

**LIVING KEYS CIO**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**



# LIVING KEYS CIO

## LEGAL AND ADMINISTRATIVE INFORMATION

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Trustees	A Jewitt M Harper R Blakemore K Harper S Jewitt S Crosby L Smyth A Bannister	(Appointed 21 July 2022) (Appointed 23 September 2022)
Key management personnel	L Huskisson (CEO) K Smith (Manager)	(Resigned 28 July 2023)
Charity number	1194890	
Principal address	The George Alcock Centre Whittlesey Road Peterborough PE2 8QS	
Independent examiner	Kerry Hilliard ACA FCCA CTA	

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# **LIVING KEYS CIO**

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# LIVING KEYS CIO

## TRUSTEES' INTRODUCTION

FOR THE YEAR ENDED 31 MARCH 2023

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*"I came out of Refuge With my 2 children and given a place in Peterborough where I knew nobody. I was away from my family and felt lonely. I was invited by my neighbour to Cherished Support Group and was a bit apprehensive about attending, but I was made so welcome, and continue to attend as I have made some good friends there and feel more connected. I completed the Freedom Programme and now signing up for the Domestic Abuse Recovery Toolkit course. The Freedom Programme really opened my eyes to the extent of the abuse I had received, which I wasn't aware of, as it all became "NORMAL." Living Keys also referred and supported me to the CareZone, a local charity that provided free furniture. I was able to get myself and my children beds, wardrobes, and a Sofa, Linda managed to get me a fridge/freezer, curtains, and our house is now a home. I want to say a huge thank you to Living Keys, to the Cherished Ladies, for all the support and love you had shown. I am finally free to be me. Once I have completed the my next course, I am signing up to volunteer for Living Keys as I just want to give something back to them – they are amazing. – Living Keys Client.*

Living Keys officially became a CIO Charity in June 2021 and have really worked hard not only not only facilitate courses but have supported beneficiaries with various issues that beneficiaries may face. This can be anything from advocacy, advise or referring for emotional support.

In the first year both our staff, Linda Huskisson (CEO) and Kelly Smith (Manager) worked from home, and often supported beneficiaries online.

Linda has advised Trustee's that much-needed office space was required to be able to further support beneficiaries who have completed courses or about to complete courses, as sometimes it was found quite difficult to support them online. Linda asked if she could look for office space and this was granted providing that she brings a breakdown of annual costs. This would then be further discussed at future Trustee Meetings.

Most of the properties that had searched were high in price and not big enough for what was required.

We are so thankful that we have now found premises within a Community Centre, and have been blessed with a fairly large office and two cupboards that was made into office space and a small garden. It was at a very reasonable price at £5,400 per annum which includes internet, utility bills and business rates.

Living Keys have made great use of the office and now run courses face to face at the office, as well as Zoom courses for those living in remote areas. They also provide a drop in centre so further support can be offered, this would be emotional support, support to complete forms such as Housing and DWP, support to update or complete CV's so beneficiaries can get back to work and referrals to other agencies who provide professional support such as Cafcass, IDVA, Rape Crisis, Aspire support to attend court or the police station, foodbank and Carezone (local charity for furniture).

Living Keys also give out small food bags and toiletries.

Living Keys also provides workshops, especially around the Cost of Living Crisis as this has effected many.

Linda has also been running a Cherished Support Group which is for all women whether abused, feeling lonely or isolated, or new to the area and want to make friends. This is just one of her passions to see women grow to their full potential. Cherished offers activities, guest speakers, talks on various topics, with lots of tea, coffee and cake.

A key success was securing funding from Post Code Lottery, Evelyn Trust ( through Peterborough Voluntary Services), and Philanthropy in which we are so grateful for. The funding has enabled us to advertise and facilitate courses, run the drop in service and workshops, provide food bags and vouchers for those struggling with the Cost of Living Crisis.

Living Keys continue to be subcontracted by Boston Women's Aid to facilitate the Freedom Programme course on their behalf. Sometimes this is done face to face and at other times on Zoom for those that live in remote areas and unable to attend face to face courses. Living Keys also carry out three courses per year for Boston Women's Aid. This can be face to face or on Zoom.

Over the past two years a great working relationship has built up with CEO and staff and there are now talks for Living Keys to facilitate the Hope2Recovery for Boston Women's Aid, as well as the Freedom Programme.

## LIVING KEYS CIO

### TRUSTEES' INTRODUCTION

#### ***FOR THE YEAR ENDED 31 MARCH 2023***

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Linda has made great progress with other agencies who also work with Domestic Abuse and have met on a regular basis to discuss what each agency is doing and what is also needed. These are the IDVA team, Women's Aid, Rape Crisis, IMPAKT housing, Police and mental health workers.

The Trustee's are particularly proud of how Living Keys responded to many challenges that came over the last year, and have made great progress and providing a quality service. We are looking forward to year three and wish our staff and volunteers success in everything that they do.



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**Sharon Crosby**

Trustee

Dated: 07/07/23.....

# LIVING KEYS CIO

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2023

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The trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "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 (FRS 102) (effective 1 January 2019)".

#### Objectives and activities

The charity's objects are the relief of physical and mental distress by providing educational support to any person that has experienced domestic abuse.

We will achieve this by:

- Supporting people to develop confidence in their ability to create a new and brighter future. (Phone support, emotional support, safety planning, sign-posing, drop in)
- Enabling people to move on from their past with better well-being and new ways of thinking and behaving (Therapeutic interventions such as Cognitive behavioural therapy-based courses, such as the Domestic Abuse Recovery Toolkit Course. Counselling with a CBT Counsellor)
- Helping people to value themselves by understanding abuse and their experiences and have pride in their progress and achievements (Freedom Programme and Hope2Recovery Course)
- Creating Support networks and a sense of belonging (Cherished Support Group, Freedom Hub, Drop-in Services, Activities)
- Empowering survivors to achieve a sense of purpose and potential. (volunteering)
- Poverty Relief – providing referrals to foodbank, CareZone, also providing toiletry bags.

Living Keys provide person-centred on-going support for people who have been affected by domestic abuse historically or currently. We believe each person's experiences is different and we will value and listen to those differences, giving people support and choice in how they use our service, empowering them and giving them tools to go on and live abuse free lives and enabling them to recovery and build confidence and self-esteem. Our focus is on bringing tools of knowledge and freedom to those who have experienced domestic abuse/violence using a trauma informed approach.

Abused survivors face many difficulties in rebuilding their lives – ranging from practical issues to overcoming trauma and avoiding re-victimisation – but specialist support often ends after the initial crisis due to funding and resource limitations.

We are committed to supporting clients achieve long term recovery. We believe this requires a combination of interventions which we deliver in a variety of ways with our online and face to face courses, support group, Freedom Hub drop-in service and Workshops. Also when funding is available, Counselling.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake for the public benefit.

#### Achievements and performance

In this last year, Living Keys have completed three Freedom Programmes, (excluding the ones completed for women's Aid), Three Domestic Abuse Recovery Toolkit courses, (both of these courses are 12 week courses) 3 Hope2Recovery Courses ( 6 week courses) these were completed face to face. We also completed 2 Freedom Programme courses in the evenings and a Hope2Recovery course in the evening – these courses were completed on zoom for those who work and unable to attend a face to face course, and to those who live in rural area's. We are now holding face to face meetings with Cherished Group on a Monday morning and hold activities to build on confidence and used arts and crafts sessions as a way for people to express themselves in a therapeutic way.



# LIVING KEYS CIO

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

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Our referrals come from various agencies such as IDVA Team, Women's Aid, Mental Health, Social Subscribers, GP's, Social Services, Childcare services, and self-referrals too. We have assisted and supported a total of 147 people over the course of the year.

We continue to work with Boston Women's Aid (SOLDAS) and have also carried out a further three Freedom Programmes on their behalf and continue to be sub-contracted to facilitate courses. (this is in addition to the courses that Living Keys provided) As stated in the past, we enjoy partnering with SOLDAS as they provide a fantastic service and just love the passion they share in making a difference to those who need assistance. We now dedicate a Wednesday to them. We wish to continue this relationship and continue to strengthen the impact we can all have on tackling domestic abuse together and aiding the recovery of those impacted.

#### Voices of lived experience

We recognise the power of lived experience in shaping our service and our staff and volunteers have lived experience and some are ex service users.

#### Stephanie's Story – Volunteer

*"I was in an abusive relationship for 10 years, and was referred through a Social Prescriber, to the Freedom Programme. At first, I was really nervous as I didn't know what to expect. The Facilitators were amazing, and I soon felt so at ease with them. What made it more promising, is that both Linda and Kelly had been through abuse themselves, which made me feel more at ease as they had lived experience. I went on to do the Domestic Abuse Recovery Toolkit which is CBT based, and really enjoyed this as I was able to work on myself, especially challenging negative automatic thinking which helped my self-esteem and how I see myself. Both Linda and Kelly were very supportive and have the patience of a saint, believe me! I now volunteer for Living Keys and this is a new role for me. Linda has been amazing, and I can't wait to continue to give back what they have given me. When I was with my abuser, he would not let me work, so this is my first role in over 12 years. I have been offered training for my role as a volunteer and really feel part of the family of Living Keys. As Linda would often say "Life is for Living and doing good and being supportive to whoever comes through our doors". I am excited for the future."*

We firmly believe in the power of lived experience and know it gives us capacity to gain an accurate and deeper insight into our processes and services and also offers hope to those at the start of their journey.

We have two volunteers at Living Keys and their help is invaluable.

We have one member of staff who is an "Ask Me Ambassador" to help build an effective response to domestic abuse within the community and raise awareness. The same member of staff also facilitates our present courses which are the Freedom Programme, Hope2Recovery, and Domestic Abuse Recovery Toolkit course. She has also taken up training for "Healing Together Course" for children whether on a one-to-one basis or in group.

# LIVING KEYS CIO

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

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#### Impact

When we set up as a CIO, we created feedback forms to review the impact on our service users and to ensure we were making continued improvements. We wanted to be sure we were meeting the needs of survivors of domestic abuse and continue to support their long-term recovery. It is important to us that we hear the voices of our service users and have adapted to accommodate their needs. The feedback we received demonstrates this by:

- 98% of beneficiaries state that Living Keys partially or fully met their needs.
- 100% of beneficiaries were made to feel welcome when first reaching out to Living Keys.
- 98% of beneficiaries said they felt supported by Living Keys
- 97% of beneficiaries said it was helpful to meet with others facing similar experiences.

Some of the feedback comments we have received over the year further highlights the positive impact that we have.

*"I am so glad I did the freedom programme, I can see the red flags in people and I will not enter into a new relationship without thinking of this programme. I finally feel free and happy to live life. Thank you Living Keys I am strong and found my independence to make my own choices. I owe you so much. Keep up the great work that you do you make such a difference in the lives of women. If there is anything I can do then please get in touch. Thank you from the bottom of my heart." Freedom Programme beneficiary.*

*"I left my husband several years ago and felt constantly triggered, to the point it had affected my mental health. My mental health worker suggested I start the Domestic Abuse Recovery Toolkit course, so I signed up for it. I had to do a pre course interview and it sounded very formal, but when I met the facilitator, Linda, who was really lovely and reassuring and she explained everything about the course and what to expect. I was excited to get started. I completed the course and could only attend 11 as I was poorly on one of them. Linda took the time to go through everything with me over the phone and made sure that I was ok and asked if I needed anything. After completing the course, I can honestly say that I feel hopeful, empowered, stronger, brave and no longer lonely as I made friends on the course with other ladies, and we were all assured that if we needed further support we could make use of the Drop-In service on a Monday afternoon and also invited to Cherished Support Group on a Monday morning. – Great teamwork. Really wish you all the best for the future and keep doing what you do". – written by beneficiary who attended the Domestic Abuse Recovery Toolkit.*

*"I was advised by my Social worker to attend the H2R course, as I was always going back to my ex-partner, even though he constantly abused me. He promised to change and I always believed him, now I know, unless he recognises he is an abuser, he won't change and I will remain trapped in an abusive relationship. The 2 Topics that hit me the most was about coercive control, (as I previously really didn't quite understand what it meant. I do now.) and the effects on children and parenting when in an abusive relationship. I have now plucked up the courage to leave him. A safety plan has now been put in place and I am waiting to hear from Women's Aid, whom Linda supported me with from Living Keys. I know I have a long way to go but I now have hope and courage to take that step and live a life free from abuse – thank you ladies for all that you have done. You go above and beyond and I am eternally grateful." Written by beneficiary who attended the Hope 2 Recovery Course.*

You can find further reviews on our website <https://www.livingkeys.co.uk/reviews>



# LIVING KEYS CIO

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

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#### Future plans

We believe it is vital to provide long-term on-going support to our beneficiaries for as long as they may need. We recognise the huge need for services that offer long-term support for those who have experienced domestic abuse and look to continue developing our service to best suit that need.

- To continue to provide free courses to those who have or are living with domestic abuse.
- Continue to provide the Drop-In service, as this has become invaluable to those who attend. In the last few months since opening the drop-in service there have been over 50 ladies who have been supported. The support provided includes CVs for those looking for work, Housing Issues, Debt advice and referrals to CAP or Step Change.
- Living Keys wish to bring joy to families that have been affected by domestic abuse and will be looking over the coming year to arrange further activities and day trips to make memories, new connections and bring them out of isolation.
- We wish to embark on further training for course facilitation and are looking at training with "own your Life" course. We will be looking at welcoming new staff members and volunteers so we can offer more availability to our beneficiaries and a stronger level of support.
- Continue to provide Counselling for 12 weeks for ladies when we have funding for this.

#### Financial review

The charity has recorded a surplus of £9,419 in the year. Funds at the year end consist of £12,397 restricted and £12,551 unrestricted funds. The charity's financial regulations include a policy on maintaining reserves at a suitable level to meet any financial commitments on dissolution of the CIO. The Trustees confirm that this objective was met throughout the year.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### Structure, governance and management

The charity is a charitable incorporated organisation (no. 1194890) which was first registered on 22 June 2021.

The trustees who served during the year and up to the date of signature of the financial statements were:

A Jewitt  
M Harper  
R Blakemore  
K Harper  
S Jewitt  
S Crosby  
L Smyth  
A Bannister

(Appointed 21 July 2022)

(Appointed 23 September 2022)

Living Keys continue to benefit from the support of an active group of Trustees, many of whom have experience that is relevant to Living Keys work. We remain on the lookout for people with relevant experience to join us. Each prospective new member will provide a CV and is then interviewed to ensure that there is a good fit between Living Keys and the prospective trustee's expectations and values. We then invite suitable candidates to a Trustee meeting and ask them to present to the group who then vote in their election to the board. Following election, trustees spend time with Living Keys Managers and other staff to bring them up to speed with Living Keys work and ongoing activities. All new trustees are encouraged to use the wealth of knowledge and resources from the Charity Commission and others to inform themselves of the role and responsibility of being a trustee.

None of the trustees has any beneficial interest in the charity. All of the trustees are members of the charity and guarantee to contribute £1 in the event of a winding up.

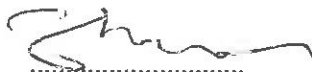
Day to day operations of the charity are managed by CEO, Linda Huskisson with support from senior manager Kelly Smith (resigned 28 July 2023) and the board of trustees.

## LIVING KEYS CIO

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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The trustees' report was approved by the Board of Trustees.



S Crosby  
Trustee

Date: 09/9/23

# LIVING KEYS CIO

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LIVING KEYS CIO

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I report to the trustees on my examination of the financial statements of Living Keys CIO (the charity) for the year ended 31 March 2023.

### Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the 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 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 financial statements to be reached.



Kerry Hilliard ACA FCCA CTA

Institute of Chartered Accountants in England and Wales

Stephenson Smart & Co  
36 Tyndall Court  
Commerce Road  
Lynchwood  
Peterborough  
PE2 6LR

Dated: 11 September 2023

## LIVING KEYS CIO

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	19,095	14,830	33,925	15,537	8,886	24,423
Charitable activities	4	3,864	-	3,864	5,477	-	5,477
Investments	5	14	-	14	8	-	8
<b>Total income</b>		<b>22,973</b>	<b>14,830</b>	<b>37,803</b>	<b>21,022</b>	<b>8,886</b>	<b>29,908</b>
<b>Expenditure on:</b>							
Charitable activities	6	25,951	2,433	28,384	5,515	8,864	14,379
<b>Net (outgoing)/incoming resources before transfers</b>		<b>(2,978)</b>	<b>12,397</b>	<b>9,419</b>	<b>15,507</b>	<b>22</b>	<b>15,529</b>
Gross transfers between funds		22	(22)	-	-	-	-
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(2,956)</b>	<b>12,375</b>	<b>9,419</b>	<b>15,507</b>	<b>22</b>	<b>15,529</b>
Fund balances at 1 April 2022		15,507	22	15,529	-	-	-
<b>Fund balances at 31 March 2023</b>		<b>12,551</b>	<b>12,397</b>	<b>24,948</b>	<b>15,507</b>	<b>22</b>	<b>15,529</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



# LIVING KEYS CIO

## BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	10		865		907
<b>Current assets</b>					
Debtors	11	2,522		492	
Cash at bank and in hand		21,941		14,528	
		24,463		15,020	
<b>Creditors: amounts falling due within one year</b>	12	(380)		(398)	
Net current assets			24,083		14,622
<b>Total assets less current liabilities</b>			24,948		15,529
<b>Income funds</b>					
Restricted funds	13		12,397		22
Unrestricted funds			12,551		15,507
			24,948		15,529

The financial statements were approved by the Trustees on 9/9/23



S Crosby  
Trustee

# LIVING KEYS CIO

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies

#### Charity Information

Living Keys CIO is a Charitable Incorporated Organisation registered on 22 June 2021 with the Charity Commission under charity number 1194890. The charity's principal office address is The George Alcock Centre, Whittlesey Road, Peterborough, Cambs PE2 8QS.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and the Charities SORP "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 (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

No amounts are included in the financial statements for services donated by volunteers.

Grant income is recognised according to the terms of each individual agreement.

# LIVING KEYS CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

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

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is accounted for on an accruals basis.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	25% reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# LIVING KEYS CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.



# LIVING KEYS CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023 £	2023 £	2023 £	2022 £	2022 £	2022 £
Donations and gifts	6,492	-	6,492	9,537	-	9,537
Grants	12,603	14,830	27,433	6,000	8,886	14,886
	<u>19,095</u>	<u>14,830</u>	<u>33,925</u>	<u>15,537</u>	<u>8,886</u>	<u>24,423</u>
<b>Grants receivable for core activities</b>						
Peterborough City Council finance for courses	250	-	250	3,000	-	3,000
Cambridgeshire community fund	-	-	-	3,000	-	3,000
Dare to rise lottery funding	-	-	-	-	8,886	8,886
Postcode Lottery	12,353	-	12,353	-	-	-
Arnold Clarke	-	750	750	-	-	-
Peterborough City Council	-	3,630	3,630	-	-	-
New Philanthropy Capital	-	10,450	10,450	-	-	-
	<u>12,603</u>	<u>14,830</u>	<u>27,433</u>	<u>6,000</u>	<u>8,886</u>	<u>14,886</u>

### 4 Charitable activities

	2023 £	2022 £
Course fees and book sales	<u>3,864</u>	<u>5,477</u>

### 5 Investments

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Interest receivable	<u>14</u>	<u>8</u>

# LIVING KEYS CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 6 Charitable activities

	2023 £	2022 £
Staff costs	18,070	9,300
Depreciation and impairment	291	155
Course materials	1,689	1,205
Travelling expenses	27	361
Staff training	385	1,369
	<u>20,462</u>	<u>12,390</u>
Share of support costs (see note 7)	5,317	1,071
Share of governance costs (see note 7)	2,605	918
	<u>28,384</u>	<u>14,379</u>
<b>Analysis by fund</b>		
Unrestricted funds	25,951	5,515
Restricted funds	2,433	8,864
	<u>28,384</u>	<u>14,379</u>

### 7 Support costs

	Support costs £	Governance costs £	2023 £
Printing, postage and stationery	477	-	477
Computer running costs	620	-	620
Rent	3,150	-	3,150
Insurance	333	-	333
Bank charges	2	-	2
Sundry expenses	735	-	735
Independent Examiners fees	-	582	582
Legal and professional	-	2,023	2,023
	<u>5,317</u>	<u>2,605</u>	<u>7,922</u>
Analysed between			
Charitable activities	<u>5,317</u>	<u>2,605</u>	<u>7,922</u>

Governance costs includes payments to the independent examiners of £582 (2022: £600) for independent examination fees.

# LIVING KEYS CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 9 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	3	2
	<u>3</u>	<u>2</u>
<b>Employment costs</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages and salaries	18,070	9,300
	<u>18,070</u>	<u>9,300</u>

There were no employees with an annual remuneration over £60,000. All staff costs in the year relate to remuneration of key management personnel.

There were no employees whose annual remuneration was more than £60,000.

### 10 Tangible fixed assets

	Computers £
<b>Cost</b>	
At 1 April 2022	1,062
Additions	249
	<u>1,311</u>
At 31 March 2023	1,311
<b>Depreciation and impairment</b>	
At 1 April 2022	155
Depreciation charged in the year	291
	<u>446</u>
At 31 March 2023	446
<b>Carrying amount</b>	
At 31 March 2023	865
	<u>865</u>
At 31 March 2022	907
	<u>907</u>

## LIVING KEYS CIO

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

#### 11 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Other debtors	161	492
Prepayments and accrued income	2,361	-
	<u>2,522</u>	<u>492</u>

#### 12 Creditors: amounts falling due within one year

	2023	2022
	£	£
Accruals and deferred income	<u>380</u>	<u>398</u>



# LIVING KEYS CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			Transfers	Balance at 31 March 2023
	Incoming resources £	Resources expended £	Balance at 1 April 2022 £	Incoming resources £	Resources expended £		£	£
National Lottery Community Fund - Dare to Rise	8,886	(8,864)	22	-	-	(22)	-	-
Arnold Clarke Peterborough City Council - Evelyn Trust	-	-	-	750	(135)	-	-	615
New Philanthropy Capital - Tackling Financial Hardship	-	-	-	3,630	(1,848)	-	-	1,782
	-	-	-	10,450	(450)	-	-	10,000
	<u>8,886</u>	<u>(8,864)</u>	<u>22</u>	<u>14,830</u>	<u>(2,433)</u>	<u>(22)</u>		<u>12,397</u>

The National Lottery Community Fund - Dare to Rise project is used to run free educational courses and wellbeing support to people who have experienced domestic abuse. Aiming to engage with diverse communities, improve mental health and build positive relationships.

Arnold Clarke grant was received to fund a support group called Cherished. To provide materials, refreshments and gifts to attendees.

Peterborough City Council grant was received through the Evelyn Trust to fund workshops and counselling sessions.

New Philanthropy Capital grant was received through the Tackling Financial Hardship fund to provide counselling services, courses, to run a drop in service, to fund rent for the charity offices and to provide supermarket vouchers for those in extreme need when fleeing their home to a refuge.

# LIVING KEYS CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 14 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2023 are represented by:						
Tangible assets	865	865	865	907	-	907
Current assets/(liabilities)	11,686	12,397	24,083	14,600	22	14,622
	<u>12,551</u>	<u>12,397</u>	<u>24,948</u>	<u>15,507</u>	<u>22</u>	<u>15,529</u>

### 15 Related party transactions

There were no disclosable related party transactions during the year.