

KIDS IN ACTION

Registered Charity Number 1053470

Report of the Trustees

And

Financial Statements

For the

Year Ended 31st March 2020



KIDS IN ACTION

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FOR THE YEAR ENDED 31ST MARCH 2020**

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KIDS IN ACTION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their annual report together with their financial statements of the Charity for the year ended 31 March 2020. They are prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's trust deed.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number 1053470

Trustees	Chairperson	Mr Paul Bowen-James
	Treasurer	Ms M Cooper
		Mrs K Reardon

Principal Address Unit 26, Apex Business Centre
Boscombe Road
Dunstable
LU5 4SB

Independent Examiner Mr Donald Brown FCA
Higginson & Co (UK) Ltd
3 Kensworth Gate
200-204 High Street South
Dunstable
Bedfordshire
LU6 3HS

Bankers Metro Bank
One Southampton Row
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KIDS IN ACTION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

The Charity was set up by a trust deed dated 1st July 1995 and is registered with the Charity Commission, registration number 1053470.

Appointment of Trustees

Trustees are appointed by the Board of Trustees and confirmed at the Annual General Meeting, normally held in October.

Organisation, structure and process

The Charity is not at this stage a Charity Limited by guarantee and we are exploring the possibility of becoming such. The Board also wants to express a stronger statement of its objects and so as to reflect the development of the Charity to date and to anticipate its strategic development.

The Board of Trustees meet monthly to fulfil their key role and function of overseeing and directing the affairs of the Charity, ensuring that it is well-run and delivering the charitable outcomes for which it is established. This includes a quarterly meeting with the development team and one strategy day when the trustees review their overall strategy for the Charity.

The trustees are committed to the Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Honesty and Leadership.

The Trustees entrust day to day management of the Charity to the Chief Executive who delegates front line projects and services through our small staff team. The Chief Executive works through a management team to develop and deliver operational plans through the staff team and volunteers so as to implement the trustees' strategic plan. Such operational plans are reviewed annually by the board of trustees to ensure they are in line with the trustees overall strategy.

Risk Management and Internal Control

The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for safeguarding the assets of the charity against unauthorised use or disposition, and taking reasonable

KIDS IN ACTION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

steps for the protection and detection of fraud and other irregularities as well as ensuring compliance with relevant regulations and laws.

As part of the charity's risk management process the trustees will ensure annual review of the charity's systems of internal control. The trustees recognise that their system is designed to manage and mitigate, rather than eliminate, the risk of failure to achieve the charity's objectives and can only provide reasonable and not absolute reassurance against material mismanagement or loss.

The Board have recently reviewed its internal controls and further improved them. The trustees recognise the need to improve previous compliance and control systems as part of their determination to develop the Charity internally as well as in terms of its service profile and level of service, especially to increase the number of people we can help and support.

The system of financial controls designed to mitigate risk include strategic and operational plans, (including fundraising) and an annual budget. Performance is reported through the Management Team and with the Chair of Trustees monthly and reported to the full Board at the next meeting.

The charity continues to develop its operational risk management processes to ensure that they become fully embedded in the charity's routine management processes and involve the staff and volunteer team as participants.

The trustees consider that their oversight and emphasis has sufficiently anticipated and mitigated risk.

Accountants

The trustees have formally re-appointed Higginson and Co (UK) Limited as accountants. They are a well-established firm with a number of Charity clients and their appointment further expresses the boards concern for quality and robust practices.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

OBJECTIVES AND ACTIVITIES

Constitutional Objectives

The principal objective of the Charity continues to be the provision of support and services to special needs children and adults in the local community, together with the support of their parents and carers.

The trustees have referred to the guidance contained in the Charity Commission's general guidelines on public benefit when reviewing their aims and objectives and in planning future activities, especially considering how planned activities will contribute to the aims and objectives they have set.

Current provision is primarily from the Charity's own centre, from which it provides:

- Weekly youth clubs and social opportunities for children and adults with special needs;
- Family weekend breaks and holidays in four luxury accessible caravans: three in Caister and one in Clacton on Sea;
- Trips such as theme parks, theatre, children's farms, activities and other social opportunities for families throughout the year;
- Holiday clubs during school holidays and a monthly ten pin bowling event for both over and under 18s at a local bowling centre.
- Weekly drop in day for adults with special needs from local homes and day centres.

FACILITIES AT THE BASE

- Coffee shop – seating area for up to 40 people along with high chairs. We provide a wide range of hot & cold food and beverages;
- Soft Play Area – a large quantity of soft play equipment with a purpose built ball pond;
- Main hall – a 7m sq dance floor which doubles up for other activities. We have our own in-house disco, a free play jukebox, an interactive floor and a number of sensory toys. There is also a large dressing up box and a lego table which was purpose built for us;

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

- Games room – which includes a sensory cottage, table football, air hockey, various games consoles, pool table and cinema screen;
- Multimedia Room – HD cinema screen, games consoles, retro arcade machine, 60" clever touch screen, a number of tablets.
- Photographic studio – which is used a teaching facility for members.

Youths clubs/holiday clubs

On a regular basis we run the following clubs:

- A weekly Saturday youth club running from 10am to 4pm attracting 45+ children and young people, together with their parents and carers. Around 90+ people are on the premises in total;
- A Monday night over 18s club from 6pm to 9pm for around 55+ adults, some with carers and some more independent;
- A drop in centre for adults with special needs attracting 50+ people per week.

Our membership is growing weekly and we have increased staffing and volunteer levels to help maintain our level of service.

CARAVAN HOLIDAYS

We have four caravans, three based at Caister on Sea on a Haven site and one at Clacton on Sea at a Park Dean resort. They enable us to provide a much needed break for families living with special needs at less than half the normal holiday park charge. They are very popular and used well, particularly in the school holidays.

We work hard to keep costs to families as low as possible and we want to see them used more – we are marketing to people with special needs who can make good use of them outside school holidays too. We do not want to charge any more but hope to ensure we break even on ground rent, repair and so forth by finding some new out of school holiday customers, including partnership with other organisations elsewhere in the country.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

FUNDRAISING ACHIEVEMENTS

Until the coronavirus restrictions were imposed in March 2020, we held one to two fundraising events a month which included quiz nights, discos, cabaret events, corporate bowling etc. along with community projects.

Our members also get involved in helping us fundraise by doing a number of sponsored events.

We have several corporate organisations that have adopted Kids in Action as their chosen Charity to sponsor indefinitely.

FUTURE PLANS

Following the completion of a mezzanine floor in 2018, we have expanded our softplay and sensory areas. This in turn has allowed us to expand the coffee shop area downstairs. This facilitates social distancing as well as giving us the opportunity to generate additional income from our coffee shop by selling lunchtime snacks to those working throughout the business park in which our facility is located.

Unfortunately, the centre was forced to close for four months from March 2020 due to the coronavirus and this plan has been delayed.

Due to a poor return from our caravan in Park Dean, we are considering either moving the caravan to our Haven site or linking up with another charity to maximise our income.

We are in the process of applying for a mortgage to purchase the freehold of our unit. To that end, we have been reaching out to various trusts to obtain funding for the deposit that will be required. The funds that have been received for this purpose represent the restricted funds as declared in these financial statements. We anticipate that the freehold property will be purchased in 2021.

We have recently received substantial grants from the national lottery. This will enable us to increase our staffing levels but will also be used to directly finance our charitable activities.

KIDS IN ACTION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

FINANCIAL REVIEW

The results of the Charity for the year under report are set out in the Statement of Financial Activities on page 11.

In the year ended 31 March 2020, we finished the year with a net asset balance of £139,161 (2019: 82,394), having recorded a surplus of £56,767 (2019: £87,015 deficit). Gross income for the year was £304,880 (2019: £189,871). The closing bank balance stood at £143,166 (2019: £78,667).

The increase in income during the year was due almost entirely to the receipt of substantial grants from trusts. If one then excludes the restricted funding obtained during the year to finance the building deposit, the centre shows a deficit of £38,233 for the year.

Funds

The trustees ensure, via the Chief Executive, that any and all restricted funding is and will be accounted for and spent on the purpose for which given. Any interest on such deposits will be treated as unrestricted.

Reserves Policy

The trustees review the level of reserves periodically to ensure that the Charity is able to be managed efficiently and to provide a buffer for uninterrupted services. It is their current policy to achieve unrestricted (free) reserve funds at a level which covers a minimum of three months expenditure.

KIDS IN ACTION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The law applicable to charities in England and Wales requires the trustees to prepare accounts in accordance with United Kingdom Generally Accepted Accounting Practice and which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources for that period. In preparing those accounts, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the accounts;
- Prepare the accounts on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that their financial statements comply with the Charities Act 2011, Statements of Recommended Practice and the provision of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 5/1/2021

and signed on behalf of the Board by:


.....
Mr P Bowen-James
Chair of Trustees

Unit 26, Apex Business Centre
Boscombe Road
Dunstable
Bedfordshire
LU5 4SB

KIDS IN ACTION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2020


				2020	2019
	Note	Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
		£	£	£	£
INCOMING RESOURCES					
Incoming Resources from generated funds					
Voluntary Income – donations & gift aid					
KIA for Life Ltd including Gift Aid		0	15,747	15,747	39,344
Grant Making Trusts		90,000	49,497	139,497	27,790
Other		5,000	66,930	71,930	36,005
		95,000	132,174	227,174	103,318
Activities for generating funds:					
Fundraising Events		0	11,558	11,558	21,235
Fees charged	3	0	29,529	29,529	30,524
Refreshments		0	24,593	24,593	24,413
Investment					
Deposit Account interest	4	0	445	445	427
Other Incoming Resources					
Caravan rents received		0	11,580	11,580	10,135
Total Incoming Resources		95,000	209,880	304,880	189,871
RESOURCES EXPENDED					
	2				
Costs of generating funds		0	31,495	31,495	19,638
Charitable Activities		0	199,997	199,997	233,911
Governance Costs		0	16,620	16,620	23,337
Total Resources Expended		0	248,113	248,113	276,886
Net Incoming/(outgoing) resources		95,000	(38,233)	56,767	(87,015)
Balance at 1 st April 2019		0	82,394	82,394	169,409
Balance at 31st March 2020		95,000	44,161	139,161	£82,394

**KIDS IN ACTION
BALANCE SHEET
AS AT 31ST MARCH 2020**

			31.3.20		31.3.19
	Note	Restricted	Unrestricted	TOTAL	Total
	s	Funds	Funds	FUNDS	Funds
FIXED ASSETS					
Tangible Assets	9	0	37,168	37,168	49,557
Investments	10	0	100	100	100
Total Fixed Assets		0	37,268	37,268	49,657
CURRENT ASSETS					
Debtors	6	0	3,639	3,639	3,373
Cash at Bank and in hand		95,000	48,166	143,166	78,667
Total Current Assets		95,000	51,805	146,805	82,040
TOTAL ASSETS		95,000	89,073	184,073	131,696
LESS: CURRENT LIABILITIES					
Creditors: amounts falling due within one year	7	0	(13,426)	(13,426)	(13,856)
NET CURRENT ASSETS		95,000	75,647	170,647	117,840
Creditors: amounts falling due after one year	8	0	(31,486)	(31,486)	(35,446)
NET ASSETS		95,000	44,161	139,161	82,394
FUNDS					
Unrestricted		0	44,161	44,161	82,394
Restricted	11	95,000	0	95,000	0
TOTAL FUNDS		95,000	44,161	139,161	82,394

The accounts and financial statements on pages 11 to 18 were approved by the Board of Trustees on 5/1/2021 and were signed on their behalf by:


P Bowen-James – Trustee


Ms M Cooper – Trustee

KIDS IN ACTION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020

1. ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice (SORP 2005) "Accounting and Reporting by Charities" issued in March 2005 and applicable UK Accounting Standards.

Fund Accounting

All funds received in the year under report were unrestricted funds. Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

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

Incoming Resources

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

For legacies, entitlement is the earlier of the Charity being notified of an impending distribution or the legacy being received.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to projects and services. Gifts donated for resale are included as income when they are sold. Donated facilities are included to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the accounts for services donated by volunteers.

Investment income is included when received.

Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the 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.

Costs of generating funds comprise the costs associated with attracting voluntary income, primarily in relation to fundraising events.

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It included both costs that can be allocated directly and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the accountancy and legal fees and costs linked to the strategic management of the Charity.

KIDS IN ACTION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage.

Tangible Fixed Assets

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

Caravans	-25% on a reducing balance
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Taxation

The Charity is exempt from tax on its charitable activities.

2. TOTAL: RESOURCES EXPENDED

	Fund Generation	Charitable Activities	Governance Costs	2020
				Total £
Directly Allocated to activities				
Staff Costs	16,129	36,040	-	52,169
Fundraising	16,991	-	-	16,991
Direct Activity costs	-	36,262	-	36,262
Depreciation - Caravans	-	12,389	-	12,389
Hire Purchase Interest	-	3,979	-	3,979
Subtotal	33,120	88,670	-	121,790
Support Costs				
Staff Costs	-	-	12,998	12,998
General Office	-	99,997	-	8,380
Communications	-	8,380	-	6,170
Professional fees	-	-	4,932	4,932
Bank Charges	-	16	-	16
Subtotal	-	108,393	17,930	126,323
Total Expended	33,120	197,062	17,930	248,113
Staff Costs				
Wages and salaries	16,129	36,040	12,998	65,167
Social Security costs	0	0	0	0
Total Staff Costs	16,129	36,040	12,998	65,167

KIDS IN ACTION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020

No employee earned £60,000 per annum or more.

The average number of employees, analysed by function was:

	Number 2020	Number 2019
Charitable activities	2	2.0
Fundraising	4	3
Management and Administration	2	2

3. ACTIVITIES FOR GENERATING FUNDS

	31.3.20	31.3.19
Service User Fees	28,331	30,136
Hire of premises	1,198	388
Total	29,529	30,524

4. INVESTMENT INCOME

	31.3.20	31.3.19
Interest Received (deposit and reserve accounts)	445	427
Total	445	427

5. TRUSTEES' REMUNERATION AND BENEFITS

The Trustees receive no remuneration for their work as Trustees; however, one of the Trustees, Ms M Cooper received £20,000 gross (2019 £20,000) in her position as an employee.

Mr P Bowen-James is a director of KIA for Life Limited, the fundraising subsidiary of Kids in Action.

Trustee expenses

There were no trustees expenses paid for the year ended 31st March 2020 nor for the year ended 31st March 2019.

6. Debtors.

	2020	2019
	£	£
Group balance	3,639	3,373
Prepayments	0	0
Total	3,639	3,373

7. Creditors

Amounts falling due within one year	2020	2019
	£	£
Taxation and workplace pension	8,418	4,607
Hire Purchase	3,960	3,416
Accruals	1,048	5,833
Total	13,426	13,856

KIDS IN ACTION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020

8. Creditors

Amounts falling due after one year	2020	2019
	£	£
Hire Purchase	31,486	35,446
Total	0	0

9. TANGIBLE FIXED ASSETS

	Caravans	Totals
	£	£
COST		
At 1 April 2019	96,716	96,716
Additions	0	0
Disposals	0	0
As at 31st March 2020	96,716	96,716
DEPRECIATION		
As at 1 st April 2019	47,159	47,159
Charges for year	12,389	12,389
Eliminated on Disposal	0	0
Total Depreciation	59,548	59,548
NET BOOK VALUE		
As at 31st March 2020	37,168	37,168
As at 31st March 2019	49,557	49,557

10. FIXED ASSET INVESTMENTS

	Shares in Group Undertakings
	£
MARKET VALUE	
At 1 st April 2019 and 31 st March 2020	100
NET BOOK VALUE	
As at 31st March 2020	100
As at 31st March 2019	100

There were no investment assets outside the UK.

This represents the entire share capital of KIA for Life Limited, a company registered in the United Kingdom, registration number 06158388.

KIDS IN ACTION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020

The purpose of KIA for Life Limited is to provide a fundraising organisation for Kids in Action. All money raised from KIA for Life Limited, after running costs, is transferred to Kids in Action.

Mr P Bowen-James is a director of KIA for Life Limited and is remunerated through the accounts of KIA for Life Limited.

Ms M Cooper is also a Director of KIA for Life Limited.

At the balance sheet date, an amount of £3,639 was due from KIA for Life Ltd to Kids in Action (2019: £3,373).

11. MOVEMENT IN FUNDS

	At 1.4.19	Net movement in funds	At 31.3.20
	£	£	£
Unrestricted (General) Fund	82,394	(38,233)	44,161
Restricted Funds	0	95,000	95,000
Total Funds	82,394	56,767	139,161

Net movement in Funds included in those above are as follows:

	Incoming Resources	Resources expended	Movement In funds
	£	£	£
Unrestricted (General) Fund	209,880	248,113	(38,233)
Restricted Funds	95,000	0	95,000
Total Funds			(56,767)

**INDEPENDENT EXAMINERS REPORT
TO THE TRUSTEES OF KIDS IN ACTION
FOR THE YEAR ENDED 31ST MARCH 2020**

I report on the accounts of the Charity for the year ended 31st March 2020 set out in pages 1 to 18.

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

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity 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 statement below.

Independent examiners 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 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.

3 Kensworth Gate
200-204 High Street South
Dunstable
Bedfordshire
LU6 3HS


.....
Mr Donald Brown FCA
Higginson & Co (UK) Ltd

Date: 21/01/2021