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**Kingston Community Refugee Sponsorship**

A Charitable Incorporated Organisation

Registered charity number 1178647

**Trustees' report and accounts for the year ended 31 March 2020**



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The trustees are pleased to present their annual report, together with the accounts of Kingston Community Refugee Sponsorship (KCRS or the charity). These are the accounts for the period from 1 April 2019 to 31 March 2020 prepared to meet the requirements of the Charities Act 2011.

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## **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 our activities, the KCRS trustees have had regard to guidance on public benefit issued by the Charity Commission. In order to achieve our objects we 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. Work in a way that protects them and minimises the possibility of harm, exploitation or abuse.
3. Ensure their access to education, English language tuition and training leading to their fulfilment, skills and employment.
4. Address health issues, working to develop wellbeing plans, to help them integrate and thrive.
5. Provide opportunities for volunteering and other social activities leading to their social integration.
6. Promote social inclusion through sharing of knowledge and skills, culture, art, goods and friendship.
7. Work with and support other organisations sharing any or all of the above charitable purposes.

## **Achievements and performance**

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### **Main achievements and performance from 1 April 2019 to 31 March 2020**

KCRS was founded in April 2018. During the 2018/2019 reporting period, the charity concentrated on recruiting volunteers and supporters and raising funds. Our main achievements for the current reporting period, 1 April 2019 to 31 March 2020, have been:

- continuing fund raising to the point where our free reserves now support the upper limit of our expected costs of supporting a refugee family;
- obtaining Local Authority approval for us to proceed with an application for Home Office approval;
- completing preparations for a pre-approval meeting with the Home Office team responsible for approving Community Sponsorship groups.

Additionally, during the year the trustees undertook a review of the charity's internal financial controls to ensure adherence to Charity Commission guidelines.

## **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.

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

During this reporting period, the trustees' meetings have typically been held twice per month.

## **Reference and administrative information**

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

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

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

### **Trustees**

The trustees who served during this reporting period were:

Dr Frederick Scott Ashmore  
Reverend Sandra Anne Cragg  
Professor Vincent David Daly (Chair)  
Gillian Mary Holdsworth (Hon. Secretary)  
Rashid Ali Ismail Laher  
Isobel Joan Robinson  
Reverend Karl Aidan Rutledge (Hon. Treasurer)  
Grant Frederick Vanstone

### **Honorary Independent Examiner**

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

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

## Financial review

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KCRS began this reporting period with free reserves of £14,541, exceeding the minimum threshold required by the Home Office when considering whether to approve a Community Sponsorship group. By the end of the reporting period this sum had risen to £18,937, thus matching trustees' expectations for the maximum sum that might be required to support a refugee family.

### Financial Summary

**Our receipts were £4,570** (2019: £14,676)

- Membership subscriptions were £480 (2019: £945)

Because of the charity's satisfactory financial position, the trustees decided to extend individual memberships until the end of the 2020 before seeking further subscriptions.

- Donations were £2,877 (2019: £12,702)

In addition to personal donations, the following were gratefully received:

St. Matthew's, Surbiton	£301
New Malden Methodist Church	£500
GLP, London South West	£78

- Fundraising Events raised £630 (£939)

These were a quiz night at All Saints Church, Kingston - £522, and the Christmas tree festival at New Malden Methodist Church - £108.

- Gift Aid receipts via Local Giving £583 (2019: £nil)

KCRS subscribes to Local Giving, an online fund raising platform. Services provided include a Local Giving "Donate" button accessible via the KCRS website. This allows members to pay their KCRS annual subscriptions and allows other benefactors to make donations.

As part of their service, Local Giving also reclaim for KCRS, from HM Revenue & Customs, any applicable Gift Aid on donations made through their platform.

Local Giving retains processing charges of (i) a fixed 10p "Payment\_Provider\_Fee" plus (ii) a 5% "Donation\_Commission" on each donation and (iii) a 5% "Gift\_Aid\_Commission" on applicable Gift Aid reclaimed on behalf of KCRS. Donations made via the Local Giving platform are credited to KCRS, as also is applicable Gift Aid, where appropriate, and after deducting the Local Giving processing charges.

### **Our payments were £174 (2019: £135)**

- Local Giving membership fee £96 (2019: £ nil )

The annual membership fee was remitted in the first year of membership. It became payable annually during the current reporting period.

- Other expenditure £78 (2019: £135)

Other costs were for charity publicity, events and banking charges.

### **Policy on reserves**

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All KCRS funds are unrestricted. Free reserves are defined as unrestricted funds less the net book value of any fixed assets held. As at 31 March 2020, KCRS had free reserves of £18,937 (2019 £14,541).

KCRS reserve policy is to set a minimum free reserve in order to facilitate future sustainability of the charity's activities. This minimum free reserve is currently set at £3,100.

The trustees have set out their intended use of the KCRS free reserves in note 5 on page 9 to the accounts. KCRS reserve policy will be reviewed annually, or more frequently if major changes of circumstance require this.

### **Delayed AGM**

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The trustees initially decided to delay the AGM until face to face meetings would be considered safe in the context of the coronavirus pandemic, particularly for the demographic that typifies the charity's trustees and a large part of its membership. In the event, such opportunity showed no sign of occurring within a reasonable time-frame so the trustees then decided to conduct the AGM online.

### **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.

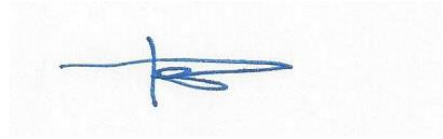
The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or any other irregularities.

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:

A handwritten signature in black ink, appearing to read 'Vince Daly', written on a light-colored background.

Trustee     Vince Daly  
Position     Chair

A handwritten signature in blue ink, appearing to read 'Rev Karl Rutlidge', written on a light-colored background.

Trustee     Rev Karl Rutlidge  
Position     Treasurer

10 November 2020

## **Report of the independent examiner**

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

I report on the accounts of the charity for the year ended 31 March 2020, which are set out on pages 7 to 10 below.

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

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

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

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

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

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

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



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

10 November 2020



## RECEIPTS AND PAYMENTS

	Notes	Unrestricted Funds	Total Funds 2020	Total Funds 2019
		£	£	£
<b>Receipts</b>				
Donations	2	2,877	2,877	12,702
Subscriptions				
- from individuals		180	180	420
- concession		-	-	25
- organisation		300	300	500
Events income		630	630	939
Gift Aid via Local Giving		583	583	-
Other income		-	-	90
<b>Total receipts</b>		<b>4,570</b>	<b>4,570</b>	<b>14,676</b>
<b>Payments</b>				
Local Giving fees		96	96	-
Events, room hire etc		42	42	25
Printing and publicity		12	12	82
Postage and stationery		-	-	7
Bank charges		24	24	-
Formation expenses		-	-	21
<b>Total payments</b>		<b>174</b>	<b>174</b>	<b>135</b>
<b>Net of receipts / (payments)</b>		<b>4,396</b>	<b>4,396</b>	<b>14,541</b>
<b>Cash funds at 1 April</b>		<b>14,541</b>	<b>14,541</b>	<b>-</b>
<b>Cash funds at 31 March</b>		<b>18,937</b>	<b>18,937</b>	<b>14,541</b>

The notes on pages 9 and 10 form part of these accounts.

## STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2020

Details	2020	2019
	£	£
	Unrestricted Funds	
<b>Cash funds</b>		
Reliance Bank Limited	18,937	14,541
<i>Total cash funds</i>	<b>18,937</b>	<b>14,541</b>
<b>Other monetary assets</b>		
Gift aid receivable		
• Local Giving	0	276
• HMRC	0	-
<b>Investment assets</b>		
	none	none
<b>Assets retained for the charity's own use</b>		
	none	none
<b>Liabilities</b>		
	none	none

Approved by the trustees on 10 November 2020  
and signed on their behalf



Vince Daly  
Trustee



Rev Karl Rutlidge  
Trustee

The notes on pages 9 and 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

	2020	2019
	£	£
<i>Faith Community &amp; Individual Supporters:-</i>		
Private Individuals	1,999	4,146
New Malden Methodist Church	500	1,474
St Matthew's, Surbiton	300	577
GLP London Southwest	78	-
Kingston Quakers	-	5,505
Anglican Deanery	-	1,000
	2,877	12,702

### 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. 1 trustee (2019: 2) was reimbursed out-of-pocket expenses incurred on behalf of the charity:

	2020	2019
	£	£
Number of trustees who were paid expenses	1	2
<u>Nature of the expenses:</u>		
Charity formation & administrative expenses	-	28
KCRS publicity materials	12	82
Total amount paid	12	110

### 5 Allocation of reserves

	2020	2019
	£	£
Resettlement reserve	10,500	10,500
General reserves		
- Of which the minimum free reserve is £3,100	8,437	4,041
	18,937	14,541

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 unchanged at £3,100 as at 31 March 2020 (2019 £3,100).