

**FAVERSHAM ASSISTANCE CENTRE CIO**  
**TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

**FAVERSHAM ASSISTANCE CENTRE CIO**  
**YEAR ENDED 31ST MARCH 2021**  
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**LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31ST MARCH 2021**

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**Trustees**

Mrs M D Ford	Chair of Trustees
Mr M J Moore	Treasurer
Mr T Abram	
Mr M Hinton	
Mrs R Duffy	
Mrs J Negus	Appointed 30th March 2021
Mr G Dorkins	Appointed 30th March 2021

Faversham Town Council representative  
Cllr E Thomas

**Project Manager**

Miss Georgina Todd

**Charity Number**

1172770

**Correspondence Address**

Umbrella Building  
Court Street  
Faversham  
Kent  
ME13 7AT

**Independent Examiner**

A G B Scott  
4 Orchard Close  
St Stephens  
Canterbury  
Kent  
CT2 7AL

**Bankers**

National Westminster Bank plc  
13 Market Place  
Faversham  
Kent  
ME13 7DT

**TRUSTEES' REPORT  
FOR THE YEAR ENDED 31ST MARCH 2021**

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The Trustees of the Charity present their annual report and accounts of the Charity for the year ended 31st March 2021.

**Governing Document and Constitution**

The Charity is a Charitable Incorporated Organisation and is governed by a constitution adopted on the 26th April 2017.

**Organisation Structure**

The Charity is managed by a Board of Trustees which meet regularly. The Trustees of the Charity are listed on the legal and administrative page. The Board of Trustees are ably supported by the project manager.

**Objectives and Activities for Public Benefit**

The Charity's objectives are to offer practical help to the elderly and disabled who are financially challenged in Faversham and the surrounding neighbourhood (including some areas close to Faversham and Sittingbourne)

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's objectives.

**Achievements and Performance**

The past year has been a very challenging one for FACE with the Covid-19 pandemic, the staff worked in gardens during the summer when permitted, always maintaining social distancing and as things eased in the early autumn a certain amount of decorating was undertaken. Our project manager vacated the office at the Umbrella centre to work from home in line with Government guidance. We agreed a reduction in our rent with the Trustees of Faversham umbrella during the period the office was vacated.

The donations from our clients was reduced in the year in line with reduced activity but we are pleased to report KCC have provided us with core funding of £14,367 (2020 £ 14,367). We have also managed to find other sources of core funding and we took the opportunity of obtaining Covid related grants where possible, a full list of grants is shown on page 8. Our other fundraising was limited but we did manage to sell plants from drive of Mike and Lynn Taylor and we thank them for this facility. The Trustees made the decision during the first lockdown not to use volunteers during the pandemic, this will be kept under constant review and when the Trustees consider it is safe we hope our team of volunteers will return.

At the time of approving the accounts, the vaccination rollout appears to be success and following the Government road map we hope life will begin to return to some form of normality in 2021/22. The Trustees are pleased to report that although it has been a very challenging year reserves increased during the year and KCC have again agreed to pay our core funding in 2021/22 at the same level as 2020/21. Our project manager continues to look for other sources of core funding and we hope that in 2021/22 we will be able to do some other fundraising. It is planned that we will have our traditional May plant stall. We need to continue to raise funds as we believe there will be an ever-increasing demand for our services.

The Trustees are delighted to welcome on the 30th March 21 two new Trustees Janet Negus and Graham Dorkins. We thank our workforce and volunteers for the ongoing success of FACE without their hard work in the homes and gardens of our clients we would not have such a successful charity, their work is very much appreciated. We continue to hear positive experiences from our clients which are also greatly appreciated by the Trustees and our project manager.

**TRUSTEE'S REPORT  
FOR THE YEAR ENDED 31ST MARCH 2021**

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**Financial Review**

The accounts have been prepared on an accruals basis so as to reflect the true financial position of the Charity. The results are shown on page 5

**Reserves Policy**

The Trustees continue to look for new sources of income to build up their reserves, and are pleased to report we have achieved our target of 6 months expenditure.

**Plans for the Future**

The Charity will continue to search for new sources of Core funding, we will look for more volunteers and continue to raise our profile through attendance at fayres and other fundraising events.

**Risk management**

During the year the Trustees have reviewed all major risks which the Charity could suffer and confirm all necessary action has been taken to mitigate.

We thank all those who have given their time and support over the period in helping us to achieve the aims of the Charity.

Signed on behalf of the Trustees on 11th May 2021

.....  
Mrs M D Ford  
Chair of Trustees

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FAVERSHAM ASSISTANCE CENTRE CIO**

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I report to the Trustees on my examination of the accounts of the Faversham Assistance Centre CIO for the year ended 31st March 2021

**Responsibilities and basis of report**

The Charity's Trustees of the CIO 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 the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1                    accounting records were not kept in respect of the CIO as required by section 130 of the Act

2                    the accounts do not accord with those records.

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.

A G B Scott  
4 Orchard Close  
St Stephens  
Canterbury  
Kent  
CT2 7AL

Date   2nd July   2021

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
<b>Income:</b>					
<b><i>Voluntary income:</i></b>					
Grants	2	41,438	-	41,438	31,564
Donations from clients		11,134	-	11,134	12,043
Church Donations		600	-	600	1,088
<b><i>Activities for generating funds:</i></b>					
Fundraising events		373	-	373	3,289
Other donations		500	-	500	6,073
<b>Total incoming resources</b>		<b>54,045</b>	<b>-</b>	<b>54,045</b>	<b>54,057</b>
<b>Expenditure</b>					
<b><i>Expenditure on charitable activities</i></b>					
Wages and National Insurance		33,302	-	33,302	34,309
Pensions		333	-	333	336
Office service charges		-	1,200	1,200	3,000
Office and Liability Insurance		743	-	743	710
Tools equipment and Materials		232	33	265	203
Office Telephone		-	875	875	932
Office supplies and postage		644	-	644	675
Van and Transport costs		3,748	-	3,748	5,183
Volunteer costs		-	-	-	23
Website costs		150	-	150	150
Sundry expenses		158	-	158	692
Depreciation		1,695	-	1,695	2,728
<b>Total Expenditure</b>		<b>41,005</b>	<b>2,108</b>	<b>43,113</b>	<b>48,941</b>
<b>Net income(expenditure)</b>		<b>13,040</b>	<b>(2,108)</b>	<b>10,932</b>	<b>5,116</b>
<b>Transfer between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>13,040</b>	<b>(2,108)</b>	<b>10,932</b>	<b>5,116</b>
<b>Reconciliation of Funds</b>					
<b>Total funds brought forward</b>		<b>22,946</b>	<b>7,500</b>	<b>30,446</b>	<b>25,330</b>
<b>Total fund carried forward</b>		<b>35,986</b>	<b>5,392</b>	<b>41,378</b>	<b>30,446</b>

**BALANCE SHEET  
AS AT 31ST MARCH 2021**

	Notes	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	3	6999	8694
<b>Current assets</b>			
Stock of publications and stationery		-	130
Debtors and prepayments	4	475	502
Current account		34,095	21,123
Cash in Hand		504	100
<b>Total Current Assets</b>		35,074	21,855
<b>Liabilities</b>			
Creditors falling due within one year	5	(695)	(103)
		(695)	(103)
<b>Net current assets</b>		34,379	21,752
<b>Net Assets</b>		41,378	30,446
<b>The Funds of the Charity</b>			
Unrestricted funds	6	35,986	22,946
Restricted funds	7	5,392	7,500
<b>Total Charity Funds</b>		41,378	30,446

Signed on behalf of the Trustees on 11th May 2021 by

.....  
M D Ford - Chair of Trustees

.....  
M J Moore, FCA - Treasurer

**Charity Registration number 1172770**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 2021**

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**1 Accounting policies**

The Principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial are as follows:

**a) Basis of preparation**

The accounts 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 for Smaller Entities published on 16th July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015). Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

The financial statements are prepared on a going concern basis. There are no material uncertainties related to events or conditions which would cast doubt on the Charity's ability to continue as a going concern

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**b) Incoming resources**

**Income recognition policies**

Items of income are recognised and included in the accounts when all the following criteria are met:

- the charity have entitlement to the funds;
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the Charity.
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably

**Incoming resources with related expenditure**

When incoming resources have related expenditure the incoming resources and related expenditure are reported in the Statement of Financial Activities, SOFA.

**Donations**

Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

**Tax reclaims on donations and gifts**

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

**Volunteer help**

The value of voluntary help received is not included in the accounts

**c) Resources expended**

All resources expended are recognised once there is a legal or constructive obligation to make a payment to a third party. Resources expended include attributable VAT which cannot be recovered.

**d) Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Motor Vehicles	25%pa	reducing balance
Equipment	20%pa	reducing balance

**h) Fund accounting**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criteria is charged to the fund.

**NOTES TO THE ACCOUNTS (Continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

2	Voluntary income	Unrestricted Funds	Restricted Funds	2021 Total	2020 Total
		£	£	£	£
	Grants	41,438	-	41,438	31,564
	<b>Local authorities</b>				
	Faversham Town Council	5,160	-	5,160	3,000
	Kent County Council	14,367	-	14,367	14,367
	<b>Charities</b>				
	Kent Community Foundation	8,000	-	8,000	10,000
	Lottery	8,746	-	8,746	-
	Faversham Rotary Trust Fund	500	-	500	-
	Tesco	500	-	500	-
	Co-op members fund	4,165	-	4,165	1,197
	The Edward Vinson 1957 Charity Settlement	-	-	-	2,000
	Beerling Foundation	-	-	-	1,000
		41,438	-	41,438	31,564
3	<b>Fixed Assets</b>		Motor Vehicles	Equipment	Total
			£	£	£
	<b>Cost</b>				
	As at 31st March 2020		13,506	3,507	17,013
	Additions		-	-	-
	As at 31st March 2021		13,506	3,507	17,013
	<b>Depreciation</b>				
	As at 31st March 2020		6,842	1,477	8,319
	Charge for year		1,354	341	1,695
	As at 31st March 2021		8,196	1,818	10,014
	<b>Net book values</b>				
	As at 31st March 2020		6,664	2,030	8,694
	As at 31st March 2021		5,310	1,689	6,999
	<b>Debtors and prepayments</b>			2021	2020
				£	£
4	Prepayments			475	502
				475	502

**NOTES TO THE ACCOUNTS (Continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

<b>5 Creditors: falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Salary under paid	608	-
Sundry Accruals	20	20
Tax and National Insurance	67	83
	<hr/>	<hr/>
	695	103
	<hr/>	<hr/>

<b>6 Analysis of net assets between funds</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	6,999	-	6,999
Current asset	29,682	5,392	35,074
Current liabilities	(695)	-	(695)
	<hr/>	<hr/>	<hr/>
	35,986	5,392	41,378
	<hr/>	<hr/>	<hr/>

**7 Restricted Funds**

	<b>Balance at 01.04.2020</b>	<b>Incoming resources</b>	<b>Expenses</b>	<b>Transfers</b>	<b>Balance at 31.03.2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Protective clothing	2,000	-	(33)	-	1,967
Equipment	500	-	-	-	500
Rent and Utility costs	<hr/> 5,000	<hr/> -	<hr/> (2,075)	<hr/> -	<hr/> 2,925
	<hr/> 7,500	<hr/> -	<hr/> (2,108)	<hr/> -	<hr/> 5,392
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**Restricted fund**

Protective clothing	A grant provided by The Edward Vinson Charity for protective clothing
Equipment	A grant from Percy Bilton to provide garden equipment.
Rent and utility costs	Grant received from the Allen Lane Foundation, Faversham Town Council and Queenbrough Fisheries as a contribution to rent and utility costs