

**FAVERSHAM ASSISTANCE CENTRE CIO  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 2019**

**FAVERSHAM ASSISTANCE CENTRE CIO  
YEAR ENDED 31ST MARCH 2019  
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**LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31ST MARCH 2019**

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**Trustees**

Mrs M D Ford	Chair of Trustees
Mr M J Moore	Treasurer
Mrs C Davis	Retired 1st November 2018
Rev S Young	
Mr M Hinton	Appointed 1st November 2018

Faversham Town council representative  
Mr T Abram

**Project Manager**

Mrs Becky Duffy

**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 2019**

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The Trustees of the Charity present their annual report and accounts of the Charity for the year ended 31st March 2019.

**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.

**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 year has been a year of consolidation for FACE, the charity has now found a new office in the centre of Faversham at the newly opened Faversham Umbrella Charity. KCC have provided us with core funding of £14,367 but it has again been difficult to find other sources of core funding although Kent Community Foundation have been very supportive and provided a grant of £9,000 making a total for 2018 of £12,000. 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 2018/19

Our project manager Becky Duffy continued to do well during the year, assisting greatly in fundraising and raising the profile of the Charity, we are still looking for new volunteers to assist Becky and the lads. Our main fundraising activity during the year was 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 year to raise the profile of the Charity.

This year we have launched a website which incorporates our new logo, [www.facefaversham.co.uk](http://www.facefaversham.co.uk) and the trustees would like to thank Malcolm and Lily at msl creative for their patience and guidance in volunteering for this project. Following this we have also been gifted some professionally printed leaflets which the trustees consider gives us a more refined look.

During the year we acquired a new vehicle for Sittingbourne and have now put new signage on both the vehicles.

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.

**TRUSTEE'S REPORT  
FOR THE YEAR ENDED 31ST MARCH 2019**

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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, ideally to a minimum of six months expenditure

**Plans for the Future**

The Charity will 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 2nd May 2019

.....  
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 2019

**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 ;or
- 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            16th June 2019

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2019**

	Notes	Unrestricted funds £	Restricted funds £	2019 Total £	9 months 31.03.2018 Total £
<b>Income:</b>					
<b>Voluntary income:</b>					
Grants	2	32,484	6,050	38,534	21,176
Donations from clients		13,777	-	13,777	8,458
Church Donations		857	-	857	1,023
<b>Activities for generating funds:</b>					
Fundraising events		738	-	738	42
Other donations		1,027	-	1,027	453
Other Income					
Proceeds from the sale of a van and equipment		195	-	195	459
<b>Total incoming resources</b>		<b>49,078</b>	<b>6,050</b>	<b>55,128</b>	<b>31,611</b>
<b>Expenditure</b>					
<b>Expenditure on charitable activities</b>					
Wages and National Insurance		41,283	-	41,283	33,242
Pensions		264	-	264	242
Office service charges		-	2,500	2,500	-
Office and Liability Insurance		681	-	681	536
Tools equipment and Materials		355	-	355	262
Office Telephone		1,022	-	1,022	709
Office supplies and postage		402	-	402	307
Van and Transport costs		2,023	2,786	4,809	3,515
Volunteer costs		181	-	181	202
Website costs		600	-	600	
Sundry expenses		128	-	128	341
Depreciation		3,470	-	3,470	1,593
<b>Total Expenditure</b>		<b>50,409</b>	<b>5,286</b>	<b>55,695</b>	<b>40,949</b>
<b>Net income(expenditure)</b>		<b>(1,331)</b>	<b>764</b>	<b>(567)</b>	<b>(9,338)</b>
<b>Transfer between funds</b>		<b>6,546</b>	<b>(6,546)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>5,215</b>	<b>(5,782)</b>	<b>(567)</b>	<b>(9,338)</b>
<b>Reconciliation of Funds</b>					
<b>Total funds brought forward</b>		<b>11,615</b>	<b>14,282</b>	<b>25,897</b>	<b>35,235</b>
<b>Total fund carried forward</b>		<b>16,830</b>	<b>8,500</b>	<b>25,330</b>	<b>25,897</b>

**BALANCE SHEET  
AS AT 31ST MARCH 2019**

	Notes	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	3	10918	7394
<b>Current assets</b>			
Stock of publications		54	-
Debtors and prepayments	4	497	422
Current account		13,879	17,946
Cash in Hand		100	311
		<u>14,530</u>	<u>18,679</u>
<b>Total Current Assets</b>			
<b>Liabilities</b>			
Creditors falling due within one year	5	(118)	(176)
		<u>(118)</u>	<u>(176)</u>
<b>Net current assets</b>			
		<u>14,412</u>	<u>18,503</u>
<b>Net Assets</b>			
		<u>25,330</u>	<u>25,897</u>
<b>The Funds of the Charity</b>			
Unrestricted funds	6	16,830	11,615
Restricted funds	7	8,500	14,282
		<u>25,330</u>	<u>25,897</u>
<b>Total Charity Funds</b>			

Signed on behalf of the Trustees on 2nd May 2019 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 2019**

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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 2019**

2	Voluntary income	Unrestricted Funds £	Restricted Funds £	2019 Total £	9 months 31st March Total
	Grants	32,484	6,050	38,534	21,176
	<b>Local authorities</b>				
	Swale Borough Council	-	50	50	300
	Kent County Council	14,367	-	14,367	7,318
	<b>Charities</b>				
	Kent Community Foundation	9,000	-	9,000	4,000
	Faversham Town Council	2,500	2,500	5,000	
	Ronald Cruickshank Foundation	-	-	-	3,000
	Rotary Club	-	-	-	250
	Queenbrough Fisheries	-	3,000	3,000	-
	Percy Bilton	-	500	500	
	Co-op members fund	6,617	-	6,617	1,308
	Allen Lane Foundation	-	-	-	5,000
		<u>32,484</u>	<u>6,050</u>	<u>38,534</u>	<u>21,176</u>
3	<b>Fixed Assets</b>		Motor Vehicles	Equipment	Total
	<b>Cost</b>		£	£	£
	As at 31st March 2018		6960	2555	9515
	Additions		<u>6546</u>	<u>448</u>	<u>6994</u>
	As at 31st March 2019		<u>13506</u>	<u>3003</u>	<u>16509</u>
	<b>Depreciation</b>				
	As at 31st March 2018		1659	462	2121
	Charge for year		<u>2962</u>	<u>508</u>	<u>3470</u>
	As at 31st March 2019		<u>4621</u>	<u>970</u>	<u>5591</u>
	<b>Net book values</b>				
	As at 31st March 2018		<u>5301</u>	<u>2093</u>	<u>7394</u>
	As at 31st March 2019		<u>8885</u>	<u>2033</u>	<u>10918</u>
4	<b>Debtors and prepayments</b>			<b>2019</b>	<b>2018</b>
				£	£
	Prepayments			497	422
				<u>497</u>	<u>422</u>

**NOTES TO THE ACCOUNTS (Continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2019**

<b>5 Creditors: falling due within one year</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Sundry Accruals	20	20
Tax and National Insurance	98	156
	<u>118</u>	<u>176</u>

<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	10,918	-	10,918
Current asset	6,030	8,500	14,530
Current liabilities	<u>(118)</u>	<u>-</u>	<u>(118)</u>
	<u>16,830</u>	<u>8,500</u>	<u>25,330</u>

**7 Restricted Funds**

	<b>Balance at 01.04.2018</b>	<b>Incoming resources</b>	<b>Expenses</b>	<b>Transfers</b>	<b>Balance at 31.03.2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Motor Vehicles	9,282	-	(2,736)	(6,546)	-
Garage Rent	-	50	(50)	-	-
Equipment	-	500	-	-	500
Rent and Utility costs	<u>5,000</u>	<u>5,500</u>	<u>(2,500)</u>	<u>-</u>	<u>8,000</u>
	<u>14,282</u>	<u>6,050</u>	<u>(5,286)</u>	<u>(6,546)</u>	<u>8,500</u>

**Restricted fund**

Motor Vehicles	A fund for the purchase of new vans in Faversham and Sittingbourne
Garage Rent	A Swale members grant towards garage rent costs.
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





