

**FAVERSHAM ASSISTANCE CENTRE CIO  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 2020**

**FAVERSHAM ASSISTANCE CENTRE CIO  
YEAR ENDED 31ST MARCH 2020  
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**LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31ST MARCH 2020**

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**Trustees**

Mrs M D Ford	Chair of Trustees
Mr M J Moore	Treasurer
Mr T Abram	
Rev S Young	Retired 4th April 2019
Mr M Hinton	
Mrs R Duffy	Appointed 9th January 2020
Faversham Town Council representative	
Cllr E Thomas	Appointed 9th January 2020

**Project Manager**

Miss Georgina Todd

**Charity Number**

1172770

**Correspondence Address**Umbrella Building  
Court Street  
Faversham  
Kent  
ME13 7AT**Independent Examiner**A G B Scott  
4 Orchard Close  
St Stephens  
Canterbury  
Kent  
CT2 7AL**Bankers**National Westminster Bank plc  
13 Market Place  
Faversham  
Kent  
ME13 7DT

**TRUSTEES' REPORT  
FOR THE YEAR ENDED 31ST MARCH 2020**

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The Trustees of the Charity present their annual report and accounts of the Charity for the year ended 31st March 2020.

**Governing Document and Constitution**

The Charity is a Charitable Incorporated Organisation and is governed by a constitution adopted on the 26th April 2017.

**Organisation Structure**

The Charity is managed by a Board of Trustees which meet regularly. The Trustees of the Charity are listed on the legal and administrative page. The Board of Trustees are ably supported by the project manager.

**Objectives and Activities for Public Benefit**

The Charity's objectives are to offer practical help to the elderly and disabled who are financially challenged in Faversham and the surrounding neighbourhood (including some areas close to Faversham and Sittingbourne)

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's objectives.

**Achievements and Performance**

The past year has been another successful year for FACE, the charity is now established in the Umbrella centre at Faversham. KCC have provided us with core funding of £14,367 (2019 £14,367) and we have managed to find other sources of core funding, Kent Community Foundation have been very supportive and provided a grant of £10,000. A list of Grants is shown in note 2, We would like to thank all our Grant providers and other supporters for their help in 2019/20 in particular Quay quilters and their efforts to raise £2,240

Our project manager Becky Duffy moved on in the year to become manager of Faversham Umbrella but the Trustees are delighted to report that after she resigned she agreed to be a Trustee and her assistance continues to be invaluable. We are though pleased to say we have found an excellent replacement in Georgina Todd. We are also pleased Trevor Abram accepted an invitation to remain as a Trustee after he retired from being Town Council representative. We are pleased to welcome Cllr Ed Thomas as our Faversham Town council representative. In addition to Quay Quilters our other main fundraising during the year was the plant stall in May 2019 and a Faversham brass concert in March 2020 shortly before Lockdown.

At the end of our financial year the government called for a Lockdown due to the Coronavirus Covid-19 fortunately our decorating season was coming to an end and the employed staff were able to carry on undertaking gardening jobs provided the appropriate social distancing was maintained, this was not always possible so FACE's income from client donations will be less in 2020/21. The Trustees are pleased to report that KCC have maintained their funding for 2020/21 and there is a grant again from Kent Community Foundation but fundraising and church donations are not possible until the restrictions on social distancing are lifted.

We thank our workforce and volunteers for the ongoing success of FACE without their hard work in the homes and gardens of our clients we would not have such a successful charity, their work is very much appreciated. We continue to hear positive experiences from our clients which are also greatly appreciated by the Trustees and our project manager.

We are sorry to report the death during the year of one of our former employees Doug Wilson who will be sadly missed by his family and all who knew him.

**TRUSTEE'S REPORT  
FOR THE YEAR ENDED 31ST MARCH 2020**

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**Financial Review**

The accounts have been prepared on an accruals basis so as to reflect the true financial position of the Charity. The results are shown on page 5

**Reserves Policy**

The Trustees continue to look for new sources of income to build up their reserves, and are pleased to report we have achieved our target of 6 months expenditure.

**Plans for the Future**

The Charity will continue to search for new sources of Core funding, we will look for more volunteers and continue to raise our profile through attendance at fayres and other fundraising events.

**Risk management**

During the year the Trustees have reviewed all major risks which the Charity could suffer and confirm all necessary action has been taken to mitigate.

We thank all those who have given their time and support over the period in helping us to achieve the aims of the Charity.

Signed on behalf of the Trustees on 4th May 2020

.....  
Mrs M D Ford  
Chair of Trustees

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FAVERSHAM ASSISTANCE CENTRE CIO**

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I report to the Trustees on my examination of the accounts of the Faversham Assistance Centre CIO for the year ended 31st March 2020

**Responsibilities and basis of report**

The Charity's Trustees of the CIO are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving cause to believe that in any respect.

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A G B Scott  
4 Orchard Close  
St Stephens  
Canterbury  
Kent  
CT2 7AL

Date 9th July 2020

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
<b>Income:</b>					
<i><b>Voluntary income:</b></i>					
Grants	2	29,564	2,000	31,564	38,534
Donations from clients		12,043	-	12,043	13,777
Church Donations		1,088	-	1,088	857
<i><b>Activities for generating funds:</b></i>					
Fundraising events		3,289	-	3,289	738
Other donations		6,073	-	6,073	1,027
Proceeds from the sale of a van and equipment		-	-	-	195
<b>Total incoming resources</b>		<b>52,057</b>	<b>2,000</b>	<b>54,057</b>	<b>55,128</b>
<b>Expenditure</b>					
<i><b>Expenditure on charitable activities</b></i>					
Wages and National Insurance		34,309	-	34,309	41,283
Pensions		336	-	336	264
Office service charges		-	3,000	3,000	2,500
Office and Liability Insurance		710	-	710	681
Tools equipment and Materials		203	-	203	355
Office Telephone		932	-	932	1,022
Office supplies and postage		675	-	675	402
Van and Transport costs		5,183	-	5,183	4,809
Volunteer costs		23	-	23	181
Website costs		150	-	150	600
Sundry expenses		692	-	692	128
Depreciation		2,728	-	2,728	3,470
<b>Total Expenditure</b>		<b>45,941</b>	<b>3,000</b>	<b>48,941</b>	<b>55,695</b>
<b>Net income(expenditure)</b>		<b>6,116</b>	<b>(1,000)</b>	<b>5,116</b>	<b>(567)</b>
<b>Transfer between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>6,116</b>	<b>(1,000)</b>	<b>5,116</b>	<b>(567)</b>
<b>Reconciliation of Funds</b>					
<b>Total funds brought forward</b>		<b>16,830</b>	<b>8,500</b>	<b>25,330</b>	<b>25,897</b>
<b>Total fund carried forward</b>		<b>22,946</b>	<b>7,500</b>	<b>30,446</b>	<b>25,330</b>

**BALANCE SHEET  
AS AT 31ST MARCH 2020**

	Notes	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	3	8694	10918
<b>Current assets</b>			
Stock of publications and stationery		130	54
Debtors and prepayments	4	502	497
Current account		21,123	13,879
Cash in Hand		100	100
		<u>21,855</u>	<u>14,530</u>
<b>Total Current Assets</b>			
<b>Liabilities</b>			
Creditors falling due within one year	5	(103)	(118)
		<u>(103)</u>	<u>(118)</u>
<b>Net current assets</b>			
		<u>21,752</u>	<u>14,412</u>
<b>Net Assets</b>			
		<u>30,446</u>	<u>25,330</u>
<b>The Funds of the Charity</b>			
Unrestricted funds	6	22,946	16,830
Restricted funds	7	7,500	8,500
		<u>30,446</u>	<u>25,330</u>
<b>Total Charity Funds</b>			
		<u>30,446</u>	<u>25,330</u>

Signed on behalf of the Trustees on 4th May 2020 by

.....  
M D Ford - Chair of Trustees

.....  
M J Moore, FCA - Treasurer

**Charity Registration number**



**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 2020**

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**1 Accounting policies**

The Principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial are as follows:

**a) Basis of preparation**

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16th July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015). Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

The financial statements are prepared on a going concern basis. There are no material uncertainties related to events or conditions which would cast doubt on the Charity's ability to continue as a going concern

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**b) Incoming resources**

***Income recognition policies***

Items of income are recognised and included in the accounts when all the following criteria are met:

- the charity have entitlement to the funds;
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the Charity.
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably

***Incoming resources with related expenditure***

When incoming resources have related expenditure the incoming resources and related expenditure are reported in the Statement of Financial Activities, SOFA.

***Donations***

Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

***Tax reclaims on donations and gifts***

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

***Volunteer help***

The value of voluntary help received is not included in the accounts but is described in the Trustees' Annual Report.

**c) Resources expended**

All resources expended are recognised once there is a legal or constructive obligation to make a payment to a third party. Resources expended include attributable VAT which cannot be recovered.

**d) Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Motor Vehicles	25%pa	reducing balance
Equipment	20%pa	reducing balance

**h) Fund accounting**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criteria is charged to the fund.

**NOTES TO THE ACCOUNTS (Continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2020**

2	Voluntary income	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total
	Grants	<u>29,564</u>	<u>2,000</u>	<u>31,564</u>	<u>38,534</u>
	<b>Local authorities</b>				
	Swale Borough Council	-	-	-	50
	Kent County Council	14,367	-	14,367	14,367
	<b>Charities</b>				
	Kent Community Foundation	10,000	-	10,000	9,000
	Faversham Town Council	3,000	-	3,000	5,000
	Queenbrough Fisheries	-	-	0	3,000
	Percy Bilton	-	-	0	500
	Co-op members fund	1,197	-	1,197	6,617
	The Edward Vinson 1957 Charity Settlement	-	2,000	2,000	-
	Beerling Foundation	1,000	-	1,000	-
		<u>29,564</u>	<u>2,000</u>	<u>31,564</u>	<u>38,534</u>
	<b>Fixed Assets</b>				
			Motor Vehicles	Equipment	Total
			£	£	£
3	<b>Cost</b>				
	As at 31st March 2019		13,506	3,003	16,509
	Additions		<u>-</u>	<u>504</u>	<u>504</u>
	As at 31st March 2020		<u>13,506</u>	<u>3,507</u>	<u>17,013</u>
	<b>Depreciation</b>				
	As at 31st March 2019		4,621	970	5,591
	Charge for year		<u>2,221</u>	<u>507</u>	<u>2,728</u>
	As at 31st March 2020		<u>6,842</u>	<u>1,477</u>	<u>8,319</u>
	<b>Net book values</b>				
	As at 31st March 2019		<u>8,885</u>	<u>2,033</u>	<u>10,918</u>
	As at 31st March 2020		<u>6,664</u>	<u>2,030</u>	<u>8,694</u>
	<b>Debtors and prepayments</b>			<b>2020</b>	<b>2019</b>
				£	£
4	Prepayments			502	497
				<u>502</u>	<u>497</u>

## FAVERSHAM ASSISTANCE CENTRE CIO

NOTES TO THE ACCOUNTS (Continued)  
FOR THE YEAR ENDED 31ST MARCH 2020

<b>5</b>	<b>Creditors: falling due within one year</b>	<b>2020</b>	<b>2019</b>
		£	£
	Sundry Accruals	20	20
	Tax and National Insurance	83	98
		<u>103</u>	<u>118</u>

<b>6</b>	<b>Analysis of net assets between funds</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
		£	£	£
	Fixed assets	8,794	-	8,794
	Current asset	14,355	7,500	21,855
	Current liabilities	<u>(103)</u>	<u>-</u>	<u>(103)</u>
		<u>23,046</u>	<u>7,500</u>	<u>30,546</u>

<b>7</b>	<b>Restricted Funds</b>				
	<b>Balance at</b>	<b>Incoming</b>	<b>Expenses</b>	<b>Transfers</b>	<b>Balance at</b>
	<b>01.04.2018</b>	<b>resources</b>	<b>£</b>	<b>£</b>	<b>31.03.2020</b>
	£	£	£	£	£
	-	2,000	-	-	2,000
	500	-	-	-	500
	<u>8,000</u>	<u>-</u>	<u>(3,000)</u>	<u>-</u>	<u>5,000</u>
	<u>8,500</u>	<u>-</u>	<u>(3,000)</u>	<u>-</u>	<u>7,500</u>

**Restricted fund**

Protective clothing	A grant provided by The Edward Vinson Charity for protective clothing
Equipment	A grant from Percy Bilton to provide garden equipment.
Rent and utility costs	Grant received from the Allen Lane Foundation, Faversham Town Council and Queenbrough Fisheries as a contribution to rent and utility costs