healthcare, Superhighways, Healthwatch, Royal Mencap and Kingston Hospital, have continued, KM has been working with the All Age learning Disability Partnership Board on areas such as Communication with the aim of improving the lives of our members, their family carers and other people in our community. The Searchlight Centre became a pop-up clinic for members who wanted the Flu vaccine in a safe space that was known to them.

A fuller account of MENCAP's activities can be found on its website at www.kingstonmencap.co.uk.

KINGSTON SOCIETY FOR CHILDREN AND ADULTS WITH LEARNING DISABILITIES

Report of the Trustees for the financial year January-December 2020

FINANCIAL REVIEW

The financial results for the year are as shown in the Accounts section of this report, and run for the accounting period of 12 months from 1 January 2020 to 31 December 2020; this being the third period of Mencap as a Charitable Incorporated Organisation.

The Covid19 pandemic has had a severe impact on full-year income as most clubs and activities were reduced or stopped since April 2020; as well as a reduced usage of the centre by other groups and organisations, mainly reflected as a drop in rental income compared to previous year. One of the largest users of Searchlight (BALANCE), have terminated their arrangement with Mencap in September, which will represent lower rental income for Kingston Mencap going ahead. The Trustees hope that new engagements negotiated in 2020 will cover a portion of the rental drop.

A large portion of income in 2020 was on account of successful grant applications. A total of £41,513 was received under various Coronavirus hardship schemes, of which, £8,728 was utilised during the year and the remaining is planned to be almost fully utilised in 2021.

A large proportion of total expenditure (£82,777) related to costs associated with the running and refurbishment of Searchlight (£50,442). This was expected, given a full year of running costs as the centre remained open for a significant part of the year even though clubs and activities were sparse. Two employees were furloughed under the Covid19 job retention scheme; whereas the Centre manager worked a full year of employment and a bookkeeper worked on a part-time monthly basis. Towards Covid19 disruption support an appeal was made to the Kingston Council who agreed to a 3-month rent holiday and a further 3-month deferral on rent payment in 2020.

The Trustees aim to ensure that Kingston Mencap holds adequate reserves to allow it to continue its charitable objectives, to cover working capital and to support any period of running costs should income reduce unexpectedly. This should equate to 12 months expenditure equivalent to about £100,000 at the balance sheet date.

2020 has been an extraordinary year during which operating income has reduced unexpectedly due to Covid19 disruption. This has led to a small depletion in the General funds reserves, which currently stands at £52,691, and may not be sufficient to cover potential increases in future expenditure. Grants received in 2020 may cover some of the anticipated expenditure allowable as restricted spend. The Trustees are deliberating options and avenues to rebuild these reserves.

The funds held in the property fund (£86,098) will be used to meet any large repair costs associated with maintenance of the Searchlight Centre. The lease with Kingston Council is a 'full repairing lease' which effectively requires us to maintain the centre largely at our own expense.

In addition, the Trustees are aware that Kingston Council have offered a reduced rent until early 2022, after which the council will increase our rent. We are in the process of reviewing our rental charges to keep in line with the rental increase as well as higher operating costs, and we anticipate this will continue to cover a significant portion of our running costs. Funds held in the property fund will help to cover any additional increase in expenditure.

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STRUCTURE, GOVERNANCE AND MANAGEMENT

The following Trustees changes took place during the period:

Robert Eye-Brook – *joined as a Trustee since September 2020*

Vikram Yadav – *joined as a Trustee since July 2020*

Helen Penn – *joined as a Trustee since July 2020*

Lina Graham – *joined as a Trustee since July 2020*

Susanna Bellino - *joined as a Trustee in July 2020; stepped down in December 2020*

INDUCTION AND TRAINING OF TRUSTEES

New Trustees are given written guidance in the responsibilities of a Trustee, having been interviewed, references obtained, DBS checks carried out before being accepted to the posts and formalized at the AGM. Current Trustees are updated on changing legislation.

Robert Markless (our Independent Examiner in 2020) provided an online introduction session for all the Trustees on the role and responsibilities of being a Trustee, highlighting the advantages and challenges of being a small Charity.

ORGANISATION STRUCTURE OF MENCAP AND DECISION-MAKING PROCESS

The Trustees meet monthly, and at additional times if necessary. Finances are updated and discussed, together with the performance of Clubs and the planning of activities. The Board has delegated authority for oversight and decision making relating to specific operational and administrative matters to the following three sub-committees:

- Finance & HR
- Centre Management
- Events & Leisure

RISKS AND INTERNAL CONTROL

The Trustees have overall responsibility for ensuring that MENCAP has appropriate systems of control, both financial and operational. These systems are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. During the Period, the Trustees continued to review the major financial and operational risks facing MENCAP and continue to monitor on a regular basis the implementation of any changes necessary to ensure that, as far as is reasonable, controls are in place to protect MENCAP, its members, those working for it, the general public and other stakeholders.

STRATEGIC DEVELOPMENT

The Trustees meet monthly, and at additional times when necessary, to monitor finances and the performance of our clubs and activities as well as to consider future developments and strategies.

COVID19 UPDATE

Since the Lockdown all hires and activities at Searchlight have had to stop this has resulted in the loss of nearly all our rental income. We have been successful in bidding for grant funds and we have appealed for and successfully received a rental holiday for the three months from April to June.

It is still unclear at this time when we can resume normal use of the building either for MENCAP's regular activities or for hire to other users. We are working with hirers and following government advice to carry out risk assessments to help us start to resume some activities abiding by the need to maintain social distance and good health and safety practices.

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Statement as to disclosure of information to Independent Examiner

In so far as the Trustees are aware:

- there is no relevant audit information of which the charity's Independent Examiner is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the Independent Examiner is aware of that information.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the report and accounts in accordance with applicable law and regulations. Charity law requires the Trustees to prepare accounts for each financial Period. Under that law the Trustees have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent, and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charity SORP 2015. 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.

On behalf of the board

Robert Eye-Brook

Vikram Yadav

Trustee

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Rob Eye Brook
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Trustee

DocuSigned by:
Vikram Yadav
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Dated

4/16/2021

4/15/2021

**KINGSTON SOCIETY FOR CHILDREN AND ADULTS
WITH LEARNING DISABILITIES**
Report of the Trustees for the financial year January-December 2020

INDEPENDENT EXAMINER'S REPORT

Report to the Trustees of Mencap Kingston for the year ended 31 December 2020.

I report on the accounts of the charity for the year ended 31 December 2020, which are set out on the following pages.

Respective Responsibilities of Trustees and Examiner

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

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

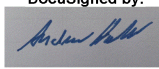
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or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

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- 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.

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

DocuSigned by:

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Andrew Harker

Collards Chartered Accountants
5-9 Eden Street, Kingston-upon-Thames, Surrey KT1 1BQ

4/20/2021

Date:.....

KINGSTON SOCIETY FOR CHILDREN AND ADULTS WITH LEARNING DISABILITIES

Report of the Trustees for the financial year January-December 2020

STATEMENT OF FINANCIAL ACTIVITIES

INCOME AND EXPENDITURE for the year ended 31 December 2020

	Notes	2020 Total £ Restricted	2020 Total £ Unrestricted	2020 Total £	2019 Total £
Income from:					
Legacies and Donations	2	0	4,038	4,038	10,678
Charitable activities	3	30,513	47,058	77,571	75,088
Bank interest		0	558	558	845
Total incoming resources		30,513	51,654	82,167	86,811
Expenditure on:					
Fundraising		0	0	0	540
Charitable activities	4	8,728	72,500	81,227	95,413
Searchlight refurbishment costs		0	1,550	1,550	0
Total resources expended		8,728	74,050	82,777	95,953
Gross incoming / (outgoing resources)		21,785	(22,395)	(610)	(9,342)
Total funds brought forward		0	161,184	161,184	170,526
Total funds carried forward		21,785	138,789	160,574	161,184

Note: All income and expenditure movements in 2019 were unrestricted.

The notes on pages 15 to 19 form an integral part of these financial statements.

KINGSTON SOCIETY FOR CHILDREN AND ADULTS WITH LEARNING DISABILITIES

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BALANCE SHEET

As at 31 December 2020

	Notes	2020 £	2019 £
Fixed assets			
Tangible assets	6	3,600	4,800
Current assets			
Debtors	7	1,993	10,502
Cash at bank and in hand	8	<u>155,910</u>	<u>147,674</u>
		157,903	158,176
Current Liabilities			
Creditors: amounts falling due within one Period	9	929	1,792
Net Current Assets		156,974	156,384
Total Assets		<u>160,574</u>	<u>161,184</u>
Funds			
Unrestricted funds			
General Fund	10	52,691	56,242
Property Fund	10	86,098	104,942
Restricted Funds/Grants	11	21,785	0
Total funds		<u>160,574</u>	<u>161,184</u>

The financial statements were approved by the Trustees on 14th April 2021 and signed on its behalf by

Robert Eye-Brook

Vikram Yadav

Chair

Treasurer

The notes from pages 15 to 19 form an integral part of these financial statements.

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NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2020

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the Period and the preceding Period.

1.1. Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP (FRS 102)).

Exemption has been taken from preparing a cash flow statement on the grounds that the charity qualifies as a small charity.

Kingston Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income, it is probable that the income will be received, and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Income received by way of grants, donations and gifts is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the Period in which they are receivable.

1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Equipment costs are considered to be minimal and therefore are charged to the Period in which they are purchased. All IPADs purchased in 2020 using grant funds were given out to members. Trustees have taken the decision to absorb these costs during the same year instead of amortizing over the useful life of these devices.

1.4. Leasing

Rentals payable under operating leases are charged against income on a straight-line basis over the lease term.

KINGSTON SOCIETY FOR CHILDREN AND ADULTS WITH LEARNING DISABILITIES

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1.5 Going Concern

After making enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the annual report and financial statements.

1.6 Fixed Assets

Fixed assets are included in the financial statements at cost less depreciation or valuation.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset.

The trustees have determined that all costs relating to the magic table (costing £6,000) will be depreciated over five years and all other assets will be considered on a case-by-case basis. As the magic table wasn't in use until 2019 the trustees had decided not to depreciate it in 2018.

2. Donations

	2020 Total £ Restricted	2020 Total £ Unrestricted	2020 Total £	2019 Total £
Donations	0	3,344	3,344	7,386
Fundraising	0	694	694	3,292
	<u>0</u>	<u>4,038</u>	<u>4,038</u>	<u>10,678</u>

3. Income from Charitable Activities

	2020 Total £ Restricted	2020 Total £ Unrestricted	2020 Total £	2019 Total £
Grants*	30,513	11,000	41,513	4,750
Membership fees	0	440	440	500
Club fees**	0	4,440	4,440	13,949
Social Events	0	0	0	518
Coronavirus Job Retention Scheme	0	4,246	4,246	0
Searchlight	0	26,932	26,932	55,371
	<u>30,513</u>	<u>47,058</u>	<u>77,571</u>	<u>75,088</u>

* RBK Business restrictions hardship grant	10,000 (Unrestricted)
National Lottery Outside Space	10,000 (Restricted)
Mencap Fin Bacs Grants Sport England	7,670 (Restricted)
The London community Grant	6,690 (Restricted)
One family foundation Grant	2,500 (Restricted)
RBK – Sensory Grant	2,409 (Restricted)
RBK - Grant track and trace	1,000 (Unrestricted)
Kingston Nursing Association	994 (Restricted)
Rowan Bentall Trust	250 (Restricted)
Total Grants	41,513

** Seekers Club	3,335
Future Friends	183
Drop-in Clubs	922
Total Club fees	4,440

KINGSTON SOCIETY FOR CHILDREN AND ADULTS WITH LEARNING DISABILITIES

Report of the Trustees for the financial year January-December 2020

4. Expenditure on Charitable Activities	2020 Total £ Restricted	2020 Total £ Unrestricted	2020 Total £	2019 Total £
Club expenditure*	0	1,711	1,711	15,209
Social events	0	0	0	361
Family Support**	8,728	0	8,728	2,403
Running Costs Searchlight	0	50,443	50,443	57,403
Operating Costs	0	19,746	19,746	19,737
Independent Examination Fees	0	600	600	300
	<u>8,728</u>	<u>72,500</u>	<u>82,777</u>	<u>95,413</u>

*	Seekers Club	1,330
	Future Friends	30
	Drop-in Clubs	351
	Total Club Expenditure	1,711

**	IPADs/Tech support	7,664
	Sport England	1,064
	Total Family Support	8,728

5. Staffing

The following staffing costs are included in note 4

	2020	2019
Salaries	23,708	26,043
Employer social security costs*	0	0
Employer pension costs	800	757
TOTAL	24,508	26,800

* No NI payments were made as the total liability was less than the Employment Allowance.

The average number of permanent employees during the period was 1 (2019 - 1)

No employee was paid in excess of £60,000 during the year (2019 – NIL).

Amount reimbursed as expenses to Trustees during the period was NIL (2019 - NIL)

6. Tangible Fixed Asset

	2020 Total £
At 1 st January 2020	4,800
Additions, revaluations/ (Disposals)	0
Depreciation	1,200
At 31 st December 2020	<u>3,600</u>

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7. Debtors

	2020	2019
	Total	Total
	£	£
Income Receivable	1,368	3,502
Payments in advance	625	7,000
	<u>1,993</u>	<u>10,502</u>

8. Cash at bank and in hand

	2020	2019
	Total	Total
	£	£
Lloyds Current account	33,227	25,549
Lloyds Deposit account	9,547	9,543
Virgin Deposit account	113,136	112,582
	<u>155,910</u>	<u>147,674</u>

9. Creditors

	2020	2019
	Total	Total
	£	£
Trade Creditors	929	1,792
	<u>929</u>	<u>1,792</u>

10. Unrestricted funds

	Opening balance 01.01.2020	Incoming resources	Outgoing resources	Closing balance 31.12.2020
General Fund	56,242	22,788	(26,339)	52,691
Property Fund	104,942	26,932	(45,776)	86,098
	<u>161,184</u>	<u>49,720</u>	<u>(72,115)</u>	<u>138,789</u>

Purposes of unrestricted funds

The General Fund is to further the objectives of the Charity and provide funding to cover the management and administration costs should income be insufficient, working capital and winding down costs were the organisation have to close.

The Property Fund relates to building costs and income relating to Searchlight. In addition, there is a need to hold funds to cover running costs of Searchlight if not covered by rental income and for any unexpected major repairs or maintenance.

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11. Restricted funds	Opening balance 01.01.2020	Incoming resources	Outgoing resources	Closing balance 31.12.2020
General Fund	0	30,513	(8,728)	21,785
	<u>0</u>	<u>30,513</u>	<u>(8,728)</u>	<u>21,785</u>

Purposes of restricted funds

Restricted funds are to be spent or applied within a reasonable period from their receipt to further a specific purpose of the charity, which is to further one or more but not all of the charity's charitable purposes. Costs charged to a restricted fund relate to the activities undertaken to further the specific charitable purposes the fund was established to support. These costs include both direct and support costs associated with the activities undertaken by the restricted fund(s). In addition to a reasonable allocation of support costs, other costs associated with raising, investing and managing the restricted funds should normally be charged to the fund to which the cost relates.

12. Trustee Expenses and Related Party Transactions

Trustees: No Trustees received any payments for services during the Period.

No Trustees were reimbursed expenses (2019: NIL).

Related Party Transactions: There were no related party transactions.