

**FAVERSHAM ASSISTANCE CENTRE CIO**  
**TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE PERIOD 1ST JULY 2017 TO 31ST MARCH 2018**

**FAVERSHAM ASSISTANCE CENTRE CIO  
PERIOD ENDED 31ST MARCH 2018  
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**LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE PERIOD ENDED 31ST MARCH 2018**

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**Trustees**

Mrs M Ford	Chairman
Mr M J Moore	Treasurer
Mrs C Davis	
Rev S Young	

Faversham Town council representative  
Mr T Abram

**Project Manager**

Mrs Becky Duffy

**Charity Number** 1172770

**Correspondence Address** 7 Middle Row  
Faversham  
Kent  
ME13 7AJ

**Independent Examiner** A G B Scott  
17, Old Dover Road  
Canterbury  
Kent  
CT1 3JB

**Bankers** National Westminster Bank plc  
13 Market Place  
Faversham  
Kent  
ME13 7DT

**TRUSTEES' REPORT  
FOR THE PERIOD ENDED 31ST MARCH 2018**

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The Trustees of the Charity present their annual report and accounts of the Charity for the period 1st July 2017 to 31st March 2018.

**Governing Document and Constitution**

The Charity is a Community Interest 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.

The Charity acquired all the assets and liabilities of the unincorporated charity Faversham Assistanve Centre FACE on the 1st July 2017.

**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 in bordering Sittingbourne

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

**Achievements and Performance**

The past 9 months have been disappointing for FACE, we had to vacate our previous office premises and have been unable to find a new permanent home, we are at present using a office at Faversham library one day per week. This set back has not effected our clients. KCC have again been very supportive and provided us with core funding of £14,636 but it has been difficult to find other sources of core funding although at the end of the period the Allen Lane foundation provided us with £5,000 towards rent and utilities.

Our project manager Becky Duffy is continuing to do well and is assisting greatly in fundraising and raising the profile of the Charity, we have welcomed a number of new volunteers to assist Becky and the lads. We have not undertaken any fundraising activities during the period but plans were underway for the plant stall in May 2018. Becky, with the help of the Trustees and volunteers have attended a number of volunteer and other fayres during the period including the Faversham Hat Festival on the 31st March which has considerably raised the profile of the Charity.

During the period we have continued to look for a new vehicle for Sittingbourne. We were also able from grant funding to acquire further new equipment.

We thank our workforce 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.

**TRUSTEE'S REPORT  
FOR THE PERIOD ENDED 31ST MARCH 2018**

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**Financial Review**

The accounts this year 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, ideally to a minimum of six months expenditure

**Plans for the Future**

The Charity will search for new premises which will give us again a permanent base in the town, we will look for more volunteers and sources of core funding.

**Risk management**

During the period 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

2018

.....  
Mrs M Ford  
Chair of Trustees

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

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I report on the accounts of the Charity for the period ended 31st March 2018 which are set out on pages 5 to 9.

**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 the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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 Statement**

My examination was carried out in accordance with 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 examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and 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.

A G B Scott  
17, Old Dover Road  
Canterbury  
Kent  
CT1 3JB

Date

2018

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD 1ST JULY 2017 TO 31ST MARCH 2018**

	Notes	Unrestricted funds £	Restricted funds £	9 months 31.03.2018 Total £	15 Months 30.06.2017 Total £
<b>Income:</b>					
<b>Voluntary income:</b>					
Grants	2	15,876	5,300	21,176	72,507
Donations from clients		8,258	-	8,258	18,085
Church Donations		1,023	-	1,023	932
Gift Aid refund		-	-	-	838
<b>Activities for generating funds:</b>					
Fundraising events		42	-	42	2,527
Other donations		653	-	653	-
Other Income					
Proceeds from the sale of a van and equipment		459	-	459	170
<b>Total incoming resources</b>		<b>26,311</b>	<b>5,300</b>	<b>31,611</b>	<b>95,059</b>
<b>Expenditure</b>					
<b>Expenditure on charitable activities</b>					
Wages and National Insurance		33,242	-	33,242	51,322
Pensions		242	-	242	308
Office service charges		-	-	-	-
Office and Liability Insurance		536	-	536	743
Tools equipment and Materials		262	-	262	475
Office Telephone		709	-	709	661
Office supplies and Postage		307	-	307	581
Van and Transport Costs		3,515	-	3,515	5,500
Volunteer costs		202	-	202	477
Sundry expenses		341	-	341	383
Depreciation		1,593	-	1,593	528
<b>Total Expenditure</b>		<b>40,949</b>	<b>-</b>	<b>40,949</b>	<b>60,978</b>
<b>Net income(expenditure)</b>		<b>(14,638)</b>	<b>5,300</b>	<b>(9,338)</b>	<b>34,081</b>
<b>Transfer between funds</b>		<b>300</b>	<b>(300)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(14,338)</b>	<b>5,000</b>	<b>(9,338)</b>	<b>34,081</b>
<b>Reconciliation of Funds</b>					
<b>Total funds introduced from FACE</b>		<b>25,953</b>	<b>9,282</b>	<b>35,235</b>	<b>1,154</b>
<b>Total fund carried forward</b>		<b>11,615</b>	<b>14,282</b>	<b>25,897</b>	<b>35,235</b>

The Charity's activities were acquired on the 1st July 2017 when the assets and activities were transferred from Faversham Assistance Centre.

**BALANCE SHEET  
AS AT 31ST MARCH 2018**

	Notes	2018 £	As at 30.06.2017 £
<b>Fixed assets</b>			
<i>Tangible assets</i>	3	7394	8288
<b>Current assets</b>			
Debtors and prepayments	4	422	421
Current account		17,946	26,399
Cash in Hand		311	384
<b>Total Current Assets</b>		18,679	27,204
<b>Liabilities</b>			
Creditors falling due within one year	5	176	257
		176	257
<b>Net current assets</b>		18,503	26,947
<b>Net Assets</b>		25,897	26,947
<b>The Funds of the Charity</b>			
Unrestricted funds	6	11,615	25,953
Restricted funds	7	14,282	9,282
<b>Total Charity Funds</b>		25,897	35,235

Signed on behalf of the Trustees on

2017 .by

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

Charity Registration number

1025786



**NOTES TO THE ACCOUNTS  
FOR THE PERIOD 1ST JULY 2017 TO 31ST MARCH 2018**

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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 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 Vehicle	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 PERIOD 1ST JULY 2017 TO 31ST MARCH 2018**

2	Voluntary income	Unrestricted	Restricted	9 months	15 months
		Funds	Funds	31.06.2017	30.06.2017
		£	£	Total	Total
				£	£
	Grants	15,876	5,300	21,176	72,507
	<b>Local authorities</b>				
	Swale Borough Council	-	300	300	1,300
	Kent County Council	7,318	-	7,318	21,954
	Faversham Town council	-	-	-	2,000
	<b>Charities</b>				
	Cole charitable trust	-	-	-	500
	Swire Charitable Trust	-	-	-	5,000
	Garfield Weston	-	-	-	5,000
	The Henry Smith Charity	-	-	-	10,000
	Kent Community Foundation	4,000	-	4,000	7,500
	Ronald Cruickshanks Foundation	3,000	-	3,000	1,000
	Bensteds Charity	-	-	-	5,000
	Queenbrough Fisheries Trust	-	-	-	5,000
	Foyle Foundation	-	-	-	7,000
	Rotary club	250	-	250	-
	Co-op members fund	1,308	-	1,308	1,253
	Allen Lane Foundation	-	5,000	5,000	-
		15,876	5,300	21,176	72,507
3	<b>Fixed Assets</b>		Motor Vehicle	Equipment	Total
	<b>Cost</b>		£	£	£
	As at 1st July 2017		6960	1856	8816
	Additions		-	699	699
	As at 31st March 2018		6960	2555	9515
	<b>Depreciation</b>				
	As at 1st July 2017		435	93	528
	Charge for period		1224	369	1593
	As at 31st March 2018		1659	462	2121
	<b>Net book values</b>				
	As at 1st July 2017		6525	1763	8288
	As at 31st March 2018		5301	2093	7394

**NOTES TO THE ACCOUNTS (Continued)**  
**FOR THE PERIOD 1ST JULY 2017 TO 31ST MARCH 2018**

<b>4 Debtors and prepayments</b>	<b>2018</b>	<b>30.06.2017</b>
	<b>£</b>	<b>£</b>
Prepayments	422	421
	<hr/>	<hr/>
	422	421
	<hr/> <hr/>	<hr/> <hr/>

<b>5 Creditors: falling due within one year</b>	<b>2018</b>	<b>30.06.2017</b>
	<b>£</b>	<b>£</b>
Sundry Creditors	156	184
Tax and National Insurance	20	73
	<hr/>	<hr/>
	176	257
	<hr/> <hr/>	<hr/> <hr/>

<b>6 Analysis of net assets between funds</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	7,394	-	7,394
Current asset	4,397	14,282	18,637
Current liabilities	<u>(176)</u>	<u>-</u>	<u>(176)</u>
	11,615	14,282	25,855
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

<b>7 Restricted Funds</b>	<b>01.07.2017</b>	<b>Encoming resources</b>	<b>Expenses</b>	<b>Transfers</b>	<b>Balance at 31.03.2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
New Vans	9,282	-	-	-	9,282
Gardening equipment	-	300	-	(300)	-
Rent and Utility costs	<u>-</u>	<u>5,000</u>	<u>-</u>	<u>-</u>	<u>5,000</u>
	9,282	5,300	0	(300)	14,282
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Restricted fund**

New Vans A fund for the purchase of new vans in Faversham and Sittingbourne

Gardening Equipment A fund for the purchase of new Gardening equipment

Rent and utility costs A Grant received from the Alan Lane foundation as a contribution to Rent and utility costs.

**8 Comparatives**

The comparative figures are in respect of the final 15 months accounts of the unincorporated Charity Faversham Assistance Charity number 1025786