



Charity Registration No. 1041924
Company Registration No. 02980543
(England and Wales)

ANNUAL REPORT
AND ACCOUNTS FOR
THE YEAR ENDED
31 MARCH 2019

*Embracing
Autism*



AUTISM AT KINGWOOD

LEGAL AND ADMINISTRATION INFORMATION FOR THE YEAR TO 31 MARCH 2019

Trustees/Directors

Mr David Swann (Treasurer)
Lady Sonia Hornby (Chairman)
Mrs Sandra Meadows (Vice Chairman)
Mr Chris White (Resigned – 26/6/2018)
Mrs Rebecca Vickers
Dr Steven Carnaby (Appointed – 6/11/2018)

Chief Executive

Mrs Kate Allen

Charity number

1041924

Company number

02980543

Principal address

2 Chalfont Court
Chalfont Close
Lower Earley
Reading
Berkshire
RG6 5SY

Registered office

2 Chalfont Court
Chalfont Close
Lower Earley
Reading
Berkshire
RG6 5SY

Auditors

Edwin Smith Chartered Accountants
32 Queens Road
Reading
Berkshire
RG1 4AU

Bankers

National Westminster Bank Plc
18 Market Place
Henley on Thames
Oxfordshire



Front page: James relaxing in the
sensory area of the communal room.



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CHAIRMAN'S REPORT

Twenty Years Chairman of "Autism at Kingwood"

At our summer barbecue at Path Hill earlier this month the sun shone and the burgers were brilliant. I was pleased to see so many happy couples, a Kingwood young man or woman with his or her support worker, hand in hand or arm in arm enjoying it all together. I am always so proud of our staff; they give so much to the people they support who in turn enter into everything with such enthusiasm. Several of them have their own gardens at Path Hill and their lettuces were nearly ripe for picking and their beans not far behind.

I first met Dame Stephanie Shirley, the founder of "Autism at Kingwood" when I was working for BBC Radio 4. I interviewed her about her successful career in Information Technology. Soon after that she read an article about my stepson, Nick Hornby, the author and his autistic son. In no time Steve, as Dame Stephanie is known pulled up outside my front door and said "I want you to be Chairman of Kingwood." It was like a royal command! So I obeyed at once!

At that time Autism at Kingwood was supporting just nine people with autism. Today it's a hundred and thirty plus, providing services to over two hundred people with Asperger Syndrome. Our income is now almost £7 million.

This year has been about consolidation rather than growth and about a new management structure.

At the same time we have taken over the running of a diagnostic clinic which is very helpful in understanding the needs of people we support.

I have been Chairman of "Autism at Kingwood" for twenty years and for much of that time my most important job was raising three million pounds to ensure Kingwood's future. I have had the good fortune to work with excellent Chief Executives, especially our present one, Kate Allen and with a brilliant Head of Finance, Michael Hatch who's actually been with Kingwood longer than I have.

I want to say thank you to all our staff, to the parents who have been so supportive, to all our donors for their generosity and to the Trustees for their excellent guidance.

Twenty years is a good stint and it's time for Kingwood to have a new Chairman. The search is on. Meanwhile it will be safe in the hands of our Vice Chairman, Sandra Meadows.

It just remains for me to say thank you to you all for your support and kindness.

I shall miss you.

Sonia Hornby - 9 June 2019.



With many thanks to the generous donors to Autism at Kingwood in 2018/19

Bailey Thomas Charitable Fund

Colin & Anna Fizzell Charitable Trust

Complete IT Ltd

Dame Stephanie Shirley & guests at her 85th Birthday Celebrations



Mrs. Valerie Burry

Quite Frankly Productions

Shanley Foundation

The Christopher Laing Foundation

The Shirley Foundation

The David Solomons Charitable Trust



The Thomas J Horne Memorial Trust

Waitrose: Caversham, Oxford Road & Wallingford

WC Foreman

Woodley Carnival



And our thanks to the many individuals who donated through Just Giving & Amazon Smile



THE TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2019

The Board of Trustees present their report and financial statements for the year to 31 March 2019 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

Charitable status and structure

Charitable status was granted to Autism at Kingwood on 3rd November 1994, known then as The Kingwood Trust. The Charity is a private company limited by guarantee. Its governing documents are its Memorandum and Articles of Association.

This last year saw the retirement of Chris White from the Board of Trustees and the welcome addition of Dr Steven Carnaby to sit on the Board of Trustees and on the Risk & Care Practice Committee.

The Board of Trustees sets the strategy and monitors all aspects of the Charity's activities. Responsibility for implementing the strategy and day-to-day operational issues is delegated to the Chief Executive who, in turn, is supported by a team of suitability qualified and skilled individuals.

Good governance is achieved through sub committees meeting regularly throughout the year and making recommendations to the full Board, which meets four times a year. Furthermore the Board Members maintain regular contact with the Chief Executive throughout the year. The Trustees consider themselves and the senior management team to be the key management personnel of the Charity in charge of directing and controlling, running and operating the trust on a day to day basis.

All Trustees give of their time voluntarily without remuneration. Details of Trustee's reimbursed expenses are disclosed in note 7. The pay of senior staff is reviewed annually and Trustees benchmark pay

levels against the market rates for comparable roles and the ability to retain key personnel.

Charitable objectives

Autism at Kingwood's charitable objectives, as set out in the Memorandum and Articles of Association, are to promote the welfare and relief of people with autism, learning and/or physical disabilities through the provision of care and support.

Providing assistance with accommodation, independent living and skills development alongside access to leisure activities.

For the period up 2018/19 year Kingwood's Vision and Mission are:

Autism at Kingwood's Vision

"That young people and adults with autism spectrum disorder will lead self-directed, fulfilling lives and will be valued by and contribute to society."

Autism at Kingwood's Mission

"To pioneer best practice which acknowledges and promotes the potential of people with autistic spectrum disorder. To disseminate this practice and influence the national agenda."



Autism at Kingwood's aims

Autism at Kingwood specialises in providing services for people with autism. Our core aim is to enable autistic people to work towards achieving the goals and outcomes they desire in life and to fulfil their potential. Our services are truly person centered and the people we support live in, and are part of, their community.

As funding is squeezed ever further across the Health and Social Care sector our research aims have become harder to achieve and 2018/19 has focused on delivering quality support that meets the needs of autistic adults at a price affordable by the local authorities.

Public benefit

The Trustees have referred to the guidance by the Charity Commission when establishing the strategic objectives and Business Plan. All our charitable activities are centred around meeting the needs of people with autism and the report will go on to inform how they have benefited from the services we have provided

Strategic objectives

The Charity's strategic objectives remained without change during 2018/19 and are as follows:

Strategic Objective 1

To deliver high quality service provision that meets the changing needs of people we support and is Safe, Caring, Responsive, Effective and Well-Led. Embedding the Kingwood Approach model of support with consideration to emerging best practice within the sector.

Strategic Objective 2

To be economically viable with a forecast for on-going financial stability.

Strategic Objective 3

To strengthen further our reputation and widen the geographical area of service provision.

Strategic Objective 4

To develop a wider range of meaningful development and leisure activities, including employment, through fundraising and the research and development fund; offering opportunities to people we support.

Strategic Objective 5

To increase the provision of housing and accommodation options to meet the needs of people with autism, and to further the broader objectives of the organisation.

Strategic Objective 6

To contribute to the evidence base about support for people with autism and to National policy.

THE CHARITY'S ACTIVITIES AND ACHIEVEMENTS

Chief Executive's Report

The last year was yet another incredible year in the history of Autism at Kingwood as the charity provided services to more than 500 autistic adults. With approximately 135 people receiving 1:1 support and 290 accessing our information, advice and guidance services this means we enabled many autistic people to be safe; to be healthy and to live happier lives. We achieved this through a dedicated workforce of autism support workers and managers who give their all to helping and supporting people every hour of the day; every day of the year.

2018 saw Autism at Kingwood awarded the contract to provide Adult Autism Diagnostic Services to people living in Oxfordshire. A new style of service for Autism at Kingwood that provides a much needed pathway for adults waiting for an autism assessment and diagnosis alongside a range of post diagnosis services. A much needed service it saw 632 referrals to date with 103 assessments completed or in progress in the first 6 months of starting.

As the media continues to reveal shocking poor practice and abuse of people with autism and/or a learning disability, the values that Autism at Kingwood promote so strongly continue to be our focus with 'Kindness' at the forefront. We do not tolerate any behavior that is unkind; that adversely affects those most vulnerable who rely on us to be their protectors and enablers.

The Autism at Kingwood approach embraces the ethos of Positive Behaviour Support and using the BILD (British Institute of Learning Disabilities) accredited programme we continue to invest in supporting our staff to become qualified PBS Coaches. Furthermore we have

implemented ProactSCIPr as a values-based approach of being proactive with our support, thereby reducing the number of reactive instances that might require calming techniques or physical intervention.

Frustratingly, whilst the June 2018 Court of Appeal decision about sleep in's was that 'time spent sleeping is not working time', the application to the Supreme Court for a further and final review remains outstanding and so the uncertainty continues. With the entire adult social care system struggling at the seams, the launch of the national 'Every Day Is Different' campaign aims to show how rewarding a career in social care can be. A trained, professional and compassionate social care workforce is vital, and should be remunerated for the skilled work they do. At every opportunity we support calls to Government and local authorities to provide appropriate funding to recognise and value our workforce.

With a reputation that continues to demonstrate our excellence when supporting autistic adults, I am delighted to go on to describe just some of our other achievements and successes from 2018/19.



Kate Allen, CEO

Key Achievements 2018/2019

- The charity's core activity attained a surplus of £160,090. This achievement enabled the charity to apply a salary uplift in the 2019/20 financial year.
- The numbers of people we support with traditional 1:1 support fluctuated throughout the year, averaging at 135. Although a lower number of people compared to last year, the number of hours provided has risen as the complexity of those individuals has increased.
- We retained ISO 9001 accreditation with the British Assessment Bureau.
- Our employee vacancy levels were kept below 11%.
- We invested in employee wellbeing, providing resilience training for all management & infrastructure staff.
- Our presence in Oxfordshire has increased considerably with the expansion of the Didcot office to almost match (in footprint) that of the main office in Lower Earley.
- Ensuring prompt response for customers and employees; we introduced two new receptionist roles in both offices.
- We appointed to the new position of Head of Fundraising & Marketing.
- We introduced a new behavior management database to provide improved analysis.
- We successfully retained support contracts for 15 autistic people in Oxfordshire.
- We were awarded two contracts in North Oxfordshire from other providers.
- We extended our Psychology & Practice Team to have 2 Autism Support Practitioners.
- We implemented a new flexible e-learning programme with Careshield.
- We established a new relationship with Chrysalis Housing to facilitate the sale and development of an existing property and the set-up of a new shared female only service: both in Abingdon.
- We re-provisioned unsuitable accommodation to a newly adapted property for two autistic men.
- We produced online training resources for professionals and families supporting autistic people with relationships and sexuality.
- We improved social media and our online presence.



Factors influencing the achievement of our objectives

Whilst the pressure of reduced funding from government continues to be one of the most significant challenges in the sector (as with previous years), attracting and appointing autism support workers has become increasingly harder.

FUNDRAISING

Through careful monitoring and management the charity can just manage on the core funding provided by local authorities. Which means that every donation received goes towards great added value opportunities; activities such as boat trips, allotment projects, two social clubs and summer BBQs.

Dedicated projects this last year raised valuable funds to provide sensory equipment that will enable wonderful relaxation sessions for 9 autistic adults; and enabled dedicated staff to undertake enhanced training that improved their ability to respond to the people we support.

Autism at Kingwood is always very grateful for every donation received, regardless of size, as it all makes a difference.

FUTURE PLANS AND KEY OBJECTIVES

As Autism at Kingwood concluded the 2018/19 financial year, the Board of Trustees and Senior Leadership Team agreed a new Vision and Mission for the year ahead to accompany the 3 year strategic plan taking the charity through 2019 to 2022. With new concise objectives for the period ahead the next business plan will steer the charity with continued success.

Strategic objectives 2019 - 2022



RESERVES POLICY

The Trustees have examined the Charity's requirement to maintain adequate cash reserves in light of the main risks to the organisation. At the March 2018 Board meeting the Trustees agreed to continue the policy of maintaining cash and accessible bank finance of at least £200,000. The target is set with reference to the annual contribution to the Charity of its two largest support contracts.

The Charity continues to operate with a designated a variable development fund, approved by Trustees, dependent on donations received for the funding of projects that support the strategic objectives of the organisation. In September 2018 a property sale contributed approximately £285,000 towards the development fund.

The total funds held at the year-end are £1,988,997 of which £228,000 relates to the designated development fund and £255,310 in respect of restricted funds.

RELATED PARTY TRANSACTIONS

These are detailed in note 7 of the financial statements.

INVESTMENT POLICY

It is the policy of the Board to hold any available funds in the form of cash and cash equivalents.

COMPLAINTS POLICY

The organisation has a comprehensive complaints policy that is communicated clearly and available according the Accessible Information Standard.

Furthermore Autism at Kingwood regularly engages with families, people we support and professionals to ensure stakeholders have the opportunity to provide feedback.

RISK REVIEW

The Risk & Care Practice Committee has conducted a comprehensive review of the major risks to which the Charity is exposed. A risk register is presented to the Committee at least three times a year and reported on to the Board. Where appropriate, systems or procedures have been established to mitigate the risks the Charity faces.

In addition to business as usual risks, throughout 2018/19 the Risk and Care Practice Committee specifically considered how the growth and development might contribute new risks to the charity.

RECRUITMENT, APPOINTING and TRAINING OF TRUSTEES

The Autism at Kingwood Board of Trustees saw some changes during the last year (as detailed on page 1).

When recruiting new Board members, the Chairman and Trustees undertake an open recruitment process based on a clear role specification. Advertisements are shared on our website, social media and Linked In, in addition to recruitment sites such as Charity Jobs. Trustees may also approach individuals who may be able to make a particular contribution and invite them to be considered. The Charity applies its equal opportunities policy to the appointment of Trustees. There exists a comprehensive induction programme and Trustee manual that was reviewed and updated in 2018.

FINANCIAL REVIEW

The accounts show a stable position for the year as detailed on the statement of financial activities. Overall Autism at Kingwood produced a net surplus of £211,351. The surplus will contribute towards the development fund and investment in service provision. In-depth statistical data for income and expenditure is set out in the following pages.

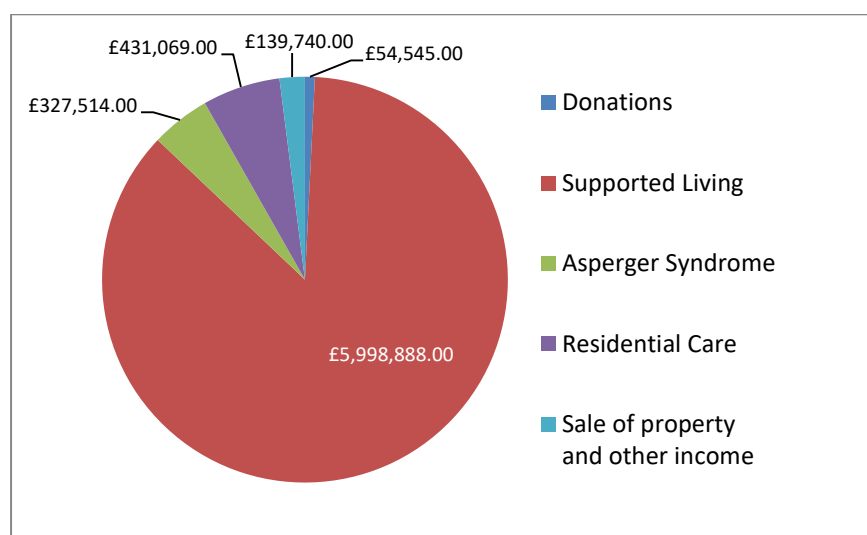


AUSTISM AT KINGWOOD STATISTICS 2018/19

Income & Expenditure

The full Kingwood income and expenditure accounts are presented within the following annual accounts however for ease an 'at a glance' breakdown has been provided of the Charity's income and expenditure.

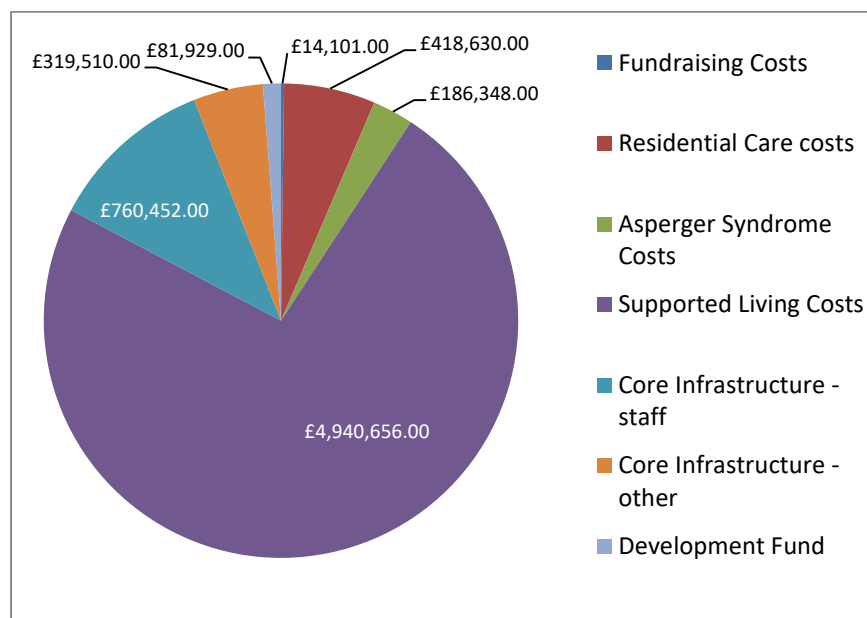
Kingwood Income 2018/19



The majority of income comes from local authorities for the provision of services to individuals through a Supported Living model. This includes people who receive support often known as outreach.

Donations were low for the last year and will be an area Kingwood focuses on during 2018/19.

Kingwood Expenditure 2018/19



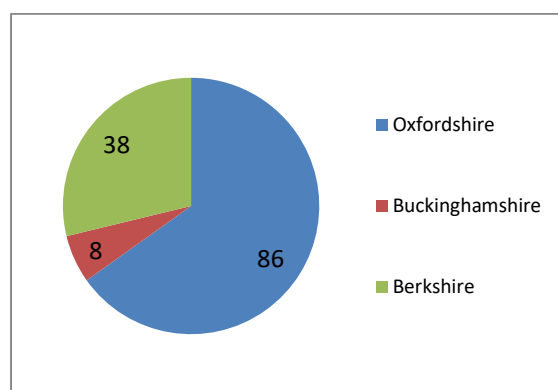
As to be expected the majority of expenditure was on costs associated with the provision of staff i.e. salaries.

People we Support

The numbers of people support fluctuate, however at the end of the financial year (31st March 2019) Autism at Kingwood were supporting 132 autistic adults across the Thames Valley area and the charts below show both the counties where they live.

This number does not include those people receiving support services through the Oxfordshire Adult Autism Diagnostic Services where 40 people took part in skills workshop and 77 received 1:1 post diagnostic services, in addition to 290 accessing the information, advice & guidance service.

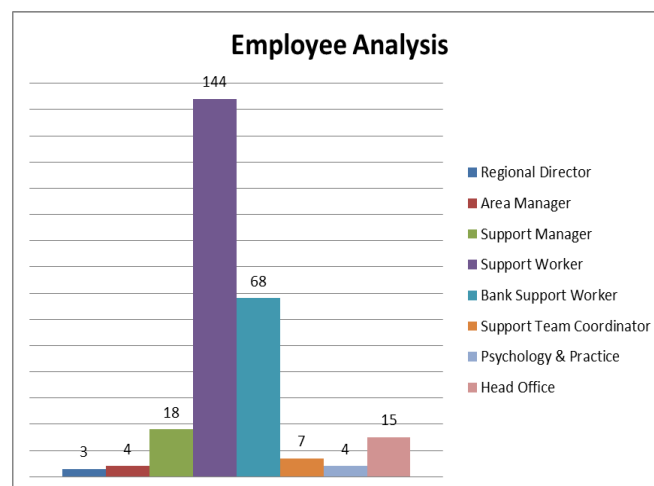
Location



Autism at Kingwood Staff

As of 31st March 2019 Kingwood had a total of 263 employees on record. A breakdown of the employees according to the role is presented below:

Employee Analysis



Under the Equality Act 2010 it became a new requirement for organisations to report on the pay according to gender.

We are very pleased that there is gender equality at Autism at Kingwood and that our data shows that there is no gender pay gap.

Training Headline

803 e-learning courses completed since it was introduced December 2018.

Training Headline

83 staff attended face-to-face training courses in 2018/19.

BOARD OF TRUSTEES AND THEIR INTERESTS

Trustees who have served during the year are:

Lady Hornby (Chairman) Former Chairman of Gloucestershire Royal NHS Trust; as Sonia Beesley, BBC journalist and broadcaster, honorary degree, University of Birmingham, for public service.

Mrs Sandra Meadows (Vice Chairman) Director of Saxonbury Limited specialising in top level recruitment and assessment of top team capabilities.

Mr Chris White An experienced specialist in the FMCG sector, founder and chairman of Fiddes Payne (resigned 26th June 2018).

Mr David Swann (Treasurer) Formerly treasurer of BAT plc, David is a past President of the Association of Corporate Treasurers and sits on the board of a regional housing association.

Mrs Rebecca Vickers A Solicitor, formerly Group Company Secretary at First Choice Holidays PLC. Rebecca is a member of the Board of Governors at St Joseph's Specialist School and College in Cranleigh

Dr Steven Carnaby A Consultant Clinical Psychologist and Service Development Consultant with over 25 years' experience working with people with learning disabilities and/or autism spectrum conditions. In addition to independent consultancy Dr Carnaby has an honorary post at the Tizard Centre.

Patrons

Founder Patron - Dame Stephanie Shirley CH

Ms Virginia Bovell OBE

Sir Hugo Brunner KCVO JP

Rt Rev'd Hon Richard Chartres MA

Professor Anthony Bailey

Mr Nick Hornby

Ms Sue McGregor

Mr John Lubbock

Mr Jeremy Irons

Ms Sophie Mirman

Lord Puttnam of Queensgate CBE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees, who are also directors' of Autism at Kingwood for the purposes of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Financial Statements

The financial statements comply with the Charities Act 2011, The Companies Act 2006, The memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

Statement as to disclosure to our auditors

In so far as the Trustees are aware at the time of approving our Trustees report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the company's auditor is unaware, and
- each Trustee has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Auditors

The auditors, Edwin Smith, are deemed reappointed under section 487(2) of the Companies Act 2006

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (FRS102) and in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the Board of Trustees

Lady Hornby

Chairman

Date

INDEPENDENT AUDITORS REPORT (CONTINUED)**AS AT 31 MARCH 2019****Opinion**

We have audited the financial statements of Autism at Kingwood (the “Charity”) for the year ended 31 March 2019 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity’s affairs as at 31 March 2019 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor’s responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC’s Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees’ use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity’s ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor’s report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with

INDEPENDENT AUDITORS REPORT (CONTINUED)

AS AT 31 MARCH 2019

the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- we have not obtained all the information and explanations necessary for the purposes of our audit;
- the directors were not entitled to take advantage of the small companies exemption from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement (set out on page 15), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly, we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered

INDEPENDENT AUDITORS REPORT (CONTINUED)**AS AT 31 MARCH 2019**

material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [\[www.frc.org.uk/auditorsresponsibilities\]](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Edwin Smith

Chartered Accountants
Statutory Auditor

32 Queens Road
Reading
RG1 4AU

Date

Edwin Smith is eligible to act as auditor in terms of section 1212 of the Companies Act 2006

STATEMENT OF FINANCIAL ACTIVITIES

AS AT 31 MARCH 2019

		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	Note	£	£	£	£	£
<u>Income:</u>						
Donations	2	18,868	-	35,677	54,545	15,542
Investment Income	3	642	-	-	642	84
		19,510	-	35,677	55,187	15,626
Income from charitable activities	4	6,737,090			6,737,090	5,787,395
Other income	5	135,451	-	-	135,451	8,147
Total income		6,892,051		35,677	6,927,728	5,811,168
<u>Expenditure:</u>						
6						
Costs of raising funds						
Donations		-	14,102	-	14,102	7,593
Charitable activities						
Domiciliary, residential care and welfare costs		6,112,043		6,407	6,118,450	5,290,777
Support costs and charitable projects		435,791	81,928	25,177	542,896	433,354
Governance costs		40,929			40,929	36,306
Total expenditure		6,588,763	96,030	31,584	6,716,377	5,768,030
Net income/(expenditure) before transfers		303,288	(96,030)	4,093	211,351	43,138
Transfers between funds	16	(152,823)	278,443	(125,620)	-	-
Net income/(expenditure) for the year/Net movement in funds		150,465	182,413	(121,527)	211,351	43,138
Fund balances at 1 April 2018		1,355,222	45,587	376,837	1,777,646	1,734,508
Fund balances at 31 March 2019		1,505,687	228,000	255,310	1,988,997	1,777,646

The statement of financial activities complies with the requirements for an income and expenditure account under the Companies Act 2006 and includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

BALANCE SHEET

AS AT 31 MARCH 2019

		2019		2018	
	Note	£	£	£	£
Fixed assets					
Tangible assets	9		1,267,864		1,433,351
Current assets					
Debtors	10	716,356		434,441	
Cash at bank and in hand		563,225		380,140	
		<u>1,279,581</u>		<u>814,581</u>	
Creditors: Amounts falling due within one year	11	(558,448)		(470,286)	
Net current assets/(liabilities)			<u>721,133</u>		<u>344,295</u>
Total assets less current liabilities			<u>1,988,997</u>		<u>1,777,646</u>
Income funds of the charity					
Restricted funds	15		255,310		376,837
Unrestricted funds:					
Designated funds	16		228,000		45,587
Other charitable funds			1,505,687		1,355,222
			<u>1,988,997</u>		<u>1,777,646</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2019, although an audit has been carried out under section 144 of the Charities Act 2011. No member of the company has deposited a notice, pursuant to section 476 requiring an audit of these accounts under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

The accounts were approved by the Board on.

D. Swann (Treasurer)

Trustee

Company Registration No. 02980543

STATEMENT OF CASH FLOWS

AS AT 31 MARCH 2019

	2019	2018
	£	£
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	(47,998)	153,402
Cash flows from investing activities:		
Interest from investments	642	84
Proceeds from the sale of property, plant and equipment	284,753	-
Purchase of tangible fixed assets	(54,312)	(58,694)
Net cash provided by investing activities	183,085	(58,610)
Cash flows from financing activities:		
Repayments of borrowing	-	-
Cash inflows from new borrowing	-	-
Cash used in financing activities	-	-
Change in cash and cash equivalents in the year	183,085	94,792
Cash and equivalents at the beginning of the year	380,140	285,348
Cash and cash equivalents at the end of the year	563,225	380,140

Reconciliation of net income/(expenditure) to cash flow from operating activities

	2019	2018
	£	£
Net income/expenditure for the year (as per the statement of financial activities)	211,351	43,138
Adjustments for:		
Depreciation charges	59,376	61,585
Interest and from investments	(642)	(84)
Loss/profit on the sale of fixed assets	(124,330)	-
(Increase) / decrease in debtors	(281,915)	(81,506)
Increase / (decrease) in creditors	88,162	130,269
Net cash provided from (used in) operating activities	(47,998)	153,402

Analysis of cash and equivalents

	2019	2018
		£
Cash in hand	563,225	380,140
Total	563,225	380,140

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31 MARCH 2019

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements 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 applicable to the UK and Republic of Ireland (FRS 102) (effective January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and republic of Ireland (FRS 102) and the Companies Act 2006.

Autism at Kingwood meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Preparation of the accounts on a going concern basis

There are no material uncertainties about the charity's ability to continue as a going concern.

Fund Accounting

General funds are unrestricted funds, available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the Trustees.

Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from donations or grants is recognised when there is evidence that there is entitlement to the gift, receipt is probable and its amount can be measured reliably. Gifts in kind are taken into account on a prudent assessment of their fair value.

All other income (including income received under deeds of covenant) is recognised on a receivable basis. All income is related to the continuing activities of the charity.

Deferred income comprises domiciliary, residential care and welfare income which relates to future accounting periods.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**AS AT 31 MARCH 2019****1. ACCOUNTING POLICIES (CONTINUED)**Expenditure

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Expenses are allocated to activities in the Statement of Financial Activities where the expenses relate directly to those activities. Support costs constitute the costs of supporting the other activities of the company and include the staff costs of the central administrative staff.

Governance costs are the costs incurred in maintaining the company as a separate legal entity. This includes the cost of servicing trustee's meetings.

Tangible Fixed assets

Tangible fixed assets other than freehold land are stated at costs 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:

Freehold land is not depreciated

Freehold buildings	50 years straight line
Freehold improvements	10 years straight line
Leasehold improvements	over period of the lease
Equipment and motor vehicles	3 years straight line

Tangible fixed assets costing in excess of £300 are capitalised.

The carrying values of tangible fixed assets are reviewed for impairment periodically if events or changes in circumstances indicate the carrying values may not be recoverable.

Leasing and hire purchase commitments

Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments held on deposit accounts.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 MARCH 2019

1. ACCOUNTING POLICIES (CONTINUED)

Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Pensions

Autism at Kingwood operates a defined contribution scheme under auto enrolment regulations for its employees. Contributions payable to the scheme are charged to the statement of financial activities in the period to which they relate. The assets of the scheme are held separately from the Charity in an independently administered fund.

Autism at Kingwood also operates a group personal pension scheme which is a defined contribution scheme. All contributions are charged to the Statement of Financial Activities as incurred.

2. DONATIONS

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	£	£	£	£
Donations and gifts	18,868	35,677	54,545	15,542

3. INVESTMENT INCOME

	2019	2018
	£	£
Interest receivable	642	84

4. INCOME FROM CHARITABLE ACTIVITIES

	2019	2018
	£	£
Domiciliary, residential care and welfare	6,737,090	5,787,395

5. OTHER INCOME

	2019	2018
	£	£
Other income	11,121	8,147
Profit on disposal of fixed assets	124,330	-
	<u>135,451</u>	<u>8147</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 MARCH 2019

6. EXPENDITURE

	Staff costs	Depreciation and impairment	Other costs	Total 2019	Total 2018
	£	£	£	£	£
<u>Costs of raising funds</u>					
Costs of generating donations and legacies			14,102	14,102	7,593
<u>Charitable activities</u>					
Domiciliary, residential care and welfare costs					
Activities undertaken directly	5,612,002	59,376	447,072	6,118,450	5,290,777
Support costs and charitable projects					
Costs of supporting the direct activities and projects	230,305		312,591	542,896	433,354
Governance costs	18,291		22,638	40,929	36,306
	5,860,598	59,376	782,301	6,702,275	5,760,437
	5,860,598	59,376	796,403	6,716,377	5,768,030

Governance costs includes payments to the auditors of £6,720 (2018: £6,600) for audit fees and £1,200 (2018: £nil) for non-audit services, and £7,149 (2018: £4,641) for meeting expenses between Trustees, staff, parents and families of those supported.

Included within support costs and charitable projects is expenditure on designated fund projects of £81,928 (2018: £48,580), expenditure on restricted fund projects of £11,969 (2018: £11,969) and rental of premises, including associated premises costs, of £119,058 (2018: £86,238).

7. TRUSTEES AND RELATED PARTY TRANSACTIONS

During the year, two (2018: one) of the trustees was reimbursed a total of £2,031 for travelling and other reimbursable expenses (2018: £1,168).

The Trustee Dr. S.Carnaby was paid £600 (2018: £nil) in respect of mentoring services for an employee of the charity which the other Trustees consider reasonable for the services provided and in the best interests of the charity.

There were no other payments made to trustees during the year or related party transactions.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 MARCH 2019

8. EMPLOYEES**Number of employees**

The average monthly number of employees during the year was:

	2019	2018
	Number	Number
Domiciliary, residential care and welfare	223	199
Administrative staff	17	15
	<u>240</u>	<u>214</u>

Employment Costs

	2019	2018
	£	£
Wages and salaries	5,393,657	4,583,887
Social security costs	368,918	342,371
Other pension costs	66,495	39,350
	<u>5,829,070</u>	<u>4,965,608</u>

Wages and salaries includes agency welfare costs of £812,779 for (2018: £534,154) and agency support costs £97,899 (2018: £1,986).

The number of employees whose annual emoluments were £60,000 or more:

	2019	2018
	Number	Number
£90,001 - £100,000	1	1

The trustees were not paid and did not receive any benefits from employment with the charity in the year (2018: £nil). One trustee received payment for services and together with reimbursed expenses paid to trustees are detailed in note 7.

The key management personnel of the charity comprise the trustees, the Chief Executive Officer, Chief Operating Officer, Head of Finance Director and Head of HR. The total employee benefits of the key management personnel of the Trust were £248,871 (2018: £240,147).

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 MARCH 2019

9. TANGIBLE FIXED ASSETS

	Freehold property	Freehold improvements	Leasehold improvements	Equipment and motor vehicles	Total
	£	£	£	£	£
Cost					
At 1 April 2018	1,972,808	49,531	60,338	276,887	2,359,564
Additions	-	-	21,951	32,361	54,312
Disposals	(183,623)	-	-	-	(183,623)
At 31 March 2019	1,789,185	49,531	82,289	309,248	2,230,253
Depreciation					
At 1 April 2018	614,866	35,776	49,305	226,266	926,213
On disposals	(23,200)	-	-	-	(23,200)
Charge for the year	25,050	2,391	4,580	27,355	59,376
Impairment	-	-	-	-	-
At 31 March 2019	616,716	38,167	53,885	253,621	962,389
Net book value					
At 31 March 2019	1,172,469	11,364	28,404	55,627	1,267,864
At 31 March 2018	1,357,942	13,755	11,033	50,621	1,433,351

In 2013 an impairment review was carried out on the Property 45, Cressingham Road valued at £1,300,000 and an impairment loss was incurred of £392,401 which is included in accumulated freehold property depreciation. A further review was carried out this year and no change was considered necessary.

10. DEBTORS

	2019	2018
	£	£
Trade debtors	538,324	168,814
Other debtors	2,040	3,718
Prepayments and accrued income	175,992	261,909
	<u>716,356</u>	<u>434,441</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 MARCH 2019

11. CREDITORS

Amounts falling due within one year

	2019	2018
	£	£
Trade creditors	194,832	114,208
Taxes and social security costs	90,345	89,779
Other creditors	13,680	9,916
Accruals	45,050	60,084
Deferred income	214,541	196,299
	<u>558,448</u>	<u>470,286</u>

Deferred Income – The amount of deferred income brought forward at 1 April 2018 released to income earned from charitable activities amounts to £179,314 (2018 :£75,733).

12. FINANCIAL INSTRUMENTS

There is a loan facility (undrawn) by the Charity Bank of £100,000 due to expire on 31st March 2020, which was secured by way of a legal charge over the freehold property White Barn.

13. PENSION COSTS

Defined Contribution

	2019	2018
	£	£
Contributions payable for the year	<u>66,495</u>	<u>39,350</u>

14. SHARE CAPITAL

Autism at Kingwood, a registered charity, is a company limited by guarantee, not having any share capital. In the event of a winding up, each member may be required to contribute an amount not exceeding £1 towards the settlement of the company's liabilities.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 MARCH 2019

15. RESTRICTED FUNDS

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			
	Balance at 1 April 2018	Income	Expenditure	Balance at 31 March 2019
	£	£	£	£
Property fund	126,420	-	(800)	-
Kingwood college	249,417	-	(5,607)	243,810
Sensory rooms	1,000	10,000	-	11,000
Digital resources	-	20,177	(20,177)	-
Training support	-	5,000	(5,000)	-
Other	-	500	-	500
	376,837	35,677	(31,584)	255,310

	Movement in funds			
	Balance at 1 April 2017	Income	Expenditure	Balance at 31 March 2018
	£	£	£	£
Property fund	128,020	-	(1,600)	126,420
Kingwood college	255,089	-	(5,672)	249,417
Outreach car	3,366	-	(3,366)	-
Sensory rooms	-	1,000	-	1,000
Western Dene	-	1,331	(1,331)	-
	386,475	2,331	(11,969)	376,837

Property fund

The property at Gainsborough Green was sold during the year and the balance was transferred back to unrestricted funds. The funds from the disposal of the property have subsequently been designated to the development fund (note16).

Kingwood College

Kingwood College is now providing life skills training and educational programs to a small group of people aged between 18-25.

Resources expended relates to depreciation of Kingwood College property. The balance will be reduced as property is depreciated.

Sensory rooms

A further grant of £10,000 was received during the year of towards the cost of new sensory rooms at White Barn and The Transition Service which will be carried forward to next year when the project will be completed.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 MARCH 2019

15. RESTRICTED FUNDS (continued)

Digital resources

Donations were received during the year totaling £20,177 towards the cost of production of digital resources for the Autism at Kingwood Sexuality Lecture.

Training support

A donation was received for a contribution towards the training support for a client.

16. DESIGNATED FUNDS

2019

	Movement in funds				
	Balance at 1 April 2018	Incoming resources	Resources expended	Transfer between funds	Balance at 31 March 2019
	£	£	£	£	£
Development fund	45,587	-	(96,030)	278,443	228,000
	45,587	-	(96,030)	278,443	228,000

2018

	Movement in funds				
	Balance at 1 April 2017	Incoming resources	Resources expended	Transfer between funds	Balance at 31 March 2018
	£	£	£	£	£
<i>Development fund</i>	46,760	-	(56,173)	55,000	45,587
	46,760	-	(56,173)	55,000	45,587

Development fund

Funds set aside by the Trustees for projects including strengthening autism experience, identifying and undertaking research and accessing activities in the community. Funds of £278,443 have been set aside by the Trustees for the projects.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 MARCH 2019

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 March 2019 are represented by:	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Tangible fixed assets	1,024,054	-	243,810	1,267,864
Current assets	1,040,081	228,000	11,500	1,279,581
Creditors: amounts falling due within one year	(558,448)	-	-	(558,448)
	<u>1,505,687</u>	<u>228,000</u>	<u>255,310</u>	<u>1,988,997</u>

18. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2019 the company had a total of future minimum lease payments under non – cancellable operating leases for each of the following periods:

	Land and buildings	
	2019	2018
Expiry date:	£	£
Not later than one year	71,359	67,866
Later than one year and not later than five years	194,011	221,448
Later than five years	-	-
	<u>265,370</u>	<u>289,334</u>

19. CONTINGENT LIABILITY

There is a possible but uncertain obligation dependent on the outcome of a court case (not involving the charity). At this stage it is not possible to quantify the effect that an unfavourable decision arising from the court case would have on the charity. It is also anticipated that in the event a liability became a present obligation that further funding could be obtained to cover the liability.