

Report of the Directors and
Unaudited Financial Statements for the Year Ended 31 December 2018
For
KINGSLEY ORGANISATION LTD

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KINGSLEY ORGANISATION LTD
THE TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018

The Trustees, who are also Directors of the Charity for the purposes of the Companies Act 1985, present their report with the Financial Statements of the Charity for the year ended 31 December 2018. The Trustees have adopted the provisions of 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 (FRS102) (effective 1 January 2015)

Reference and administrative details

CHAIR: S.Dent (Appointed 1 January 2018)

VICE CHAIR: J.Leslie-Smith (Resigned as Chair and Appointed Vice Chair 1 January 2018)

TRUSTEES: T. Blake
G. Richards
K. Tucker
S. Woods

REGISTERED OFFICE AND PRINCIPAL OFFICE: Kingsley Centre
Forge Road
Kingsley
Bordon
Hants
GU35 9ND

REGISTERED COMPANY NUMBER: 2160510 (England and Wales)

REGISTERED CHARITY NUMBER: 297648

INDEPENDENT EXAMINER: B20 Ltd
Chartered Certified Accountants
Charwell House
Wilsom Road
Alton, GU34 2PP

BANKERS: Cooperative Bank
PO BOX 250
Delf House
Southway
Skelmersdale
WN8 6WT

Santander
Bootle
Merseyside
L30 4GB

Natwest Bank
Alton Branch
38 High Street
Alton
GU34 1BF

CHIEF EXECUTIVE:

H. Dayson

TRADING SUBSIDIARY:

Kingsley Organisation Enterprises CIC
Company Number: 07576007 (England and Wales)
Registered Office and Principal Office:
Kingsley Centre, Forge Road, Kingsley, Bordon, GU35 9ND

Message from the Chair

In 2018 I was honoured to be asked to become Chair of Trustees.

I have been associated with Kingsley for over 20 years, having worked in all three of our sites. I supported the then Chief Executive to set up both Reading and Camden, which both continue to flourish alongside Kingsley Centre.

Following our thirtieth anniversary celebrations, 2018 was a particularly challenging year. Fundraising becoming a priority for the Organisation, to keep services running to the standard we have come to expect from our very experienced staff team. I am pleased to say, that despite these difficult times, our services have continued to provide much needed support to many disabled people, including our participants, volunteers and supported volunteers.

I would like to thank all of our staff, volunteers, and supported volunteers, for their continuing efforts to provide such wonderful services and opportunities for the community.

I am proud to be part of such a committed group of people who give a great deal during their working day to support our participants to achieve their goals. Everyone is valued for their contribution. We should all be proud about what we do and shout about what makes us special and unique.



Stefani Dent
Chair of Trustees

24th June 2019.

Structure, Governance and Management

The Organisation is a registered charity and a company limited by the guarantee of the members, first incorporated in 1987. It is governed by its Articles of Association as filed at Companies House in August 2012.

The Trustees have the power to appoint new Trustees. Prospective Trustees are given papers, which include guidance on trusteeship, the governing document, the annual accounts and reports and other documents describing the activities of the Charity. They are invited to attend at least three Board meetings as observers before joining. Prospective Trustees are interviewed and the Organisation undertakes verification checks, which include a DBS Enhanced Disclosure and Trustees declaring that they are eligible under Charity Commission guidelines and can pass the HMRC fit and proper persons test.

The Trustees meet as required, normally every month, to discuss matters of strategy and policy. Day to day management of the Organisation is delegated to the Chief Executive.

The Charity set up a trading subsidiary, Kingsley Organisation Enterprises CIC, in March 2011 to run the Village Shop based at Kingsley Centre. It was first set up as a Company Limited by Shares, but this was converted into a Community Interest Company Limited by Shares in April 2012. Kingsley Organisation is its sole shareholder and is donated all surplus profit.

We also have an Advisory Board. This is made up of stakeholders including representatives for participants, parents and carers, volunteers, Trustees, staff and community users. It reports to the Board of Trustees and the Senior Managers and has responsibility for overseeing and reviewing disability operations, service development, quality standards, monitoring and evaluation, and safeguarding.

Our public benefit statement

The Trustees comply with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant. This includes when making decisions and planning the activities of the Organisation.

There are identifiable benefits to the public in all our activities for both disabled people and the wider community. These are reported on throughout our Annual Report.

Our aims and objectives

Our Mission Statement

The Kingsley Organisation supports disabled people in the pursuit of their ambitions by valuing each person as an individual and enabling opportunity and choice

The Kingsley Organisation is a charity, established in 1987, with the aim of supporting disabled adults to fulfil their potential. We recognise the importance of independence, choice and control and for over 30 years have been developing therapeutic and person centred approaches that underpin a range of innovative support, training and personal development programmes.

Valuing individual uniqueness and diversity, we base our programmes in community settings with the aim of promoting inclusion, challenging stereotypes and breaking down barriers.

The Organisation's registered office, the Kingsley Centre is an established community venue. The Centre has a village shop, Post Office, café, and a variety of activities delivered with the involvement of our disabled participants and volunteers.

We provide the majority of our programmes for disabled people at the Kingsley Centre, located in the village of Kingsley, in North East Hampshire. We also provide support for disabled people in Camden, in Reading and West Berkshire.

Purposes of the Charity

The purposes of the charity as set out in its Objects contained in the Companies Articles of Association are

'to advance the education of disabled people by the establishment of Centres at which they may learn, or otherwise to provide opportunities for their personal development both individually and through the provision of service to the community and in which to provide training to enable disabled people to live in so far as possible an independent life'

The Organisation has a Strategic Plan in place to ensure the long term delivery of our charitable purposes. The Strategy is achieved through our Business Plan, which is written annually and reviewed regularly by the Trustees. The Business Plan sets out the objectives for the year and the activities the Organisation will undertake to achieve them. We summarise our main objectives for 2018 and measure our achievement and performance against them later on in this report.

Our activities

The Organisation's activities are designed in detail to attain our charitable purposes and are reviewed annually. These activities include, Chainreaction, Chainreaction Above Ground, Supported Volunteering Programme, Independent Living Project, Shine and Friends Forever social and leisure groups, Parents and Carers Support, and provision of a village shop, Post Office, café and community activities at Kingsley Centre.

Chainreaction provides disabled people the opportunity to explore their own personal development, increasing confidence and independence. Participants are encouraged to explore their experiences, their hopes and fears and their aspirations for the future.

Participants access a therapeutic group, one to one mentoring, peer support and a programme of both practical and therapeutic activities. There are opportunities to develop independent living skills and support to improve health and wellbeing.

Chainreaction is held in community based venues and we work in small groups and staffing levels are high so that each participant can be supported as appropriate. We are currently operating in Camden and Reading three days a week and at the Kingsley Centre in Hampshire five days a week.

Volunteers make up an important part of the team, both supporting participants and undertaking administration tasks. We also provide work experience for students from nearby schools and colleges. We have provided placements for university social work students.

Chainreaction Above Ground was originally created in response to the changing needs of participants in Camden, who wanted to maintain their friendships and get advice, guidance and emotional support from staff, but did not necessarily need the same level of support or staffing levels provided by Chainreaction.

It is currently operating in Camden one day a week.

The **Supported Volunteering Programme** provides a 'world of work experience' for disabled people wanted to build their self-confidence and employability skills.

The programme enables disabled people to take up a variety of volunteering roles at the Kingsley Centre including in our village shop, café, Post Office, reception desk, administration, housekeeping, gardening, maintenance and supporting people in our Chainreaction service. We also support volunteers to take up roles within our Reading and Camden based Chainreaction services.

Volunteers have a bespoke learning development plan and access to one to one mentoring and can be supported to move into external work experience and eventually paid employment.

Often similar services are time limited, however we recognise that disabled people learn and acquire skills at different paces and in different ways and our Programme allows people space to develop.

Over the last three years we have been developing partnerships with external businesses and organisations. We hope to increase the opportunities available for our volunteers and create more meaningful pathways to employment.

The **Independent Living Project** offers disabled people the opportunity to try out living on their own, define their own support needs and discover their own preferences for living.

We offer a short-term stay in our purpose built fully accessible two bedroom ground floor flat.

We provide tenancy support, advice and life skills development either as part of a stay in our flat or longer term to people living in their own home.

Friends Forever and Shine Independent are both leisure services for disabled people at Kingsley Centre

Friends Forever was set up to meet the leisure expectations of a group of disabled people who wanted to have the opportunity to make and maintain friendships and widen their horizons. Shine runs one Saturday a month and was named and led by a group of disabled people who wanted to socialise and have fun.

Kingsley and its surrounding area is largely rural with poor transport links, leading many disabled people to be socially isolated. Both sessions provide opportunities for individuals to be socially active, through maintaining and making new friendships and accessing local leisure facilities.

To ensure the groups are accessible to those on very low incomes we fundraise to cover the main costs and then only charge a minimal sessional fee.

The programme has also provided volunteering opportunities for young people taking part in the Duke of Edinburgh Award Scheme and for other volunteers wishing to help with driving or share their skills.

Activities includes days trips to the seaside, local towns and attractions, visits to museums, local fairs and festivals, theatre trips, restaurant and pubs, themed evenings with food and crafts, discos, games and skittles evenings, arts and crafts, access to the computers and internet, time to chat over a cup of tea, share experiences and make friendships.

Parent and Carers Support Group. The inspiration for the Kingsley Centre was that of a parent carer who wanted more for her disabled daughter and who did not recognise the meaning of 'impossible'.

Therefore we have always acknowledged the role of parent carer and the benefits to both themselves and to the disabled person they support, if they can access advice and guidance.

The group meets at the Kingsley Centre every 6 weeks. It is an opportunity to meet other parent carers, share experiences and learn from each other. Sometimes speakers are invited to talk on a subject identified by group members. Members of the group receive support to challenge areas of Health and Social Care which are causing concern.

The group is open to any parent carer in the local area who feels they would benefit from meeting others in a similar situation and who are looking for support and information.

The **Kingsley Centre** is where we were first established ourselves in 1987 as a unique place offering personal development for disabled people, alongside community development for the local people, in an inclusive and enabling environment.

As well as the base for the majority of our activities for disabled people, the Kingsley Centre is an established community venue. The Centre has a village shop, Post Office, café, and a variety of activities delivered with the involvement of our disabled participants and volunteers.

Activities based at the Centre include a community lunch, a village coffee morning, workshops covering cooking, gardening, recycling and sustainability, arts and crafts and IT. Kingsley Centre is also a LINC (Local Information Networking Community) Information Point and Café, a Hampshire County Council Community Access Point and a Tourist Information Point.

Volunteering

Volunteers bring much added value to the Organisation and without them we would not be able to provide the services that we do. Volunteering also offers personal development opportunities that help us meet our charitable Objects.

Volunteers work in all areas of our Organisation, including our services for disabled people, café, Post Office, shop, gardening, room hire and catering, housekeeping, maintenance, administration, reception work, finance, IT, fundraising and governance.

We also have students from nearby schools and colleges gaining work experience in a variety of roles.

Our Supported Volunteering Programme offers people any additional personal support required for them to access volunteering and continues to offer opportunities for skill acquisition and work experience.

At the end of 2018, with nearly 50 volunteers, including Trustees, working across the Organisation, we have estimated that they are the equivalent of 6 full time members of staff. To employ 6 full time members of staff, at the 2018/19 national living wage, would cost us £85504 in gross pay alone. This begins to show the added value volunteers bring to our Organisation.

Staffing

We had 31 members of staff in total during 2018 6 were full-time and 25 were part-time, 2 of which were casual workers.

Taking into account those who left and joined us part way through the year and the different hours people work, we had a full time equivalent of 13.76 members of staff during 2018.

In addition to our own casual workers, we did use agency support workers in all three of our Chainreaction services. All our agency workers are fully vetted and receive training from both ourselves and the agency. To help ensure continuity of staffing we request the same agency worker where ever possible and we have a small pool of agency workers who we use occasionally to provide support work.

Our main objectives in 2018 and what we achieved

Our main objective in 2018 was to continue to offer opportunities for disabled people through our existing services in the North East Hampshire, Camden, Reading and West Berkshire areas. Also to continue to provide services to the local and wider community at the Kingsley Centre.

At all three of our Chainreactions, participants have continued to identify and achieve their goals and work towards more independence, choice and control. Our model allows for activities to vary according to individual need and group preferences, but in 2018 they included:

therapeutic group – one to one counselling - meal planning and preparation - money skills training and budgeting - travel training - taking part in activities including arts and crafts, gardening, dance and fitness workshops, cooking and baking - literacy and numeracy skills training - accessing volunteering opportunities - managing health conditions - accessing health services - tenancy support - accessing the internet and using a computer - day trips – accessing leisure centres and libraries - visiting local restaurants and coffee shops - using sensory equipment – emotional support and counselling - managing family issues and relationships - support with social care and benefits assessments - goal planning - moving on

We asked our Participants what they would like to highlight about 2018 and these are some of the things they said.

At Kingsley Centre they supported a participant with their bucket list. They enjoyed trips to Mercedes Benz World, Winter Wonderland, Hayling Island, Castle Comb Race Track, Chessington World of Adventures, Monkey World. They took part in exercise classes every Monday and singing on Community Lunch days. They were proud of the 30th Anniversary Quilt being displayed at the Festival of Quilts in Birmingham. They liked using the refurbished Kitchen at Kingsley Centre. They performed a Christmas show that including acting, singing and dancing. They were visited by support animals. They look after the gold fish. They was a big Autumn celebration with a variety of pumpkin based foods and a magician making balloon animals. There were health talks. There were Makaton sessions. There was gardening and willow craft. They said goodbye to some longstanding members of staff and welcomed new ones.

In Reading participants hosted their annual dance workshop show. They regularly visit the local parks. A group of local students came and did craft, music and dance activities. They had a summer BBQ. There were trips swimming, bowling, meals out and picnics. There was Christmas buffet and disco. They cook and meal plan. Participants volunteered in a local café, charity shop and library. They use the bus. They are gaining in confidence and planning trips. They choose activities, including arts and crafts such as making bird feeders and t-shirt printing.

In Camden participants prepared for a move at the end of the year and recorded a video to say goodbye to their old venue. They find one to one meetings important. They enjoy the area, they have opportunities every day to visit parks, have lunch in coffee bars, shop in local markets and visit libraries and museums. On Friday afternoons they relax and have fun with activities such as bingo, cards and more special occasions such as afternoon tea and discos. They use the garden and plant vegetables and flowers. They have regular kitchen activities, including cooking and meal planning. They have learning hours covering any and all topics.

The Supported Volunteering Programme has continued to offer placements both at the Kingsley Centre and at our disability services in Reading and Camden. Volunteers develop skills, confidence and self-esteem, through work experience, mentoring, peer support and training workshops.

The Programme came the end of its three year Lloyds funding for a Training Manger and additional Support Worker hours. This funding has enabled us to work with local businesses to provide external volunteering opportunities, providing support to both the business and the volunteer. In 2018 this included Tesco and a new local Café. We will continue this important part of the work as it enables supported volunteers to move on and transition into paid employment.

We facilitated, in partnership with the Chamber of Commerce, a conference aimed at businesses looking to offer more opportunities for disabled people. The conference brought together many interested parties and a lot of good ideas and information was shared.

We were successful with grants to provide opportunities for those who cannot access funding from social services and for work experience placements from local school and colleges for which there is no statutory funding.

Our Friends and Shine groups have continued to provide a number of different leisure activities, helping people to maintain friendships, reduce isolation and have fun together. These included seaside outings, pub meals, quiz nights, cooking and art sessions and a pantomime trip for Friends. A summer BBQ, crafts and cookery, days out at Milestones, trip to Marwell zoo, Rural Life Centre's 'A Village at War' WW2 event, summer and Christmas discos for Shine.

Although we have maintained take up of our services in both Camden and Kingsley Centre and have almost maintained it in Reading, the current financial climate has meant we have not been able to raise our fees to meet rising costs and it is becoming increasingly difficult to ensure the sustainability of our services. To meet this challenge we launched a fundraising drive and named it our 2020 Appeal. The appeal includes making targeted applications to Trusts, with the support of a fundraising consultant. The money raised through fundraising is reported on further under our Fundraising Report.

Kingsley Centre has continued to provide a village shop and Post Office and a number of regular community activities, events and groups, plus halls and rooms to hire.

A wide range of groups continue to use the Kingsley Centre on a regular basis and include the Montessori Childrens House, Ballroom Dancing, Pilates, Yoga, an Art class, shamanic drumming, the Oakhanger Angling Club and Kingsley Parish Council. Workshops have included gardening, willow making, IT, Christmas and Easter crafts. A Vintage Village Tea and village litter pick were also organised.

We continue to hold our Welcome Wednesdays. We offer a two course lunch with activity sessions at a subsidised price, every other week at the Kingsley Centre. Kingsley Centre supported volunteers have an important role in running the day and are involved in preparing the lunch, setting up the rooms and laying tables, meeting and greeting, serving lunch and washing up and clearing away.

The coffee morning continues to be a popular weekly event. The morning is run by a rota of Kingsley villagers, who provide home-made refreshments every Tuesday morning. Chainreaction participants are part of the rota and take a regular turn at providing the refreshments, including baking cakes and biscuits. It is well attended by residents of Kingsley and the surrounding villages. The local Community Police Support Officers also attend regularly to keep in touch with local people.

In 2018 we started our Sustainable Kingsley project, which includes a plastic recycling point at the Kingsley Centre and monthly eco-crafts sessions commencing in 2019.

Kingsley Centre has continued to be an invaluable source of information for the village and surrounding areas. We have community noticeboards both inside and out and carousels for leaflets on health and wellbeing subjects and from the local councils. We are a Hampshire County Council Community Access Point and a Tourist Information Point.

We are also a LINC (Local Information Networking Community) Information Point and Café. The Café has hosted several talks on health and wellbeing including eye sight, hearing, mobility and avoiding falls

We host meetings of the Kingsley Village Forum, which aims to bring local organisations together to coordinate activities and events. We provide a contact point and administration for the King's World Care Group, offering community transport and other voluntary services to those in Kingsley and the surrounding area.

We recognise the importance of networking and partnership working and Helen Dayson our Chief Executive is proactive as an 'expert' in the Health and Social Care arena. Helen currently co-chairs the Learning Disability 'Green' Local Implementation group and sits on the Hampshire Learning Disability Partnership Board, is part of the Hampshire Adult Social Care Coproduction Group, a member of the Demand Management and Support Planning sub-groups and Hampshire PEP.

We work closely with other agencies in Hampshire including Carers Together, Radian Housing Association, Bordon Furniture Helpline, Community First, Whitehill and Bordon Community Trust and Helen currently sits on the Board for the local Timebank initiative.

The Kingsley Post Office continued to provide a number of services including mails, banking services and travel money. We are a community branch and are able to keep the Post Office open much longer than our contracted 13 hours, by using volunteers and providing supported volunteering placements. Our Senior Administrator doubles up as our Nominated Sub Postmaster and we employ a part time counter assistant.

Support to parents and carers continues to be very important to us. Over the year a consistent small group of parents attended relaxed Monday evening meetings for a chat and to share news, information, and feelings about how they were coping with disability issues. The meetings covered many topics, which included, responded to the draft Carers Strategy for Hampshire, managing personal care, a representative from DWP explaining different benefits, concerns about the closure of services, how to have a voice and be listened to, power of attorney and making decisions on behalf of children.

In 2018 we launched our new Website. The website is hosted by a company local to the Kingsley Centre, Shadow Digital Media, who donated their time and expertise to design and build the website. The website news and events content is linked to Facebook and meets our objective to improve our online and social media presence.

We improved the outside lighting at Kingsley Centre with a donation from Kingsley Parish Council.

We also renovated the Kitchen. Howdens Kitchens in Alton gave us new cupboards and worktops and Basingstoke Water Softeners donated and installed a water softener for free. A local electrician Jack Roberts completed electrical work for free and DJ King Constructions in Alton donated additional time to complete the project. Garfield Weston and The Hedgehogs provided funding.

The Kitchen and Lighting projects also benefited from donors that have chosen to stay anonymous.

We also purchased a new photocopier with funding from the Frensham Village Shop Big Give Back and Ian Mclean.

Report from the Advisory Board

2018 was an innovative year for the Advisory Board, as we looked at different ways to structure the meetings and including different people from around the organisation.

The Advisory Board met three times during the year.

At the first meeting in February funding and marketing were discussed. Also how the different aspects of Kingsley Centre are managed, including the shop, Post Office and Café.

The second meeting in April was a 'blue sky thinking' session. Three basic areas were addressed through discussion

1. Why are you here? What are you here for? What do we need to do to make this happen?
2. What services do you think are important? What do you need? How are we going to provide it/do it? What do we need to make it happen?
3. What could disability services provide? What would you like to do? How do we make this possible? What do we need to make it happen?

These questions were then opened out to other groups in the Organisation including parents and carers, staff and trustees.

Many creative ideas were put forward, some of which we are planning to put into action, whilst researching the possibilities associated with others.

These ideas included looking at our room layouts and thinking of new ways we can utilise our spaces. Improving our IT and internet speeds and fundraising for Ipads, which it is felt will be more accessible and encourage access for some people. Looking at the programmes of activities for Chainreaction and thinking about how these are provided.

The final meeting of the year was held in September. The meeting talked about a conference we facilitated in partnership with the Chamber of Commerce that encouraged businesses to employ and provide work experience for disabled people. The meeting then considered how to improve representation from different people in the Organisation at the meeting including staff and talked about the Autism Accreditation that Chainreaction in Kingsley Centre is currently working towards.

Report from Kingsley Organisation Enterprises CIC

Kingsley Organisation Enterprises CIC was set up in March 2011 as the direct result of a Joint Venture Agreement between Kingsley Organisation Ltd and The Southern Cooperative, which had the vision of developing our existing village shop to provide realistic retail training for disabled people and a much needed enhanced service to the local rural community.

We received a grant of £20,000 from Hampshire County Council and Seeda towards the costs of improvements and The Co-operative refitted our shop with new shelving, refrigeration units, till, ordering systems, CCTV and stock. Co-operative staff temporarily managed the shop to get systems in place and turnover to a good level. The official opening of our new look shop took place on Saturday 6 November 2010. Our Joint Venture Agreement with The Southern Co-operative continued until October 2011, when we successfully took back the management of our shop.

During 2018 we employed 5 people in the village shop. Taking into account those who left and joined us part way through the year and the different hours people work, we had a full time equivalent of 1.1 members of staff during 2018. The staff team is made up of a customer service supervisor, a customer service assistant and a finance assistant.

In 2019 The Southern Cooperative are renovating our shop once again. We are making exciting changes to the layout and we are looking forward to relaunching our new make-over later in the year.

The shop is vital to our charitable activities, creating meaningful opportunities for our supported volunteers to gain retail skills and work experience. We are providing a thriving village shop for local people and this is important to the community setting we have created at Kingsley Centre. A community setting that is a core part of the delivery of our disability services and the positive outcomes people have achieved.

2018 Financial Review

The Charity's Reserves policy is to aim to have reserves in the band of 17.5% to 20% of expenditure. Our reserves at the beginning of 2019 were at 16%.

The financial management policies include the approval by the Trustees of a budget for the next year, presented by the Chief Executive in the Autumn. Expenditure for each year is set through the budget approval process. Each of our services is set budgets covering all areas of operation. These budgets are based on models developed from previous years' expenditure. Expenditure is reviewed quarterly, with comparisons to the budget and explanations as necessary by the Chief Executive.

The financial position of the Charity as at 31 December 2018 is shown in the Statement of Financial Position. Details of changes in the Fixed Assets are shown in the notes to the financial statements.

The principle funding sources in 2018 arose from the provision of services to Hampshire County Council, London Borough of Camden, West Berkshire Council, individuals and organisations providing individuals residential care.

We also receive income from Post Office Counters Ltd for the Post Office.

Our services are developed and monitored to ensure that they, and our expenditure on them, meet our Charitable Objects. Monitoring takes place via the Board of Trustees, the Advisory Board, Quality Standards reviews, stakeholder forums, volunteer meetings, General and Annual General Meetings and annual service reviews

Fundraising Report

Our fundraising programme includes seeking and applying for grants and donations from individuals and organisations, as well as fundraising events and activities. This income helps us meet our general running costs, as well as providing income for new projects, capital projects and allowing us to provide specific services at a free or subsidised cost.

At the end of 2017 the decision was made to seek the help of fundraising consultants and launch our 2020 Appeal. This Appeal involves seeking significant grant funding to ensure our sustainability beyond 2020 in what is a difficult financial climate for both charities and health and social care organisations. The Appeal also seeks corporate sponsors and high profile patrons who can support and champion our work.

We received grant funding in 2018 from George Bairstow Charitable Trust, East Hampshire District Council, Hampshire County Council, the HiWCF Three Parishes Fund, Swire Charitable Trust.

We received donations from Aviva Community Fund, Bordon Masonic Relief Chest, Frensham British Legion, Frensham Lunch, H&C Contracts, James Wise Charitable Trust, Sale of Kevin Jacots photographs, Sales of Mrs Bees Wax Wraps, NSC Summer Programme, to celebrate Mr and Mrs Richards Anniversary, Sir James Scott, St Mary's Church Frensham Trust, The Coleman Charitable Trust, The Earle and Stuart Charitable Trust, The Foxes Golfing Society, The Honourable Mrs Kathleen Laurence's Charitable Settlement, The Tricycle Shop, Woolmer Forest Masonic Lodge.

Grant funding and donations for capital projects and purchases at Kingsley Centre came from Garfield Weston and The Hedgehogs for the Kitchen refurbishment, Kingsley Parish Council for external lighting and Frensham Village Shop Big Give Back and Ian Mclean for a new photocopier. Several local businesses donated time and equipment to the Kitchen including Howdens Kitchens, Basingstoke Water Softeners, Jack Roberts and DJ King Constructions. The Kitchen and Lighting projects also benefited from donors that have chosen to stay anonymous.

We were very successful with sponsored events in 2018. Including Helen Dayson, our Chief Executive completing three bike rides totalling 125 miles. Jill Trout a member of staff, alongside Fiona and Caro the dog completed one of their regular walks, this year a 70 mile coastal walk on the Isle of Wight.

We also held Jumbles Sales, Bridge Events, Plant Sales, Clothes Sales and the Made in Hampshire Craft Fair.

Each year we also receive several donations from those who wish to remain anonymous and numerous smaller donations including those through our collection boxes.

Fundraising activities are led by members of the staff team along with volunteers. All fundraising activity is monitored by our Funding Committee, who ensure all activities take place within fundraising regulations and Organisational policies. We have received no complaints in regard to our fundraising activities.

Our plans for future periods

Our vision statement

“The Vision of the Kingsley Organisation is to protect and maintain our existing range of activities and centres and to maximise the use of those activities and facilities within our existing resources and capacity. This is for the benefit of all stakeholders, but for the participants in particular. In addition, in response to the rapidly changing health and social care environment, we will look for opportunities in Hampshire to extend our range of services to meet market demand as appropriate”

Our main objective in 2019 will be to maintain and develop our current disability services. We will continue our drive to improve our marketing and promotion and to increase referrals and take up of our services. We will continue to grow our supported volunteering programme to increase the number external work experience placements. We will look at other areas where we might be able to meet need, for example those in transition.

We will continue all our current community activities and our work with local networks and groups, looking for new opportunities as appropriate.

We are making plans with The Southern Cooperative to renovate our shop once again. We are planning exciting changes to the layout which we hope will improve what we can offer and increase turnover and footfall.

We will continue our 2020 Appeal and implement a detailed financial strategy. This will include applying for grants and donations from Trusts. Alongside this we will also ensuring that we maximise the income we receive from Local Authorities for our services. Using a full cost recovery report we will aim to reach agreement to an increase to our sessional rates. We will also continue to look for corporate partners who can support us and high profile patrons to champion our work.

The System and Procedures Used to Identify Major Risks

Major risks are identified, assessed and monitored through an annual risk assessment, which is reviewed after six months. The assessment identifies risks, how they are mitigated and makes recommendations.


There is a named Trustee in relation to risk management who will ensure either directly or through delegation that the annual risk assessment, monitoring and reviews are undertaken and reports submitted to the board for discussion and ratification.

As an inclusive and learning Organisation risk management is also reviewed annually by the Advisory Board.

Factors within and outside the Charity's control regarding the achievement of Charitable Purposes

The major factors outside of the Charity's control are changes in Local Authority policy. These include budget changes and changes to policy regarding the provision of health and social care services. Both these can affect referrals to our services.

The major factors within our control are good management and ensuring we derive best value from our resources. Involvement of participants in development and management of the services ensures that we achieve our Charitable Purposes through meeting need.



Stefani Dent Chair of Trustees

24th June 2019.

Date

KINGSLEY ORGANISATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 December 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	2017 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	86,633	0	86,633	67,657
Activities for generating funds	3	5,836	0	5,836	7,860
Investments	4	0	0	0	0
Incoming resources from charitable activities	5	361,660	0	361,660	386,064
Other Incoming Resources		0	0	0	0
TOTAL INCOMING RESOURCES		454,130	0	454,130	461,581
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	6	5,406	0	5,406	318
Charitable activities					
General charitable activities	7	448,987	9,492	458,479	461,434
Governance costs	8	4,454	0	4,454	5,087
TOTAL RESOURCES EXPENDED		458,847	9,492	468,339	466,839
NET INCOMING/(OUTGOING) RESOURCES		(4,717)	(9,492)	(14,209)	(5,259)
Other movements in Funds		(506)	0	(506)	(358)
NET MOVEMENT IN FUNDS		(5,223)	(9,492)	(14,714)	(5,617)
ADD:					
TOTAL FUNDS BROUGHT FORWARD		266,040	384,182	650,222	655,838
TOTAL FUNDS CARRIED FORWARD		260,817	374,690	635,507	650,222


KINGSLEY ORGANISATION LIMITED
STATEMENT OF FINANCIAL POSITION
As at 31 December 2018

	Notes	£	£	2017 £
FIXED ASSETS				
Tangible Assets	12	547,958		551,735
INVESTMENT				
Share in subsidiary company	13		1	1
CURRENT ASSETS				
Debtors	14	39,578		83,652
Amount owing by subsidiary company	14	41,857		32,247
Cash at bank and in hand		<u>19,854</u>		<u>12,251</u>
		<u>101,289</u>		<u>128,150</u>
CURRENT LIABILITIES				
Amounts falling due within one year				
Creditors and accrued expenses	15	11,241		11,763
Deferred income	16	<u>2,500</u>		<u>17,900</u>
		<u>13,741</u>		<u>29,663</u>
CURRENT ASSETS LESS CURRENT LIABILITIES			87,548	98,487
TOTAL ASSETS LESS CURRENT LIABILITIES			<u><u>635,508</u></u>	<u><u>650,223</u></u>
FUNDS				
Unrestricted funds	18	260,817		262,070
Restricted funds	18	<u>374,690</u>		<u>393,768</u>
		<u><u>635,507</u></u>		<u><u>655,838</u></u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its account for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The Financial Statements were approved by the Board of Trustees on and were signed on their behalf by:

24th June 2019



Stefani Dent Chair of Trustees

**Independent Examiner's Report to the Trustees of
KINGSLEY ORGANISATION LIMITED**

I report on the accounts for the year ended 31 December 2018 set out on pages twenty to twenty eight.

Respective responsibilities of 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 required.

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 Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 disclosures 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 is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements 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 130 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.



MRS C S SCULL
BA FCCA
B20 Limited
Chartered Certified Accountants
Charwell House
Wilsom Road
Alton
Hampshire
GU34 2PP

24th June 2019

KINGSLEY ORGANISATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 December 2018

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (FRS102) effective 1 January 2015.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable certainty.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to each category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its expected useful economic life:

Property improvements	- 2% p.a. straight line basis
Computer equipment	- 33% p.a. reducing balance basis
Fittings & equipment	- 20% p.a. reducing balance basis

In 2006 the basis of calculation for Computer equipment and Fittings & equipment was changed from "straight line" to "reducing balance". The Trustees believed that this more accurately reflected the expected useful lives of the assets, based on experience to date.

Taxation

The charity is exempt from Corporation Tax on its charitable activities.

Fund Accounting

Unrestricted Funds can be used in accordance with the charity's charitable objectives at the discretion of the Trustees.

Restricted Funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for specified restricted purposes.

Further explanation of the nature and purpose of each fund is included in note 18 to the financial statements, below.

KINGSLEY ORGANISATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 December 2018

2 VOLUNTARY INCOME

The Trustees greatly appreciate the generous grants, donations and income and sponsorships from charitable events that were received. Those received in 2018 are listed below. The totals under Notes 2 and 3 reflects voluntary income received as related to 2018 activities.

	2018	2017
	£	£
Grants and Donations	<u>86,633</u>	<u>67,657</u>
Grants		
East Hampshire District Council Councillors Grants- Cllr Ashcroft	880	
East Hants District Council Partnership Funded Organisation	10000	
Garfield Weston	2500	
George Bairstow Charitable Trust	2760	
Hampshire County Council	10000	
Hampshire County Council Councillors Grants Cllr Joy	750	
Hampshire County Council Councillors Grants Cllr Kemp-Gee	1500	
Hampshire County Council, Rural Communities Fund	1350	
HiWCF Three Parishes Fund	2500	
Kingsley Parish Council	2732	
Swire Charitable Trust	7500	
Other Grants	5,000	
Donations		
Aviva Community Fund	300	
Bordon Masonic Relief Chest	100	
To our collection boxes	703	
Frensham British Legion	63	
Frensham Lunch	64	
Frensham Village Shop Big Give Back	550	
H&C Contracts	1200	
Ian Mclean	1600	
James Wise Charitable Trust	1000	
K Jacot sales of photographs	25	
Mrs Bees sales at the Christmas Fair	38	
NCS Summer Programme	217	
To celebrate Mr and Mrs Richards Anniversary	878	
Through regular giving	381	
Sir James Scott	5000	
St Mary's Church Fensham Trust	840	
The Coleman Charitable Trust	2000	
The Earle and Stuart Charitable Trust	1000	
The Foxes Golfing Society	600	
The Hedgehogs	2400	
The Honourable Mrs Kathleen Laurence's Charitable Settlement	500	
The Tricycle Shop	700	
Woolmer Forest Masonic Lodge	500	
Various (those who do not wish their name to be recorded in the accounts, small unrecorded donations and gift aid claimed directly from HMRC relating to donations from previous periods)	4053	

3 ACTIVITIES FOR GENERATING FUNDS

	2018	2017
	£	£
Fundraising activities and events	<u>5,836</u>	<u>7,860</u>
Jill Trout and Fiona Raw Walks	1387.5	
Helen Dayson Bike Rides	800.63	
Jumble Sales	872.15	
Bridge Day	1766	
Plant Sales	226.86	
Clothes Sale	205	
Made in Hampshire Craft Fair	578.05	

KINGSLEY ORGANISATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 December 2018

4 INVESTMENT INCOME

	2018	2017
	£	£
Bank interest	<u>0</u>	<u>0</u>

5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2018	2017
	£	£
General charitable	<u>361,660</u>	<u>386,064</u>

The main activities generating resources during the year were as follows:

Chainreaction	267,525
Independent Living Project	1,376
Supported Volunteering	38,522
Hall hire	18,810
Café sales	5,585
Rent Income	15,550
Post Office Core Payment, Hourly Rate and Commission	4,827

6 COSTS OF GENERATING VOLUNTARY INCOME

	2018	2017
	£	£
Fundraising costs	<u>5,406</u>	<u>318</u>

7 CHARITABLE ACTIVITIES COSTS

	2018	2017
	£	£
General charitable	<u>458,479</u>	<u>461,434</u>

It is not practicable to provide an analysis of Charitable Activities' Costs in the same format as the analysis of Incoming Resources in Note 5 above. The largest single cost item is Wages & Salaries (see Note 10 below) and these costs cannot be accurately apportioned over the sources of income.

8 GOVERNANCE COSTS

	2018	2017
	£	£
Examiners' remuneration	1,860	2,726
Trustees' expenses and training	0	0
Payroll fees and other professional costs	2,594	2,361
	<u>4,454</u>	<u>5,087</u>

9 STAFFING INFORMATION

	2018	2017
	£	£
Staff costs:		
Wages, salaries and bonuses	299,798	301,477
Social security costs	16,937	16,638
Pension costs	7,668	6,660
	<u>324,403</u>	<u>324,775</u>
	2018	2017
Numbers of Staff (Full Time Equivalent)	<u>14</u>	<u>16</u>
Casual Workers	<u>2</u>	<u>3</u>

KINGSLEY ORGANISATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 December 2018

10 NET INCOMING/(OUTGOING) RESOURCES

	2018	2017
	£	£
Net resources are stated after charging:		
Examiner's remuneration	1,860	2,726
Depreciation - owned assets	16,512	16,299
Loss on disposal of fixed assets	19	242
	18,391	19,267

11 TRUSTEES' REMUNERATION AND BENEFITS

No Trustees' travelling expenses were paid during the year

12 TANGIBLE FIXED ASSETS

	Freehold Property	Property Improvements	Fixtures, fittings & equipment	Computer equipment	Total
Cost	£	£	£	£	£
At 1 January 2018	46,627	691,230	27,285	5,901	771,043
Additions		9,815	2,940	0	12,755
Disposals	0	0	0	(711)	(711)
At 31 December 2018	46,627	701,045	30,225	5,190	783,088
Depreciation					
At 1 January 2018	0	194,975	19,480	4,854	219,309
Charge for year	0	14,020	2,149	343	16,512
Eliminated on disposals	0	0	0	(692)	(692)
At 31 December 2018	0	208,995	21,629	4,505	235,129
Net Book Value					
At 31 December 2018	46,627	492,050	8,596	686	547,959
Of which:					
Restricted	0	369,689	0	0	369,689
Unrestricted	46,627	122,361	8,596	686	178,270
At 31 December 2017	46,627	492,050	8,596	686	547,959

13 INVESTMENT

	2018	2017
	£	£
Share in Kingsley Organisation Enterprises cic, at cost	1	1

Kingsley Organisation Enterprises cic was incorporated on 23 March 2011 as a wholly-owned subsidiary of Kingsley Organisation Ltd

KINGSLEY ORGANISATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 December 2018

14 DEBTORS

	2018	2017
	£	£
Trade debtors	33,266	79,626
Provision for doubtful debts	1,500	1,500
	31,766	78,126
Prepayments	3,951	5,240
Other debtors	3,861	285
	39,578	83,651
Amount owing by subsidiary company - Kingsley Organisation Enterprises cic	41,857	32,247
	81,435	115,898

15 CREDITORS - amounts falling due within one year

	2018	2017
	£	£
Trade creditors	768	3,115
Other creditors	10,474	8,647
	11,241	11,762

16 DEFERRED INCOME

	2018	2017
	£	£
Grants received in advance	2,500	17,900

17 FUNDS

	At 01.01.18	Incoming resources	Resources expended	At 31/12/2018
	£	£	£	£
Unrestricted funds	266,040	454,130	459,353	260,817
Restricted funds	384,182	0	9,492	374,690
	650,222	454,130	468,845	635,507
Analysis of Restricted Funds:				
Building Fund	383,366	0	9,435	373,931
Shop	816	0	57	759
	384,182	0	9,492	374,690

The Building Fund was set up to provide an extension to, and renovation of, the charity's main facility at the Kingsley Centre.

The Shop Fund was set up to refurbish and extend the shop facilities available at Kingsley, in conjunction with Southern Co-operative.

KINGSLEY ORGANISATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 December 2018

18 CASH FLOW STATEMENT

Balance as at 1 January 2018		12,252
(Deficit) for year:		
Less:		
Unrestricted		(5,223)
Restricted		<u>(9,492)</u>
		(2,463)
Non-cash items:		
Add:		
Depreciation	16,512	
Loss on disposal of fixed assets	<u>19</u>	16,531
		<u>14,069</u>
Capital expenditure during year		(12,755)
Less:		
		<u>1,314</u>
Movement in other Balance Sheet items:		
Increase/(Decrease) in Creditors	(521)	
Increase/(Decrease) in Deferred Income	(15,400)	
Decrease/(Increase) in Debtors	<u>34,463</u>	18,543
Balance as at 31 December 2018		<u><u>19,856</u></u>