

**FAVERSHAM ASSISTANCE CENTRE CIO  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 2023**

**FAVERSHAM ASSISTANCE CENTRE CIO  
YEAR ENDED 31ST MARCH 2023  
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**LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31ST MARCH 2023**

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**Trustees**

Mrs M D Ford  
Mrs S Mulford  
Mr T Abram  
Mrs J Negus  
Mr G Dorkins  
Cllr E Thomas  
Mrs S.Wolfe

Chair of Trustees  
Treasurer  
Resigned 14th November 2022

Co-opted 14th March 2023

**Project Manager**

Miss Georgina Todd  
Ms Federica Holland

Resigned 31st March 2022 (consultant until 21st July 2022)  
Appointed 16th May 2022

**Charity Number**

1172770

**Correspondence Address**

Age UK Faversham  
The Old Fire Station  
Crescent Road  
Faversham  
Kent  
ME13 7GU

**Independent Examiner**

Dr A.M.Ashton (FCCA retired)  
27 Upper Brents  
Faversham  
Kent  
ME13 7DP

**Bankers**

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

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**TRUSTEES' REPORT  
FOR THE YEAR ENDED 31ST MARCH 2023**

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The Trustees of the Charity present their annual report and accounts of the Charity for the year ended 31st March 2023.

**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 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 continued to be a challenging one for FACE, although the impact of the Covid pandemic has lessened we now have a cost of living crisis which impacts on FACE, our clients and the wider community. The loss of our Kent County Council (KCC) grant has resulted in our Chairperson and Project Manager having to work hard to find new grant funding sources resulting in grant funding of £34,253. A full list of grants is shown on page 8.

The donations from our clients decreased slightly during the year in line with expectations. Our other fundraising was limited but we did continue with our annual plant sale. FACE benefited from fundraising events held by local organisations and thereby increased our fundraising total for the year. We also received donations from other charities that ceased during 2022/23 (totalling £3,000) which meant that our other donations totalled £3,375

As expected, our expenditure exceeded our income resulting in a decrease in our overall level of reserves. During the year, given the difficulty in trying to raise additional grant monies, we monitored our monthly budget progress closely and considered different scenarios if the additional grant monies were not forthcoming. This has resulted in us setting aside a portion of the reserves as a redundancy reserve.

The Trustees welcomed a new Co-opted Trustee in March 2023 (Stephanie Wolfe) and a new Project Manager in May 2022 (Federica Holland). We said farewell to a longstanding Trustee in November 2022 (Trevor Abram) and to our Project Manager Georgina Todd. 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 2023**

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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.

We opened a new bank account with CAF Bank Ltd (Charities Aid Foundation) on 26th May 2022 with the aim of having a simpler and quicker system to add and remove Trustees/Project Manager as authorisers and also to enable dual online signatory facilities. We are gradually transferring business processes from National Westminster Bank plc to CAF Bank Ltd. At 31st March 2023 the bank balances totalled £42,849 which was made up of £20,496 in NW and £22,353 in CAF.

**Reserves Policy**

We have maintained our target reserves of 6 months expenditure during the year. It is likely to be another challenging year financially in 2023/24 but we continue to monitor our income and expenditure and although we are likely to need to utilise some of our unrestricted reserves, we anticipate that the reserves balance will ensure the financial viability of the Charity. As indicated in the Trustees' Report, we have set aside a redundancy reserve of £15,000. As this is a statutory duty, setting aside a specific reserve ensures that there will be sufficient reserves/cash to pay employees should the Charity become unviable.

**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 these risks.

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 16th May 2023



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 2023 which are set out on pages 5 to 9.

**Responsibilities and basis of report**

As the charity trustees of Faversham Assistance Centre 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 Faversham Assistance Centre's 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 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 the accounting records were not kept in accordance with section 130 of the Charities Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts did not comply with the applicable requirements concerning form and content of accounts set out in the Charities (Accounts 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 the 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.

Dr A.M.Ashton FCCA (retired)  
27 Upper Brents  
Faversham  
ME13 7DP



Date 2nd June 2023

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2023**

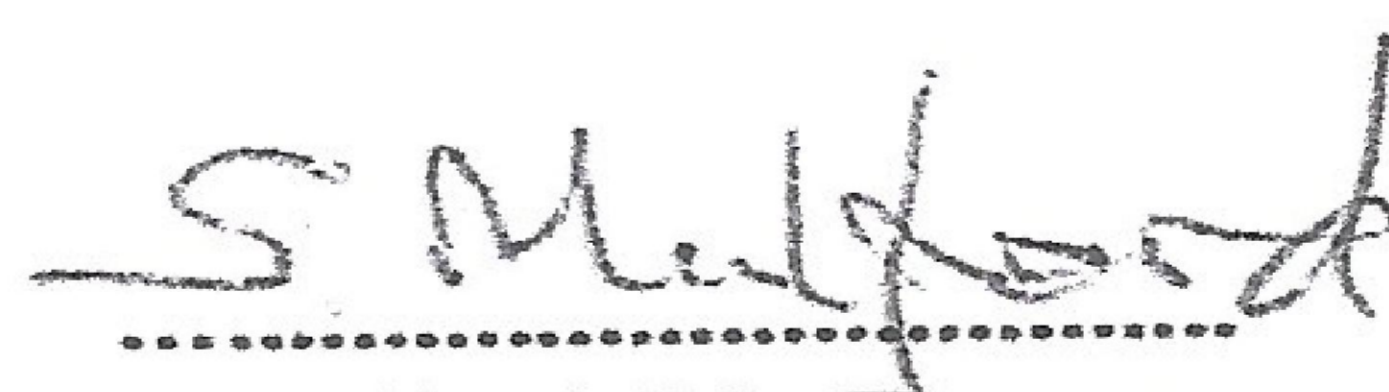
	Unrestricted funds £	Restricted funds £	Year to 31.03.2023 Total £	Year to 31.03.2022 £
<b>Income:</b>				
<b>Voluntary income:</b>				
Grants KCC	0	0	0	15,767
Other	18,253	16,000	34,253	26,402
Donations from clients	11,814	0	11,814	12,068
Church Donations	511	0	511	600
<b>Activities for generating funds:</b>				
Fundraising events	1,035	0	1,035	678
Other donations	3,375	0	3,375	2,700
Other Income	161	0	161	-
<b>Total incoming resources</b>	<b>35,149</b>	<b>16,000</b>	<b>51,149</b>	<b>58,215</b>
<b>Expenditure</b>				
<b>Expenditure on charitable activities</b>				
Wages and National Insurance	32,727	5,000	37,727	31,816
Pensions	924		924	921
Consultancy	1,784		1,784	1,300
Office service charges	587	1,213	1,800	1,550
Office and Liability Insurance	0	828	828	783
Office Telephone	0	95	95	162
Office supplies and Postage	0	712	712	1,147
Van and Transport Costs	0	7,462	7,462	7,579
Tools, Equipment and Materials	0	1,312	1,312	473
Website costs	0	140	140	150
Sundry expenses	598		598	186
Depreciation	1,461		1,461	1,913
<b>Total Expenditure</b>	<b>38,081</b>	<b>16,762</b>	<b>54,843</b>	<b>47,980</b>
<b>Net income(expenditure)/movement in funds</b>	<b>-2,932</b>	<b>-762</b>	<b>-3,694</b>	<b>10,235</b>
<b>Total funds brought forward</b>	<b>46,986</b>	<b>4,627</b>	<b>51,613</b>	<b>41,378</b>
<b>Transfer between reserves</b>	<b>-15,000</b>	<b>15,000</b>		
<b>Total funds carried forward</b>	<b>29,054</b>	<b>18,865</b>	<b>47,919</b>	<b>51,613</b>

**BALANCE SHEET  
AS AT 31ST MARCH 2023**

	31st March 2023 £	31st March 2022 £
<b>Fixed assets</b>		
Tangible assets	4,865	6,326
<b>Current assets</b>		
Debtors and prepayments	274	385
Current accounts	42,849	44,431
Cash in Hand	116	549
<b>Total Current Assets</b>	<b>43,239</b>	<b>45,365</b>
<b>Liabilities</b>		
Creditors	185	78
Deferred Income	-	-
	<b>185</b>	<b>78</b>
<b>Net current assets</b>	<b>43,054</b>	<b>45,287</b>
<b>Net Assets</b>	<b>47,919</b>	<b>51,613</b>
<b>The Funds of the Charity</b>		
Unrestricted funds	29,054	46,986
Restricted funds	18,865	4,627
<b>Total Charity Funds</b>	<b>47,919</b>	<b>51,613</b>

Signed on behalf of the Trustees on 16th May 2023

  
M D Ford - Chair of Trustees

  
S Mulford CA- Treasurer

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

### 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*

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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 (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

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 when the gift aid from HMRC is received.

##### *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 these criteria is charged to the fund.

**NOTES TO THE ACCOUNTS (Continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

2	Voluntary income	Unrestricted Funds	Restricted Funds	2023 Total	2022 Total
		£	£	£	
	Grants	<u>33,753</u>	<u>500</u>	<u>34,253</u>	<u>42,169</u>
	Local authorities				
	Faversham Town Council	4,000	0	4,000	5,000
	Kent County Council	0	0	0	15,767
	Swale Borough Council	2,700	0	2,700	1,550
	Charities				
	Kent Community Foundation	6,000	0	6,000	5,000
	Charles Hayward Foundation	0	0	0	4,000
	Swire Charitable Trust	0	-	0	5,000
	Allen Lane Foundation	3,000	-	3,000	3,000
	The Edward Vinson 1957 Charity Settlement	0	5,000	5,000	2,277
	Bensted Charities	0	2,000	2,000	490
	Co-op members fund	0	-	0	85
	Queenborough Fisheries	0	4,000	4,000	0
	Beerling	1,000	0	1,000	0
	Colyer Fergusson	0	5,000	5,000	0
	Umbrella - Eastern Area	531	0	531	0
	Umbrella - Cost of Living	1,022	0	1,022	0
		<u>18,253</u>	<u>16,000</u>	<u>34,253</u>	<u>42,169</u>
3	Fixed Assets		Motor Vehicles	Equipment	Total
	Cost		£	£	£
	As at 31st March 2022		13,506	4,747	18,253
	Additions		-		0
	As at 31st March 2023		<u>13,506</u>	<u>4,747</u>	<u>18,253</u>
	Depreciation				
	As at 31st March 2022		9,523	2,404	11,927
	Charge for year		<u>996</u>	<u>465</u>	<u>1,461</u>
	As at 31st March 2023		<u>10,519</u>	<u>2,869</u>	<u>13,388</u>
	Net book values				
	As at 31st March 2022		<u>3,983</u>	<u>2,343</u>	<u>6,326</u>
	As at 31st March 2023		<u>2,987</u>	<u>1,878</u>	<u>4,865</u>
	Debtors and prepayments			2023	2022
				£	£
4	Prepayments			274	385
				<u>274</u>	<u>385</u>

**NOTES TO THE ACCOUNTS (Continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

<b>5</b>	<b>Creditors: falling due within one year</b>					<b>2023</b>	<b>2022</b>
						<b>£</b>	<b>£</b>
	Tax and National Insurance					185	78
						<u>185</u>	<u>78</u>
						<u><u>185</u></u>	<u><u>78</u></u>
<b>6</b>	<b>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		4,865	-			4,865
	Current asset		24,374	18,865			43,239
	Current liabilities		(185)	-			(185)
			<u>29,054</u>	<u>18,865</u>			<u>47,919</u>
			<u><u>29,054</u></u>	<u><u>18,865</u></u>			<u><u>47,919</u></u>
<b>7</b>	<b>Restricted Funds</b>						
		<b>Balance at</b>	<b>Incoming</b>	<b>Expenses</b>	<b>Transfers</b>		<b>Balance at</b>
		<b>01.04.2022</b>	<b>resources</b>				<b>31.03.2023</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>		<b>£</b>
	Protective clothing	1,766	0	(608)	0		1,158
	Van and equipment running costs	247	0	(247)	0		0
	Rent and Utility costs	1,213	0	(1,213)	0		0
	Community event	1,401	0	0	0		1,401
	Van, equipment, garage, general office costs		4,000	(2,694)	0		1,306
	Van, insurance and office costs		5,000	(5,000)	0		0
	Salaries		5,000	(5,000)	0		0
	Van costs and office costs (F)		2,000	(2,000)	0		0
	Redundancy reserve		0	0	15000		15,000
		<u>4,627</u>	<u>16,000</u>	<u>(16,762)</u>	<u>15000</u>		<u>18,865</u>
		<u><u>4,627</u></u>	<u><u>16,000</u></u>	<u><u>(16,762)</u></u>	<u><u>15000</u></u>		<u><u>18,865</u></u>

**Restricted fund**

Van, equipment, garage, general office costs Part of a grant from Queenborough Fisheries Trust

Van, insurance and office costs A grant from Edward Vinson

Salaries A grant from Colyer Fergusson

Van costs and office costs (F) A grant from Bensted