



# Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		Day	Month	Year			Day	Month	Year
		05	06	2018			31	03	2019

## Section A Reference and administration details

<b>Charity name</b>	Kingston Community Refugee Sponsorship
<b>Other names charity is known by</b>	KCRS
<b>Registered charity number (if any)</b>	1178647
<b>Charity's principal address</b>	All Saints Church 14-16 Market Place KINGSTON Postcode KT1 1JP

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Fred Ashmore			CIO
2	Sandy Cragg			CIO
3	Vince Daly	Chair		CIO
4	Gill Holdsworth	Secretary		CIO
5	Rashid Laher		Since 24/07/2018	CIO
6	Isobel Robinson			CIO
7	Karl Rutledge	Treasurer		CIO
8	Grant Vanstone			CIO
9				
10				
11				
12				
13				
14				
15				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	CHARITABLE INCORPORATED ORGANISATION
Trustee selection methods (eg. appointed by, elected by)	ELECTION BY THE AGM OF MEMBERS or BY APPOINTMENT (excepting this first reporting period, where trustees were declared in the application for registration or, since then, appointed.)

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

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.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

During this first reporting period our main activities have been:

- Fund-raising;
- Recruiting members, supporters and volunteers;
- drafting a refugee resettlement plan and supporting documents for approval by the Local Authority and by the Home Office according to the terms of the UK government's Community Sponsorship scheme;
- Developing policies and associated management documents as required by relevant regulations.

In managing all our activities, the KCRS trustees have had regard to guidance on public benefit issued by the Charity commission.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

KCRS was founded in June 2018 and has, in its first reporting period, concentrated on recruiting volunteers and supporters and raising funds in order to comply with the UK government's scheme for sponsoring refugees. Our main achievements for this period have been:

- raising awareness of KCRS within the local community
- reaching and exceeding the minimum bank balance required by the Home Office for groups engaged in Community Sponsorship;
- growing the KCRS membership as a basis for future volunteer efforts
- establishing and maintaining a relationship with the Local Authority

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity intends to maintain reserves as follows.

#### OPERATING RESERVES

- (£250) cover all anticipated administrative costs for the next 3 months
- (£250) provide a similar sum to mitigate the risk of unanticipated operating costs

#### RESETTLEMENT RESERVES

- (£7000) cover the remaining typical resettlement costs for any sponsored families currently present or expected to arrive within the next 12 months.
- (£3500) provide a contingency reserve of 50% of that sum to mitigate financial risks attaching to sponsorship

#### GENERAL RESERVES

Additionally, the charity will treat 50% of any exceptionally large donation as a contribution to general reserves in order to smooth income flow and so facilitate future sustainability of the charity's activities. For this reporting period the amount so added to general reserves is £2600 and general reserves at the year-end thus stand at £2600.

This policy will be reviewed annually, or more frequently if major changes of circumstance require this. The sums specified under each heading may vary from time to time according to circumstances.

### Details of any funds materially in deficit

No funds are in deficit.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charities principal source of funds to date has been appeals and grants from faith bodies of Kingston.

Expenditure to date has been modest and associated with fund raising activities.

## Section F

## Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		



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**Kingston Community Refugee Sponsorship**

Trustees report and accounts for the period from incorporation to 31 March 2019

A Charitable Incorporated Organisation

Registered charity number 1178647



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The trustees are pleased to present their first report together with the accounts of Kingston Community Refugee Sponsorship (KCRS or the charity). These are the accounts for the period from incorporation to 31 March 2019 prepared to meet the requirements of the Charities Act 2011.

<b>Contents</b>	<b>Page</b>
<b>Trustees' Annual Report and Accounts</b>	
Objectives and activities	3
Public benefit	3
Achievements and performance	3
Structure, governance and management	4
Reference and administrative information	4
Financial review	5
Policy on reserves	6
Responsibility for the accounts	6
<b>Report of the independent examiner</b>	<b>7</b>
<b>Receipts and payments</b>	<b>8</b>
<b>Statement of assets and liabilities at the period end</b>	<b>9</b>
<b>Notes</b>	<b>10</b>



## Objectives and activities

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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

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The trustees confirm that in managing all the charity's activities, the KCRS trustees have had regard to guidance on public benefit issued by the Charity Commission. In order to achieve our objects we will 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. Arrange education, English language tuition and training leading to their fulfilment, skills and employment.
3. Address health issues, working to develop wellbeing plans, to help them integrate and thrive.
4. Provide opportunities for volunteering and other social activities leading to their social integration.
5. Promote social inclusion through sharing of knowledge and skills, culture, art, goods and friendship.
6. Work with and support other organisations sharing any or all of the above charitable purposes.

## Achievements and performance

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### Main achievements and performance from incorporation to 31 March 2019

KCRS was founded in April 2018 and launched to the wider community in June 2018. During its first reporting period, KCRS has concentrated on recruiting volunteers and supporters and raising funds in order to participate in the UK government's scheme for sponsoring refugees. Our main achievements for this period have been:

- raising awareness of KCRS within the local community;
- developing policies and associated management documents as required by relevant regulations;
- reaching and exceeding the minimum bank balance required by the Home Office for groups engaged in Community Sponsorship;
- drafting a refugee resettlement plan and supporting documents for approval by the Local Authority and by the Home Office according to the terms of the UK government's Community Sponsorship scheme;

- growing the KCRS membership as a basis for future volunteer efforts. We recruited members, supporters and volunteers; we enrolled 47 member subscriptions from individuals and 5 from organisations; and
- establishing and maintaining a relationship with the Local Authority.

## **Structure, governance and management**

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KCRS is a Charitable Incorporated Organisation (the CIO) with voting members other than 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. The trustees applied to the Charity Commission for a CIO to be constituted and for its registration as a charity. Registration took effect on 5 June 2018, whereupon KCRS became a body corporate.

The trustees' meetings are currently held twice per month.

We recruit our trustees by election by the AGM of members or by appointment (excepting this first reporting period, where trustees were declared in the application for registration or, since then, appointed.

## **Reference and administrative information**

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**The principal address:** 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 on 5 June 2018, charity number 1178647.

### **Trustees**

The trustees who were appointed in the constitution on 17 April 2018 and have served in the financial year were:

Reverend Sandra Anne Cragg  
Grant Frederick Vanstone  
Reverend Karl Aidan Rutledge (Treasurer)  
Dr Frederick Scott Ashmore  
Gillian Mary Holdsworth  
Isobel Joan Robinson  
Professor Vincent David Daly (Chair)

Major (retired) Rashid Ali Ismail Laher was appointed trustee on 24 July 2018.

### **Honorary Independent Examiner**

Anne Robinson ACA, 9 Berkeley Lodge, Sandal Road, New Malden Surrey KT3 5AW

**Bankers:** Reliance Bank Limited, Faith House, 23-24 Lovat Lane, London EC3R 8EB



## Financial review

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In the period since incorporation KCRS has received several larger donations from the Kingston faith community and 47 individuals have taken up subscriptions. KCRS ended its first financial year with a net cash funds surplus of £14,541 thereby meeting the conditions for the Community Sponsorship scheme.

### Our receipts were £14,676

- Membership subscriptions were £945

Five faith organisations have taken up organisational membership, at £100 each:

Kingston Quakers  
Kingston Methodist Circuit  
Kingston St John's Anglican Church  
Kingston Peace Council  
Kingston Liberal Synagogue

Forty-two private individuals have taken up individual membership at £10 each, and five have taken up the concessions rate of £5.

- Donations were £12,702

KCRS is very grateful for the generosity of various donations from faith organisations:

	£
Anglican Deanery	1,000
Kingston Quakers	5,505
New Malden Methodist	1,474
St Matthew's, Surbiton	577

The remainder of the donations amounting to £4,146 came from private individuals.

- Fundraising Events raised £940

These included a quiz night at the Willow (£627) and a cake sale held at New Malden Methodist Church (£247)

### Our payments were £135

The main expenses incurred in the year were in relation to publicity for the launch of KCRS and local fund raising activities.

## **Policy on reserves**

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Free reserves are defined as unrestricted funds less the net book value of any fixed assets held. As at 31 March 2019, KCRS had free reserves of £14,541.

KCRS reserve policy is to hold a minimum free reserve of £3,100 in order to smooth income flow and so facilitate future sustainability of the charity's activities.

The trustees have set out their intended use of the KCRS free reserves in note 5 on page 10 to the accounts. KCRS reserve policy will be reviewed annually, or more frequently if major changes of circumstance require this.

## **Trustees' responsibilities**


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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 trustees' report above:**

  
**Trustee** Vince Daly  
**Position** Chair

  
**Trustee** Rev Karl Rutledge  
**Position** Treasurer

14 May 2019

## **Independent Examiner's Report**

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

I report on the accounts of the charity for the period from incorporation to 31 March 2019, which are set out on pages 8 to 10.

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

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

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

#### **Basis of independent examiner's report**

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 the 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 material matters have come to my attention which give me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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



**Anne Robinson, ACA**  
Chartered Accountant,  
9 Berkeley Lodge  
Sandal Road  
New Malden

14 May 2019



## RECEIPTS AND PAYMENTS

	Notes	Unrestricted Funds	Total Funds 2019
<b>Receipts</b>		£	£
Donations	2	12,702	12,702
Subscriptions			
- from individuals		420	420
- concession		25	25
- organisation		500	500
Events income		939	939
Gift Aid		-	-
Other income		90	90
<b>Total receipts</b>		14,676	14,676
<b>Payments</b>			
Housing and accommodation		-	-
Training and educating		-	-
Professional services		-	-
Printing and publicity		82	82
Postage and stationery		7	7
Events, room hire etc		25	25
Formation expenses		21	21
<b>Total payments</b>		135	135
<b>Net of receipts / (payments)</b>		14,541	14,541
<b>Cash funds at incorporation</b>		-	-
<b>Cash funds at 31 March this year</b>		14,541	14,541

The notes on pages 10 form part of these accounts.

## STATEMENT OF ASSETS AND LIABILITIES AT END OF THE PERIOD

31 MARCH 2019		
	Details	£ Unrestricted Funds
<b>Cash funds</b>	Reliance Bank Limited	14,541
	<i>Total cash funds</i>	14,541
<b>Other monetary assets</b>	Gift aid receivable	491
<b>Investment assets</b>		none
<b>Assets retained for the charity's own use</b>		none
<b>Liabilities</b>		none

Approved by the trustees on 14 May 2019 and signed on their behalf



Vince Daly  
Trustee



Rev Karl Rutledge  
Trustee

The notes on page 10 form part of these accounts.

## 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 Donations

	2019
<i>Faith Community &amp; Individual Supporters:-</i>	£
Kingston Quakers	5,505
Anglican Deanery	1,000
New Malden Methodist Church	1,474
St Matthew's, Surbiton	577
Private Individuals	4,146
	<u>12,702</u>

### 3 Independent examiner fees

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

### 4 Trustee remuneration and expenses

There were no amounts paid to trustees for remuneration. Two trustees were reimbursed out-of-pocket expenses incurred on behalf of the charity:

	2019
Number of trustees who were paid expenses	2
<u>Nature of the expenses:</u>	£
Charity formation & administrative expenses	28
KCRS publicity materials	82
Total amount paid	<u>110</u>

### 5 Allocation of reserves

	2019
	£
Resettlement reserve	10,500
General reserves	
- Of which the minimum free reserve is £3,100	4,041
	<u>14,541</u>

Resettlement reserve: the trustees expect £7,000 to cover the remaining typical resettlement costs for any sponsored families currently present or expected to arrive within the next 12 months and a further £3,500 as contingency to mitigate financial risks attaching to sponsorship.

General reserve: KCRS will treat 50% of any large donation as a contribution to a minimum free reserve in order to smooth income flow and so facilitate future sustainability of the charity's activities. Minimum free reserve was £3,100 at 31 March 2019.