

**Kiveton Park Independent Advice Centre CIO
a Charitable Incorporated Organisation**

Registered Charity number: 1171863

**Financial Statements
for the year ended 31 March 2022**



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Kiveton Park Independent Advice Centre CIO

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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 2022

The trustees of the charity submit their annual report and the financial statements for the year ended 31 March 2022

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 Year

This year we have gladly gone back to a more normal service since the pandemic.

We have started up our outreach services again thanks to money from the National Lottery and now have a drop in service at Kiveton Park, Dinnington, Maltby and Thurgate, as well as appointments at our Kiveton park offices.

We have continued to support people in hospital and as outpatients at Swallowstone court hospital. We also continue to help people over the phone, by email and video call as appropriate. We have continued to be a food bank referrer referring to New hope food bank, Trussell trust and Kiveton Park community development trust.

Our services have continued. 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.

The benefit system is back up and running at pre pandemic services and we are supporting people with the influx of catch up benefit assessments. We continue to see a rise in disabled clients due to referrals from mental health services. Our work around debt issues has increased and we continue to support people with budgeting and creditor negotiations.

The number of client contacts for the year is 2,012 and quantitative outcomes achieved for and quantitative outcomes achieved for clients is £455,000 in respect of monetary gains and savings. Client enquiries were complex in nature due to the fallout of the pandemic.

Kiveton Park Independent Advice Centre CIO
Trustees' annual report continued
for the year ended 31 March 2022

Achievements During the Year continued

During the year we dealt with 631 unique clients, and 1,,230 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 £424,372. for clients. This is aside from the support with food banks housing and employment.

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.

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.

Volunteers

At year end we have welcomed back some of our volunteers after remote services and are looking into recruiting more in the coming year.

Funding

We are, as always, very grateful to all of the funders who have been kind enough to offer their valuable financial support during 2021/22. These include: -

Rotherham Council

RDaSH – Rotherham Doncaster and South Humber NHS Foundation Trust

National Lottery Community Fund

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

Kiveton Park Independent Advice Centre CIO
Trustees' annual report continued
for the year ended 31 March 2022

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 stakeholders.

We have secured funding to continue our work at swallow nest court hospital for the next 3 years with an increased service. We are in the process of applying for more funding for future services.

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 £52,063 (2021: £74,422)

Total expenditure during the year was £66,297 (2021: £68,984) resulting in a deficit for the year of £14,234 (2021: surplus £5,438).

The charity's unrestricted funds not committed or invested in tangible assets at the year end stand at £30,104 (2021: £23,777).

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 6 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 £39,039 which includes redundancy costs of £6,966.

After removing the balance of restricted funds at £36,458, the available funds at the end of 31 March 2022 are £30,104 which is below the requirement of the reserves policy.

The trustees are aware of the deficit and 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: *S.M. Sayles*

Date: *14.12.22*

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 2022**

I report to the trustees on my examination of the accounts of Kiveton Park Independent Advice Centre CIO for the year ended 31 March 2022.

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: 20/12/22

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 2022

	2022	2022	2022	2021	2021	2021
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
INCOMING RESOURCES						
Voluntary Income						
Donations and Legacies	3	-	-	200	-	200
Grants & Contracts	4	27,000	25,026	44,785	29,363	74,148
Investment Income		38	38	74	-	74
Total incoming resources		27,038	25,026	45,059	29,363	74,422
EXPENDED RESOURCES						
Advertising		-	124	229	-	229
Bank charges		290	85	288	-	288
Computer costs		-	239	900	-	900
Equipment and Books		-	157	1,060	-	1,060
General Administration Expenses		-	687	190	-	190
Insurance		842	-	841	-	841
Independent Examiners Fee		803	-	765	-	765
Payroll Provision		-	315	345	-	345
Professional Fees		-	380	413	-	413
Membership and subscriptions		263	1,079	1,619	-	1,619
Telephone & Internet		199	592	1,368	-	1,368
Penalties/fines		250	-	-	-	-
Training Costs		-	-	-	530	530
Wages & Salaries	6	18,062	41,928	40,678	19,758	60,436
Total expended resources		20,710	45,587	48,696	20,288	68,984
Net Incoming/outgoing resources		6,328	(20,562)	(3,637)	9,075	5,438
Total funds brought forward		23,776	57,020	27,413	47,945	75,358
Transfers between funds		-	-	-	-	-
Total funds carried forward		30,104	36,458	23,776	57,020	80,796

Kiveton Park Independent Advice Centre CIO

Balance Sheet as at 31 March 2022

	2022 £	2021 £
Current Assets		
Debtors	7 1,390	-
Balance at bank	66,901	86,347
	<u>68,291</u>	<u>86,347</u>
Creditors - amounts due within one year	8 (1,729)	(5,550)
Net current assets/liabilities	66,562	80,797
Net assets	<u>66,562</u>	<u>80,797</u>
Represented by:		
Unrestricted Funds	30,104	23,777
Restricted Funds	9 36,458	57,020
Total funds	<u>66,562</u>	<u>80,797</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: 14/12/22

Kiveton Park Independent Advice Centre CIO

Notes to the accounts for the year ended 31 March 2022

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 2022

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 2022

3 Donations and Legacies	Unrestricted Funds	Restricted Funds	Total 2022	Unrestricted Funds	Restricted Funds	Total 2021
	£	£	£	£	£	£
General donation	-	-	-	200	-	200
	-	-	-	200	-	200

4 Grants and Contracts

	Unrestricted Funds	Restricted Funds	Total 2022	Unrestricted Funds	Restricted Funds	Total 2021
	£	£	£	£	£	£
NHS Foundation Trust (RDASH)	-	15,170	15,170	-	19,528	19,528
The Big Lottery Fund (COVID)	-	-	-	9,835	-	9,835
The Big Lottery Fund (A4A)	-	9,856	9,856	-	-	-
Coalfields Regeneration Trust	-	-	-	7,000	9,835	16,835
HMRC CJRS Grant	-	-	-	7,450	-	7,450
RMBC	27,000	-	27,000	20,500	-	20,500
	27,000	25,026	52,026	44,785	29,363	74,149

5 Trustees remuneration, benefits and expenses

The Trustees received no remuneration and no expenses were reimbursed during the period (2021: none).

6 Staff Costs and Numbers

Staff costs were as follows:

	2022	2021
	£	£
Wages and salaries	57,179	58,371
Employers National Insurance costs	3,543	3,745
Employers allowance	(3,543)	(3,745)
Employers Pension Contributions	2,128	2,065
Redundancy costs	684	-
	59,991	60,436

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

The average number of employees during the year was 4 (2021: 4).

Kiveton Park Independent Advice Centre CIO
Notes to the accounts
for the year ended 31 March 2022

7 Debtors	2022	2021
	£	£
Prepayments	1,390	-
	<u>1,390</u>	<u>-</u>
8 Creditors		
Accruals	1,729	1,982
HMRC Liabilities	-	3,569
	<u>1,729</u>	<u>5,550</u>

9 Movement in Funds

	Brought forward	Incoming Resources	Expended Resources	Transfers	Carried forward
	£	£	£	£	£
Restricted Funders					
NHS Foundation Trust RDASH	35,350	15,170	12,505	-	38,015
CARD	20,250	-	25,599	-	(5,349)
Coalfields	1,420	-	1,318	-	102
The Big Lottery - A4A	-	9,856	6,165	-	3,691
	<u>57,020</u>	<u>25,026</u>	<u>45,587</u>	<u>-</u>	<u>36,458</u>

	Brought forward	Incoming Resources	Expended Resources	Transfers	Carried forward
	£	£	£	£	£
<i>Prior year</i>					
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>

10 Related party transactions.

There were no related party transactions during the period.

11 Fees paid to the Independent Examiners organisation

	2022	2021
QuickBooks licence	240	234
Payroll Bureau	315	345
	<u>555</u>	<u>579</u>