

KENTRELIEF
CHARITY ACCOUNTS
FOR THE PERIOD ENDED 31 MARCH 2024

KENTRELIEF

REFERENCE AND ADMINISTRATIVE INFORMATION

Trustees

The trustees during the period ended 31 March 2024 were as follows:

Matthew Bowden	appointed 25 January 2023
Mary Catherine Prebble	appointed 25 January 2023
Iryna Kuzmych	appointed 1 February 2024
Simon Greenwood	appointed 1 February 2024

Principal Address

TN2 Community Centre
Lakeside (off Greggs Wood Road)
Tunbridge Wells
Kent
TN2 3LZ

Independent Examiner

Bells Accountants, 10a High Street, Chislehurst, Kent, BR7 5AN

Charity Number

1204501

KENTRELIEF

REPORT OF THE TRUSTEES

Name and Status

The name of the charity is KentRelief and this is the name under which it operates. The charity was constituted as a charitable incorporated organisation on 29th August 2023 under registration number 1204501.

Address

The charity's registered address is KentRelief, TN2 Community Centre, Lakeside (off Greggs Wood Road), Tunbridge Wells, Kent, TN2 3LZ. Its operational address is KentRelief, TN2 Community Centre, Lakeside (off Greggs Wood Road), Tunbridge Wells, Kent, TN2 3LZ.

Trustees

Throughout the year the trustees were: Matthew Bowden (appointed 25th January 2023), Mary Catherine Prebble (appointed 25th January 2023), Iryna Kuzmych (appointed 1st February 2024), Simon Greenwood (appointed 1st February 2024).

Structure, governance and management

- Governing Document: The charity is governed by its constitution.
- Appointment of Trustees: Trustees are appointed in accordance with the governing document. Appointment of Trustees is done by internal recruitment, with the requirement that potential Trustees shall have at least 6 months volunteering experience with KentRelief to satisfy relevant knowledge and experience criteria for becoming a Trustee for KentRelief. All existing Trustees need to agree on an appointment and all relevant documents are sent to the potential Trustee prior to the appointment.
- Management Structure: The trustees are responsible for the overall management and decision-making of the charity, supported by the CEO who is currently the only staff member, and the Chief Operating Officer.

Objectives and activities

- Charitable Objectives: The charity's objectives, as set out in its governing document, are:
 - For the public benefit, the relief of financial need and suffering of people who have been displaced by, or are victims of, armed conflict or other humanitarian disaster and the ensuing humanitarian crisis, with a current focus on those affected by the Ukraine war.
 - For those living Kent or adjoining counties or for those living in those places affected by armed conflict or other humanitarian disaster by providing, or assisting in the provision of, items, goods and services for those in need.
- Activities Undertaken: During the year, the charity has undertaken the following activities to achieve its objectives:
 - Activity 1, sending humanitarian aid to beneficiaries in Ukraine working with and through local and international partners.
 - Activity 2, provision of local support to Ukrainian refugees in the Tunbridge Wells area including help with moving house, provision of household goods such as furniture and other household equipment, provision of clothing, liaising with Tunbridge Wells Homes for Ukraine scheme to help Ukrainian refugees settle in the Tunbridge Wells area.
- Public Benefit Statement: The trustees are aware of their public benefit obligations and are satisfied that they have complied throughout the reporting period with the guidance published by the Charity Commission.

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REPORT OF THE TRUSTEES (cont'd)

Achievements and performance

- Key Achievements:
 - Achievement 1: 13,455 kg of humanitarian aid delivered in February 2024 to 10 beneficiaries in Ukraine including to the charities, Path to Home Odesa, From Dreams to Reality Brovary, Aqua Venti Boryspil, Humane World Konotop, and community organisations supporting hospitals and civilians in Kremenchuk, Bakhmut refugees in Cherkasy and an orphanage in Lviv. It is worth noting that a month prior to this reporting period (29th July 2023) we also sent 9,712 kg of aid to Ukraine with our lorry loading day featured on BBC South East News including interviews with local Ukrainians who turned up to help on the day, and follow up footage of our aid arriving in Ukraine. Our February 2024 aid to Ukraine again featured on the BBC South East News.
 - Achievement 2: Successful field trip to Ukraine in September 2023 to meet and verify beneficiaries and partners and sign partnership agreements with Ukraine partners.
 - Achievement 3: Over 100 local Ukrainians in the Kent area supported with provision of household goods, clothing and household moves.
 - Achievement 4: successful negotiation for rates only charity shop at the Royal Victoria Place shopping mall in Tunbridge Wells, with the charity shop launching in November 23.
- Challenges Faced:
 - Challenge 1, Our main operational challenge during this period was being informed by Tunbridge Wells Borough Council that our free use of our operational hub at the TN2 Centre would cease with the suggested new rental fee being above our budget. However after meeting with the Council our free lease was renewed for another year.
 - Challenge 2: The blockade by Polish farmers of the Ukrainian border during November 23, December 23, January 24 and February 24 prevented us from delivering aid in December 23, however this was finally resolved end February 24 and we were able to send our delayed truck of humanitarian aid to Ukraine. This did however result in only one aid delivery during this period when two deliveries had been planned (one in December 23 and the other for March 24)
 - Challenge 3: sourcing a reliable haulier – our previous arrangement was reliant on the haulier delivering our aid to Ukraine on an empty return journey following their commercial deliveries to UK, however the scheduled dates would often end up being postponed due to delays in the delivery of their commercial loads. However following some in-depth research we were able to source a reliable UK haulier for our aid deliveries, resulting in a well planned February loading and departing date with no concerns about last minute postponements.

Financial matters

KentRelief's income for the financial period was £35,304 and its expenditure was £33,740.

Income was derived from a combination of income from our charitable activities (£31,941), and donations from individuals (£3,763).

The main area of expenditure was carrying out the charitable objects of the company of which the largest part was spent on wages (£8,938). Running costs of £24,207 and governance costs of £595 made up the remainder of expenditure.

At the end of the year there was £184 of restricted expenditure.

- Reserves policy: The charity's policy is to maintain unrestricted reserves at a level of £10,000, which ensures financial stability and supports planned activities. At year-end, unrestricted reserves stood at £12,538.

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REPORT OF THE TRUSTEES (cont'd)

Staffing

The charity employs 1 staff member, the CEO. However in this financial period it also paid Trustee 'Payment of Services' to the Chairperson in his dual role as Chief Operating Officer given the key skills and experience he brought to the role. This was for a period of four months to help the CEO drive forward the early development of the charity. The role remains filled by the Chairperson but now on a voluntary, advisory basis. During the period, their efforts enabled the CEO to focus on delivering projects such as negotiating successfully with the TWBC to secure a rates only charity shop and to finalise policy documents and other governance. The Chief Operating Officer provided the necessary logistical and operational services needed to send humanitarian aid to Ukraine including preparing and sorting donations, coordinating collections and deliveries, developing key partnerships in Ukraine and the UK for sending out the humanitarian aid, coordinating with TWBC to assist local Ukrainians with moves in the Kent area and managing social media. We are also supported by a dedicated team of 20 volunteers, who collectively contributed over 1,000 hours of service.

The charity is managed by a senior leadership team led by the Chief Executive, who reports to the Trustees. The CEO provides regular operational and financial updates to the trustees, and staff appraisals and training opportunities are regularly reviewed to ensure effective delivery of the Charity's objectives.

Plans for 2024/25

The trustees plan to 'continue to grow the charity through increased fundraising opportunities as well as through increasing its volunteer base. A second charity shop is also planned.

Key goals for the next year include:

- Goal 1: look for opportunities to secure a second, rates only charity shop
- Goal 2: Increase our volunteer base
- Goal 3: secure enough funding so that we can:
 - send three aid trucks to Ukraine,
 - employ a second staff member,

Since this reporting period it is worth noting that we are already in negotiations about the possibility of securing a second, rates only charity shop. In June of this year we also undertook a second field trip to Ukraine to explore a potential partnership with the Swedish organisation Operation Change and secure use of their Dnipro warehouse as well as to verify partners and beneficiaries in Odesa, and sign a partnership agreement with our new partner in Kremenchuk. We also sent another two lorries of humanitarian aid to Ukraine, one on 17th August consisting of 14,457kg of humanitarian aid, and another on 14th December 2024 consisting of 14,824 kg of humanitarian aid. In August 2024 we also held a successful fundraiser and celebration of Ukrainian Independence Day.

Please note, it is also worth noting the appointment of Patricia Sandra Lambert as a trustee on 28th August 2024.

Trustees' Responsibilities

The trustees are responsible for ensuring that:

- Proper accounting records are kept.
- Financial statements are prepared in accordance with the applicable law and regulations.
- The charity complies with its legal and regulatory requirements.

This report was approved by the trustees on 7th January 2025 and signed on their behalf by:

Matthew Bowden
Chair, Board of Trustees

Date: 7th January 2025

Independent Examiner's Report to the Trustees of KENTRELIEF

I report on the accounts for the year ended 31 March 2024, which are set out on pages 6 to 8.

Respective responsibilities of the trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act):
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act): and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosure in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention.

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section s130 of the 2011 Act: and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
- have not been met; or.
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Bells Accountants
10a High Street
Chislehurst
Kent
BR7 5AN

13th January 2025

KENTRELIEF

RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD ENDED 31 MARCH 2024

	Unrestricted Funds	Restricted Funds	Total Funds 2024
	£	£	£
Receipts			
Turnover	31,041	500	31,541
Sponsorship	-	-	-
Grants	-	-	-
Gift Aid	-	-	-
Donations	<u>3,763</u>	<u>-</u>	<u>3,763</u>
Total receipts	<u>34,804</u>	<u>500</u>	<u>35,304</u>
Payments			
Charitable expenditure			
<i>Direct charitable expenditure</i>	4,520	-	4,520
<i>Support costs</i>			
<i>Administration:</i>			
Staff costs	19,338	-	19,338
Running costs	<u>8,971</u>	<u>316</u>	<u>9,287</u>
	<u>32,829</u>	<u>316</u>	<u>33,145</u>
<i>Governance costs:</i>			
Accountancy fees	<u>595</u>	<u>-</u>	<u>595</u>
Total payments	<u>33,424</u>	<u>316</u>	<u>33,740</u>
Net receipts/(payments)	<u>1,380</u>	<u>184</u>	<u>1,564</u>
Net assets b/f	<u>11,158</u>	<u>-</u>	<u>11,158</u>
Net assets c/f	<u>12,538</u>	<u>184</u>	<u>12,722</u>

KENTRELIEF

STATEMENTS OF ASSETS AND LIABILITIES AS AT 31 MARCH 2024

	2024 £
Cash funds	
Bank current account	16,450
	<u> </u>
Assets retained for own use	
Accounts receivable	-
	<u> </u>
Liabilities	
Creditors	<u>3,728</u>
	<u>12,722</u>

We approve the accounts on pages 6 to 7 and confirm that we have made available all relevant records and information for their compilation.

Signed on behalf of the trustees

Matthew Bowden
Chair, Board of Trustees

Date: 17 December 24

KENTRELIEF

NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

1 Trustees transactions

During the period, payments were made to trustees for their services provided to the charity. These payments were made in accordance with the charity's governing document or with explicit permission from the Charity Commission where required. The following payments were made to trustees during the year:

- Matthew Bowden – Chief Operating Officer services - £2,600

All payments made to trustees were properly authorised and documented. No other trustees received any remuneration for their role as trustees.