

**Kiveton Park Independent Advice Centre CIO
a Charitable Incorporated Organisation
Registered Charity number: 1171863**

**Financial Statements
for the year ended 31 March 2021**



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Kiveton Park Independent Advice Centre CIO

Contents

	Page
Administrative Information	1
Trustees' annual report	2 - 4
Independent examiners report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 - 11

Kiveton Park Independent Advice Centre CIO
Administrative information

Registered Charity number: 1171863
(E & W)

Trustees

Ruth Marsh
David Sleightholme
James Gascoigne
Sue Sayles
Christine Parkin

Administrative address

Kiveton Park Independent Advice Centre
Kiveton Park Library
Wales Road
Kiveton
Sheffield
S26 6RB

Bankers

Unity Trust bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Independent examiner

Charlotte Phelps

Voluntary Action Rotherham Ltd
Community Accountancy
The Spectrum
Coke Hill
Rotherham
S60 2HX

Kiveton Park Independent Advice Centre CIO
Trustees' Annual Report
for the year ended 31 March 2021

The trustees of the charity submit their annual report and the financial statements for the year ended 31 March 2021.

Structure, Governance and Management

Kiveton Park Independent Advice Centre is a Charitable Incorporated Organisation and has an Foundation Model Constitution as its governing document, this was adopted on 25 January 2017.

Charitable activities, assets and liabilities of the registered charity Kiveton Park Independent Advice Centre (513853) were transferred to the CIO on 24 June 2017 under section 105 of the Charities Act.

The day to day running of the CIO is carried out by paid members of staff.

Objectives and Public Benefit of the CIO

The objects of the CIO are the promotion of any charitable purposes for the benefit of the community in Kiveton Park and District by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

Achievements during the period

Much of the centre's core work was focused upon financial hardship as a result of COVID 19 and adapting to a new way of life temporarily. Employment, housing, benefit and debt issues dominated our advice this year along with support for the most vulnerable of society in relation to food banks and extra financial help. A change in benefit system due to the pandemic caused severe anxiety for our clients and we have had to focus on supporting them as much as possible through this difficult time of change.

During the year we dealt with 870 unique clients and 2,377 enquiries in total. This figure, we feel, reflects the complex nature of issues dealt with by the centre.

During the year we achieved positive gains/savings totalling £1.4 million for clients. This is reduced from the previous year as we did not have the facilities at home to chase outcomes from previous years.

It should be noted that these financial outcomes are always based upon actual feedback, and that they are always verified. It is also extremely important to remember that such financial gains are generally retained within the local economy.

Of equal importance to us however, and also our clients, are the qualitative benefits that advice interventions tend to bring about. Many clients report reduced levels of anxiety, increased well-being, and also ongoing peace-of-mind in consequence of our support and guidance. Others reported improved levels of confidence in respect of household finances, and a much greater awareness of Financial Capability issues.

Kiveton Park Independent Advice Centre CIO
Trustees' annual report continued
for the year ended 31 March 2021

Achievements during the year continued

We have supported clients through the pandemic with a rise in benefit claims and reduced income, as a result of redundancy or furlough.

We continue to see a rise in the percentage of disabled clients we see due to referral from mental health and medical services.

During the year much detailed case-work continued to be undertaken in respect of Personal Independence Payments (PIP). This has been made more complicated by delays in assessments due to the pandemic and assessments being completed by telephone. Also support for online claims were stopped when job centres and libraries closed down.

Work around debt issues continued to play a very significant part of our service provision during the year and we continue to help clients with budgeting and creditor negotiations.

Funding

We are, as always, very grateful to all of the funders who have been kind enough to offer their valuable financial support during 2020/21. These include: -

Rotherham Council
RDaSH – Rotherham Doncaster and South Humber NHS Foundation Trust
National Lottery Covid support
Coalfields Regeneration Fund

We continue to receive funding from RMBC and our RDaSH. At the end of our second year as a co-partnership we are working closely with Citizens Advice Rotherham District and thank them for all their ongoing support.

Training

We continued to utilise traditional sources of knowledge 'updates' such as Advisernet and the Citizens Advice Adviser journal – online addition which was given to us for free during the pandemic. . The centre also continued to receive regular bulletins via Rightsnet, Child Poverty Action Group, The Institute of Money Advisers and Disability Rights UK.

Our staff members have received online remote debt training during lock down to support clients with increasing debt issues as a result of the pandemic.

Volunteers

At year end we still have all our volunteers. We continue to rely on volunteers and are grateful to have maintained these during the pandemic.

We are looking into opening up our legal night drop in with the support of our volunteer solicitors within the next year.

Kiveton Park Independent Advice Centre CIO
Trustees' annual report continued
for the year ended 31 March 2021

Future Plans

Feedback has continued to demonstrate that our centre provides high-quality service provisions that are highly-valued by clients, referral partners, funders, and other. This year has been challenging and our plan is to get back to supporting clients face to face.

We have secured funding to start our drop in services back at Kiveton Park and Dinnington and will strive to secure more funding to branch out and offer more venues in the coming year.

Financial Review

The financial statements are set out in pages 6 to 11. The statement of Financial Activities shows incoming resources for the year of £74,422 (2020: £41,032)

Total expenditure during the year was £68,984 (2020: £63,047) resulting in a surplus for the year of £5,438 (2020: deficit £22,015).

The charity's unrestricted funds not committed or invested in tangible assets at the year end stand at £23,777 (2020: £27,413).

Risk Management

The trustees have assessed the major risks to which the Charity are exposed and are satisfied systems are in place to mitigate exposure to major risks.


Reserves Policy

Kiveton Park Independent Advice Centre aims to maintain general reserves of 12 months running costs based on an average of the current year and preceding 2 years' costs. In addition to the amount of reserves identified, the estimated cost of redundancy if the Centre were to close. Based on the current year this equates to £76,491 which includes redundancy costs of £5,782.

After removing the balance on restricted funds of £57,020, the available funds at the end of 31 March 2021 are £23,776. This equates to 3.7 months running costs.

The trustees aim to increase the reserves during the year.

The trustees declare that they have approved the above report
Signed on behalf of the trustees

Signed: 

Date: 12/1/22

Name and position:

S. M. SAYLES
TRUSTEE

**Independent examiners report to the trustees of
Kiveton Park Independent Advice Centre CIO
for the year ended 31 March 2021**

I report to the trustees on my examination of the accounts of Kiveton Park Independent Advice Centre CIO for the year ended 31 March 2021.

Responsibilities and basis of report

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

I report in respect of my examination of Kiveton Park Independent Advice Centre CIO accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiners statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Kiveton Park Independent Advice Centre CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounting 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 no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



C Phelps

Date: 17/11/2022

Voluntary Action Rotherham Ltd
Community Accountancy
The Spectrum
Coke Hill
Rotherham
S60 2HX

Kiveton Park Independent Advice Centre CIO
Statement of Financial Activities
for the period ended 31 March 2021

		2021	2021	2021	2020	2020	2020
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		£	£	£	£	£	£
INCOMING RESOURCES							
Voluntary Income							
Donations and Legacies	3	200	-	200	40	-	40
Grants & Contracts	4	44,785	29,363	74,148	-	40,660	40,660
Investment Income		74	-	74	332	-	332
Total incoming resources		45,059	29,363	74,422	371	40,660	41,032
EXPENDED RESOURCES							
Advertising		229	-	229	362	-	362
Bank charges		288	-	288	298	-	298
Computer costs		900	-	900	228	136	364
Equipment and Books		1,060	-	1,060	146	28	174
General Administration Expenses		190	-	190	642	-	642
Insurance		841	-	841	841	-	841
Independent Examiners Fee		765	-	765	550	-	550
Payroll Provision		345	-	345	311	-	311
Professional Fees		413	-	413	175	-	175
Membership and subscriptions		1,619	-	1,619	1,290	-	1,290
Telephone & internet		1,368	-	1,368	507	130	638
Training Costs		-	530	530	160	-	160
Volunteer Expenses		-	-	-	237	-	237
Wages & Salaries	6	40,678	19,758	60,436	45,109	11,756	56,865
Website		-	-	-	140	-	140
Total expended resources		48,696	20,288	68,984	50,996	12,050	63,047
Net incoming/outgoing resources		(3,637)	9,075	5,438	(50,625)	28,610	(22,015)
Total funds brought forward		27,413	47,945	75,358	78,305	19,068	97,373
Transfers between funds		-	-	-	(267)	267	-
Total funds carried forward		23,777	57,020	80,797	27,413	47,945	75,358

Kiveton Park Independent Advice Centre CIO
Balance Sheet
as at 31 March 2021

	2021 £	2020 £
Current Assets		
Debtors	7 -	1,006
Balance at bank	86,347	78,169
	<u>86,347</u>	<u>79,175</u>
Creditors - amounts due within one year	8 (5,550)	(3,817)
Net current assets/liabilities	80,797	75,358
Net assets	<u>80,797</u>	<u>75,358</u>
Represented by:		
Unrestricted Funds	23,777	27,413
Restricted Funds	9 57,020	47,945
Total funds	<u>80,797</u>	<u>75,358</u>

The Trustees declare that they have approved the accounts above.

Signed on behalf of the Charity's trustees:

Signed:

S.M. Sayles

Print name:

S.M. SAYLES

Date:

12/1/22

Kiveton Park Independent Advice Centre CIO
Notes to the accounts
for the year ended 31 March 2021

1 Accounting policies

a) General

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 (FRS102) (effective 1 January 2019) - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

The charity meets the definition of a public benefit entity under FRS102.

Income and expenditure has been analysed in the accounts using natural classification, in accordance with the provisions of Section 4.6, SORP 2019 (small charities).

b) Incoming resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

c) Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

e) Fund Accounting

Incoming resources that may be applied for the charities general purposes are treated as unrestricted income and credited to the unrestricted funds. Where a donation or grant is required to be used for a specific purpose, the amount concerned is treated as restricted income and is credited to the appropriate restricted fund.

Kiveton Park Independent Advice Centre CIO
Notes to the accounts
for the year ended 31 March 2021

1 Accounting policies continued

f) Going Concern Note

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2 Fixed assets

Depreciation is calculated to write down the cost or valuation, less estimated residual value of all tangible fixed assets over their expected useful lives on a straight line basis. Expenditure is capitalised if the cost is greater than £500 and the item purchased is deemed to have a life greater than 3 years.

Fixture, Fittings & Equipment	33.33% straight line
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The charity held no fixed assets during the period.

Kiveton Park Independent Advice Centre CIO
Notes to the accounts
for the year ended 31 March 2021

3 Donations and Legacies	Unrestricted Funds	Restricted Funds	Total 2021	Unrestricted Funds	Restricted Funds	Total 2020
	£	£	£	£	£	£
General donation	200	-	200	40	-	40
	<u>200</u>	<u>-</u>	<u>200</u>	<u>40</u>	<u>-</u>	<u>40</u>

4 Grants and Contracts

	Unrestricted Funds	Restricted Funds	Total 2021	Unrestricted Funds	Restricted Funds	Total 2020
	£	£	£	£	£	£
NHS Foundation Trust (RDASH)	-	19,528	19,528	-	27,160	27,160
The Big Lottery Fund (COVID)	9,835	-	9,835	-	-	-
Citizen Advice & Rotherham District	-	-	-	-	13,500	13,500
Coalfields Regeneration Trust	7,000	9,835	16,835	-	-	-
HMRC CJRS Grant	7,450	-	7,450	-	-	-
RMBC	20,500	-	20,500	-	-	-
	<u>44,785</u>	<u>29,363</u>	<u>74,149</u>	<u>-</u>	<u>40,660</u>	<u>40,660</u>

5 Trustees remuneration, benefits and expenses

The Trustees received no remuneration and no expenses were reimbursed during the period (2020: none).

6 Staff Costs and Numbers

Staff costs were as follows:

	2021	2020
	£	£
Wages and salaries	58,371	54,190
Employers National Insurance costs	3,745	3,554
Employers allowance	(3,745)	(3,000)
Employers Pension Contributions	2,065	2,121
	<u>60,436</u>	<u>56,865</u>

No employee received emoluments of more than £60,000.

The average number of employees during the year was 4 (2020: 3).

Kiveton Park Independent Advice Centre CIO
Notes to the accounts
for the year ended 31 March 2021

	2021	2020
	£	£
7 Debtors		
Prepayments	-	1,006
	<u>-</u>	<u>1,006</u>
8 Creditors		
Accruals	1,982	1,182
HMRC Liabilities	3,569	2,635
	<u>5,550</u>	<u>3,817</u>

9 Movement in Funds

	Brought forward	Incoming Resources	Expended Resources	Transfers	Carried forward
	£	£	£	£	£
Restricted Funders					
NHS Foundation Trust RDASH	27,695	19,528	11,873	-	35,350
CARD	20,250	-	-	-	20,250
Coalfields	-	9,835	8,415	-	1,420
	<u>47,945</u>	<u>29,363</u>	<u>20,288</u>	<u>-</u>	<u>57,020</u>

	Brought forward	Incoming Resources	Expended Resources	Transfers	Carried forward
	£	£	£	£	£
<i>Prior year</i>					
NHS Foundation Trust RDASH	12,222	27,160	11,687	-	27,695
The Big Lottery Fund	96	-	363	267	-
CARD	6,750	13,500	-	-	20,250
	<u>19,068</u>	<u>40,660</u>	<u>12,050</u>	<u>267</u>	<u>47,945</u>

10 Related party transactions.

There were no related party transactions during the period.

11 Fees paid to the Independent Examiners organisation

	2021	2020
	£	£
QuickBooks licence	234	176
Payroll Bureau	345	205
	<u>579</u>	<u>381</u>