

# **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 2022**

## **ADVICE SUPPORT KNOWLEDGE INFORMATION**

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**ADVICE SUPPORT KNOWLEDGE INFORMATION**

**REFERENCE AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2022**

**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 2022**

## **A Chair's Report**

I am delighted to present this year's accounts and report. Following two of the most difficult years of Covid-19. The Board staff and volunteers have worked exceptionally hard to provide a wide range of services and support to our service users. We have seen in the wider community the need for projects which reduce isolation and inactivity amongst older men and women in the Borough. The last two years have seen our volunteer number increase to 88 men and women who represent both old and young and who come from a wide range of backgrounds.

The volunteers represent a significant part of our delivery and without their support and time, we would not be able to deliver the range of projects. Our funders have supported us over the last year not only with grants but additional support in how we can build our infrastructure and capacity to deliver a wide range of services both in person and via Zoom.

We have developed both our fundraising strategy and our business plan as well as reviewed all our policies to make certain that we are working in line with best practices. We have employed an Operation Manager who has supported the development of a range of new services as well as recruited a part-time administrator and Development worker.

We have increased our partnership working both in Croydon and in Sutton with a range of charities working with older men and women and our aim is to increase this work over the coming year. We have also started our Investors in Volunteering journey so that our offer to our volunteers will be increased and their contributions rewarded.

The year ahead will be difficult with more demand for our services and the competitive nature of fundraising however we are confident that we will be able to provide our existing service users as well as engage with new ones over the coming year. I would like to thank the staff, volunteers, fellow Board members and our funders for all their support this financial year.

A handwritten signature in black ink, appearing to read 'Michelle Ford', with a horizontal line underneath.

Michelle Ford Chair

## **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. BBC Children In Need
2. City of London
3. Community Action Sutton
4. Crowdfunder UK
5. Croydon Council
6. Ealing and Hounslow CVS
7. Garfield Weston
8. Groundwork UK
9. Kickstart from SCC
10. LBS Creditors
11. Local Giving
12. London Community
13. London Learning Centre LLC
14. London Sport
15. London Youth
16. Mercers Trustee
17. People's Health
18. RUKBA/Independent Age
19. Sport Unites
20. The Church Urban
21. The Health Forum
22. The Kings Fund
23. Trust for London
24. Youth Isolation

**ADVICE SUPPORT KNOWLEDGE INFORMATION  
DIRECTORS'/CHARITY TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2022**

The Directors presents its report with the unaudited financial statements of the company for the year ended 31 March 2022.

## **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 to £9,349 surplus (2021: £-6,266) 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 7 December 2022, 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 2022**

***To the trustees/directors of ADVICE SUPPORT KNOWLEDGE INFORMATION***

I report on the accounts of the company for the year ended 31 March 2022 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

9 December 2022



**ADVICE SUPPORT KNOWLEDGE INFORMATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(Including Income & Expenditure Account)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
<b>Incoming resources from charitable activities</b>					
Voluntary income	2	-	225528	225528	173846
Other incoming resources	3	39258	-	39258	9636
<b>Total incoming resources</b>		<b>39258</b>	<b>225528</b>	<b>264786</b>	<b>183482</b>
<b>Resources expended</b>					
Costs of generating voluntary income		-	0	-	0
Charitable activities	4	20626	216408	237034	144949
Governance	5	9283	1065	10348	33887
<b>Total resources expended</b>		<b>29909</b>	<b>217473</b>	<b>247382</b>	<b>178836</b>
<b>Net incoming/(outgoing) resources</b>		<b>9349</b>	<b>8055</b>	<b>17404</b>	4646
Total funds brought forward		2484	12945	15429	10783
<b>Total funds carried forward</b>	11	<b>11833</b>	<b>21000</b>	<b>32833</b>	<b>15429</b>

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 2022**

	Note	£	2022 £	2021 £
<b>Fixed assets</b>				
Tangible assets	6	11471		15296
Investments (unlisted)		0		0
			<b>11471</b>	<b>15296</b>
<b>Current assets</b>				
Debtors	7	4050		4050
Cash at bank and in hand	8	<u>31107</u>		<u>9878</u>
<i>total current assets</i>		35157		13928
<b>Current Liabilities</b>				
Creditors:				
amounts falling due within one year	9	<u>13795</u>		<u>13795</u>
<b>Net current assets</b>			21362	133
<b>Total Net Assets</b>			<u><b>32833</b></u>	<u><b>15429</b></u>
<b>The funds of the charity</b>				
Unrestricted income funds	10		11833	2484
Restricted income funds	10		21000	12945
<b>Total funds</b>	11		<u><b>32833</b></u>	<u><b>15429</b></u>

For the year ended 31 March 2022 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 7 December 2022, and signed on their behalf by:



Tajeda Kelly  
Director

**ADVICE SUPPORT KNOWLEDGE INFORMATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**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

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
African and Caribbean Heritage	-		-	639
BBC	-	9,704.00	9704	12704
B&Q Foundation	-		-	2500
Bring Joy Grant	-		-	100
CAF	-		-	6300
Cassandra Learning	-		-	4650
City of London 1	-	15,625.00	15625	19228
Community Action Sutton	-	12,641.00	12641	17880
Crowdfunder UK	-	3,012.07	3012	5758
Croydon Council 2	-	21,465.50	21466	
Croydon Relief	-		-	9000
Ealing and Hounslow CVS	-	675.00	675	
Fore Raft Phase2	-		-	3000
Garfield Weston	-	15,000.00	15000	
Greater London Volunteering	-		-	700
Groundwork UK	-		-	11196
Hear Womening	-		-	550
Independent Age	-		-	9650
Joanna Terry Hudal	-		-	3000
KFC	-		-	2000
Kickstart from SCC	-	8,173.75	8174	
LBS Creditors 3	-	33,000.00	33000	
Local Giving	-	500.00	500	1657
London Community	-	20,884.00	20884	
London Learning Centre LLC	-	2,889.00	2889	
London Sport	-	468.75	469	1234
London Youth	-	4,500.00	4500	1000
Mayor Office	-		-	3990
Mercers Trustee	-	20,000.00	20000	24925
Nivetha	-		-	200
People's Health	-	6,990.00	6990	
PVC Foundation	-		-	5000
RUKBA/Independent Age		7,500.00	7500	
Sport Unites		8,000.00	8000	
The Church Urban		11,000.00	11000	1000
The Foyle Foundation			-	6000
The Health Forum		9,200.00	9200	
The Kings Fund		150.00	150	150
The London Community Foundation			-	19780
The Ubele Initiative			-	55
Trust for London		11,000.00	11000	
Youth Isolation		3,150.00	3150	
	<b>0</b>	<b>225528</b>	<b>225528</b>	<b>173846</b>

### 3. Other Incoming Resources

	Unrestricted Funds	Restricted Funds	2022 Total Funds	2021 Total Funds
	£	£	£	£
Appeals and donation	-	-	-	-
Fees and supplies	-	-	-	-
Bank interest	0	-	0	0
Other income	39258	-	39258	9636
	<b>39258</b>	<b>0</b>	<b>39258</b>	<b>9636</b>

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

	Unrestricted Funds	Restricted Funds	2022 Total Funds	2021 Total Funds
	£	£	£	£
Fundraising costs			0	-
Publicity costs		1335	1335	1022
Establishment costs		5000	5000	
Office expenses		6410	6410	
Printing, posting and stationery		1908	1908	128
Motor/Travel and subsistence	115	4150	4265	1898
Bank interest and charges		0	0	
Employment costs	14310	65538	79848	58991
Repairs and maintenance		0	0	-
Legal and professional fees		0	0	-
Training		27775	27775	13646
Telephone costs		2545	2545	2241
Volunteer & refreshment costs		14211	14211	13341
Venue hire		31700	31700	24876
Project costs		49196	49196	23186
IT costs		4800	4800	90
Depreciation	3824	0	3824	5099
Other costs	2377	1841	4218	431
	<b>- 20626</b>	<b>216408</b>	<b>237034</b>	<b>144949</b>

### 5. Resources Expended – Governance

	Unrestricted Funds	Restricted Funds	2022 Total Funds	2021 Total Funds
	£	£	£	£
Accountancy	1525	0	1525	850
Other professional fees	7758	1065	8823	33037
	<b>9283</b>	<b>1065</b>	<b>10348</b>	<b>33887</b>

## 6. Tangible Fixed Assets

	Plant & Machinery	Office Equipment	Motor Vehicles	2022 Total	2021 Total
Cost	£	£	£	£	£
At 1 April 2021	-	-	20,394	20,394	20,394
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Revaluations	-	-	-	-	-
Transfers	-	-	-	-	-
At 31 March 2022	-	-	20,394	20,394	20394
<b>Depreciation</b>					
At 1 April 2021	-	-	5,099	5,099	-
Charge for year	-	-	3,824	3,824	5,099
Disposals	-	-	-	-	-
Other adjustments	-	-	-	-	-
At 31 March 2022	-	-	8,923	8,923	5099
<b>Net book value</b>					
At 31 March 2022	-	-	11,471	11,471	15296
At 31 July 2021	-	-	15,295	15,295	20394

## 7. Debtors

	2022	2021
	£	£
Rent - Refundable Deposit	4050	4050
Other debtors - Accruals	0	0
	<b>4050</b>	<b>4050</b>

## 8. Cash at bank and in hand

	2022	2021
	£	£
Santander account	31107	9878
Cash in hand	0	0
	<b>31107</b>	<b>9878</b>

## 9. Creditors

	2022	2021
	£	£
Creditors - Funds Accrued	12270	12945
Accountancy	1525	850
Other creditors - Accruals	0	0
	<b>13795</b>	<b>13795</b>

## 10. Movements in funds

	Opening balance £	Incoming resources £	(Resources expended) £	Transfers £	Closing balance £
<b>Unrestricted funds</b>					
Charity's fund	2484	39258	29909	-	11833
<b>Total Unrestricted Funds</b>	<b>2484</b>	<b>39258</b>	<b>29909</b>	<b>-</b>	<b>11833</b>
<b>Restricted funds</b>					
<b>Grants:</b>					
BBC Children In Need	0	9704	9704	0	0
City of London	0	15,625.00	15,625.00	0	0
Community Action Sutton	3000	12,641.00	15,641.00	0	0
Crowdfunder UK	0	3,012.07	3,012.07	0	0
Croydon Council	0	21,465.50	21,465.50	0	0
Ealing and Hounslow CVS	0	675	675	0	0
Garfield Weston	0	15000	10000	0	5000
Groundwork UK	945		945	0	0
Kickstart from SCC		8,173.75	8174	0	0
LBS Creditors	0	33,000.00	27000	0	6000
Local Giving	0	500.00	500	0	0
London Community	0	20,884.00	15884	0	5000
London Learning Centre LLC	0	2,889.00	2,889.00	0	0
London Sport	9000	468.75	9,468.75	0	0
London Youth	0	4,500.00	4,500.00	0	0
Mercers Trustee	0	20,000.00	17000	0	3000
People's Health	0	6,990.00	6,990.00	0	0
RUKBA/Independent Age	0	7,500.00	7,500.00	0	0
Sport Unites	0	8,000.00	8,000.00	0	0
The Church Urban	0	11,000.00	11,000.00	0	0
The Health Forum	0	9,200.00	9,200.00	0	0
The Kings Fund	0	150.00	150.00	0	0
Trust for London	0	11,000.00	9,000.00	0	2000
Youth Isolation	0	3,150.00	3150	0	0
Sundries - DIF	0		0	0	0
<b>Total Restricted Funds</b>	<b>12945</b>	<b>225528</b>	<b>217473</b>	<b>0</b>	<b>21000</b>
<b>TOTAL FUNDS</b>	<b>15429</b>	<b>264786</b>	<b>247382</b>	<b>0</b>	<b>32833</b>

## 11. Analysis of net assets by fund

	Unrestricted funds £	Restricted funds £	Total funds £
	0	0	0
Cash at bank and in hand	10107	21000	31107
Other net assets (liabilities)	1726		1726
	<b>11833</b>	<b>21000</b>	<b>32833</b>

## 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.