

Charity registration number 1194890

**LIVING KEYS CIO**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**



# LIVING KEYS CIO

## LEGAL AND ADMINISTRATIVE INFORMATION

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Trustees	A Jewitt	
	M Harper	
	R Blakemore	
	K Harper	
	S Crosby	
	A Bannister	
	S Jewitt	
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

## CONTENTS

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	Page
Chairman's statement	1 - 2
Trustees' report	3 - 8
Independent examiner's report	9
Statement of financial activities	10
Balance sheet	11
Notes to the financial statements	12 - 20

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# LIVING KEYS CIO

## TRUSTEES' INTRODUCTION

### FOR THE YEAR ENDED 31 MARCH 2024

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*"I suffered from abuse for over 10 years, groomed into prostitution, and was almost killed 3 times. I never had a voice at all. I was scared to speak out and was afraid to go to the police. Back then, Domestic abuse was frowned upon, I believed, from the police, I heard an officer one say "oh it's just a domestic". "Domestic abuse is on the rise and is still a huge problem in the UK and beyond. I left my abusive partners, by running away and becoming homeless. I hated life and didn't think I had anything to live for, tried suicide, that didn't work, but then 2 ladies came to my rescue in 1986. They helped and supported me and helped me to change and live a life for purpose. I am now a Christian, God rescued me and now I live for Him, rescuing others from abuse. Once upon a time, I never had a voice, now I am a voice for many, by the grace of God. My tragic life, now a testimony for others. **Linda Huskisson Founder of Living Keys.**"*

Living Keys officially became a CIO Charity in June 2021 and continue to work hard in making a difference in the lives of our beneficiaries in various ways. We continue to provide free courses for women who have been victim to domestic abuse/violence. These courses are delivered face to face and also on zoom where many live in isolation and unable to sign up for courses close to where they live.

We were very pleased to be invited to the first Domestic Abuse Conference, held for the first time in Peterborough and Living Keys were able to network with other agencies, known and once, unknown, and we now receive many of our referrals through IMPAKT housing, Social Subscribers, Rape Crisis, Mental Health Team, GP's, IDVA Team (Independent Domestic Violence Agency) Peterborough City Council, Social Services, Barnardo's and more.

We are now in our second year of having office space and as we have this space, we have been able to support clients more, with a Drop In Service which is held on Monday afternoon's and we can support with support letters, advocacy, setting up appointments to attend court with victim, supporting them with housing issues, debt, benefits, signposting to other agencies if we are unable to help, we can also refer to Carezone, a local charity that provides free furniture and bric-a-brac for those in need, and to the foodbank. We often get toiletries donated from Boots and these go out to ladies that have fled domestic abuse and to those in need, we also provide emotional support for many.

This year has been a challenging year and some changes needed to take place. Kelly Smith has now left Living Keys. She played a big part of Living Keys and will be sadly missed. She is now a mum and we wish her all the best in her new season of life.

Linda, our CEO had been diagnosed with breast cancer and went through chemotherapy, surgery and then radiotherapy. Although this was all going on, Linda decided that she wanted to continue to work as it gave her a focus on others instead of the cancer. Linda continued to deliver courses, face to face and zoom, she continued with Femi, to look for funding, kept up with the finance side of things. Linda sadly had to let Femi go as the funding was going down and Living Keys could no longer afford to keep Femi on.

We are pleased to announce that Linda is now cancer free and continues to work hard in the Community to support and bring awareness of domestic abuse.

Living Keys found it really difficult to find funding and it is times like this that you appreciate those who support on a regular basis, and to a funder, wishing to remain anonymous, who happily gave us £2,700 to cover 6 months' rent.

Linda called a meeting with the Trustee's due to the issues we were all facing regarding funding. Linda said that the money we have left in the bank needs to be spent on the courses and drop-in centre which Linda normally received a wage. Linda said that the money must be spent on the ladies, and therefore, stopped her salary and worked voluntarily, at least until funding could be found to sustain the work of Living Keys.

Cherished Support Group was set up 9 years ago when Linda was still employed with a local housing association and continues to meet with ladies, providing topics that encourage and uplifts others, creative arts and crafts and having guest speakers in – Linda continues to run this Group every Monday morning, offering lots of tea and coffee, biscuits, cake and lots of love.



# LIVING KEYS CIO

## TRUSTEES' INTRODUCTION

**FOR THE YEAR ENDED 31 MARCH 2024**

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Cherished 9<sup>th</sup> Birthday, celebrated with a Home baked and beautifully decorated cake.



Some Cherished Ladies – handmade Easter Cards



Cherished painting plates.

Living Keys now has 7 Volunteers who work tirelessly to make a difference in the lives of others.



Linda and some of her amazing volunteers

Living Keys continues to be subcontracted by Boston Women's Aid to facilitate the Freedom Programme and now also delivering Hope2Recovery Course in Refuge. In September 2023, we were approached by Enfield Women's Centre, asking if Living Keys could deliver the Freedom Programme on their behalf. So, we are now subcontracted by them also and deliver the course via Zoom.

The Trustee's are very proud of those who work tirelessly for the work of Living Keys. Linda has made great progress with other agencies who also work with Domestic Abuse and continue to meet on a regular basis to discuss what each agency is doing and what is also needed. Regular meetings are held with IDVA team, Women's Aid, Peterborough City Council, IMPAKT Housing, Rape Crisis and Police.

Although this has been a challenging year, Living Keys responded really well to the challenges and sacrificed salary to continue the work that Living Keys offers.

Linda continues to be very dedicated to the work of Living Keys. Linda is supposed to be coming to retirement age in 2025 but says that she plans to keep going until the Good Lord tells her otherwise.



**Sharon Crosby**

Trustee

Dated: 29/9/24

# LIVING KEYS CIO

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2024

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The trustees present their annual report and financial statements for the year ended 31 March 2024.

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 posting, providing a drop in service and workshops.
- Enabling people to move on from their past with a better well-being and new ways of thinking and behaving by providing Therapeutic interventions such as Cognitive behavioural therapy based courses such as The Adult Domestic Abuse Recovery Toolkit course, also counselling with a CBT Counsellor.
- Supporting people to value themselves by understanding abuse and their experiences and have pride in their progress and achievements – This is also done through providing free courses, such as the Freedom Programme, (Nationally Known) Hope2Recovery course.
- Creating Support Networks and a sense of belonging – Cherished support Group, Freedom Hub, Drop in service, Activities, Social media with private groups so our clients can stay in touch. Also Zoom meetings for those that live in rural areas.
- Empowering Survivors to achieve a sense of purpose and potential by volunteering.
- Poverty Relief – Providing referrals to foodbanks, CareZone, also providing toiletries and toiletry bags. – providing workshops around budgeting and debt and Living Keys SWAP SHOP. (Twice yearly).

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

Abused survivors face many difficulties when trying to rebuild their lives – going into refuge, moving to an area that they don't know, starting life again, finance, child support, feeling isolated and alone. Many abused survivors who have gone to refuge often have IDVA or Women's Aid (when case is current), when specialist support ends after the initial crisis, victims feel alone once again.

We are committed to supporting our 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 services and workshops. Also counselling when funding is available.

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.



## LIVING KEYS CIO

### TRUSTEES' REPORT (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2024

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##### Achievements and performance

This last year we have completed 5 Freedom Programmes – including online and face to face (not including Women's Aid) 11 week course, 2 Hope2Recovery, 6 week course, and 3 Adult Domestic Abuse Recovery toolkit. (12 week course). This included 3 x evening courses on zoom for those who work and unable to get time off to attend the course.

We also completed 3 Freedom Programmes for Boston Women's Aid, 2 Hope2Recovery in Refuge, and a further Freedom Programme course for Enfield Women's Centre who approached Living Keys to facilitate the course on zoom as they had struggled to get a course set up and running.

We are also continuing to meet at Cherished Support Group, a group that Linda formed 9 years ago, and still going strong. Here our ladies are welcomed, loved and accepted.

Here we continue to provide Arts and Crafts, workshops for women that affect their health, like our Menopause Workshop, which went down a treat and we have been asked if we can provide a further one in the future, which we are now looking into.

We carried out a further SWAP SHOP, as it came back after popular demand. This is an event where our clients can bring in clothing that is too big, too small, childrens, ladies and men's clothing and they can leave with a new wardrobe totally free of charge.



A few ladies from our SWAP Shop



Living Keys family day out at Ferry Meadows.



A few of our ladies from one of our courses.

Living Keys also attended "White Ribbon" day, remembering those who have been through abuse and those who have lost their lives to abuse, and to bring awareness that violence and abuse in a relationship is wrong. We met with other Agencies at the Town Hall and even met the Mayor who really showed an interest on the work that all Agencies did to support victims of abuse/violence.

As Linda, the founder of Living Keys had been poorly and not able to complete as many events as she would have liked to to raise funds, she continued to soldier on when she could with her faithful volunteers, and were able to attend a Christmas Fayre, a Spring Fare and also put on an Afternoon Tea event. We were able to raise much needed funds for Living Keys and everyone enjoyed their time together at each event.

Our Referrals come from various agencies such as IDVA team, DASS IMPAKT, mental health team Rape Crisis, Social Services, Local housing agencies, Peterborough City Council and clients can also self refer. We have assisted 192 people over the course of the year. Although we are happy that Living Keys is now established and known by Agencies, it is really sad to know that the statistics of abuse is still very high and continues to increase.

We continue to work with Boston Women's Adi (SOLDAS) and have also carried out a further 3 Freedom Programmes and 2 Hope2Recovery courses. Living Keys has established a great work relationship with Boston Women's Aid, and we will continue to do so. Linda is now invited to speak at the 2024 Lincolnshire Domestic Abuse Conference.

Enfield Women's Centre also approached Living Keys asking if we could deliver courses for them as they don't have anyone close by to be able to do this. Living Keys gave them a quote for the delivery of Freedom Programme and it was accepted and we will continue to support them until they can find another facilitator.



# LIVING KEYS CIO

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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### Voices of lived experience

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

#### Emma's Story – Volunteer

*"After a life time of abuse I found myself in yet another and was viciously assaulted, my home severely damaged and my young puppy was traumatised.*

*This time I involved the police and agreed to support from other services. I was deeply affected and I suffer with PTSD.*

*One of the services I was offered was the freedom programme by Living Keys, 3 months after the assault.*

*I went on to complete two freedom programmes and on the second I decided that Living Keys was my safe place, when there were very few and I wanted to give back.*

*I began volunteering which has helped not only other people but also myself in my recovery and a huge leap to getting back into work.*

*I have been able to bring my strengths to the charity, with my experiences both personally and during working life, which in turn has given me a chance to bring my pain to purpose.*

*Everyone at Living Keys are very passionate and work very hard to give as much as they can to their roles, full of joy and compassion to everyone they meet.*

*I truly believe that without Living Keys I would not be living the life I have now or quite possibly not here at all* **"- Living Keys Volunteer and previous client**

#### Story from a Service User:-

*"I came from Nigeria on a work permit with my 2 daughters and my abusive husband, hoping that moving to the UK would change him. I became a live in carer and my husband was responsible for taking care of the children. When I found out he was abusing my 13 year old daughter and beating her, I reported him to the police and we moved to my sister's so we can feel safe. I needed to get back into the workplace and contacted my employers who had advised me that I could continue to work with them as they are known throughout UK and have many offices. I moved to Peterborough as they had an office there but I didn't know what to do. I rented a 3 bedroom home, private landlord, with absolutely nothing in it other than a cooker and a fridge. Someone pointed me in the direction of Living Keys and I contacted them and spoke to Linda. I explained my situation and she was so kind and comforting. The next day she was at my door, with a referral form for the Care Zone, she took me there and I was delighted to get a 3 piece suite a double bed, and a table and chairs all for free along with brand new bedding. I still needed so much as we had come away empty handed, and Linda and Emma got on social media, got in touch with Cherished Ladies and contacted the Church that she attends. Before I knew it there were pots and pans, dinner plates, kettle, toaster, microwave, more bedding, a chair and more... it just kept coming.*

*I will always be grateful for Linda and Emma, as they were my Angels when I needed help. Words fail me, my gratitude is so big for them. They supported me to attend an appeal to get one of my daughter's in the school that was near our home, and this too was successful. God has blessed me with amazing friends who had welcomed us and prayed and supported us with everything. Thank you from the bottom of my heart."*

*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 are really pleased to say that the team has grown and we now have 5 volunteers. All of them with lived experience of domestic abuse/violence and all of them dedicated in their roles of volunteer, making a difference to the lives of those coming through our doors. Linda, our founder says "This is what Living Keys is all about, dedication, commitment in making a difference. Volunteers have become family. They are truly amazing – seeing others grow in confidence and finally feeling satisfied with their new lives is awesome beyond words."*

# LIVING KEYS CIO

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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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:

- 100% of beneficiaries were made to feel welcome when first reaching out to Living Keys.
- 98% of beneficiaries state that Living keys partially or fully met their needs.
- 100% of beneficiaries said it was really helpful to meet others facing similar challenges, as they previously thought they were alone in this.
- 99% of beneficiaries said it was helpful to meet with others facing similar experiences.

Some of the feedback comments we have received over this last year highlights the positive impact we have.

*"I was very sceptical when I first walked in the doors of Living Keys. I think everyone felt the same on the day we arrived for the Freedom Programme. The first session was an introduction to the course and the facilitators of the course, and getting to know each other. We were offered a drink on arrival and biscuits and we got our books and my heart was pounding, thinking what are you doing here? Linda has such a gentle spirit and voice, and I couldn't believe it when she had shared that she had also been through abuse and her passion is to see others set free and live an abuse free life. Her passion shone through and the following week I had no hang ups about attending the course, I felt safe, I felt heard, I felt accepted. I will be forever grateful to Linda and her team at Living Keys." (Freedom Programme)*

*"I have been away from the abuse for almost 5 years, and I still got triggered and still felt nervous about going out and being "a normal human being". I attended the Drop In Service and met Living Keys volunteers who made me feel so welcome, I completed the forms I needed to fill in and then I met Linda. What a WOMAN! What can I say about her..... a breathe of fresh air, all I can say she genuinely cares, she is the real deal. I was invited onto the Domestic Abuse Recovery Toolkit and it was the best thing I every did. I never knew there were so many women and children going through abuse, it really has changed my way of thinking. I am no longer a "can't do" woman to a "I can do this" woman. I have been so hard on myself, blaming myself for everything that went wrong.... How wrong was I? I needed to forgive myself and forgive the person who harmed me, so I could move on and live an abuse free life."Forever grateful" !! (Domestic abuse Recovery Toolkit)*

*"I knew I was in an abusive relationship, and I left many times and went to refuge, but I always ended going back after listening to his promises and lies. Believing that he would change. I did a Hope2Recovery course in Refuge, and the course really helped me to understand that I had been coercively controlled and that he will never change. I will be leaving refuge very soon and moving to Peterborough. I was so surprised when Linda advised that she lived in Peterborough and that I could access further services. I was thrilled to bits, and my support worker at Boston Women's Aid, said you are in good hands with Linda, she will make sure you are ok. I moved to Peterborough, I accessed the support with the Drop In Service that Living Keys provides and was given a referral to a place called the CareZone, who gave me furniture for my home free of charge. I also got a couple of foodbank referrals whilst waiting for benefits to be put in place. I was really looked after, and now I pop in every now and again, to see if they need any help, as I am once again, working. (after 5 years of being stuck at home). I have my life back. Thank you to all at living keys for all that you have done."*



# LIVING KEYS CIO

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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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 every Monday afternoon, as this has become an invaluable to those who attend. In the last year our drop in service has provided support to 76 ladies. The support included housing issues, seeking work by using our internet café in the drop in service, budgeting, emotional support, referrals to carezone and foodbanks. Benefit form filling, support at meetings or courts.
- Living Keys wish to bring joy to families that have been affected by domestic abuse and we did a day trip to Ferry Meadows, where families could have a picnic, kids can play in the park, feed the ducks and go on the pedaloes on the lake. It was great fun. We would like to do something again next year.
- We also plan to do some awareness events next year for "White Ribbon Day".
- We also plan to celebrate our 3<sup>rd</sup> Birthday as a Charity and invite other Agencies, so we can network and work together.
- We also plan an evening of entertainment to raise funds for Living Keys.

#### Financial review

The charity has recorded a deficit of £16,812 in the year. Funds at the year end consist of £4,240 restricted and £3,896 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.

This year we have really struggled with funding, this is partly because Linda, the Founder of Living Keys, had been struck with breast cancer at the early part of last year, and had to go through chemotherapy, surgery, and radiotherapy. Although Linda has struggled with her health over the last year, she continues to strive to support others.

At the beginning of January Linda decided that the courses that Living Keys provides would be done free, and no salary from any funding as she wanted to make sure that the little that we had in funds would be spent on those who needed the services. A meeting was called and although Trustees' were concerned about this, as well as Linda's health, Linda convinced us to let her continue the courses, without a wage until such a time when the finances have improved then can look at a salary once again.

We are now pleased that Linda is back full time at work, and funding grants have been put in and accepted and 2024-2025 is a lot healthier than this last 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 Crosby

A Bannister

L Smyth

S Jewitt

(Resigned 30 June 2023)



## LIVING KEYS CIO

### TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2024**

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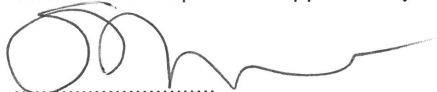
L Smyth – worked until the end of June last year, and sadly had to resign due to health issues and personal issues arising. L Smyth has advised that she would like to return when she is in a better position.

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 Manager and other staff to bring them up to speed with Living Keys work and on going 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 responsibilities of being a trustee.

Day to day operations of the charity are managed by CEO Linda Huskisson (and founder). Linda now works with 5 volunteers to help her with day to day running of Living Keys.

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.

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



S Crosby

Trustee

Date: 29/01/24

# 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 2024.

### 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

Price Bailey LLP  
36 Tyndall Court  
Commerce Road  
Lynchwood  
Peterborough  
PE2 6LR

Dated: 7/10/24

# LIVING KEYS CIO

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2024**

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	3,097	2,700	5,797	19,095	14,830	33,925
Charitable activities	4	4,524	-	4,524	3,864	-	3,864
Investments	5	8	-	8	14	-	14
<b>Total income</b>		<u>7,629</u>	<u>2,700</u>	<u>10,329</u>	<u>22,973</u>	<u>14,830</u>	<u>37,803</u>
<b>Expenditure on:</b>							
Charitable activities	6	<u>16,284</u>	<u>10,857</u>	<u>27,141</u>	<u>25,951</u>	<u>2,433</u>	<u>28,384</u>
Gross transfers between funds		-	-	-	22	(22)	-
<b>Net (expenditure)/income for the year/</b>							
<b>Net movement in funds</b>		(8,655)	(8,157)	(16,812)	(2,956)	12,375	9,419
Fund balances at 1 April 2023		<u>12,551</u>	<u>12,397</u>	<u>24,948</u>	<u>15,507</u>	<u>22</u>	<u>15,529</u>
<b>Fund balances at 31 March 2024</b>		<u><u>3,896</u></u>	<u><u>4,240</u></u>	<u><u>8,136</u></u>	<u><u>12,551</u></u>	<u><u>12,397</u></u>	<u><u>24,948</u></u>

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

All income and expenditure derive from continuing activities.



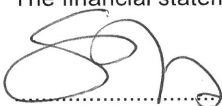
# LIVING KEYS CIO

## BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
<b>Fixed assets</b>					
Tangible assets	11		648		865
<b>Current assets</b>					
Debtors	12	2,548		2,522	
Cash at bank and in hand		5,896		21,941	
		<u>8,444</u>		<u>24,463</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>(956)</u>		<u>(380)</u>	
Net current assets			7,488		24,083
<b>Total assets less current liabilities</b>			<u>8,136</u>		<u>24,948</u>
<b>Income funds</b>					
Restricted funds	14		4,240		12,397
Unrestricted funds			3,896		12,551
			<u>8,136</u>		<u>24,948</u>

The financial statements were approved by the Trustees on 29.19.2024.



S Crosby  
Trustee

# LIVING KEYS CIO

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2024

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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 2024

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### 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 2024

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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 2024

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024 £	2024 £	2024 £	2023 £	2023 £	2023 £
Donations and gifts	3,097	2,700	5,797	6,492	-	6,492
Grants	-	-	-	12,603	14,830	27,433
	3,097	2,700	5,797	19,095	14,830	33,925
<b>Grants receivable for core activities</b>						
Peterborough City Council finance for courses	-	-	-	250	-	250
Postcode Lottery	-	-	-	12,353	-	12,353
Arnold Clarke	-	-	-	-	750	750
Peterborough City Council	-	-	-	-	3,630	3,630
New Philanthropy Capital	-	-	-	-	10,450	10,450
	-	-	-	12,603	14,830	27,433

## LIVING KEYS CIO

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 4 Charitable activities

	2024 £	2023 £
Course fees and book sales	4,524	3,864

#### 5 Investments

	Unrestricted funds	Unrestricted funds
	2024 £	2023 £
Interest receivable	8	14

#### 6 Charitable activities

	2024 £	2023 £
Staff costs	10,280	18,070
Depreciation and impairment	217	291
Course materials	1,595	1,689
Travelling expenses	702	27
Staff training	10	385
	12,804	20,462
Share of support costs (see note 7)	8,360	5,317
Share of governance costs (see note 7)	5,977	2,605
	27,141	28,384
<b>Analysis by fund</b>		
Unrestricted funds	16,284	25,951
Restricted funds	10,857	2,433
	27,141	28,384

# LIVING KEYS CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 7 Support costs

	Support costs	Governance costs	2024	Support costs	Governance costs	2023
	£	£	£	£	£	£
Printing, postage and stationery	543	-	543	477	-	477
Computer running costs	1,198	-	1,198	620	-	620
Rent	5,400	-	5,400	3,150	-	3,150
Insurance	448	-	448	333	-	333
Bank charges	10	-	10	2	-	2
Sundry expenses	761	-	761	735	-	735
Independent examiner fees	-	1,464	1,464	-	582	582
Legal and professional	-	2,013	2,013	-	2,023	2,023
Fundraising expenses	-	2,500	2,500	-	-	-
	<u>8,360</u>	<u>5,977</u>	<u>14,337</u>	<u>5,317</u>	<u>2,605</u>	<u>7,922</u>
Analysed between Charitable activities	<u>8,360</u>	<u>5,977</u>	<u>14,337</u>	<u>5,317</u>	<u>2,605</u>	<u>7,922</u>

Governance costs includes payments to the independent examiners of £1,464 (2023: £582) for independent examination fees.

### 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:

	2024 Number	2023 Number
	<u>2</u>	<u>3</u>
Employment costs	2024 £	2023 £
Wages and salaries	<u>10,280</u>	<u>18,070</u>

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.



## LIVING KEYS CIO

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

#### 11 Tangible fixed assets

	Computers £
<b>Cost</b>	
At 1 April 2023	1,311
At 31 March 2024	1,311
<b>Depreciation and impairment</b>	
At 1 April 2023	446
Depreciation charged in the year	217
At 31 March 2024	663
<b>Carrying amount</b>	
At 31 March 2024	648
At 31 March 2023	865

#### 12 Debtors

	2024 £	2023 £
<b>Amounts falling due within one year:</b>		
Other debtors	43	161
Prepayments and accrued income	2,505	2,361
	2,548	2,522

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

	2024 £	2023 £
Accruals and deferred income	956	380

# LIVING KEYS CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 14 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:

	Balance at 1 April 2022 £	Movement in funds			Transfers £	Balance at 1 April 2023 £	Movement in funds			Balance at 31 March 2024 £
		Incoming resources £	Resources expended £				Incoming resources £	Resources expended £		
Howard Trust	22	-	-		(22)	-	2,700	(450)		2,250
Arnold Clarke	-	750	(135)		-	615	-	(192)		423
Peterborough City Council - Evelyn Trust	-	3,630	(1,848)		-	1,782	-	(1,175)		607
New Philanthropy Capital - Tackling Financial Hardship	-	10,450	(450)		-	10,000	-	(9,040)		960
	22	14,830	(2,433)		(22)	12,397	2,700	(10,857)		4,240

The Howard Trust donation was received to fund the rent for the charity offices.

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 2024

#### 15 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Fund balances at 31 March 2024 are represented by:						
Tangible assets	648	-	648	865	-	865
Current assets/(liabilities)	3,248	4,240	7,488	11,686	12,397	24,083
	<u>3,896</u>	<u>4,240</u>	<u>8,136</u>	<u>12,551</u>	<u>12,397</u>	<u>24,948</u>

#### 16 Related party transactions

There were no disclosable related party transactions during the year.



