

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

Registered Charity number: 1171863

**Financial Statements
for the year ended 31 March 2023**



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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

Trustees Ruth Marsh
Sue Sayles
Christine Parkin
James Gascoigne
David Sleightholme (resigned September 2022)

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 Simon Brook, FCCA
Voluntary Action Rotherham Ltd
The Spectrum
Coke Hill
Rotherham
S60 2HX

Kiveton Park Independent Advice Centre CIO

Trustees' Annual Report

for the year ended 31 March 2023

The trustees of the charity submit their annual report and the financial statements for the year ended 31 March 2023

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

Much of the centre's core work was focused upon financial hardship as the cost-of-living crisis that has hit our clients. With soaring energy bills and food prices rising we have seen an increase in food bank referrals. 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.

We have continued to support in- patients in hospital and outpatients at Swallownest Court under the mental health team. We have also continued our Kiveton Park, Dinnington and Maltby drop-in services and appointments at Thurcroft welfare hall and Kiveton Park.

We 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 membership of AiR - Advice in Rotherham – continued as before with more members attending this year this has under the circumstances been done remotely. This partnership includes ourselves, Rotherham Citizens Advice, Age UK, Rema, VAR, Clifton Partnership, Apnahaq, Rotherfed, Rotherham Rise, Redcross, Shiloh, Live Inclusive, DWP and RMBC's own Appeals and Advocacy Service as members. This has been vital during the pandemic to keep up with service provision in the area.

During the year we dealt with 1022 unique clients, and 2300 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 £752,420 for clients. This is aside from the support with food banks housing and employment.

Kiveton Park Independent Advice Centre CIO
Trustees' annual report continued
for the year ended 31 March 2023

Achievements During the Year continued

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.

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.

Universal Credit being an online only application with no support from the job centre during the pandemic has been challenging but we have continued to see a rise in the need for support with this. We have supported online claims by phone and face to face where possible.

Appeal work continues to be a large part of our case load with more and more disability benefits turned down at first instance and on review. We are seeing more and more people in paid work struggling to make ends meet and requesting support with food and bills. We work New Hope food Bank and Kiveton Park Community Development trust to help our clients locally and The Trussell Trust network food bank for further afield. New online referrals for food bank vouchers have been vital in this difficult times and local community support with food support has been gratefully received by our most vulnerable clients. 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.

We have continued to maintain an effective service for clients who are, increasingly, attracted to the centre from throughout the borough. It is clear that referrals are being made in consequence of our reputation, our experience, and our expertise.

We have also, increasingly, received enquiries in respect of 'informal' advice from local agencies so that support/guidance can then be delivered to their own service users. Such enquiries tend to be made by telephone or email, and are generally in respect of complicated debt, benefits, or tax credits issues. Whilst this work is outside of the scope of 'normal' service provisions we are always happy to help colleagues within the local sector wherever possible. This has been more vital with people working from home. This does also, we feel, reflect very positively upon the centre as these colleagues do tend to recognise our reputation for the provision of high-quality advice and advocacy services.

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 Swallownest Court Hospital

Funding

We are, as always, very grateful to all of the funders who have been kind enough to offer their valuable financial support during 2022/23. These include: -

Rotherham Council
RDaSH – Rotherham Doncaster and South Humber NHS Foundation Trust
Coalfields Regeneration trust
Brelmes Trust
Arnold Clark

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.

Volunteers

We are grateful to our continuing volunteers especially to Janet Holmes who has been with us since the centre opened and without whom our Wednesday afternoon drop in would not be possible. We are sad to see Susan Pearce leave us and are grateful for her time with us. We are happy to welcome Sarah Alsop who is currently supporting in the office with administration work.

Financial Review

The financial statements are set out in pages 8 to 15. The statement of Financial Activities shows incoming resources for the year of £55,161 (2022: £52,063)

Total expenditure during the year was £73,353 (2022: £66,297) resulting in a deficit for the year of £18,192 (2022: deficit £14,234).

Total funds at the year end were £48,370 (2022: £66,562). The total funds balance was made up of restricted funds at £46,960 (2022: £36,458) and unrestricted funds of £1,410 (2022: £30,104).

Kiveton Park Independent Advice Centre aims to maintain unrestricted reserves of 6 months running costs based on an average of the current year and preceding 2 years' costs. As only £1,410 remains in unrestricted reserves the trustees have decided that the charity is no longer a going concern.

Going concern

Whilst our service remains needed, the centre is struggling with funding and managing the amount of support needed in the community on minimum staff. Due to ongoing dwindling reserves and funding issues the management committee have decided that the charity is unable to continue as a going concern. However, a merger with Citizens Advice Rotherham and District will secure funding going forward and enable the service to continue at Kiveton Park park with the current staff. We have worked closely with Citizens Advice over the years and hope this will be a positive move forward for the centre and the community. The charity will close at some point within the next financial year.

The trustees declare that they have approved the above report

Signed on behalf of the trustees

Signed:

Date:

Name and position:

**Independent examiners report to the trustees of
Kiveton Park Independent Advice Centre CIO
for the year ended 31 March 2023**

I report to the trustees on my examination of the accounts of Kiveton Park Independent Advice Centre CIO for the year ended 31 March 2023.

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 have reported a matter of concern in my report due to

- 1) not being provided with information and explanation, in particular relating to the current financial position of the charity.
- 2) not being confident that the charity is properly tracking its restricted funds.

I can confirm that no other 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 confirm that there are 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:

Date:

Simon Brook FCCA
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 year ended 31 March 2023

		2023	2023	2023	2022	2022	2022
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		£	£	£	£	£	£
INCOMING RESOURCES							
Voluntary Income							
Grants & Contracts	2	-	54,701	54,701	27,000	25,026	52,026
Investment Income		460		460	38	-	38
Total incoming resources		460	54,701	55,161	27,038	25,026	52,063
EXPENDED RESOURCES							
Wages & salaries	3	2,931	61,880	64,811	18,062	41,928	59,991
Advertising		-		-	-	124	124
Bank charges		50	299	349	290	85	376
Computer costs		-	3,113	3,113	-	239	239
Equipment and books		-	182	182	-	157	157
General administration expenses		-	270	270	-	687	687
Insurance		-	843	843	842	-	842
Independent examiners fee		803	-	803	803	-	803
Payroll provision		-	263	263	-	315	315
Professional fees		-	252	252	-	380	380
Membership and subscriptions		-	1,473	1,473	263	1,079	1,342
Telephone & internet		-	668	668	199	592	791
Penalties/fines		-	-	-	250	-	250
Training costs		-	326	326	-	-	-
Total expended resources		3,784	69,569	73,353	20,710	45,587	66,297
Net (expenditure) / income		(3,324)	(14,868)	(18,192)	6,328	20,562	(14,234)
Transfers between funds		(25,370)	25,370	-	-	-	-
Net movement in funds		(28,694)	10,502	(18,192)	6,328	(20,562)	(14,234)
Total funds brought forward		30,104	36,458	66,562	23,776	57,020	80,796
Total funds carried forward		1,410	46,960	48,370	30,104	36,458	66,562

Kiveton Park Independent Advice Centre CIO
Balance Sheet
as at 31 March 2023

	2023	2022
	£	£
Current Assets		
Debtors	6 7,965	1,390
Cash and short term deposits	44,086	66,901
	<u>52,051</u>	<u>68,291</u>
Current liabilities		
Creditors - amounts due within one year	7 (3,681)	(1,729)
	<u>48,370</u>	<u>66,562</u>
Net current assets		
	<u>48,370</u>	<u>66,562</u>
Net assets		
	<u><u>48,370</u></u>	<u><u>66,562</u></u>
Represented by:		
Unrestricted funds	1,410	30,104
Restricted funds	8 46,960	36,458
Total funds	<u><u>48,370</u></u>	<u><u>66,562</u></u>

The notes on the following pages form part of these financial statements

The Trustees declare that they have approved the accounts above.

Signed on behalf of the Charity's trustees:

Signed:

Date:

Print name: _____

Kiveton Park Independent Advice Centre CIO
Notes to the accounts
for the year ended 31 March 2023

1 Accounting policies

a) Basis of preparation

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 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.

d) 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 useful life greater than 1 year.

Fixture, Fittings & Equipment	33.33% straight line
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Kiveton Park Independent Advice Centre CIO
Notes to the accounts
for the year ended 31 March 2023

1 Accounting policies continued

e) Going Concern

The trustees do not expect the charity to continue as a going concern, as detailed in their annual report (page 7). The financial statements have not been prepared on a going concern basis. An asset purchased in the financial year which would normally have been capitalised has instead been expensed. In all other respects, the financial statements are similar to how they would be reported under the going concern basis

f) 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.

2 Grants and Contracts

	Unrestricted Funds	Restricted Funds	Total 2023
	£	£	£
Arnold Clarke	-	2,000	2,000
Brelms Trust	-	5,000	5,000
NHS Foundation Trust (RDASH)	-	18,701	18,701
The Big Lottery Fund (A4A)	-	-	-
Coalfields Regeneration Trust	-	2,000	2,000
RMBC	-	27,000	27,000
	-	54,701	54,701

	Unrestricted Funds	Restricted Funds	Total 2022
	£	£	£
<i>Prior year</i>			
Arnold Clarke	-	-	-
Brelms Trust	-	-	-
NHS Foundation Trust (RDASH)	-	15,170	15,170
The Big Lottery Fund (A4A)	-	9,856	9,856
Coalfields Regeneration Trust	-	-	-
RMBC	27,000	-	27,000
	27,000	25,026	52,026

3 Staff Costs and Numbers

Staff costs were as follows:

	2023	2022
	£	£
Wages and salaries	62,247	57,179
Employers National Insurance costs	4,842	3,543
Employers allowance	(4,842)	(3,543)
Employers Pension Contributions	2,564	2,128
Redundancy costs	-	684
	64,811	59,991

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

The average number of employees during the year was 3 (2022: 3).

4 Trustees remuneration, benefits and expenses

The Trustees received no remuneration and no expenses were reimbursed during the period (2022: none)

5 Related party transactions.

There were no related party transactions during the period.

Kiveton Park Independent Advice Centre CIO
Notes to the accounts
for the year ended 31 March 2023

6 Debtors	2023	2022
	£	£
HMRC asset	1,390	-
Accrued income	6,575	-
Prepayments	-	1,390
	<u>7,965</u>	<u>1,390</u>

7 Creditors	2023	2022
	£	£
Accruals	1,491	1,729
HMRC Liabilities	2,190	-
	<u>3,681</u>	<u>1,729</u>

8 Movement in Funds

	Brought forward	Incoming Resources	Expended Resources	Transfers	Carried forward
	£	£	£	£	£
Restricted Funders					
NHS Foundation Trust RDASH	38,015	18,701	13,891	-	42,825
RMBC / CARD	(5,349)	27,000	43,209	21,558	-
Coalfields	102	2,000	951	-	1,151
The Big Lottery - A4A	3,691	-	7,501	3,810	-
Arnold Clarke	-	2,000	1,356	-	644
Brelms Trust	-	5,000	2,659	-	2,341
	<u>36,458</u>	<u>54,701</u>	<u>69,567</u>	<u>25,368</u>	<u>46,960</u>

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

9 Fees paid to the Independent Examiners organisation

	2023	2022
	£	£
QuickBooks licence	252	240
Payroll Bureau	263	315
	<u>515</u>	<u>555</u>