

**Report of the Directors and  
Unaudited Financial Statements for the Year Ended 31 December 2016  
for  
KINGSLEY ORGANISATION LTD**

KINGSLEY ORGANISATION LTD  
ANNUAL TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2016

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 2016. 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:	J. Leslie-Smith
TRUSTEES:	T. Blake S. Dent 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, Main Road, Kingsley, Bordon, GU35 9ND

## 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 report 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.

## Purposes and Aims

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 aims to provide self-development and training with and for disabled people. At the Kingsley Centre there is the additional aim to provide services to the community, in an inclusive and enabling environment so that everyone can enjoy a variety of resources and opportunities that promote learning, well-being and cohesion.

The Organisation has a mission statement reflecting its charitable Objects.

"The Kingsley Organisation supports disabled people to pursue their ambitions by valuing each person as an individual and enabling opportunity and choice"

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.

## 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 below under Activities and also in the section on our 2016 Objectives, Achievements and Performance and in the Chairs Report.

## Activities

The Organisation's activities are designed in detail to attain our charitable purposes and are reviewed annually. They have been and are still applied in Hampshire, in Reading and West Berkshire and in Camden, North London. These activities include, Chainreaction, Chainreaction Above Ground, Supported Volunteering Project, Independent Living Project, Shine and Friends Forever social and leisure groups, Direct Payment Support and Support Planning Services, Parents and Carers Support, and provision of a village shop, Post Office, café and community activities.

**Chainreaction** is user led project which has been set up to provide disabled people the opportunity to explore their own personal development. Participants are encouraged to explore their hopes, fears, experiences and aspirations for the future. Chainreaction also provides opportunities for learning and training.

Chainreaction participants have found that time spent on their own personal development has increased their confidence and independence. Trying new skills and experiences has given them ideas for the direction they would like their life to take.

This is achieved by, a person-centred approach, therapeutic group and one to one sessions, opportunities for personal growth, developing new skills, trying new experiences, working in groups and individually, exploring aims and ambitions, valuing relationships and valuing individual difference.

Chainreaction is an alternative to attendance at a day centre and is held in community based venues. 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.

**Chainreaction Above Ground** is a user led disability project created to sustain and enhance the lives of disabled adults living in their community with low level support needs. Created with and for its participants, the service reflects their identified needs, including peer support, information advice and guidance, community inclusion, friendships and reduced isolation.

Chainreaction Above Ground includes, therapeutic group and one to one sessions, signposting and referrals to other agencies. It is currently operating in Camden one day a week.

**Supported Volunteering Project.** We recognise that for some people extra support is required for them to be able to access volunteering opportunities. We have therefore developed a Supported Volunteering Project, which acknowledges individual needs, whilst at the same time providing a variety of opportunities for personal and skill development.

The project enables disabled people to participate in a team of volunteers. Taking part in a variety of tasks and activities such as working in the shop and Post Office, working on reception, administration work, housekeeping, gardening, maintenance and listening and supporting people in our Chainreaction services.

We believe volunteering is an ideal challenge and that working with support from staff and other volunteers builds self-confidence, skills and experience.

The project provides training and personal support along with regular mentoring and team meetings.

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

The project provides:

A purpose built two bedroom ground floor flat with wheelchair accessibility

Offers a short-term stay in a friendly village community

Gives disabled people the opportunity to experience the joys and frustrations of independent living for up to six months

Tenancy support, advice and life skills development provided by our trained support workers either as part of a stay in our flat or longer term in their own home

**Friends Forever and Shine** are both user led leisure services for disabled people based 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 rekindle old friendships and make new friends, as well as widening their horizons. The group currently meet up one evening a week. The program can include skittles evenings, visits to restaurants and pubs, theatre trips, themed evenings and Discos.

Shine runs one Saturday a month and was named and led by a group of disabled people who wanted to socialise and have fun. The group offers the opportunity to meet and interact with other people, to

go on trips, play games, chat, take part in activities and use the internet and computers.

**Direct Payments Support.** In 2015 Kingsley Organisation became a member of a consortium alongside Carers Together and Havant and East Hants MIND to provide Direct Payments Advice and Support in Hampshire, in partnership with Independent Lives. Independent Lives are the contract holders with Hampshire County Council. Kingsley Organisation provides advice and guidance in the North Hampshire area. We also provide Support Planning services.

**Parent Carers Support Group.** The inspiration for the Kingsley Centre and its emergence into Kingsley Organisation 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 how they can benefit from the opportunity for information and support.

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. Both individuals and groups receive support to challenge areas of Health and Social Care which are causing concern.

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

**The Kingsley Centre** is the headquarters of the Kingsley Organisation, which began life in 1987. We established ourselves as a unique place where real inclusivity and personal learning sit alongside one another.

We focus on twin aims:

To provide self-development and training opportunities with and for disabled people  
To provide services to the community in an inclusive and enabling environment so that everyone can enjoy a variety of resources and opportunities, which promote learning, well-being and community cohesion.

At the Kingsley Centre, our community services are provided with the involvement of our disabled participants, facilitating interaction with, and thereby encouraging a greater understanding of, disability issues in general.

As well as providing the home for the village shop and Post Office and having rooms for hire, we are also the venue for a number of regular activities, including a coffee morning and a range of sports and leisure pursuits. We host a variety of events, including a community lunch, interest talks, gardening and wildlife workshops and a reminiscence group. 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.

**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 took over running of 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 over the management of our shop.

Our shop creates meaningful opportunities for our participants and volunteers to gain retail skills and work experience.

#### 2016 Objectives, Achievements and Performance

We have continued to offer opportunities for disabled people through our existing services in the North East Hampshire, Camden, Reading and West Berkshire areas and to provide services to the local and wider community at the Kingsley Centre.

In October we successfully completed the Hampshire County Council Day Opportunities Model process, which is due to go live during 2017.

Our three year funding from Lloyds Bank Foundation for a Training Manager and additional Support Worker hours entered into its second year in 2016. The Training Manager has increased the learning opportunities for our volunteers, increasing basic skills, confidence, self-esteem and the employability of those taking part in the project. This has been through training workshops, one on one training and peer support.

The project is also developing new volunteering opportunities with local businesses, providing support to both the business and the volunteer. We hope that by the end of the three year project we will be able to offer more opportunities for volunteers, increasing the sustainability of the project and the Training Manager post.

An important part of the project is monitoring the progress of individuals and the barriers to employment for disabled people. We hope to use the data we collect to understand how best to deliver supported volunteering opportunities and to support people into employment. We are doing this in partnership with Sheffield Hallam University.



In 2016 we began the process of reviewing and developing our marketing materials and have achieved this for our Supported Volunteering Project. We have also started to have a presence on social media particularly Facebook.

At the end of 2015 a new refrigeration system was installed in the shop. We received a grant from the Post Office Community Branch Fund and donations from individuals towards the cost. The benefits of the new refrigeration system on our electricity consumption and the general ambience of the shop became clear during the summer. The shop was also part of Kingsleyfest, Kingsley Centre's open day and we were able to reinvigorate our range and generate new interest in the shop. However, increasing our turnover continues to be a challenge and we continue to look for funding to help us employ someone with retail development skills.

The Advisory Board met twice during the year. The Advisory Board 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 Management Group and has responsibility for overseeing and reviewing disability operations, service development, quality standards, monitoring and evaluation, and safeguarding.

The tarmacking of the Kingsley Centre Car Park was completed in early 2017, with funding from IGAS and a Hampshire County Council Councillors Grant.

Acoustic panels were installed in the Meadow Room at Kingsley Centre, paid for by a donation from the Doggrell family.

Community services at Kingsley Centre were very successful in 2016 and included our Lunch Club, Kingsley School Reminiscence Group, Community Coffee Morning, Kingsley Garden Project, Christmas Arts and Crafts, Eat Well Live Well Project, Cooking Skills for Men, Computer Classes and KingsleyFest, an open day designed to bring the community together and promote local suppliers in our village shop that included food, music and entertainment.

Due to changes in how Supporting People is now delivered and funded, our contract to provide tenancy support to 5 people either in our Independent Living Flat or their own home came to an end in October 2016. Those funded by the physical disability team were able to request to continue to receive support from us and we are currently supporting one person in their own home under this provision. We are still able to provide short term tenancies to people who would like to try out living independently in a purpose built ground floor flat.

Again we were very successful with sponsored events in 2016, included Jill and Fiona walking from Devizes to Lyme Regis and Brian Dayson cycling the Prudential London-Surrey Bike Ride. We also had successful bridge teas, jumble sales and a fashion show hosted by Edinburgh Woollen Mill. We also had various grants and donations that are listed in our financial review and in the Notes to our accounts. We also received many smaller donations, including those to our collecting tins, which we are not able to list, but make a huge contribution to our fundraising and our work.

A full report of the activities of the Organisation in 2016 is given in the Chair's Report.

### Financial Review

The Charity's Reserves policy is to aim to have reserves in the band of 15 to 20% of expenditure. Our reserves at the end of 2016 were at 18 %.

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 2016 is shown in the Balance Sheet.

Details of changes in the Fixed Assets are shown in the notes to the financial statements.

The principle funding sources in 2016 arise from the provision of services to Hampshire County Council, London Borough of Camden, West Berkshire Council, individuals and organisations providing individuals residential care.

We were also, as part of a consortium, contracted to an organisation called Independent Lives, to provide Direct Payments advice and support in Hampshire. The funding for this work comes from Hampshire County Council.

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.

We received grant funding in 2016 from East Hampshire District Council (as a Partnership Funded Organisation), Hampshire County Council (Community Investment Fund and a Culture and Community Activity Grant and a Valuing Hampshire Communities Grant via the Hampshire and Isle of White Foundation) and Lloyds Bank Foundation.

We received donations from Barclays Bank, Community Action Hampshire, Crick Fest, Frensham Raffle, Frensham Village Shop 'Give Back', H and C Contracts, Kingsley Coffee Morning, Stephen King, The Doggrell Family, The Foxes Golfing Society, The Tricycle Shop, Waitrose, Woolmer Forest Masonic Lodge.

Fundraising activities are lead by members of the staff team along with volunteers. All fundraising activity 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 services are developed and monitored to ensure that they, and our expenditure on them, meet our Charitable Objects. Monitoring takes place via the Advisory Board, Quality Standards reviews, service user forums, volunteer meetings, General and Annual General Meetings and formal service reviews.

#### 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, which is made up of representatives of all our stakeholders including participants, volunteers, staff and parents and carers.

#### 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.

#### 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 to extend our range of services to meet market demand as appropriate."

The Organisation was founded in 1987 so 2017 marks our 30<sup>th</sup> Year. The Organisation is planning a programme of events throughout 2017 to celebrate, say thank you and mark this achievement.

We will continue to offer opportunities for disabled people through our existing services in the North East Hampshire, Camden, Reading and West Berkshire areas. We will also continue to provide services to the local and wider community at the Kingsley Centre.

Our Supported Volunteering Project will enter into its third year of Lloyds funding for a Training Manger and additional Support Worker hours. We will be developing our service so we can support people to find oppourtunities outside of the Kingsley Centre.

There will be a focus on improving marketing for our disability services, through improvements to our marketing materials and our Organisational branding. We will be particularly looking at our online and social media presence. The Trustees will also continue to support the Kingsley Organisation Enterprises Directors to improve marketing for our shop.

We are part of a new LINC (Local Information Networking Community) initiative through Hampshire Partnership Solutions. In 2017 we are providing a local community information point and will host a Rendezvous café once a month, where people can come for local information and be signposted to advice. We will also be part of developing a Rendezvous café in the Bordon and Whitehill area.

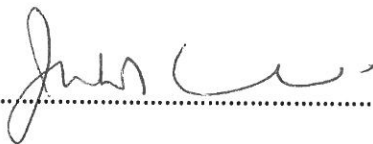
#### Statement of Trustees' Responsibilities

The Trustees acknowledge their responsibility for ensuring the charitable company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; safeguarding the charitable companies assets; taking reasonable steps for the identification and prevention of fraud and other irregularities; and preparing financial statement which give a true and fair view of the state of the charitable company at each financial year, on a going concern basis if applicable, in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011 relating to financial statements and the 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)

#### Independent Examiners

B20 Limited will be proposed for re-appointment as Independent Examiners.

On behalf of the Board



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J Leslie –Smith      Chair of Trustees

25/9/17  
.....

Date

KINGSLEY ORGANISATION LTD  
REPORT OF THE CHAIR  
FOR THE YEAR ENDED 31 DECEMBER 2016

## **Chainreaction**

We continue to provide personal development to disabled people through our three Chainreaction Services in Hampshire, Reading and London.

Our model allows for activities to vary according to individual need and group preferences, but in 2016 they have included:

- Meal planning and preparation
- Money skills
- Cookery
- Formal and informal arts and crafts sessions
- Accessing the community –libraries, parks, leisure activities such as cinema, swimming and bowling, restaurants, cafes and pubs
- Dance and fitness workshops
- Computer, literacy and numeracy skills sessions
- Gardening and growing vegetables
- Travel training
- Group BBQs and parties
- Working in the shop, Post Office and café at Kingsley Centre
- Use of sensory equipment on site and visits to sensory rooms

Participants also set their own individual goals to work towards and some examples of these in 2016 included:

- Trips to local pubs and restaurants, Madame Tussauds, Natural History Museum, Spinnaker Tower, Canal Boat Trip, Thames Valley Adventure Playground, Reading Museum, Beale Park, London Sky Garden, Concert at St Martin in the Fields, British Library
- At Chainreaction in Town the group come together for learning hours and projects linked to their interests and goals and in 2016 they included, planning a trip, fingerspelling, the meaning of names, the Disability Foundation, Comic Books, Empathy, Person Centred Approaches, Dementia Awareness, First Aid, Philosophy, Paralympics, Fashion
- Access local volunteering opportunities
- Accessing local libraries
- Fishing with the Local Angling Club
- Celebrating Chinese New Year, Easter, Christmas and the Queens 90<sup>th</sup> Birthday
- Wood Working

Volunteers make up an important part of the team and in 2016 all three of our Chainreactions had volunteers and supported volunteers working as support workers or undertaking administration tasks.

In the summer of 2016 Chainreaction in Reading was part of the National Citizen Challenge with a group of young people visiting the service and engaging with participants over two days, culminating in a video.

We also provide work experience for students from schools and colleges and placements for Social Work students from nearby Universities.

### **Chainreaction Above Ground**

We continued our user led disability service created to sustain and enhance the lives of disabled adults living in their community with low level support and care needs.

Chainreaction Above Ground includes, group and one to one sessions, signposting and referrals to other agencies. It is currently operating in Camden one day a week.

### **Supported Volunteering**

This Project provides personal and skill development through volunteering opportunities. Supported volunteers are given support and mentoring by our disability services staff.

The opportunities taken up in 2016 at the Kingsley Centre include our shop, Post Office, reception, housekeeping, gardening and maintenance. We also have supported volunteers in our three Chainreactions undertaking support work and administration tasks.

We seek 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. In 2016 we were in our second year of three year funding from Lloyds Bank Foundation for a Supported Volunteer Training Manager and additional support worker hours.

The Training Manager is increasing both the formal and informal training and learning opportunities for our volunteers, increasing basic skills, confidence and self-esteem and the employability of those taking part in the project. Workshops delivered using funding from the project include First Aid, Manual Handling and Customer Service Skills. The Training Manager is also working with local businesses to provide external volunteering opportunities, providing support to both the business and the volunteer. We hope that by the end of the three year project we will be able to offer more opportunities for volunteers, increasing the sustainability of the project and the Training Manager post.

An important part of the project is monitoring the progress of individuals and helping us understand the best way to deliver supported volunteering opportunities and the barriers to employment for disabled people. We are doing this in partnership with Sheffield Hallam University.

### **Independent Living Project**

The independent living project has continued to support local disabled people to maintain their home and life skills throughout the year. We also work closely with tenants in our own purpose built flat.

Our contract with Hampshire County Council to provide Tenancy Support ended in October 2016. Hampshire now award contracts using the Learning Disability Framework. We were successful in getting on the framework, however we have found that the individual contracts put out for mini competition are too large in scope.

We still provide support to one person in their own home and hope to be able to continue to deliver tenancy support to local people who can receive direct payments to pay for our services. We will also continue to look for suitable opportunities if they become available on the Hampshire Learning Disability Framework.

### **Shine and Friends Forever Leisure Services.**

This year Shine, running one Saturday a month, has had various cookery and arts and crafts sessions. They have also held a health and fitness day, discos and BBQs and attended a music festival.

Cookery and arts and craft have also been popular activities for the Friends Forever group. Meeting one evening a week they have also undertaken local walks, visited the theatre, cinema and the seaside and held skittles evenings.

At the end of 2016 Friends Forever received a grant from Hampshire and IoW Community Fund of £3124 to pay for additional facilitator time to develop the group. Woolmer Forest Masonic Lodge continued to support the group with a kind donation of £200.

### **Direct Payment Support**

Kingsley Organisation continues to provide Direct Payments advice and support in North East Hampshire as part of a consortium in partnership with Independent Lives. We also provide support planning services.

We have a dedicated Direct Payments Advisor and also two further members of staff trained in Direct Payments Support.

### **Parents Carers Support Group**

Meetings take place six weekly at Kingsley Centre with a group of parents who come to chat and share stories, experiences, laughter, sadness, anger and anything else on their minds. Any parent carers in the area are welcome to join, as well as parents of participants of our disability services.

## **Kingsley Centre**

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

A wide range of groups continue to use the Kingsley Centre on a regular basis and include the Montessori Childrens House, Ballroom Dancing, Pilates, Sing for Joy Community Choir, an Art class, Weight Watchers, shamanic drumming, the Oakhanger Angling Club and Kingsley Parish Council.

Craft workshops included willow weaving, jewellery making and Indian fabric printing. Our popular Christmas wreath making workshop has been extended to include floral decorations for Easter.

During May three Workshops were held to get the garden ready for Summer. These were attended by participants of Chainreaction and tasks included sowing seeds, turning the compost, planting the raised beds and individual containers and having a general tidy up.

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. Over the past year those attending Lunch Club have been able to participate in a variety of activities, including singing, gentle exercise and special interest talks such as, the regeneration of Bordon and Whitehill project, training guide dogs, and the local Police Community Support Officers. There was also a special celebration for the Queens 90<sup>th</sup> birthday. Sandwiches and cakes were served on the best china and teams competed in a quiz. A magician and balloon modeller provided after lunch entertainment. Kingsley Centre supported volunteers play an important part 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 has become a popular weekly event since it started in 2013. 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. Coffee and cake is paid for by donation and this is enough to cover the cost of the room hire, plus allows for donations to a variety of local and national causes suggested by those attending. The local Community Police Support Officers also attend regularly to keep in touch with local people.

Acoustic panels were installed in the Meadow Room at Kingsley Centre, paid for by a donation from the Doggrell Family, regulars at the Coffee Morning.

Working with Community First we ran two Cooking Skills for Men courses during 2016. The aim of the first course was to show how to cook a range of simple meals from start to finish, to discuss the importance of food to general health and well-being and to teach the basic principles of food hygiene. The second course held later in the year involved cooking a two course meal during each session. The group then came together again to cook and share a Christmas Dinner.



With project funding from Hampshire County Council we were able to run some 'eat well live well' workshops, aimed at disabled people or those who may need additional support with independent living skills. There were demonstrations, as well as practical sessions where attendees worked in small groups to prepare a two course lunch.

We held 'Kingsleyfest' in September, an open day designed to bring the community together and promote local suppliers in our village shop. There were a variety of attractions including a craft market, a barbecue ran by the Oakhanger Anglers and performances by the Ukulele Ladies and Joe Waller. We also had a ventriloquist and a magician and balloon modeller providing entertainment.

The Centre ran four IT Workshops throughout the Autumn facilitated by a Kingsley resident. The aim of the course was to cover basic skills in computing, Word, Excel and PowerPoint. The course was popular and we plan to run further courses in 2017.

We held a Christmas Craft Fair, organised alongside local residents.

At the Kingsley Centre our Main Hall, Meadow Room and Skyview Room are available to hire at very competitive prices for business meetings, functions and private events. There is a reduced rate for community groups and charities. We offer the use of a computer, printer, fax machine and photocopier for a small charge.

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 from the local councils and on health and wellbeing. We are a Hampshire County Council Community Access Point and a Tourist Information Point. We host three monthly 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 are now also a LINC (Local Information Networking Community) Information Point and Café.

### **The Advisory Board**

The Advisory Board is made up of stakeholders including representatives for participants, parents and carers, volunteers, Trustees, staff, community users and any other appropriate groups. It reports to the Board of Trustees and the Senior Management Group and has responsibility for overseeing and reviewing disability operations, service development, quality standards, monitoring and evaluation and safeguarding. Service users are provided with the support they need to be active in this role.

There were two meetings in 2016. The first reviewed the Quality Standards and the Advisory Board were able to feed back on the review process and content of the Quality Standards. The second meeting reviewed the Business Plan. The meeting provided input into the content and priorities of the 2017 Business Plan.

## **Volunteering**

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

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.

Our Supported Volunteering Project, reported on earlier, 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 2016, with 47 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 2017/18 national living wage, would cost us £81900 in gross pay alone. This begins to show the added value volunteers bring to our Organisation.

## **Staffing**

We had 27 members of staff in total during 2016, 6 were full-time employees, 19 were part-time employees. One part-time employee became full-time during the year. One of our employees is a casual worker.

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 15.48 members of staff during 2016.

In Reading we employed a Trainee Facilitator. In Camden a Manager Facilitator left us and we employed three Support Workers, two who then became Trainee Facilitators during the year.

## **Kingsley Organisation Enterprises CIC**

Our shop creates meaningful opportunities for our participants and supported volunteers to gain various skills and work experience. These include operating the till, numeracy and money skills, stock control, customer service, food hygiene, shop displays and promotions, social and communication skills and basic employability skills.

During 2016 at any one time, between 30 to 40 disabled people have the opportunity to experience retail training, provide services, gain skills and contribute to the local community.

Kingsley Organisation Enterprises, through the Village Shop, employs two villagers part-time.



.....  
Judith Leslie-Smith

Chair of Trustees

25/9/17

.....  
Date

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

I report on the accounts for the year ended 31 December 2016 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

25<sup>th</sup> September 2017

**KINGSLEY ORGANISATION LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2016**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	2015 £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	55,336	0	55,336	34,102
Activities for generating funds	3	5,144	0	5,144	5,896
Investments	4	18	0	18	(277)
<b>Incoming resources from charitable activities</b>	5	403,965	0	403,965	398,740
<b>Other Incoming Resources</b>		0	0	0	0
<b>TOTAL INCOMING RESOURCES</b>		<u>464,463</u>	<u>0</u>	<u>464,463</u>	<u>438,461</u>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	6	915	0	915	920
<b>Charitable activities</b>					
General charitable activities	7	461,404	9,515	470,919	430,022
<b>Governance costs</b>	8	6,294	0	6,294	2,894
<b>TOTAL RESOURCES EXPENDED</b>		<u>468,614</u>	<u>9,515</u>	<u>478,128</u>	<u>433,835</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		(4,151)	(9,515)	(13,666)	4,626
<b>Other movements in Funds</b>		0	0	0	(81)
<b>NET MOVEMENT IN FUNDS</b>		<u>(4,151)</u>	<u>(9,515)</u>	<u>(13,666)</u>	<u>4,545</u>
<b>ADD:</b>					
<b>TOTAL FUNDS BROUGHT FORWARD</b>		266,221	403,282	669,503	664,959
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>262,071</u>	<u>393,767</u>	<u>655,838</u>	<u>669,503</u>

**KINGSLEY ORGANISATION LIMITED**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 DECEMBER 2016**

	Notes	£	£	2015 £
<b>FIXED ASSETS</b>				
Tangible Assets	12		551,808	564,074
<b>INVESTMENT</b>				
Share in subsidiary company	13		1	1
<b>CURRENT ASSETS</b>				
Debtors	14	69,975		74,764
Amount owing by subsidiary company	14	31,752		40,152
Cash at bank and in hand		<u>42,661</u>		<u>28,137</u>
		<u>144,388</u>		<u>143,053</u>
<b>CURRENT LIABILITIES</b>				
Amounts falling due within one year				
Creditors and accrued expenses	15	13,634		9,323
Deferred income	16	<u>26,725</u>		<u>28,303</u>
		<u>40,359</u>		<u>37,625</u>
<b>CURRENT ASSETS LESS CURRENT LIABILITIES</b>			104,029	105,428
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><u>655,838</u></u>	<u><u>669,503</u></u>
<b>FUNDS</b>				
Unrestricted funds	18		262,070	266,221
Restricted funds	18		<u>393,768</u>	<u>403,282</u>
			<u><u>655,838</u></u>	<u><u>669,503</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 accounts 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 25/9/17 and were signed on their behalf by:

**J Leslie-Smith**



The notes on pages to form part of these financial statements  
Page 21

# KINGSLEY ORGANISATION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

### 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.

#### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow-moving items.

#### 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 2016

### 2 VOLUNTARY INCOME

	2016	2015
	£	£
Grants and Donations	<u>55,336</u>	<u>34,102</u>

The Trustees greatly appreciate the generous grants, donations and income and sponsorships from charitable events set out below and included in the totals under Notes 2 and 3 (to the extent to which they relate to 2016 activities):

#### Grants Unrestricted

East Hants District Council Partnership Funded Organisation	10,000
Hampshire County Council Community Investment Fund	3,145
Hampshire County Council Culture and Community Activity Grant	1,260
HCC Valuing Hampshire Communities Grant via HiWCF	3,124
Lloyds Bank Foundation	20,000

#### Donations Unrestricted

Barclays	581
Community Action Hampshire	250
Crick Fest	543
Frensham Raffle	103
Frensham Village Shop 'Give Back'	1,177
H and C Contracts	1,200
Kingsley Coffee Morning	34
Stephen King	60
The Doggrell Family	3,106
The Foxes Golfing Society	300
The Tricycle Shop	500
Waitrose	323
Woolmer Forest Masonic Lodge	500



**KINGSLEY ORGANISATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

**3 ACTIVITIES FOR GENERATING FUNDS**

	2016	2015
	£	£
Fundraising activities and events	<u>5,144</u>	<u>5,896</u>

**4 INVESTMENT INCOME**

	2016	2015
	£	£
Bank interest	<u>18</u>	<u>(277)</u>

**5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	2016	2015
	£	£
General charitable	<u>403,965</u>	<u>398,740</u>

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

Chainreaction	298,246
Independent Living - "Supporting People" contract	8,811
Supported Volunteering	28,464
Direct Payments Support	5,780
Hall hire	20,714
Shop and café sales	7,200
Rent Income	17,700
Student Placement fees	560

**6 COSTS OF GENERATING VOLUNTARY INCOME**

	2016	2015
	£	£
Fundraising costs	<u>915</u>	<u>920</u>

**7 CHARITABLE ACTIVITIES COSTS**

	2016	2015
	£	£
General charitable	<u>470,919</u>	<u>430,022</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.

**KINGSLEY ORGANISATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

**8 GOVERNANCE COSTS**

	2016	2015
	£	£
Accountants' remuneration	2,726	580
Trustees' expenses and training	0	0
Payroll fees and other professional costs	3,568	2,314
	<u>6,294</u>	<u>2,894</u>

**9 STAFFING INFORMATION**

	2016	2015
	£	£
Staff costs:		
Wages, salaries and bonuses	304,581	271,102
Social security costs	18,000	16,930
Pension costs	3,802	3,802
	<u>326,383</u>	<u>291,834</u>

**9 STAFFING INFORMATION (Cont'd)**

	2016	2015
Average number of Full Time Equivalent staff	<u>15</u>	<u>15</u>

**10 NET INCOMING/(OUTGOING) RESOURCES**

	2016	2015
	£	£
Net resources are stated after charging:		
Accountants' remuneration	2,726	580
Depreciation - owned assets	16,347	15,948
Loss on disposal of fixed assets	338	24
	<u>19,411</u>	<u>16,552</u>

**11 TRUSTEES' REMUNERATION AND BENEFITS**

No Trustees' travelling expenses were paid during the year (2015 - nil). No other Trustees' remuneration or other benefits were paid in 2016 (2015 - nil).

**KINGSLEY ORGANISATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

**12 TANGIBLE FIXED ASSETS**

	Freehold Property £	Property Improvements £	Fixtures, fittings & equipment £	Computer equipment £	Total £
<b>Cost</b>					
At 1 January 2016	46,627	677,388	23,000	11,101	758,116
<i>Additions</i>	0	0	4,419	0	4,419
<i>Disposals</i>	0	(323)	(678)	(1,461)	(2,462)
At 31 December 2016	<u>46,627</u>	<u>677,065</u>	<u>26,741</u>	<u>9,640</u>	<u>760,073</u>
<b>Depreciation</b>					
At 1 January 2016	0	167,673	16,310	10,059	194,042
<i>Charge for year</i>	0	13,541	2,475	331	16,347
<i>Eliminated on disposals</i>	0	(64)	(649)	(1,411)	(2,124)
At 31 December 2016	<u>0</u>	<u>181,150</u>	<u>18,136</u>	<u>8,979</u>	<u>208,265</u>
<b>Net Book Value</b>					
At 31 December 2016	<u>46,627</u>	<u>495,915</u>	<u>8,605</u>	<u>661</u>	<u>551,808</u>
Of which:					
Restricted	0	388,765	0	0	388,765
Unrestricted	46,627	107,150	8,605	661	163,043
At 31 December 2015	<u>46,627</u>	<u>509,715</u>	<u>6,691</u>	<u>1,042</u>	<u>564,075</u>

**13 INVESTMENT**

	2016 £	2015 £
Share in Kingsley Organisation Enterprises cic, at cost	<u>1</u>	<u>1</u>

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

**14 DEBTORS**

	2016 £	2015 £
Trade debtors	67,546	69,077
Provision for doubtful debts	<u>1,500</u>	<u>1,500</u>
Prepayments	66,046	67,577
Other debtors	3,809	6,887
	<u>119</u>	<u>300</u>
	69,975	74,764
Amount owing by subsidiary company - Kingsley Organisation Enterprises cic	31,752	40,152
	<u>101,727</u>	<u>114,916</u>

**KINGSLEY ORGANISATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

**15 CREDITORS - amounts falling due within one year**

	2016	2015
	£	£
Trade creditors	7,339	2,397
Other creditors	6,296	6,927
	<u>13,634</u>	<u>9,324</u>

**16 DEFERRED INCOME**

	2016	2015
	£	£
Grants received in advance	26,725	28,303
Fees received in advance	0	0
	<u>26,725</u>	<u>28,303</u>

**17 FUNDS**

	At 01.01.16	Incoming resources	Resources expended	At 31.12.16
	£	£	£	£
Unrestricted funds	266,221	464,463	468,614	262,070
Restricted funds	403,283	0	9,515	393,768
	<u>669,503</u>	464,463	478,129	<u>655,838</u>

Analysis of Restricted Funds:

Building Fund	402,354	0	9,459	392,895
Shop	929	0	56	873
	<u>403,283</u>	0	9,515	<u>393,768</u>

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 2016

### 18 CASH FLOW STATEMENT

Balance as at 1 January 2016		28,137
Less:		
(Deficit) for year:		
Unrestricted		(4,151)
Restricted		<u>(9,515)</u>
		14,472
Add:		
Non-cash items:		
Depreciation	16,347	
Loss on disposal of fixed assets	<u>338</u>	
		16,685
		<u>31,157</u>
Less:		
Capital expenditure during year		(4,419)
		<u>26,738</u>
Movement in other Balance Sheet items:		
Increase/(Decrease) in Creditors	4,310	
Increase/(Decrease) in Deferred Income	(1,578)	
Decrease/(Increase) in Debtors	<u>13,189</u>	
		15,923
Balance as at 31 December 2016		<u><u>42,661</u></u>