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## **Kingston Community Refugee Sponsorship**

A Charitable Incorporated Organisation

Registered charity number 1178647

### **Trustees' Report and Accounts for the Year Ended 31 March 2023**

The trustees are pleased to present their annual report, together with the accounts of Kingston Community Refugee Sponsorship ("KCRS" or "the charity"). These are the accounts for the period from 1 April 2022 to 31 March 2023, prepared to meet the requirements of the Charities Act 2011.

## **Contents**

Objects and activities.....	2
Public Benefit.....	2
Achievements and performance.....	2
Main achievements and performance from 1 April 2022 to 31 March 2023.....	2
Plans for the near future.....	3
Structure, governance and management.....	3
Safeguarding.....	3
Reference and administrative information.....	3
Financial review.....	4
Policy on reserves.....	5
Trustees' responsibilities.....	6
Report of the independent examiner.....	7
RECEIPTS AND PAYMENTS.....	8
STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2023.....	9
NOTES TO THE ACCOUNTS.....	10

## **Objects and activities**

The objects of the charity as set out in its constitution, for the public benefit, are:

*“The relief of poverty and the preservation and protection of health of those seeking asylum or granted leave to remain in the UK who reside or wish to reside temporarily or permanently in the Royal Borough of Kingston upon Thames or the surrounding area by providing aid, accommodation, support and education and by facilitating the integration of refugees and asylum seekers into the wider community.”*

## **Public Benefit**

The trustees confirm that in managing all our activities, the KCRS trustees have had regard to guidance on public benefit issued by the Charity Commission. In order to achieve our objects we seek to

1. Assist in the provision of accommodation and other requirements essential for security and wellbeing of our beneficiaries (as set out above in our charitable objects).
2. Work in a way that protects them and minimises the possibility of harm, exploitation or abuse.
3. Ensure their access to education, English language tuition and training leading to their fulfilment, skills development and employment.
4. Address health issues, working to develop wellbeing plans, to help them integrate and thrive.
5. Provide opportunities for volunteering and other social activities leading to their social integration.
6. Promote social inclusion through sharing of knowledge and skills, culture, art, goods and friendship.
7. Work with and support other organisations sharing any or all of the above charitable purposes.

## **Achievements and performance**

### **Main achievements and performance from 1 April 2022 to 31 March 2023**

The main focus for our activity during this reporting year was to support our first sponsored family as they came to grips with the many aspects of becoming independent members of the local community. This involved some 20 volunteers admirably coordinated by our volunteers manager, Enrique Marten, himself a volunteer. The support provided by volunteers helped our sponsored family negotiate, *inter alia*, the NHS and dental services; job centre requirements and the Universal Credit benefits system; their children's schooling and their own English language learning – formal classes and informal sessions with volunteers; utilities providers; Council Tax rebate, acquisition of driving licences, replacement of a lost Biometric Residence Permit. With this support our sponsored family

became well settled in their new environment: the children settled into school, the father gained part-time employment, the mother began volunteering as a part-time teaching assistant.

During this reporting period we received our final monitoring visit from Home Office agents who were satisfied with progress achieved.

### **Plans for the near future**

During the next reporting year our first sponsored family will reach the end of their two-year period of formal sponsorship. We shall continue fund-raising and accommodation search so that we are in a position to welcome a second refugee family.

### ***Structure, governance and management***

KCRS is a Charitable Incorporated Organisation (CIO) with voting members additional to its charity trustees. Its activities and remits are governed by its constitution, adopted by the KCRS trustees at its Trustee Meeting on 17 April 2018.

We recruit our trustees by election at the AGM of members or by appointment.

During this reporting period, the trustees' formal meetings were initially held once per month with weekly management group meetings between times. Towards the end of the reporting period, as the sponsored family became increasingly independent, we reduced the frequency of trustees' formal meetings to every second month with monthly management group meetings in the intervening months.

Our volunteers coordinator, Enrique Marten, resigned mid-year to take up a university place. The trustees have decided to delay appointment of a replacement until we are preparing for the arrival of our next sponsored family.

### **Safeguarding**

There were no safeguarding incidents during the reporting year.

### ***Reference and administrative information***

**The principal address:** c/o All Saints Church 14-16 Market Place Kingston KT1 1JP

**Name:** the charity's registered name is Kingston Community Refugee Sponsorship. The charity is also known as KCRS.

**Registration:** KCRS became a body corporate, a CIO, on 5 June 2018, charity number 1178647.

### **Trustees**

The trustees who served during this reporting period were:

Dr Frederick Scott Ashmore (Re-elected 25/11 2020)  
Reverend Sandra Anne Cragg (Re-elected 24/06 2021)  
Professor Vincent David Daly (Chair) (Re-elected 25/11 2020)  
Gillian Mary Holdsworth (Hon. Secretary) (Re-elected 24/06 2021)  
Isobel Joan Robinson (Re-elected 6/07 2022)  
Reverend Karl Aidan Rutledge (Hon. Treasurer) (Re-elected 25/11 2020)  
Grant Frederick Vanstone (Re-elected 6/07 2022)

### **Honorary Independent Examiner**

Rebecca Singerman-Knight, 19 Sydney Road, Teddington, TW11 8PQ

**Bankers:** Reliance Bank Limited, Faith House, 26-3-24 Lovat Lane, London EC3R 8EB

## ***Financial review***

Reserves at the beginning of the reporting year were £8,537.03, considerably lower than twelve months previously because of the substantial financial support required by our sponsored family in their first year of resettlement.

Going forward, the trustees do not expect resettlement costs to continue at the level experienced during the prior reporting period and have identified £5,000 as a resettlement reserve to ensure that we are able to cover resettlement expenses for the current family.

By the end of the current reporting period reserves, net of the resettlement reserve, had risen to be above the minimum required by the Home Office if KCRS should apply to resettle another family. This is due in large part to some generous donations, detailed below.

### Financial Summary

**Our receipts were £11,718.28 (2021-2: £3199)**

- Membership subscriptions were £580 (2021-2: £160)

The increase relative to 2021-2 is because we called for renewed subscriptions after an extended period of not doing so.

- Donations were £7,740.80 (2021-2: £2696)

The large increase relative to 2021-2 is due in part to monthly donations of £300 per month given by a private individual, allowing KCRS to mitigate the impact of the Universal Credit benefit cap on our sponsored family. Other donations from private individuals included £760 to cover the cost of urgent dental treatment and £1000 for general purposes. We are very grateful for the generous donations received from private individuals and will respect the donors' requests for anonymity. We are very grateful also to the Kingston Quakers Meeting who donated £1400.

- Fundraising Events raised £919.60 (2021-2: £69)

We thank All Saints Church for providing the venue for a fund-raising quiz night, and thank also those individuals who gave up their time to make the event such a success.

- Interest and Gift Aid receipts £105.68 (2021-2: £273)

KCRS subscribes to Local Giving, an online fund-raising platform. As part of their services, Local Giving reclaim for KCRS, from HM Revenue & Customs, any applicable Gift Aid on donations made through their platform. Local Giving retains processing charges of (i) a fixed 10p "Payment\_Provider\_Fee" plus (ii) a 5% "Donation Commission" on each donation and (iii) a 5% "Gift\_Aid\_Commission" on applicable Gift Aid reclaimed on behalf of KCRS. Gift Aid receipts have been reported net of these costs but will be reported gross in future years to better align with current accounting guidelines.

- Other income £2,372.20 (2021-2: nil)

We received £2,114.70 from the Home Office as reimbursement of "void costs" – rent & utilities' charges, incurred before our sponsored family's arrival.

**Our payments were £5,380.33 (2021-2: £14,268)**

Significant items were:

Housing Costs £0 (2021-2 £10,427)

The prior year's large expenditures under this heading were associated with the family's arrival – landlord's premium, tenancy deposit, void costs, rent until Universal Credit benefits were established, some necessary household items.

- Professional Services £1090.56 (2021-2: £577 )

As in the prior reporting period, these were primarily interpreting costs. Trustees expect these to be smaller in the next reporting period.

- Family Support £3,880.00 (2021-2 £3036)

These were predominantly cash payments to our sponsored family funded by private individuals' donations.

## ***Policy on reserves***

All KCRS funds are unrestricted. Free reserves are defined as unrestricted funds less the net book value of any fixed assets held. As at 31 March 2023, KCRS had free reserves of £14,874.98 (2021 £8,537).

KCRS policy is to set a minimum free reserve in order to facilitate future sustainability of the charity's activities. This minimum free reserve is currently set at £9,000.

The trustees have set out their intended use of the KCRS reserves in note 4 to the accounts. KCRS reserve policy will be reviewed annually, or more frequently if major changes of circumstance require this.

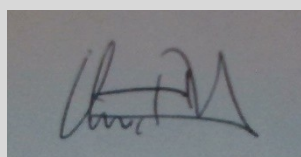
### ***Trustees' responsibilities***

The trustees are responsible for keeping proper accounting records and for ensuring that the accounts comply with the Charities Act 2011 and the KCRS constitution.

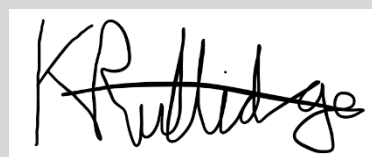
The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or any other irregularities.

The trustees have determined that the audit requirement of section 144 of the Charities Act 2011 does not apply.

The trustees declare that they have approved the report given above:



Trustee      Vince Daly  
Position      Chair



Trustee      Rev Karl Rutlidge  
Position      Treasurer

## ***Report of the independent examiner***

### **To the trustees of Kingston Community Refugee Sponsorship**

I report on the accounts of the charity for the year ended 31 March 2023, which are set out on pages 8 to 10 below.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

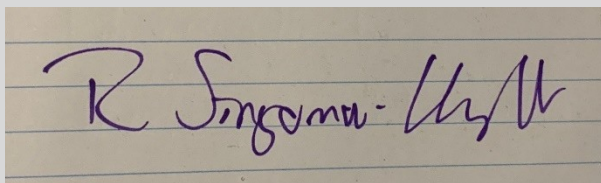
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that, no material matters have come to my attention which gives me cause to believe that:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination).

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.



**Rebecca Singerman-Knight**  
19 Sydney Road, Teddington, TW11 8PQ

27 May 2023

## RECEIPTS AND PAYMENTS

	Notes	Unrestricted Funds	Total Funds 2022-3	Total Funds 2021-2
		£	£	£
<b>Receipts</b>				
Donations		7,740.80	7,740.80	2,696
Subscriptions				
- from individuals		180.00	180.00	60
- concession		-	-	-
- organisation		400.00	400.00	100
Events income		919.60	919.60	69
Gift Aid and Interest		105.68	105.68	273
Other income		2,372.20	2,372.20	-
<b>Total receipts</b>		<b>11,718.28</b>	<b>11,718.28</b>	<b>3,199</b>
<b>Payments</b>				
Housing costs		-	-	10,427
Professional services		1,090.56	1,090.56	577
Training costs		-	-	40
Family support		3,880.00	3,880.00	3,036
Events, room hire etc		19.22	19.22	25
Printing and publicity		-	-	-
Postage and stationery		-	-	-
Bank charges		94.55	94.55	67
Other costs		296.00	296.00	96
<b>Total payments</b>		<b>5,380.33</b>	<b>5,380.33</b>	<b>14,268</b>
<b>Receipts net of payments</b>		<b>6,337.95</b>	<b>6,337.95</b>	<b>(11,069)</b>
<b>Cash funds at 1 April</b>		<b>8,537.03</b>	<b>8,537.03</b>	<b>19,606</b>
<b>Cash funds at 31 March</b>		<b>14,874.98</b>	<b>14,874.98</b>	<b>8,537</b>

The notes beginning on page 10 form part of these accounts.

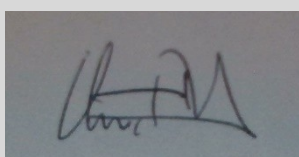


## STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2023

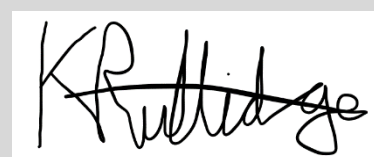
		2022	2021
		£	£
	Details	Unrestricted Funds	
<b>Cash funds</b>			
	Reliance Bank Limited	14,874.98	8,537
	<i>Total cash funds</i>	14,874.98	8,537
<b>Other monetary assets</b>			
	Gift aid receivable		
	• Local Giving	-	-
	• HMRC	-	-
<b>Investment assets</b>		None	None
<b>Assets retained for the charity's own use</b>		None	none
<b>Liabilities</b>		None	none

The following notes form part of these accounts.

Approved by the trustees on 31 May 2023  
and signed on their behalf



Vince Daly  
Trustee



Rev Karl Rutledge  
Trustee

## NOTES TO THE ACCOUNTS

### 1 Basis of preparation

These accounts are prepared on a receipts and payments basis as permitted for charitable incorporated organisations with gross income of £250,000 or less per annum.

### 2 Independent examiner fees

The independent examiner provides her services free of charge and receives no other remuneration from the charity.

### 3 Trustee remuneration and expenses

There were no amounts paid to trustees for remuneration.

There were no amounts paid to trustees for personal expenses

Where a trustee was reimbursed after using personal funds to acquire approved items for the family this has been entered into the accounts under the relevant expenditure heading, e.g. "family support".

	2022-3	2021-2
Number of trustees who were paid expenses	0	0

### 4 Allocation of reserves

	31/3/2023	31/3/2022
	£	£
Resettlement reserve	5,000	5,000
General reserves		
- Of which the minimum free reserve is £9,000	9,874.98	3,537
	<u>14,874.98</u>	<u>8,537</u>

Resettlement reserve: the trustees expect £5,000 to cover the remaining resettlement costs for the sponsored family currently present.

Minimum free reserve: KCRS revises at least annually its minimum free reserve, being a sum earmarked to facilitate future sustainability of the charity's activities. KCRS will normally treat 50% of any large donation as a contribution to the minimum free reserve. Minimum free reserve at 31 March 2023 was set at £9,000 (2021 £3,350).