



# Annual Review 2008 - 2009





# Kensington & Chelsea Social Council

## **Current Management Committee**

Michael Bach Chair

Tom Fich Treasurer

Peter Okali Vice Chair

Jamie Wilcox vice Chair

Jamie Renton Director

Lorraine Gilbert Director

Filsan Ali Director

Raj Jogia Director

Lorraine Gilbert Director

Jonnie Beverly Director

## **Current Staffing**

Mary Gardiner Chief Executive

Harjit Dhaliwal Office Manager

Kuldip Bajwa Information and Communications Officer

Angela Spence Policy Development Manager

Debi Gardner Development officer Partnerships and Forums

Siobhan Sollis Development officer Capacity Building

Sofia Roupakia Development Officer, Training

Alexander Cambo Volunteer

Lev Pedro Organisational Development Manager

Elicia Mollineau Leader 4minds Development Project

Shabana Siddique Team Administrator 4Minds Development Project

Nafsika Thalassis Health Research & Network Development Officer

## **Report from Chair**

It gives me great pleasure to welcome you to our AGM.

This year the meeting is low key due to the fact that we are holding a large event for the whole of our sector on December 6th. Nevertheless we are going to tell you about the highlights of the last year and then join you in a networking lunch.

But first I must thank my fellow trustees and sadly say goodbye to some of them; Peter Okali, Jamie Wilcox and Jane Turner.

In the year in question we saw our budget rise by around £200k. This is due largely to getting the Big Lottery Fund Bid which started in January 2008 but became a substantial part of our budget in the year 2008-2009. This new money brought two new members into our team of staff, Angela Spence the lead on policy and Kuldip Bajwa the lead on information. Both of these posts and post holders have made an enormous difference to how well we can do our job. They joined an already established and high performing team and have been able to get to more of our members, hold more events and have improved and changed how a range of information is sent out to members.

The other reason our income has become larger is because the NHS Kensington and Chelsea have been very generous in supporting the need we identified for groups to have a much closer type of capacity building offered. Lev Pedro's persistence and a series of strong relationships we have levered in funds which have been put to good use with groups, strengthening their ability to deliver, widening their participation with the well being agenda and showing groups and funders that with the right resources even the smallest of groups can measure and reach parts that other agencies cannot.

The team continues to flourish under the leadership of Mary Gardiner and has a strong board that set direction at study days and watch and engage with interest in some of the debates on offer. As a board we are as aware of succession issues as many parts of our sector. For that reason we have been seeking new trustees who can connect us to other interest and age groups as well as root us more firmly on our path to the future.

As you can see from the number of activities outlined we are now reaching larger numbers of groups and individuals than previously reported. Thanks are due to our funders, Royal Borough of Kensington and Chelsea, NHS Kensington and Chelsea, City Bridge Trust and the Big Lottery Fund. We have continued to study our sector and will be launching our State of the Sector Report on December 6 at Winterfest 2009. I would like to thank my fellow trustees and the staff team for all the effort which has led to this positive picture.

**Michael Bach**

***In 2008 – 2009 Kensington & Chelsea Social Council:***

- provided direct support to 222 local organisations and groups
- ran 17 training sessions attended by 113 individuals
- helped 52 individuals from 42 different organisations receive training from other providers
- gave funding advice to 96 individuals from 88 different organisations
- organised FundingLink which was attended by 199 individuals representing 67 organisations including 15 funders
- supported 7 organisations to complete a level of PQASSO
- held 7 seminars and briefings events attended by 143 individuals in total
- wrote policy briefing papers on 8 different topics
- circulated 5 editions of LINK, each to more than 1200 people
- received 17,907 website visits from 6,205 individuals
- led a voluntary-sector partnership which secured an NHS commissioned contract worth £380,000
- worked with local organisations and established the 4Minds project.

***Throughout the year we supported the following networks and forums:***

- Main Voluntary Organisations Forum
- Children, Young People and Families Voluntary Organisations Forum
- Older Peoples Voluntary Organisations Forum
- Engaging Communities Voluntary Organisations Forum
- Black and Minority Ethnic (BME) Health Forum
- Central West London Sexual Health Provider Forum
- NHS Funder Provider Forum
- Kensington and Chelsea Employment and Training Opportunities
- Voluntary Advice Agencies Forum



*Company Number 4146375*

# Kensington And Chelsea Social Council

Reports and Accounts  
For the Year End  
31<sup>st</sup> March 2009

# KENSINGTON AND CHELSEA SOCIAL COUNCIL

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# KENSINGTON AND CHELSEA SOCIAL COUNCIL

## Legal and Administrative Information

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Directors / Trustees	Michael Bach Tom Fitch Jennifer Ware Jane Turner Jamie Wilcox Lorraine Gilbert Peter Okali Dahabo Guled Jamie Renton Jonnie Beverley Filsan Ali Raj Jogia	Chair Treasurer      (Resigned December 2008)
Company Number	4146375	
Charity Number	1087457	
Registered Office	111-117 Lancaster Road London W11 1QT	
Independent Auditors	Alliots Imperial House 15 Kingsway London WC2B 6UN	
Bankers	Cafcash Ltd PO Box 289 West Malling Kent ME19 4TA  HSBC plc 92 High Street Kensington London W8 4SH	
Solicitors	Russell Cooke 2 Putney Hill London SW15 6AB	

KENSINGTON AND CHELSEA SOCIAL COUNCIL

The Trustees present their report and the financial statements for the year ended 31<sup>st</sup> March 2009.

### **Legal Status**

Kensington and Chelsea Social Council is a registered charity and a company limited by guarantee.

### **Organisation of the Charity**

Kensington and Chelsea Social Council is governed by a Board of Trustees. The responsibility for planning, service delivery and reporting is delegated to the Chief Executive and the staff team. The Chief Executive reports to the Board of Trustees.

Kensington and Chelsea Social Council is the Royal Borough of Kensington and Chelsea's Council for Voluntary Service (CVS). It supports voluntary and community organisations, through the provision of training, advice and information. It also facilitates voluntary and community participation in relevant forums, including the Community Empowerment Network, presenting the views of the sector to the Local Strategic Partnership and to statutory providers of services in the borough.

### **Structure, Governance and Management**

Kensington and Chelsea Social Council (KCSC) is a membership organisation. Full membership is open to all voluntary and community organisations working in the Borough and individual residents of Kensington and Chelsea. Statutory, private, and large grant-giving organisations operating in Kensington and Chelsea can be affiliate members with no voting rights.

Decision making on strategies, plans, budgets, staffing etc is delegated to the Board of Trustees. The trustees receive regular reports and recommendations from the Chief Executive regarding the recruitment, supervision and appraisal of staff. The performance of the Chief Executive is appraised annually by trustees.

Trustees are elected annually at annual general meetings. At their first meeting they elect office bearers and subcommittee members. In situations where vacancies occur Trustees can co-opt individuals who serve until the next AGM when they stand down together with elected members. A Trustee induction and training policy has been in place since the 2006 AGM.

As the local CVS, KCSC is a member of the National Association for Voluntary and Community Action (NAVCA). Membership of NAVCA requires KCSC to comply with criteria which include having a statement of values and performing the five functions of a CVS.

Being the local CVS also means that KCSC is expected to take lead roles in representing voluntary and community organisations and in implementing national initiatives such as "ChangeUp". KCSC is also a member of the London Regional and Central London CVS networks. As a member of the Central London CVS network, KCSC participates in sub-regional planning, consultations and project implementation.

### **Risk Management**

The charity maintains a risk register. Trustees have considered the risks faced by KCSC and are developing systems for managing them. Risks and the associated management systems are reviewed annually.

### **Objectives and Activities**

The objectives of KCSC are;

"to promote any charitable purpose for the benefit of the community in Greater London with particular reference to the Royal Borough of Kensington & Chelsea by the advancement of education, the protection of health, the protection of the environment and the relief of poverty, sickness and distress".

KCSC seeks to meet these objects by targeting frontline voluntary and community organisations through a programme of capacity building/support, information, developing new services, networking and representation.

## KENSINGTON AND CHELSEA SOCIAL COUNCIL

### Directors' / Trustees' Report (...continued)

In 2008/9 the trustees' overall aim was to 'improve the capacity of voluntary and community organisations (VCOs) and the environment in which they operate'. Some of the specific aims set by trustees and the activities undertaken to achieve them are summarised in the table below.

<b>Specific aims</b>	<b>Some of the activities carried out</b>
1. To increase the capacity of VCOs supported by KCSC to deliver services.	We provided support to organisations via telephone, email, one to one support, surgeries and training on a range of issues. Areas of support included funding, governance, start up, quality systems, partnership working and evaluation.
2. To increase the benefits of partnership and networking between VCOs.	We produced a report into the State of the Sector which examined the health of the local voluntary sector. We led a successful consortium bid to deliver mental health community development work to BME communities with three other organisations. We continued to support the VOFs and a number of other borough wide forums.
3. To improve VCOs access to relevant information	We have developed a new monthly e-newsletter and revamped our bi-monthly magazine. Our website has been extended and now includes a Policy and a Campaigns section. A new database of local organisations and an indexed library is accessible to local organisations at our offices.
4. To increase VCOs participation in consultations and decision making	We promoted voluntary sector participation in a number of consultations including on the review of the Core Strategy and Local Development Framework. We organise and support voluntary sector participants in the Borough Voluntary Organisations Advisory Group which brings them together with Councillors and NHS K+C Directors. We represent the sector on the Kensington and Chelsea Partnership.
5. To increase the availability of support to VCOs operating in the south of the Borough	We have held funding surgeries and training sessions in the south of the Borough. Link magazine is posted to all organisations and additional copies are available at several points in the south. We have worked with partner agencies in the south to strengthen relationships and support a regular forum.
6. To increase our internal capacity to deliver services to VCOs and represent their interests.	Funding from NHS K+C has been agreed for the establishment of a new development team in partnership with three other voluntary organisations. A new Administrative Assistant has supported our back office function.
7. To increase the voice of the voluntary and community sector in RBKC	We organised 4 open Voluntary Organisations Forum (VOF)/ Community Empowerment Network (CEN) and 16 sub-forum meetings in the Borough and at varying times. Many of the sub forum meetings were attended by councillors and officers who were able to inform and consult voluntary sector representatives on a range of issues.

## KENSINGTON AND CHELSEA SOCIAL COUNCIL

### Directors' / Trustees' Report (...continued)

Specific aims	Some of the activities carried out
8. To improve access by voluntary groups to sources of local and national funding	We ran generic funding surgeries in different parts of the Borough in addition to regular information on funding in the e-mail updates, Link and the website. We also organised and ran a well-attended Funding Link event which brought together representatives of local and national funding organisations and people from the voluntary and community sector.
9. To improve and strengthen skills and knowledge within the sector through a training programme	We ran two training programmes with our partner organisations with a total of 75 courses and seminars on a range of topics including Project Management, Dealing with Difficult People & Situations, and Fundraising.
10. Represent voluntary and community sector at local, regional and national forums	We represented the sector at the Kensington and Chelsea Partnership meetings, in the review of the Community Strategy and the Local Area Agreement and on the Compact Implementation Group. We obtained sector views through VOF meetings, training and advice sessions and events. We conducted a review of VOF. We plan to conduct elections for the seats on KCP and BVOAG.
11. To lead the process of drawing up the Local Infrastructure Plan	We plan to continue to co-ordinate the involvement of stakeholders in the development of the Local Infrastructure Plan and to continue to co-ordinate its implementation and monitoring. We plan to supervise the production of a number of research projects related to the plan.

#### **Public Benefit**

In planning and reviewing the above activities the trustees have given careful consideration to the Charity Commission guideline on public benefit.

Kensington and Chelsea Social Council core services work to empower and support voluntary and community groups to improve the quality of life in Kensington and Chelsea so that all citizens from the borough's vibrant and diverse communities can access services, influence decision making and feel that they belong to an inclusive society.

Our main role is to build the capacity of local voluntary organisations, co-ordinate and represent the voluntary sector, assess needs, provide training, offer useful information and resources. We also aim to inspire and develop community health initiatives for all voluntary and community groups in the Royal Borough of Kensington and Chelsea. All of our services are offered at no charge to the groups other than a handful of training courses which we offer at a low rate.

# KENSINGTON AND CHELSEA SOCIAL COUNCIL

## Directors' / Trustees' Report (...continued)

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### PLANS FOR THE FUTURE PERIOD

#### Action Plan Summary 2009-11

This offers a brief overview of the activities, targets, and outcomes planned for the next 2 years. The plan has been split into 5 parts.

#### 1. Infrastructure Development

We will continue the work of coordinating local infrastructure organisations to ensure an improved and better coverage of services with the expectation of better funding opportunities. We will coordinate the K&C Advisors Network with 4 meetings of the advisory group per year. This will ensure a collaborative approach to governance advice, support, health and well-being developments and Consortia Development.

#### 2. Services & Support

We will continue to support organisations through training, and advice to boards and individuals. This will include the continued production of a six monthly joint calendar and individual support to groups on governance, project management and people management. Our focus will be on emerging leaders in the borough, planning and change management and we will continue to replicate the work currently undertaken in North Kensington in Earls Court and Chelsea.

We will talk to local authority commissioners about current commissioning processes, seek to develop models with them and continue to support the sector through future commissioning processes, such as Adult Social Care. This will be supplemented by providing funding surgeries and funding events. Advice on quality assurance will be available and models will be researched.

With health and well-being, campaigning and education we will be supporting groups through commissioning and creating networks. We will discuss joint working with social enterprise trainers to provide capacity building support.

We will bring Community Centre Leaders together to look at future vision and potential for closer working between Community Centres.

#### 3. Information

We will continue to provide information to the sector by sending e-bulletins; disseminating Link newsletter; maintaining and promoting the resource library; commissioning a new database and maintaining and modernising the website.

#### 4. Representation and Advocacy

We will organise and facilitate VOF meetings and support the existing representatives to the KCP. We will consult on key issues affecting the sector. We will build on the consultation work of My K&C, My Say, VOF's and other consultations. We will develop more effective representation at both regional and national level. We will participate in the local joint health partnership. We will liaise with our statutory sector partners and update maps for the VCO of key officers and their positions. A map will be created of policy initiatives. We will research and publish the needs of the sector on an annual basis.

#### 5. Improving KCSC Capacity

We will work towards acquiring a quality assurance mark by adopting the NAVCA quality mark standard followed by Investors in People by March /April 2010. We will use all opportunities to raise the profile of KCSC and champion KCSC and the needs of the local third sector. Accountants *Gareth Moors and Co* will support the Office Manager to develop as the internal finance manager.

We will hold a voluntary sector conference celebrating the charities in Kensington and Chelsea in December 2009.

We will continue to support the role of the sector as a lobbying and campaigning force.

# KENSINGTON AND CHELSEA SOCIAL COUNCIL

## Directors' / Trustees' Report (...continued)

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### **Trustees**

The trustees who have served since 1 April 2008 were:

Michael Bach  
Jennifer Ware  
Tom Fitch  
Jane Turner  
Jamie Wilcox  
Lorraine Gilbert  
Jonnie Beverley  
Peter Okali  
Dahabo Guled (resigned December 2008)  
Jamie Renton  
Filsan Ali  
Raj Jogia

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### **Financial Review**

The Statement of Financial Activities shows incoming resources for the year of £649,000 and expenditure of £547,001

There was a net inflow of funds of £100,138 including £3,976 loss on revaluation of investments. We took reserves of £305,231 into the new financial year 09/10 of which 23,565 are made up of fixed assets.

Our largest funders are the Royal Borough of Kensington and Chelsea, NHS Kensington and Chelsea and the Big Lottery Fund representing 78% of income. Funding is provided through a mix of grants, service level agreements and contracts.

We thank all our funders for making our work possible.

Trustees are confident that they can maintain a solvent organisation for the foreseeable future.

### **Investments**

The Trustees considered its investments and decided to retain current investments. Total investments are £16,450 held in unit trusts administered by Schroders.

### **Reserves and Reserves Policy**

The charity has a reserves policy. It is our intention to build up reserves to 3 months' running costs; this will provide cash flow, help us to manage fluctuations in funding and, if necessary, meet contingent liabilities.

As at 31<sup>st</sup> March 2009 KCSC unrestricted reserves (including designated reserves) totalled £185,343 and restricted reserves were £119,888.

# KENSINGTON AND CHELSEA SOCIAL COUNCIL

## Directors' / Trustees' Report (...continued)

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### Trustees' Responsibilities

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its operations.

The Trustees are responsible for keeping proper accounting record, which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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### Disclosure of Information to Auditors

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

### Auditors

The trustees intend to review the appointment of appoint auditors for the period 2009/10 onwards, for which the current auditors, Alliot, are encouraged to tender.

### Small Company Exemptions

This report is prepared in accordance with the special provisions of the Companies Act 1985 relating to small companies.

The report was approved by the Trustees on 10 November 2009

On behalf of the Board of



Trustees

.....

## KENSINGTON AND CHELSEA SOCIAL COUNCIL

Independent Auditor's Report to the Members of Kensington And Chelsea Social Council for the year ended 31<sup>st</sup> March 2009

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We have audited the financial statements of Kensington & Chelsea Social Council for the year ended 31<sup>st</sup> March 2009 which comprise the Statement of Financial Activities and Balance Sheet and the related notes. These accounts have been prepared under the accounting policies set out therein.

This report is made solely to the charity's trustees, as a body, in accordance with Section 43 of the Charities Act 1993. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As described in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Auditing Standards (UK and Ireland).

We have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

(continued...)

## KENSINGTON AND CHELSEA SOCIAL COUNCIL

Independent Auditor's Report to the Members of Kensington And Chelsea Social Council for the  
year ended 31<sup>st</sup> March 2009 (...continued)

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### Opinion

In our opinion:

- the financial statements give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice, of the charity's state of affairs as at 31<sup>st</sup> March 2009 and of its incoming resources and application of resources in the year then ended; and
- the financial statements have been properly prepared in accordance with the Companies Act 1985.

### Alliotts

Chartered Accountants  
Registered Auditors

4<sup>th</sup> Floor, Imperial House  
15 Kingsway  
London WC2B 6UN

19 November, 2009

# KENSINGTON AND CHELSEA SOCIAL COUNCIL

## STATEMENT OF FINANCIAL ACTIVITIES (including a summarised Income and Expenditure account)

For the Year Ended 31<sup>st</sup> March 2009

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
<b>Incoming Resources from Generated Funds</b>					
Voluntary Income					
Grants Receivable	8	1,493	636,582	638,075	354,576
Donations / Other	9	2,319		2,319	10,452
Activities for Generating Funds					
Investment Income		8,606		8,606	11,442
<b>Incoming Resources from Charitable Activities</b>					
Rent Receivable		-	-	-	3,718
<b>Total Incoming Resources</b>		<b>12,418</b>	<b>636,582</b>	<b>649,000</b>	<b>380,188</b>
<b>Resources Expended</b>					
Cost of Generating Funds					
Charitable Activities	10	(18,677)	527,096	508,419	338,782
Grant Reversal		-	-	-	(7,100)
Governance & Strategic Development	11	-	36,467	36,467	34,219
<b>Total Resources Expended</b>		<b>(18,677)</b>	<b>563,563</b>	<b>544,886</b>	<b>365,901</b>
Net Incoming Resources before Transfers		31,095	73,019	104,114	14,287
Transfer between Funds	12	(31,081)	31,081	-	-
		14	104,100	104,114	14,287
<b>Other Gains and Losses</b>					
Loss on Investment		(3,976)	-	(3,976)	(3,037)
<b>Net Movement in Funds</b>		<b>(3,962)</b>	<b>104,100</b>	<b>100,138</b>	<b>11,250</b>
<b>Reconciliation of Funds:</b>					
<b>Funds Brought Forward 1<sup>st</sup> April 2008</b>		<b>189,305</b>	<b>15,788</b>	<b>205,093</b>	<b>193,843</b>
<b>Funds Carried Forward 31<sup>st</sup> March 2009</b>	13	<b>185,343</b>	<b>119,888</b>	<b>305,231</b>	<b>205,093</b>

All recognised gains and losses in the year and the previous year have been included above.

The results for the year and of the previous year as set out above have all been derived entirely from continuing operations.

The annexed Notes form part of these Financial Statements.

# KENSINGTON AND CHELSEA SOCIAL COUNCIL

## BALANCE SHEET As at 31<sup>st</sup> March 2009

	Notes	2009		2008
<b>Fixed Assets</b>		£	£	£
Tangible Fixed Assets	3		7,115	9,993
Investments	4		16,450	20,426
			<u>23,565</u>	<u>30,419</u>
<b>Current Assets</b>				
Debtors	5	14,609		45,960
Cash at Bank & in Hand		318,949		167,103
		<u>333,558</u>		<u>213,063</u>
<b>Creditors (amounts falling due within one year)</b>	6	<u>(51,892)</u>		<u>(38,389)</u>
<b>Net Current Assets</b>			281,666	174,674
<b>Total Net Assets</b>			<u>305,231</u>	<u>205,093</u>
 <b>FUNDS</b>				
Unrestricted Designated Funds:	14			
Contractual Liability Funds			98,000	28,000
Equipment & Maintenance Fund			10,450	10,450
Premises Fund			-	10,000
			<u>108,450</u>	<u>48,450</u>
Unrestricted Funds	13		76,893	140,855
Restricted Funds	12		119,888	15,788
			<u>305,231</u>	<u>205,093</u>

The Financial Statements were authorised for issue by the Board of trustees / Directors of Kensington & Chelsea Social Council on November 2009 and signed on its behalf by:



Michael Bach



Tom Fitch (Treasurer)

The annexed Notes form part of these Financial Statements.

# KENSINGTON AND CHELSEA SOCIAL COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31<sup>st</sup> March 2009

### 1 Accounting Policies

#### 1.1 Accounting Convention

The financial statements are prepared under the historic cost convention and include the results of the company's operations as indicated in the trustees' report. The accounts follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice 2005 ("SORP 2005"), and the requirements of the Financial Reporting Standard for Small Entities (effective April 2008) and the Charities Act 1993.

The company has taken advantage of the exemption in FRS1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

The directors having considered the format of the Income and Expenditure Accounts set out in the Companies Act 1985 consider that it is not wholly appropriate for the activities of the company and have presented an alternative format in accordance with SORP 2005 which better reflects the nature of the company's activities.

#### 1.2 Title

The company has taken advantage of the exemption in Section 30 of the Companies Act 1985 to omit the word "limited" from its title.

#### 1.3 Fixed Assets

Fixed Assets are stated at cost less provision for accumulated depreciation. Depreciation calculated to write-off the cost of the asset over its useful economic life, less any residual value, on the straight-line basis over five years.

#### 1.4 Fund Accounting

##### Restricted Funds – Income & Expenditure

Restricted Funds are subject to restrictions on their expenditure imposed by the grantor. Charges are levied to Restricted Funds in respect of central administration costs.

#### 1.5 Incoming Resources

Incoming Resources represent grants and donations receivable, investment income and rent receivable.

#### 1.6 Resources Expended

Charitable Expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its clients and beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Included within the costs of charitable activities are support costs, which comprise costs for processing grants and applications, including any support to actual and potential applicants, and an apportionment of overhead costs; governance costs are those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity. Where costs cannot be directly attributed to a particular category, an apportionment is made based on staff activity levels. Irrecoverable VAT is charged against the expenditure for which it was incurred.

#### 1.7 Designated Funds

Designated Funds consist of funds allocated by the trustees for specific purposes in the future.

#### 1.8 Pension Scheme

The charity operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the Statement of Financial activities in the year they are payable.

# KENSINGTON AND CHELSEA SOCIAL COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31<sup>st</sup> March 2009

### 2 Expense Disclosure

	2009 £	2008 £
The surplus for the year is stated after charging:		
Depreciation	3,337	3,826
Auditor's Remuneration	4,646	4,201
	7,983	8,027

### 3 Tangible Fixed Assets

	2009 £	2008 £
<b>Costs</b>		
Balance brought forward	41,967	40,681
Additions	459	1,286
Balance carried forward	42,426	41,967
<b>Depreciation</b>		
Balance brought forward	31,974	28,148
Charge for the year	3,337	3,826
Balance carried forward	35,311	31,974
<b>Net Book Value at 31<sup>st</sup> March 2009</b>	7,115	9,993

### 4 Investments

	2009 £	2008 £
Balance brought forward	20,426	23,463
(Loss) / Gain on investment	(3,976)	(3,037)
Balance carried forward	16,450	20,426

The investment consists of 8,629.13 units in the Charity Equity Fund (Income) as valued on 31<sup>st</sup> March 2009.

### 5 Debtors

	2009 £	2008 £
Grant Debtors	2,375	34,098
Other Debtors	1,489	2,474
Prepayments	10,745	9,388
	14,609	45,960

### 6 Creditors

	2009 £	2008 £
Accruals & Other Creditors	23,142	9,969
Deferred Income	28,750	28,420
	51,892	38,389
<b>Deferred Income</b>		
Balance brought forward	28,420	28,000
Received in year	28,750	117,420
Transferred to Statement of Financial Activities	(28,420)	(117,000)
Balance carried forward	28,750	28,420

# KENSINGTON AND CHELSEA SOCIAL COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31<sup>st</sup> March 2009

7 <b>Staff Costs</b>	<b>2009</b>	<b>2008</b>
	£	£
Salaries	255,475	186,524
Social Security	39,720	19,654
Pensions	11,356	7,135
	<u>306,551</u>	<u>213,313</u>

The pension charge represents the monthly premiums paid to schemes whose assets are managed by a third party.

No employee earned over £60,000 in the year.

8 <b>Grants Receivable</b>	<b>2009</b>	<b>2008</b>
	£	£
Capital Community Foundation (unrestricted grant)	1,493	-
Lottery Fund – BASIS	103,219	16,785
Change Up	25,000	39,964
City Bridge Trust	35,000	39,590
Islington Training Network	10,000	-
Kensington & Chelsea NHS Primary Care Trust	195,362	69,454
Kensington Housing Trust	7,380	-
Royal Borough of Kensington & Chelsea	151,848	117,000
KCP (RBKC) Forum	40,324	40,324
University of East London	3,000	-
Westminster NHS Primary Care Trust	5,840	-
Community Foundation Project	59,608	8,100
Other Funders	3,609	-
Voluntary Action Westminster – ESF	-	23,359
	<u>638,075</u>	<u>354,576</u>

9 <b>Other Income</b>	<b>2009</b>	<b>2008</b>
	£	£
Training Fees	2,319	5,082
Other Income	-	5,370
	<u>2,319</u>	<u>10,452</u>

10 <b>Charitable Activities</b>	<b>2009</b>	<b>2008</b>
	£	£
Government Office for London Grant Distribution	-	973
Staff Costs	282,027	196,605
Consultants	92,304	21,604
Management Fees	18,677	-
ICT Support	-	3,692
Publications	7,599	-
Projects – Change Up	19,068	15,346
Group Training	22,571	16,102
	<u>442,246</u>	<u>254,322</u>

# KENSINGTON AND CHELSEA SOCIAL COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31<sup>st</sup> March 2009

10 Charitable Activities (continued)	2009 £	2008 £
Support costs:		
Accountancy	6,625	8,759
Rent Payable	35,420	28,351
Staff Support / Recruitment	2,045	7,348
Training & Travel	8,364	4,823
Communications / Telephone	8,262	4,982
Miscellaneous	2,650	3,960
Publications, Promotions, Marketing, & Subscriptions	5,822	9,990
Away Day & Planning	735	1,100
Depreciation	3,170	3,635
Bank Charges	99	229
Repairs & Maintenance	2,546	3,512
Insurance	569	545
Stationery, Postage, Office Supplies	8,543	7,226
	<u>84,850</u>	<u>84,460</u>
<b>Total Charitable Activities</b>	<u>527,096</u>	<u>338,782</u>

Management Fees have been levied on Charitable Activities as a contribution towards the organisation's overheads and other running costs.

11 Governance Costs	2009 £	2008 £
Staff Costs	24,524	16,708
Accountancy	-	461
Audit Fee	4,646	4,200
Auditor's Fees – non-audit work	-	4,023
Sub-committee & AGM Meetings	4,356	4,027
Depreciation	167	191
Rent & Office Services	-	1,493
Loss on Investment	-	-
Insurance	551	1,328
Legal Fees	2,223	1,788
	<u>38,582</u>	<u>34,219</u>

Trustees' indemnity insurance included above amounted to £551 (2008:£541).

# KENSINGTON AND CHELSEA SOCIAL COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31<sup>st</sup> March 2009

12 Analysis of Restricted Funds	Balance Brought Forward	Incoming Resources	Outgoing Resources	Transfer from / (to) Unrestricted Funds	Balance Carried Forward
	£	£	£	£	£
<b>Directly-managed Projects</b>					
Change Up	10,488	25,000	35,488	-	-
Kensington & Chelsea NHS Primary Care Trust					
Core Funding	-	81,497	81,497	-	-
Health Providers' Forum	-	6,990	1,990	-	5,000
Older Persons Feasibility Study	-	23,000	19,478	-	3,522
Mental Health CDW	-	5,000	1,906	-	3,094
Evaluation of 3 <sup>rd</sup> Sector	-	20,000	230	-	19,770
Earls Court Development Strategy	-	30,000	-	-	30,000
Commissioning Project	-	42,000	24,844	-	17,156
City Bridge Trust	-	35,000	45,040	10,040	-
Royal Borough of Kensington & Chelsea					
Core Funding	-	173,606	176,948	3,342	-
Empowerment Fund	-	17,500	16,348	-	1,152
BME Health Forum	-	2,670	2,670	-	-
KCP (RBKC) Forum	-	3,000	20,699	17,699	-
Lottery Fund – BASIS	-	103,339	86,126	-	17,213
Shaw Trust	-	900	900	-	-
	<u>10,488</u>	<u>569,502</u>	<u>514,164</u>	<u>33,196</u>	<u>96,907</u>
<b>Client Projects</b>					
Focus Fund (Community Foundation Project)	5,300	56,000	38,631	-	26,277
1958 Remembered	-	11,080	10,768	-	312
	<u>5,300</u>	<u>67,080</u>	<u>49,399</u>	<u>-</u>	<u>22,981</u>
<b>All Projects</b>	<u>15,788</u>	<u>636,582</u>	<u>563,563</u>	<u>33,081</u>	<u>119,888</u>

KCSC holds funds and makes payments on behalf of two independent charitable projects; 1958 Remembered and FocusKC.

13 Analysis of Movement in Funds	Unrestricted Funds	Designated Funds	Restricted Funds	Total
	£	£	£	£
Balance brought forward	140,855	48,450	15,788	205,093
Movement in Funds	(63,962)	60,000	104,100	100,138
Balance carried forward	<u>76,893</u>	<u>108,450</u>	<u>119,888</u>	<u>305,231</u>

The Trustees have agreed to increase the Designated Contractual Liability Fund by transferring £60,000 from Unrestricted Funds (see Note 14). This reflects a contingent liability on a lease of the organisation's previous office and the recession making rental voids more likely.

14 Designated Funds	Contractual Liability Fund	Equipment & Maintenance Fund	Premises Fund	Total
	£	£	£	£
Balance brought forward	28,000	10,450	10,000	48,450
Transfer from Undesignated Funds	60,000	-	-	60,000
Transfer between Premises and Contractual Liability Funds	10,000	-	(10,000)	-
Balance carried forward	<u>98,000</u>	<u>10,450</u>	<u>-</u>	<u>108,450</u>

### 15 Trustees

The charity paid for professional services in the sum of £6,000 (2008: £nil) to Community Accountancy Self-Help a charity in which T. Fitch is CEO.