

KEW COMMUNITY TRUST
(A Charitable Company Limited by Guarantee)

COMPANY REGISTRATION NUMBER: 1736623

REGISTERED CHARITY NUMBER: 289707

ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

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**KEW COMMUNITY TRUST
ANNUAL REPORT AND ACCOUNTS
YEAR ENDED 31 MARCH 2022
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KEW COMMUNITY TRUST
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022

Reference and Administration Details

Charity Name	Kew Community Trust
Registered Charity No.	289707
Registered Office	St. Luke's in The Avenue, Kew, Richmond, Surrey, TW9 2AJ
Bankers:	Barclay's Bank Plc 8 George Street Richmond TW9 1JU

Trustees:

Jeff Harris	Chairman
Margaret Marshall	Vice Chairman
Bernie Jackman	Treasurer
John Armitstead	
Mark Boyle	
Janet Chesterton	(resigned September 2021)
Lucinda Evans	(resigned September 2021)
Louise Fluker	(elected September 2021)
Rowen Graham-Collins	(elected January 2022)
Rita Kamat	
Rory McPherson	
Diana Ormond	
Stephen Robinson	
Bridget Towers	
Shiona Williams	

**KEW COMMUNITY TRUST
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022
(CONTINUED)**

Structure, Governance and Management

Type of governing document - Memorandum and Articles of Association

Company Limited by Guarantee not having a share capital

Company Registration No - 1736623

Trustee Selection Methods – Local advertisements, personal search and recommendation

Objectives and Activities

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

- Relief of the elderly.
- Promotion of education courses.
- Promoting benefits for local inhabitants of all ages.
- Co-operating with charitable bodies.
- Establishing a centre / centres for any of the above.
- Managing and maintaining such properties and equipment as necessary for the above.

Summary of the main activities in relation to these objects

- Running the Avenue Club, a Social Club for local residents, particularly the elderly.
- *Managing and maintaining Kew Community Centre for the benefit of the local community and letting available space for community and private functions to produce income to support The Avenue Club.*

The trustees have paid due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charity's aims and objectives and in planning what activities the Trust would undertake.

Organisational Structure

The Trust has a Management Committee of up to 15 trustees and the chief executive, who meet quarterly and are responsible for the strategic direction of the charity. Trustees also sit on at least one sub-committee. The trustees are appointed to sub-committees based on the needs of that committee and the skills of the trustee. The chief executive and staff members may also sit on these committees. Sub-committees meet at least once a year and operate within agreed terms of reference. The sub-committees are Avenue Club, Buildings, Finance, Fundraising, Governance, Personnel & Trustee Recruitment and Outreach.

The trustees delegate the day-to-day responsibility for the delivery of services to the chief executive and managers. The chief executive is responsible for ensuring that the Trust delivers the services specified and developing a long-term strategy to expand the reach of the Trust within the community. The general manager has the responsibility for the day-to-day operational management of the Centre, supervision of the staff team and ensuring that work practices are in line with good practice and all applicable laws and regulations are complied with.

**KEW COMMUNITY TRUST
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022
(CONTINUED)**

Relationship with other charities

The Trust maintains relationships with other charities providing similar services through its involvement with Community Independent Living Service (CILS). It also works closely with other local charities such as the Kew Society and Kew Neighbourhood Association to deliver benefits to the community.

Trustees' Responsibilities in Relation to the Financial Statements

The charity Trustees (who are also the directors of Kew Community Trust for the purposes of company law) are responsible for preparing a Trustees' annual 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 charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 judgements 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper 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 company and hence for taking reasonable steps for the prevention and detection for fraud and other irregularities.

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.

**KEW COMMUNITY TRUST
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022
(CONTINUED)**

Statement as to disclosure to our auditors

In so far as the Trustees are aware at the time of approving our Trustees' annual 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
- the Trustees, having made enquiries of fellow Trustees, have each taken all steps that he/she is obliged to take as a Trustee in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

By order of the Board of Trustees

Jeff Harris
Chairman



Dated 27 July 2022

**KEW COMMUNITY TRUST
CHAIRMAN'S REPORT
YEAR ENDED 31 MARCH 2022**

The year to March 2022 has been a story of gradual improvement, with the initial relaxation then lifting of COVID restrictions. We have been able to restart many of our Avenue Club courses and to begin letting our Halls again, to bring in much needed incomes. Similarly, much of the huge cost and effort of sanitizing the premises, and managing social distancing, are behind us – we very much hope behind us forever.

However, we have used the 'down time' to good effect. The smartening up of the Centre with repainting, revarnishing and refurbishing to make it more attractive to our returning visitors was completed at the start of the year. We have also used the time to improve our work practices. Our finance manager, Bernadette, has updated our technologies, to adopt card machines and on-line links for payments of Avenue Club activities, and to introduce shared diaries within the team – both improving our efficiencies and productivity.

The Avenue Club is at the heart of our mission. Most of our courses are now being held at the Centre although three continue on Zoom by popular demand. Amongst new courses, Bridge has recently restarted; a new Tai Chi course has begun, and the growth of new members has meant that we have started a second Balance, Agility and Mobility group. The Avenue Club is not just about courses, hobbies and interests but it is all about the social side of bringing people together. A growing number of volunteers for events builds on that social interaction. We are keen to work with other charities and have hosted fundraising events for Macmillan Cancer, React, KNA and for Ukraine.

Lettings of our Halls for private functions have begun to build up under Vicky's good management, providing much needed income to fund the Trust. We have been pleased to see the return of many of our regular hirers, alongside some new ones.

We were very pleased to welcome Sarah Olney, our Member of Parliament, to the Centre in November to see what we are achieving.

We have seen some changes to our staff team since I last wrote.

I was very pleased to welcome Simon Boddis who joined last year as our Chief Executive to lead our team and bring new energy to our development programme. Whilst Simon has regrettably been ill recently, we are looking forward to his return very soon. Cindy Brosnan joined us earlier this year; she has been a really great addition to the team as General Manager and is being very successful in running the Centre in Simon's absence.

The Avenue Club has also seen some changes. Since 2000 Lisa has been the leader of the Avenue Club, leading with her customary charm, cheerfulness and enthusiasm. She decided to retire this year and I am very pleased that Siobhan, her long-serving colleague, has taken on the role of the Club Manager. Following Caroline's retirement from the Avenue Club, we welcomed Sue Withers as Siobhan's assistant.

We have also seen some changes among our Trustees. Lucinda Evans retired as Trustee and Management Board Secretary, and Janet Chesterton retired as Trustee and Treasurer. Both gave between six and seven years of great service to the Trust and we are hugely grateful for their advice and commitment. I am especially pleased to welcome Louise Fluker as a new Trustee; she brings very wide experience of corporate governance to our Board.

We were very pleased to welcome our new vicar, the Rev. Dr. Melanie Harrington, to speak at our AGM last year. She reminded us that the 'community' in our title encourages an obligation to all of our neighbours in Kew. So much of what the Avenue Club, and our Hall lettings team do is directed to the improvement of our Kew community.

**KEW COMMUNITY TRUST
CHAIRMAN'S REPORT
YEAR ENDED 31 MARCH 2022
(CONTINUED)**

However, we are ambitious to widen the community use of our fine premises, to bring in new activities and a new generation of users and members. With the continuing support of our very committed staff team and the guidance of a very experienced Trustee Board, I am optimistic for the future development of the Trust.



Jeff Harris
Chairman

May 2022

**KEW COMMUNITY TRUST
FINANCIAL REVIEW
YEAR ENDED 31 MARCH 2022**

Income for the year was £290,963 compared with £221,696 in 2021, an increase of 31%. As lockdown restrictions began to be eased in April 2021, the Avenue Club slowly re-started classes, regular hirers came back and there was a surge in one-off bookings for parties and weddings.

KCT also continued to benefit from the Community Independent Living Scheme run by Age UK, as well as an additional donation, and regular and one-off donations from its Community Supporters, for which the Trustees are most grateful. The Avenue Club also saw an increase in members over the previous year as confidence that the pandemic was easing grew. The Trust also received a generous donation from the late Sally Hunkin's daughter following the sale of Sally's artwork.

Some income was again received via the Job Retention Scheme Grant which helped the charity support the cost of those staff on furlough in the first quarter. KCT also received an additional £7.5k from the London Borough of Richmond's Additional Restrictions Grant towards the costs of building repairs and maintenance.

Total costs at £297,491 are similar to 2021. Expenditure on Avenue Club activities increased as more classes restarted. However, there was no significant expenditure on the premises following the major refurbishment projects undertaken the previous year. With the building open all year, the cost of heating and light increased by 44 percent, but The Trust has been able to manage these costs as it had negotiated new supply contracts before the leap in energy costs. The audit fee has also increased significantly due to the additional compliance work being required of auditors. The Trust recruited a part-time Chief Executive and a part-time general manager to enable The Trust to expand its charitable reach within the community.

Revaluation of the CCLA investment at year end resulted in an unrealised gain of £299,076 (2021: £580,098). The cumulative unrealised gain on the investment, which is included in the General Fund, was £981,453 (2021: £682,377). At year end the investment was valued at £3,681,453 (2021: £3,382,377).

The net surplus for the year after the unrealised revaluation gain was £292,548 (2021: £504,407). Total reserves at year end were £4,258,861 (2021: £3,966,314).

Investment Policy

The Trust's Investment Policy is to preserve the capital base whilst providing a significant, sustainable income for the Trust. However, although total returns (capital growth plus income) are high, dividend distributions are at low levels. The Trustees have, therefore, amended the investment policy such that should The Trust's cash resources become depleted, trustees can approve the sale of up to 1% per annum of the value of the fund to support day-to-day expenses. The appointed fund manager is CCLA and the Finance Committee regularly reviews the performance of the Charities Official Investment Fund (COIF) in which the capital is invested. The last three-year review of the investment, conducted in March 2022, showed the CCLA fund had performed very well compared with other funds. CCLA increased the annual dividend by 2.6 percent in the last year and given the overall performance of the fund, Trustees agree to maintain the current investment at present.

**KEW COMMUNITY TRUST
FINANCIAL REVIEW
YEAR ENDED 31 MARCH 2022
(CONTINUED)**

Reserves Policy

The charity's reserves policy is to hold sufficient funds to cover three months' operating costs and to provide a capital base to generate sustainable income. This is represented by the General Fund.

In addition, funds have been designated to cover major repairs to the premises.

The Development Fund comprises both restricted and unrestricted amounts and was established for the building extension comprising the Marwood Room. The costs of this extension are being amortised against this fund over the remaining life of the lease.

See Notes 20 and 21 to the Accounts.

Future Plans

The Trustees have appointed a new chief executive with a mandate to review the strategy with the aim of increasing the charitable reach of the Trust within its area of operation. This will then be presented to, and discussed with, Trustees.

Risk Management

The Trustees have reviewed and updated the risk assessment and continue to monitor identified risks and seek appropriate mitigations. The Trustees believe that systems are in place to mitigate most significant risks. These systems are periodically reviewed to ensure that they continue to meet the needs of the charity.

Policy for Induction and Training of Trustees

New Trustees are taken through an induction process by the Chairman or another Trustee. Information for new Trustees is contained in an Induction Pack containing relevant policy documents. Trustees have access to courses and seminars relevant to their positions and have peer support through regular meetings.

**KEW COMMUNITY TRUST
INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF KEW COMMUNITY TRUST
FOR THE YEAR ENDED 31 MARCH 2022**

Opinion

We have audited the financial statements of Kew Community Trust for the year ended 31 March 2022 set out on pages 13 to 28 which comprise the Statement of Financial Activities, Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- 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 charitable company 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

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.

**KEW COMMUNITY TRUST
INDEPENDENT AUDITOR'S REPORT (continued)
TO THE MEMBERS OF KEW COMMUNITY TRUST
FOR THE YEAR ENDED 31 MARCH 2022**

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 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.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 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; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the Trustees' report.

Responsibilities of trustees

As explained more fully in the trustees' responsibility statement set out on page 3, the trustees (who are also directors of the charitable company for the purposes of company law) 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 the trustees 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 charitable company'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 intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

**KEW COMMUNITY TRUST
INDEPENDENT AUDITOR'S REPORT (continued)
TO THE MEMBERS OF KEW COMMUNITY TRUST
FOR THE YEAR ENDED 31 MARCH 2022**

Auditor's responsibilities for the audit of the financial statements

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 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Extent to which the audit was considered capable of detecting irregularities, including fraud.

Based on our understanding of the charitable company and its objects, and through discussion with the trustees and other management (as required by auditing standards), we identified that the principal risks were in relation to:

- Management bias in relation to fraud and error
- Revenue recognition
- Expenditure of charitable funds is not within the objects of the charity or particular fund.
- Related party transactions have not been disclosed.
- Investments have not been correctly valued.
- Going concern.

Audit procedures performed by the engagement team included:

- Obtaining trustees' meeting minutes to confirm that management accounts have been reviewed.
- Review of year end journals and relevant transactions.
- Review of the financial statement disclosures and checking compliance with relevant laws and regulations.
- Review sources of income and check completeness.
- Vouching a sample of expenditure.
- Obtaining confirmation from trustees of related party transactions.
- Obtaining and checking statements of investment income and valuations.
- Obtaining information from trustees regarding budgets and forecasts.

**KEW COMMUNITY TRUST
INDEPENDENT AUDITOR'S REPORT (continued)
TO THE MEMBERS OF KEW COMMUNITY TRUST
FOR THE YEAR ENDED 31 MARCH 2022**

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from the financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorresponsibilities>. This description forms part of our auditor's report.

Use of our report:

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 and the charity's members, for our audit work, for this report, or for the opinions we have formed.

PK Audit LLP

Annie Lee (Senior Statutory Auditor)

For and on behalf of PK Audit LLP

Chartered Accountants

Statutory Auditors

Dated 27 July 2022

1 Parkshot
Richmond
Surrey
TW9 2RD

**KEW COMMUNITY TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Incoming Resources							
Donations and legacies	3	13,139	1,000	14,139	26,850	3,500	30,350
Fundraising Charitable activities	4	107	-	107	-	-	-
- Avenue Club	5	73,140	10,636	83,776	35,721	16,007	51,728
- Kew Community Centre	6	81,273	10,009	91,282	10,440	30,094	40,535
Investment Income	7	101,660	0	101,660	99,083	0	99,083
Total income		269,318	21,645	290,963	172,094	49,602	221,696
Expenditure							
Cost of raising funds	8	-	-	-	-	-	-
Cost of charitable activities							
- Avenue Club	9	173,543	24,002	197,546	132,593	39,771	172,364
- Kew Community Centre	10	80,241	14,074	94,316	68,251	23,763	92,014
Governance cost	13	5,630	-	5,630	9,570	2,500	12,070
Major improvements	15	-	-	-	20,939	-	20,939
Total expenditure		259,414	38,077	297,491	231,353	66,034	297,387
Net (expenditure)/income before Gain/(Loss) on investments		9,904	(16,432)	(6,528)	(59,259)	(16,432)	(75,691)
Net Gain/(Loss) on Investment	17	299,076	-	299,076	580,098	0	580,098
Net movement in funds for the year		308,980	(16,432)	292,548	520,839	(16,432)	504,407
Funds brought forward 1 April 2021		3,946,565	19,748	3,966,314	3,425,726	36,180	3,461,906
Funds carried forward 31 March 2022		4,255,545	3,316	4,258,861	3,946,565	19,748	3,966,314

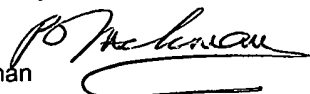
**KEW COMMUNITY TRUST
BALANCE SHEET
AS AT 31 MARCH 2022**

		2022		2021	
	Note	£	£	£	£
TANGIBLE ASSETS	16		444,870		467,765
INVESTMENTS	17		3,681,453		3,382,377
CURRENT ASSETS					
Debtors	18	36,752		40,435	
Cash at bank		154,177		122,093	
		190,929		162,528	
CURRENT LIABILITIES					
Creditors- amounts falling due within 1 year	19	(58,391)		(46,356)	
NET CURRENT ASSETS			132,538		116,172
TOTAL NET ASSETS			<u>4,258,861</u>		<u>3,966,314</u>
Represented by:					
ACCUMULATED FUNDS					
Unrestricted funds					
General fund	21	3,764,908		3,455,928	
Development fund	21	435,638		435,638	
Major repairs fund	21	55,000		55,000	
			4,255,546		3,946,566
Restricted funds					
Development fund	20	168		17,600	
Other funds	20	3,148		2,148	
			3,316		19,748
			<u>4,258,861</u>		<u>3,966,314</u>

These accounts have been prepared in accordance with the provisions applicable to small companies in Part 15 of the Companies act 2006.

Approved by the Board of Trustees on 27 July 2022 and signed on its behalf by

B Jackman



**KEW COMMUNITY TRUST
NOTES ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

1 Accounting Policies

Company Information

Kew Community Trust is a charitable company limited by guarantee. The registered office is St. Luke's in The Avenue, Kew, Richmond, Surrey, TW9 2AJ.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are prepared in sterling which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £1. The financial statements have been prepared under the historical cost convention.

The Trust 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 notes.

The Trust has taken advantage of the provisions in the SORP not to prepare a Statement of Cashflows.

The Trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern due to the value of the Trust's reserves at the year end.

b) Income

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

Donations and similar income are accounted for when received.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executors to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably, and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received, and the amount can be measured reliably and is not deferred.

**KEW COMMUNITY TRUST
NOTES ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
(CONTINUED)**

Government grants are accounted for when receivable. Grants are credited to the Statement of Financial Activities as soon as the conditions of receipt have been satisfied.

Charitable income from Avenue Club activities and Room Hire fees are recognised when the activity or room hire takes place.

Avenue Club membership income is recognised over the membership year which runs from 1 May – 30 April.

Investment income is recognised when it is due and can be measured reliably. This is normally when the dividend declaration is made by the Investment Management company.

Income received in advance is deferred until the criteria for income recognition are met.

c) Investments

Fixed asset investments are initially measured at transaction price excluding transaction costs and are subsequently stated at their fair value at each reporting date. Movements in fair value are recognised in the statement of Financial Activities. Transaction costs are expensed as incurred.

d) Interest receivable

Interest on funds held in bank deposit accounts and the COIF charities deposit accounts are included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

e) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Trust's work and, therefore, comprise of funds with external restrictions. Restricted grants and donations towards the costs of running the Avenue Club and its activities from AGE UK and other bodies shown in these financial statements are restricted income of the Avenue Club. The major repair fund represents funds set aside by the Trust for future maintenance.

f) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise various costs of fundraising and their associated support costs
- Expenditure on charitable activities includes the Avenue Club costs and Kew Community Centre costs to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**KEW COMMUNITY TRUST
NOTES ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
(CONTINUED)**

g) Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense. The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received. Termination benefits are recognised immediately as an expense.

h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back-office costs, finance, personnel and costs which support the Trust's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in notes 11 and 12.

i) Tangible fixed assets

Individual fixed assets costing £500 or more are capitalised at cost and are subsequently measured at cost or valuation, net of depreciation and any impairment losses. They are depreciated over their estimated useful economic lives on a straight-line basis as follows:

Asset Category	Annual rate
Leasehold improvements	Straight line over the life of the lease
Furniture and equipment	20% straight line

At each reporting date, the Trust reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is recognised in the Statement of Financial Activities.

j) Debtors

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

k) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a maturity date of three months or less from the date of acquisition or opening of the deposit or similar account.

l) 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.

**KEW COMMUNITY TRUST
NOTES ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
(CONTINUED)**

m) 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. The Trust has elected to apply the provisions of section 11, Basic Financial Instruments, and section 12, Other Financial Instrument Issues, of FRS12 to all its financial instruments. Financial instruments are recognised in the balance sheet when the Trust becomes party to the provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

n) Pensions

The charitable company operates a defined contribution pension scheme operated by Scottish Widows. The pension charge in the Statement of Financial Activities represents the amount payable by the charitable company to the fund in respect of the year.

o) Taxation

The charitable company is exempt from corporation tax on its charitable activities.

2 Legal status of the Trust

Kew Community Trust is a company limited by guarantee and accordingly does not have a share capital. In accordance with the Articles of Association, each member of the company undertakes to contribute an amount, not exceeding £3 each to the assets of the charitable company in the event of it being wound up

KEW COMMUNITY TRUST
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(CONTINUED)

3 Donations and legacies

	Unrestricted £	Restricted £	Total 2022 £	Unrestricted £	Restricted £	Total 2021 £
Individuals, including tax recovery	13,139	1,000	14,139	16,850	3,500	20,350
Legacies	-	-	-	10,000	-	10,000
	13,139	1,000	14,139	26,850	3,500	30,350

4 Fundraising

	Unrestricted £	Restricted £	Total 2022 £	Unrestricted £	Restricted £	Total 2021 £
Fundraising activities	107	-	107	-	-	-
	107	-	107	-	-	-

KEW COMMUNITY TRUST
NOTES ON THE FINANCIAL STATEMENTS
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(CONTINUED)

5 Income from charitable activities

	Unrestricted £	Restricted £	Total 2022 £	Unrestricted £	Restricted £	Total 2021 £
Avenue Club						
Grants:						
- AGE UK	-	10,636	10,636	-	9,928	9,928
- Government Grants - CJRS	-	-	-	-	6,067	6,067
Transport and carer day grants & donations	-	-	-	-	12	12
Avenue Club:						
- Sale of lunches and snacks	-	-	-	38	-	38
- Activities	58,677	-	58,677	21,095	-	21,095
- Outings	-	-	-	-	-	-
- Members' subscriptions	10,388	-	10,388	9,150	-	9,150
- Donations and Fundraising:						
Bring and Buy	-	-	-	-	-	-
Members' donations	3,525	-	3,525	4,911	-	4,911
Other fundraising	550	-	550	527	-	527
	73,140	10,636	83,776	35,721	16,007	51,728

6 Income from charitable activities

	Unrestricted £	Restricted £	Total 2022 £	Unrestricted £	Restricted £	Total 2021 £
Kew Community Centre						
Grant: LBRUT	-	7,505	7,505	-	5,000	5,000
Government Grants - CJRS	-	2,504	2,504	-	25,094	25,094
Contribution from St Luke's PCC	2,517	-	2,517	1,275	-	1,275
Hiring fees	77,856	-	77,856	8,675	-	8,675
Deposits withheld	470	-	470	-	-	-
Members' subscriptions	430	-	430	490	-	490
	81,273	10,009	91,282	10,440	30,094	40,535

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NOTES ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
(CONTINUED)

7	Investment Income	Unrestricted £	Restricted £	Total 2022 £	Unrestricted £	Restricted £	Total 2021 £
	Interest Income	65	0	65	97	0	97
	Dividend Income	101,595	-	101,595	98,986	-	98,986
		101,660	0	101,660	99,083	0	99,083
8	Cost of raising funds	Unrestricted £	Restricted £	Total 2022 £	Unrestricted £	Restricted £	Total 2021 £
	Fundraising costs	-	-	-	-	-	-
		-	-	-	-	-	-
9	Avenue Club costs	Unrestricted	Restricted	Total 2022	Unrestricted	Restricted	Total 2021
	Salaries and wages	35,287	9,928	45,215	33,253	15,995	49,248
	Food	85	-	85	-	-	-
	Activities	57,440	-	57,440	31,117	-	31,117
	Outings	75	-	75	-	-	-
	Other	2,184	-	2,184	1,036	-	1,036
	Fundraising	-	-	-	-	-	-
	Transport costs	-	-	-	588	12	600
	Carer costs	-	-	-	-	-	-
		95,072	9,928	105,000	65,994	16,007	82,002
	Share of premises costs	33,873	14,059	47,932	22,017	22,729	44,746
	Share of administration costs	44,598	15	44,613	44,582	1,034	45,616
		173,543	24,002	197,546	132,593	39,771	172,364

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NOTES ON THE FINANCIAL STATEMENTS
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(CONTINUED)

10	Kew Community Centre costs	Unrestricted £	Restricted £	Total 2022 £	Unrestricted £	Restricted £	Total 2021 £
	Advertising & publicity	1,770	-	1,770	1,652	-	1,652
	Share of premises costs	33,873	14,059	47,932	22,017	22,729	44,746
	Share of administration costs	44,598	15	44,613	44,582	1,034	45,616
		80,241	14,074	94,316	68,251	23,763	92,014
11	Administrative Expenses	Unrestricted £	Restricted £	Total 2022 £	Unrestricted £	Restricted £	Total 2021 £
	Salaries - Centre management	75,469	30	75,499	73,089	2,068	75,158
	Payroll Processing	564	-	564	522	-	522
	Insurance	3,118	-	3,118	3,131	-	3,131
	Licence fees	689	-	689	353	-	353
	Stationery, printing, postage, IT	5,303	-	5,303	7,726	-	7,726
	Telephone	1,136	-	1,136	2,352	-	2,352
	Training	350	-	350	-	-	-
	Miscellaneous	1,033	-	1,033	319	-	319
	VAT disallowed	1,239	-	1,239	1,435	-	1,435
	Bank charges	296	-	296	237	-	237
		89,197	30	89,227	89,164	2,068	91,232
	Support costs:						
	Allocated to Centre 50%	(44,598)	(15)	(44,613)	(44,582)	- 1,034	(45,616)
	Allocated to Avenue Club 50%	(44,598)	(15)	(44,613)	(44,582)	- 1,034	(45,616)
		-	-	-	-	-	-

KEW COMMUNITY TRUST
NOTES ON THE FINANCIAL STATEMENTS
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(CONTINUED)

12	Premises Costs	Unrestricted £	Restricted £	Total 2022 £	Unrestricted £	Restricted £	Total 2021 £
	Salaries - Cleaning and Caretaking	36,583	2,474	39,057	14,233	23,026	37,260
	Cleaning materials	1,820	708	2,528	2,968	-	2,968
	Depreciation of furniture and equipment	7,293	-	7,293	7,595	-	7,595
	Depreciation of leasehold improvements	-	17,432	17,432	-	17,432	17,432
	Heat and light	12,499	-	12,499	8,670	-	8,670
	Insurance	5,619	-	5,619	5,684	-	5,684
	Repairs and maintenance	3,254	7,505	10,759	4,394	5,000	9,394
	Water rates	677	-	677	490	-	490
		67,746	28,119	95,865	44,034	45,458	89,493
	Support costs:						
	Allocated to Centre 50%	(33,873)	(14,059)	(47,932)	(22,017)	(22,729)	(44,746)
	Allocated to Avenue Club 50%	(33,873)	(14,059)	(47,932)	(22,017)	(22,729)	(44,746)
		-	-	-	-	-	-
13	Governance costs	Unrestricted £	Restricted £	Total 2022 £	Unrestricted £	Restricted £	Total 2021 £
	Audit fee*	5,630	-	5,630	4,200	-	4,200
	Legal and professional fees	-	-	-	5,370	2,500	7,870
		5,630	-	5,630	9,570	2,500	12,070

* Note: The audit fee payable for the year to 31 March 2022 is £5,950, which has been reduced by the release of an over accrual for an earlier year.

KEW COMMUNITY TRUST
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14	Wages and Salaries	2022	2021
	Average number of employees	9	8
		2022	2021
		£	£
	Avenue Club	45,215	49,248
	Centre Management	75,499	75,158
	Cleaning and Caretaking	39,057	37,260
		159,771	161,666
	Salaries and Wages	151,213	154,912
	National Insurance	6,609	5,675
	Pension Scheme	1,949	1,079
		159,771	161,666

No employees received remuneration or benefits in excess of £60,000 for the year, nor for the previous year. Wages and Salaries include termination costs of 19,352 in 2021. Termination costs are recognised in Staff costs when the charity is committed to payment. No termination payments were outstanding at 31 March 2022.

15	Major improvements	2022	2021
		£	£
		Unrestricted	Unrestricted
	Roof	-	2,250
	Hallway refurbishment	-	18,689
		-	20,939

Tangible Fixed Assets

		Short Leasehold Premises	Furniture and Equipment	Total 2021
		£	£	£
16	Cost			
	As at 1 April 2021	798,914	80,829	879,742
	Additions	-	1,831	1,831
		798,914	82,659	881,573
	Accumulated Depreciation			
	As at 1 April 2021	345,676	66,302	411,978
	Charge for the year	17,432	7,293	24,725
		363,108	73,595	436,703
	Net book value			
	As at 31 March 2022	435,805	9,064	444,870
	As at 31 March 2021	453,238	14,527	467,765

KEW COMMUNITY TRUST
NOTES ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
(CONTINUED)

17	Investments	2022	2021
		£	£
	Valuation		
	As at 1 April 2021	3,382,377	2,802,279
	Appreciation in value	299,076	580,098
	As at 31 March 2022	<u>3,681,453</u>	<u>3,382,377</u>

The charity held 189,049.37 units in CCLA's Charities Investment Fund Income Units at 31 March 2022 (2021: 189,049.37) which are stated at fair value.
Original cost of investment: £2,700,000

18	Debtors: amounts falling due within one year	2022	2021
		£	£
	Rent receivable	2,022	888
	Prepayment and sundry debtors	34,730	39,547
		<u>36,752</u>	<u>40,435</u>

19	Creditors: amounts falling due within one year	2022	2021
		£	£
	Trade creditors	6,655	7,875
	Accruals	19,684	22,384
	Sundry Creditors and Deposits received in advance	10,746	8,842
	Members' subscriptions received in advance	863	729
	Rents and other income received in advance	9,000	3,180
	Payroll taxes & pension	5,550	1,813
	Vat payable	5,893	1,532
		<u>58,391</u>	<u>46,356</u>

KEW COMMUNITY TRUST
NOTES ON THE FINANCIAL STATEMENTS
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(CONTINUED)

20

Restricted funds

The charity's restricted funds comprise the following and movements in the funds are shown below:

Kew Community Centre Development Fund

The Development Fund receives grants for the development of the building at St Luke's in the Avenue.

Kew Community Centre General Fund

The General Fund receives grants to fund the charitable activities of the Trust.

Avenue Club Restricted Fund

The Avenue Club receives grants in order to provide services for local residents, particularly the elderly.

Transport & Carer Day Fund

The Transport & Carer Day Fund receives grants and fundraising income to support the activities of the Monday Club.

	Balance at 1 April 2021 £	Income for charitable Activities £	Investments £	Cost of Charitable Expenditure £	Balance at 31 March 2022 £
Kew Community Centre					
- Development Fund	17,600	-	0	(17,432)	168
- General Fund	2,148	11,009	-	(10,009)	3,148
Avenue Club	-	10,636	-	(10,636)	-
Transport & Carer Day	-	-	-	0	-
	19,748	21,645	0	(38,077)	3,316

	Balance at 1 April 2020 £	Income for charitable Activities £	Investments £	Cost of Charitable Expenditure £	Balance at 31 March 2021 £
Kew Community Centre					
- Development Fund	35,032	-	0	(17,432)	17,600
- General Fund	1,148	33,594	-	(32,594)	2,148
Avenue Club	-	15,995	-	(15,995)	-
Transport & Carer Day	-	12	-	(12)	-
	36,180	49,602	0	(66,034)	19,748

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NOTES ON THE FINANCIAL STATEMENTS
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(CONTINUED)**

21

Accumulated Funds

The Development Fund comprises bequests and other amounts received which the Trustees allocated to the building of the Marwood Room extension. The annual depreciation of this leasehold improvement will be charged against this fund once the Restricted Development Funds are fully utilised.

The Major Repairs Fund represents funds set aside by the Trust for future significant maintenance projects.

	Unrestricted Funds				
	General Fund	Major Repairs Fund	Development Fund	Total	Restricted Funds
	£	£	£	£	£
As at 1 April 2021	3,455,928	55,000	435,638	3,946,566	19,748
Surplus/(Loss) for the year	308,980	-	-	308,980	(16,432)
As at 31 March 2022	3,764,908	55,000	435,638	4,255,546	3,316

	Unrestricted Funds				
	General Fund	Major Repairs Fund	Development Fund	Total	Restricted Funds
	£	£	£	£	£
As at 1 April 2020	2,935,088	55,000	435,638	3,425,726	36,180
Surplus/(Loss) for the year	520,839	-	-	520,839	(16,432)
As at 31 March 2021	3,455,928	55,000	435,638	3,946,566	19,748

KEW COMMUNITY TRUST
NOTES ON THE FINANCIAL STATEMENTS
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(CONTINUED)

22 Analysis of Net Assets between Funds

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Fund balances at 31 March are represented by:						
Tangible assets	444,702	168	444,870	450,164	17,600	467,765
Investments	3,681,453		3,681,453	3,382,377		3,382,377
Current assets / (liabilities)	129,391	3,148	132,538	114,025	2,148	116,172
	<u>4,255,545</u>	<u>3,316</u>	<u>4,258,861</u>	<u>3,946,566</u>	<u>19,748</u>	<u>3,966,314</u>

23 Trustees' Remuneration and Benefits

No Trustees received remuneration, benefits or expenses for the year, nor for the previous year.

24 Related party transactions

Trustees and their close family members made donations totaling £2,070 in the year (2021: £7,590).

25 Post Balance Sheet Events

There are no post balance sheet events of significance.