

ADVICE SUPPORT KNOWLEDGE INFORMATION

(A CHARITABLE COMPANY LIMITED BY GUARANTEE)

**REPORT OF THE DIRECTORS/TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

ADVICE SUPPORT KNOWLEDGE INFORMATION

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ADVICE SUPPORT KNOWLEDGE INFORMATION

**REFERENCE AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2021**

COMPANY NAME: ADVICE SUPPORT KNOWLEDGE INFORMATION

OTHER WORKING NAME: ASKI

COMPANY NUMBER: 08324877

CHARITY NUMBER: 1171343

DIRECTORS/TRUSTEES: MICHELLE FORD
TAJEDA KELLY
RIENNE CORBETT

CHAIRMAN: M FORD

CEO J JEFFERS

REGISTERED OFFICE: 33 Brigstock Road
Thornton Heath
CR7 7JJ
England

BANKERS: SANTANDER

INDEPENDENT EXAMINER'S: Maroof Adeoye (MBA, DChA, FCIE, MInstF)
Registered Charity Independent Examiner
Community Benefit Action CIC
30 Union Road, Croydon CR0 2XU

**ADVICE SUPPORT KNOWLEDGE INFORMATION
CHAIR'S & CEO'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

A message from our Chair and CEO

As Chair of Advice Support Knowledge Information, the Board and I reflect on what turned out to be a momentous year it would be all too easy to focus on the final three months, such has been the impact of Covid-19 on our organisation and on us as individuals, team players and members of our community. In a very short space of time, our services were completely redesigned to meet the emerging need, which was a tremendous and yet humbling response.

The demand for a wide range of services which all must be delivered remotely is significant, our users have informed us of their increased social isolation and many of our members are concerned about the much talked about New Normal. We have developed our work outside of Croydon and set up services in Sutton to meet the growing demand from older BME people in the Borough. A lack of cultural sensitivity amongst providers in the Borough has meant that for many years older BME people have not had choice and often forced to use services run by agencies that have no "Lived Experience" of the people they serve amongst their senior management as a result services are not designed to be fully inclusive and require significant changes to meet the demands of the population/ they serve.

It would be impossible for ASKI to function without their volunteers and yet they are woven through organisations in such a seamless fashion that they can be in danger of being overlooked. So, to highlight just how much more our staff can achieve working alongside this extra support, we are delighted to showcase and celebrate our volunteers and their impact in this year's report.

The success of the organisation is built on the dedication and commitment of our teams, be they volunteers or permanent staff. It is also dependent on the generosity of our donors and the Trustees extend their heartfelt thanks to all concerned for their continued support, without which we would be unable to make a difference. This report can only offer a glimpse of what we are about, and we would encourage you to contact us if you are interested in learning more about ways in which you could become involved.



Michelle Ford

Chair ASKI



Joseph Jeffers

CEO ASKI

ACKNOWLEDGEMENT

The continuation of ASKI would not be possible without the generous help of our funders and everyone connected with us. ASKI would like to thank the following funders for their generosity and continued support over the past 12 months:

1. London Sport
2. BBC Children In Need
3. Independent Age
4. Hear Womening
5. Arts Council
6. The Kings Fund
7. Groundwork UK
8. Bring Joy Grant
9. Community AC SU
10. City of London
11. Local Giving
12. Fore Raft Phase 2
13. CAF
14. The Mercer's Company
15. Cassandra Learning
16. African and Caribbean Heritage
17. The London Community Foundation
18. Greater London Volunteering
19. Crowd Funder UK
20. Mayor Office
21. Nivetha
22. The Ubele Initiative
23. The Foyle Foundation
24. Croydon Relief
25. PVC Foundation
26. KFC Foundation
27. B&Q Foundation
28. The Church Urban
29. London Youth
30. Joanna Terry Hudal

**ADVICE SUPPORT KNOWLEDGE INFORMATION
DIRECTORS'/CHARITY TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

The Directors presents its report with the unaudited financial statements of the company for the year ended 31 March 2021.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 10 December 2012 and registered as a charity on 27 January 2017. The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association with resolution of alteration on 5 December 2016. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Directors

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the charitable company may by ordinary resolution appoint a person who is willing to act to be a director; and determine the rotation in which any additional directors are to retire. All members of the Directors give their time voluntarily and received no benefits from the charitable company. Any expenses reclaimed from the charity are set out in note 12 to the accounts.

OBJECTIVES AND ACTIVITIES

Our charity's purposes as set out in the objects contained in the company's memorandum of association are:

- a. To relieve poverty among people living in in Surrey and the surrounding areas by providing education, training, information, advice and support;
- b. To promote social inclusion for the public benefit by preventing people from becoming socially excluded relieving the needs of those people who are socially excluded and assisting to integrate into society.

For this clause 'socially excluded' means being excluded from society, or part of society, as a result of being a member of a socially and economically deprived community.

Our main activities the provision of education, training, healthcare projects to relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage

ACHIEVEMENTS AND PERFORMANCE

Through our various activities as detailed above, ASKI was able to achieve the following:

- resolving issues surrounding many disadvantages and difficulties arising from, or which cause, the lack of financial or material resources;
- provides solutions to problems that is giving rise to poverty and preventing it from happening, such as poor health and nutrition, and low achievement in education and other areas of human development;
- direct public benefits in the area of reduction in crime and anti-social behaviour due to reduction in poverty;
- enable individuals to generate a sustainable income, be self-sufficient and bring the quality of life of the beneficiaries to a reasonable standard;
- alleviating social conditions that can lead to, or can be caused by poverty

FINANCIAL REVIEWS

Against the backdrop of limited resources and insecurities over funding, the company, with the support of grant funders, donors, directors and volunteers, was able to minimize its net unrestricted funds deficit to minus £-6,2660 (2020: £3,605) and with its aid of sound financial management, the charitable company was able to cope without affecting its services and existence for the foreseeable future.

Policy on Reserves

The charity policy on reserves aim at building up free reserves to the level needed to cover up to three months operating expenditure by means of annual operating surpluses and supplemented by general-purpose appeals from time to time. Any surplus funds which are not likely to be needed to pay for activities will be placed on deposit to earn interest. This Policy will be reviewed every other year, at minimum, or sooner if warranted by internal or external events or changes.

ACCOUNTING AND REPORTING RESPONSIBILITIES

The directors are responsible for preparing the directors Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of the incoming resources and application of resources, including the income and expenditure of the charitable company, for the financial period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in operation.

The Directors is responsible for:

- keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and which enable them to ensure that the financial statements comply with the Companies Act 2006 and
- safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions for small companies under Part XV of the Companies Act 2006.

This report was approved by the Directors on 11 June 2021, and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'T. Kelly', is written over a faint, rectangular stamp. The signature is slanted upwards from left to right.

Tajeda Kelly
Director

**ADVICE SUPPORT KNOWLEDGE INFORMATION
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

To the trustees/directors of ADVICE SUPPORT KNOWLEDGE INFORMATION

I report on the accounts of the company for the year ended 31 March 2021 that is set out on pages 9 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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.

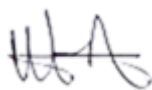
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006; and
 - which are consistent with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities,
- have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Maroof Adeoye MBA DChA FCIE MInstF
Registered Independent Charity Examiner
Community Benefit Action CIC
Croydon, Surrey. CR0 2XU

25 June 2021

ADVICE SUPPORT KNOWLEDGE INFORMATION
STATEMENT OF FINANCIAL ACTIVITIES
(Including Income & Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2021

2020			Unrestricted Funds	Restricted Funds	2021 Total Funds
£		Note	£	£	£
	Incoming resources from charitable activities				
79418	Voluntary income	2	-	173846	173846
15745	Other incoming resources	3	9636	-	9636
95163	Total incoming resources		9636	173846	183482
	Resources expended				
-	Costs of generating voluntary income		-	0	-
82014	Charitable activities	4	15052	129897	144949
9248	Governance	5	850	33037	33887
91262	Total resources expended		15902	162934	178836
3901	Net incoming/(outgoing) resources		(6266)	10912	4646
6882	Total funds brought forward		8750	2033	10783
10783	Total funds carried forward	10783 11	2484	12945	15429

All incoming resources are derived from continuing operations. The charitable company has no other gains or losses other than those recognised in the Statement of Financial Activities.

ADVICE SUPPORT KNOWLEDGE INFORMATION
BALANCE SHEET
AS AT 31 MARCH 2021

2020 £		Note	£	2021 £
	Fixed assets			
0	Tangible assets	6	15296	
0	Investments (unlisted)		0	
0				15296
	Current assets			
10636	Debtors	7	4050	
<u>997</u>	Cash at bank and in hand	8	<u>9878</u>	
11633	<i>total current assets</i>		13928	
	Current Liabilities			
	Creditors:			
<u>850</u>	amounts falling due within one year	9	<u>13795</u>	
10783	Net current assets			133
<u>10783</u>	Total Net Assets			<u>15429</u>
	The funds of the charity			
8750	Unrestricted income funds	10		2484
2033	Restricted income funds	10		12945
<u>10783</u>	Total funds	11		<u>15429</u>

For the year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities;

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small Companies regime.

This report was approved by the director on 11 June 2021, and signed on their behalf by:



Tajeda Kelly
Director

**ADVICE SUPPORT KNOWLEDGE INFORMATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. Principal accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with: Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005 – Second Edition May 2008) and Financial Reporting Standard for Smaller Entities (FRSSE) (Effective April 2008); the Charities Act 2011 and Charities (Accounts and Reports) Regulations 2008; the Companies Act 2006.

Incoming resources

All material incoming resources have been included in the Statement of Financial Activities when the company is entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

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

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Fundraising trading costs comprise costs of trading activities which are specifically to raise income for the charity.
- Charitable expenditure comprises those costs incurred by the company in the delivery of its activities 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the company.

Taxation

The company is exempt from Corporation Tax on its charitable activities

Funds accounting

Incoming resources that may be applied for charity's purposes are treated as 'unrestricted' incoming resources and are credited to the 'unrestricted funds'. Where a donation or grant is required to be used for a specified purpose, the amount concerned is treated as a 'restricted' incoming resources and is credited to the appropriate 'restricted fund'.

Fixed assets and depreciation

All tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition. Equipment is written down using reducing balance method of depreciation over their estimated useful economic lives.

2. Incoming resources from charitable activities – Voluntary income

2020		Unrestricted Funds	Restricted Funds	2021 Total Funds
£		£	£	£
938	London Sport	-	1234	1234
9704	BBC Children In Need	-	12704	12704
6938	ESC Big Lottery - Main Grants	-		-
987	People's Health Trust	-		-
-	Independent Age	-	9650	9650
500	Croydon Council - Small Grant	-		-
-	Hear Womening	-	550	550
80	Whitgift Foundation	-		-
6250	City Bridge Trust	-		-
11885	Arts Council	-		-
210	The Kings Fund	-	150	150
-	Groundwork UK	-	11196	11196
-	Bring Joy Grant	-	100	100
2934	Community AC SU	-	17880	17880
-	City of London	-	19228	19228
906	Good Things Foundation	-		-
-	Local Giving	-	1657	1657
-	Fore Raft Phase 2	-	3000	3000
-	CAF	-	6300	6300
-	The Mercer's Company	-	24925	24925
-	Cassandra Learning	-	4650	4650
9900	AP Croydon Council –	-		-
-	African and Caribbean Heritage	-	639	639
0	The London Community Foundation	-	19780	19780
-	Greater London Volunteering	-	700	700
40	St Francis Church	-		-
10000	Garfield Weston Foundation	-		-
80	Croydon Voluntary Action	-		-
4429	Family Action	-		-
10000	The Clothworker's Foundation	-		-
3638	Crowd Funder UK	-	5758	5758
-	Mayor Office	-	3990	3990
	Nivetha		200	200
	The Ubele Initiative		55	55
	The Foyle Foundation		6000	6000
	Croydon Relief		9000	9000
	PVC Foundation		5000	5000
	KFC Foundation		2000	2000
	B&Q Foundation		2500	2500
	The Church Urban		1000	1000
	London Youth		1000	1000
-	Joanna Terry Hudal	-	3000	3000
79418		0	173846	173846

3. Other Incoming Resources

2020		Unrestricted Funds	Restricted Funds	2021 Total Funds
£		£	£	£
14556	Appeals and donation	-	-	-
1185	Fees and supplies	-	-	-
4	Bank interest	0	-	0
0	Other income	9636	-	9636
15745		9636	0	9636

4. Resources Expended – Charitable Activities Resources Expended – Charitable Activities

2020		Unrestricted Funds	Restricted Funds	2021 Total Funds
£		£	£	£
-	Fundraising costs			-
1054	Publicity costs		1022	1022
	Establishment costs			-
	Office expenses			-
317	Printing, posting and stationery		128	128
8789	Motor/Travel and subsistence	524	1374	1898
	Bank interest and charges			-
31522	Employment costs	2551	56440	58991
-	Repairs and maintenance			-
-	Legal and professional fees	0	0	-
7458	Training	3757	9889	13646
2766	Telephone costs	448	1793	2241
6133	Volunteer & refreshment costs	452	12889	13341
14662	Venue hire	1700	23176	24876
9178	Project costs		23186	23186
135	IT costs	90		90
0	Depreciation	5099		5099
-	Other costs	431		431
82014		15052	129897	144949

5. Resources Expended – Governance

2020		Unrestricted Funds	Restricted Funds	2021 Total Funds
£		£	£	£
850	Accountancy	850	0	850
8398	Other professional fees	0	33037	33037
9248		850	33037	33887

6. Tangible Fixed Assets

2020		Plant & Machinery	Office Equipment	Motor Vehicles	2021 Total
£	Cost	£	£	£	£
0	At 1 April 2020	-	-	20,394	20,394
0	Additions	-	-	-	-
0	Disposals	-	-	-	-
0	Revaluations	-	-	-	-
0	Transfers	-	-	-	-
0	At 31 March 2021	-	-	20,394	20,394
Depreciation					
0	At 1 April 2020	-	-	-	-
0	Charge for year	-	-	5,099	5,099
0	Disposals	-	-	-	-
0	Other adjustments	-	-	-	-
0	At 31 March 2021	-	-	5,099	5,099
Net book value					
0	At 31 March 2021	-	-	15,296	15,296
-	At 31 July 2020	-	-	20,394	20,394

7. Debtors

2020		2021
£		£
4050	Rent - Refundable Deposit	4050
6586	Other debtors - Accruals	0
10636		4050

8. Cash at bank and in hand

2020		2021
£		£
997	Santander account	9878
0	Cash in hand	0
997		9878

9. Creditors

2020		2021
£		£
0	Creditors - Funds Accrued	12945
850	Accountancy	850
0	Other creditors - Accruals	0
850		13795

10. Movements in funds

	Opening balance £	Incoming resources £	(Resources expended) £	Transfers £	Closing balance £
Unrestricted funds					
Charity's fund	8750	9636	15902	-	2484
Total Unrestricted Funds	8750	9636	15902	-	2484
Restricted funds					
Grants:					
London Sport	0	1234	1234	0	0
BBC Children In Need	0	12704	12704	0	0
Independent Age	0	9650	9650	0	0
Hear Womening	0	550	550	0	0
Arts Council	2033		2033	0	0
The Kings Fund	0	150	150	0	0
Groundwork UK	0	11196	10251	0	945
Bring Joy Grant	0	100	100	0	0
Community AC SU	0	17880	14880	0	3000
City of London	0	19228	19228	0	0
Local Giving	0	1657	1657	0	0
Fore Raft Phase 2	0	3000	3000	0	0
CAF	0	6300	6300	0	0
The Mercer's Company	0	24925	15925	0	9000
Cassandra Learning	0	4650	4650	0	0
African and Caribbean Heritage	0	639	639	0	0
The London Community Foundation	0	19780	19780	0	0
Greater London Volunteering	0	700	700	0	0
Crowd Funder UK	0	5758	5758	0	0
Mayor Office	0	3990	3990	0	0
Nivetha	0	200	200	0	0
The Ubele Initiative	0	55	55	0	0
The Foyle Foundation	0	6000	6000	0	0
Croydon Relief	0	9000	9000	0	0
PVC Foundation	0	5000	5000	0	0
KFC Foundation	0	2000	2000	0	0
B&Q Foundation	0	2500	2500	0	0
The Church Urban	0	1000	1000	0	0
London Youth	0	1000	1000	0	0
Joanna Terry Hudal	0	3000	3000	0	0
	0			0	0
Total Restricted Funds	2033	173846	162934	0	12945
TOTAL FUNDS	10783	183482	178836	0	15429

11. Analysis of net assets by fund

	Unrestricted funds £	Restricted funds £	Total funds £
	0	0	0
Cash at bank and in hand	9878	0	9878
Other net assets (liabilities)	(7394)	12945	5551
	<u>2484</u>	<u>12945</u>	<u>15429</u>

12. Trustee Remuneration & Related Party Transactions

No member of the directors received any remuneration during the year. No Trustee or other person related to the charity had any personal interest in any contract or transaction entered by the charity during the year.

13. Taxation

As a charity, Advice Support Knowledge Information (ASKI), is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

14. Control

The ultimate controlling parties are the directors as listed in the information and page.