

**ACTION DISABILITY KENSINGTON & CHELSEA**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**



**BRITT & KEEHAN  
CHARTERED ACCOUNTANTS  
33 GRIMWADE AVENUE  
CROYDON  
CR0 5DJ**

**ACTION DISABILITY KENSINGTON & CHELSEA  
COMPANY INFORMATION – 31 MARCH 2020**

INCORPORATED	as a Company Limited by Guarantee in April 1996	
NUMBER	3040329	
DIRECTORS	Margaret Donnelly David Webb Bello Abubakar Deborah Graves Adrian Berrill-Cox Stephanie Vaz Tim Shaw (resigned 3 <sup>rd</sup> September 2019) Maribel Jones-Fombella Sandip Sodha Yamina Sari Nick Wimborne Maria Pace	Chair Vice-Chair Treasurer
SECRETARY	Jamie Renton	
REGISTERED OFFICE	ADKC Centre Whitstable House Silchester Road London W10 6SB	
BANKERS	HSBC 152 Portobello Road Notting Hill London W11 2DZ	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
INDEPENDENT EXAMINER	Britt & Keehan Chartered Accountants 33 Grimwade Avenue Croydon CR0 5DJ	

**ACTION DISABILITY KENSINGTON & CHELSEA  
TRUSTEES REPORT  
Year ended 31 March 2020**

The Trustees, who are also the directors of the charitable company, present their report and the financial statements for the year ended 31 March 2020. The Trustees confirm that the annual report and financial statements comply with current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in 2019.

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY**

Action Disability Kensington and Chelsea (ADKC), whose principal office is The ADKC Centre, Whitstable House, Silchester Road, London, W10 6SB, is a Registered Charity numbered 1045769 and is also a Company Limited by Guarantee numbered 3040329.

The charitable company is limited by guarantee and the members are only liable in the event of the charitable company winding up to payment of £1.

The directors of the charitable company for the financial year are listed on page 1 of the financial statements.

The Chief Executive of the organisation is Jamie Renton who is responsible for the day to day management of the Charity.

**STRUCTURE AND GOVERNANCE**

**Constitution and organisational structure**

The Charity is governed by its Articles and Memorandum of Association.

The Management Committee, comprising the Charity's trustees, consists of the Chair, the Vice Chair, the Treasurer and up to 12 individual committee members. The Committee agrees the policy of the charity and is responsible for its finances and assets and for employing staff to carry out its work. The Committee meets at least four times a year. It appoints a Finance and Resources sub committee, consisting of at least 2 trustees and 2 members of staff to regularly review financial and staff matters. It meets approximately 2 times a year and reports to the Management Committee.

The Chief Executive manages the day-to-day affairs of the charity and reports regularly to the Chair and to the Management Committee.

**Recruitment and appointment of Trustees**

One third of the existing trustees are nominated and elected from the Action Disability Kensington and Chelsea membership at the AGM. Subsequently, the Management Committee co-opts up to a further six trustees for the year. Co-opted members are individual members or representatives of organisations, who have been nominated and selected for the complementary skills they are able to offer.

Trustees are invited to attend an induction session on appointment and are informed of ongoing training opportunities as they arise both within the organisation and externally.

**ACTION DISABILITY KENSINGTON & CHELSEA  
TRUSTEES REPORT (cont)  
Year ended 31 March 2020**

**Risk management**

The trustees have assessed the major risks to which the charity is exposed. The major risk identified is insufficient notice of withdrawal of funding. If this were to occur the trustees would have to cut back the activities of Action Disability Kensington and Chelsea accordingly.

The trustees expect that sufficient funds will be forthcoming to enable Action Disability Kensington and Chelsea to continue its existing activities during 2020/21.

**Risk mitigation**

Action Disability Kensington and Chelsea has undertaken an assessment of major risks. These are regularly reviewed.

Systems in place to minimise risks include:

- Written Financial Procedures.
- Management accounts overseen by the Treasurer and presented to the Management Committee at least each quarter.
- The Chief Executive reports on funding and staffing matters to a Finance and Resources Sub Committee at least 2 times a year – warnings of any potential issues and recommendations for action are included.
- Insurance policies are reviewed annually.

**OBJECTIVES AND ACTIVITIES**

The principal activity of the charitable company is that of enhancing opportunities for disabled people (with physical, sensory or hidden impairments) living or working in the Royal Borough of Kensington and Chelsea.

Action Disability Kensington and Chelsea is a user led organisation and provides its members with various services. These include: -

An Advice and Information Project

A Specialist Legal Advice Project

An Independent lives Peer Support Project

A Lifelong Learning Project

A Disability Connect Project

An Access Kensington and Chelsea Project

Access Group

'Positive Rights Action' Advocacy Group

'Positive Empowerment' Peer Support and Counselling Group

A Trauma Support group

Westminster 'Positive Empowerment' Peer Support and Counselling Group

In addition to the services listed above, there are more practical services such as a Passport Photograph Scheme, Wheelchair Hire Scheme, Wheelchair Weighing Scales and an Internet Café drop in.

The organisation acts as a signposting service to where more and additional information and help may be sought.

As a user led organisation, we consult with our members regarding the services they expect and would like from ADKC. During the Financial Year 2019-20, we undertook a review of services with our membership to determine the direction of our organisational development.

**ACTION DISABILITY KENSINGTON & CHELSEA  
TRUSTEES REPORT(cont)  
Year ended 31 March 2020**

**FINANCIAL REVIEW**

Action Disability Kensington & Chelsea received income for the year totalling £309,369. The largest single funder was the Royal Borough of Kensington & Chelsea whose various departments provided £124,267. A number of other funders directed their assistance to specific projects and these have been separately identified in the accounts.

Where specific funding received was insufficient to meet the expenditures of the specifically funded activities additional funds have been transferred from the unrestricted funds of Action Disability Kensington & Chelsea to eliminate the resulting deficits in the specifically funded activities at the end of the financial year.

The main expenditure of Action Disability Kensington & Chelsea is on staff salaries and on supporting office facilities. Costs have been allocated to activities on the basis of estimates prepared by the staff.

**RESERVES POLICY**

This policy has been adopted by the Action Disability Kensington & Chelsea Executive Committee in order to ensure that the organisation has reserve funds to enable it to deal with unforeseen events and contingencies.

Additionally, the Action Disability Kensington & Chelsea Executive Committee aim to accumulate funds to ensure future maintenance of the ADKC Centre to its current high standard and replacement of furniture and office equipment with a limited life and as a safety net when resourcing projects in receipt of target based funding.

**The Reserve Funds**

**1. Unrestricted Contingency Reserve**

This reserve is intended to enable ADKC to cope with unforeseen events, honour its contractual obligations and retain sufficient funds to cope with a sudden cessation of funding. This fund is also set up to deal with possible funding of short term staff positions (e.g. illness, maternity issues, staff bonuses and pay rises and possible redundancy situations. As well as to cover the costs of the additional access needs of our membership of disabled people (BSL interpreters, producing information in alternative formats etc.)

- The Executive Committee have agreed that they should work towards six to eight months' funding to achieve this objective. This represents an increase on the target of three-to-six months set in previous years. This change is due to learning from the COVID crisis for the need to keep higher reserves in order to meet unexpected issues and the current delay/uncertainty regarding our long term local authority contract (the organisation's single largest source of income). Furthermore, as a Disabled People's Organisation, we can incur costs which other organisations of a similar size do not (e.g. purchase of access equipment and hiring BSL interpreters). This figure may need to be reviewed but in the present circumstances this seems a realistic target to aim for.

**2. Unrestricted Building Reserve**

To enable ADKC to embark on a programme of redecoration to the Centre, deal with any emergency works and replace furniture and office equipment when deemed necessary.

**ACTION DISABILITY KENSINGTON & CHELSEA  
TRUSTEES REPORT(cont)  
Year ended 31 March 2020**

**3. Unrestricted Development Reserve**

To enable ADKC to update its computing facilities as and when required. It is envisaged that computers become out of date and obsolete after about 3 years and it is imperative that we develop our systems in tandem with other external contacts.

Whilst funding is sought for new projects it is realised that there may be other extraneous start up costs and these funds are set up to facilitate this.

To provide funding to undertake our regular consultation with our members, which currently takes place every three years.

**FUTURE PLANS**

**Main objectives for the coming year**

Our objectives this year, as in all years, are to consolidate our funding base and look for new and diverse sources of funding.

We will develop our Lifelong Learning Project to incorporate new training opportunities.

We will continue to develop the Borough wide Independent Lives User Group, Positive Rights Action Group, Positive Empowerment Group and Access Group.

We will endeavour to maintain our position at the forefront of local developments regarding the revolution in social care.

We will develop our Legal Advice Project

We will launch our new Volunteer project

We will continue to develop our work co-producing services and information with RBKC Adult Social Care.

We will promote our services via a range of talks, outreach stalls and promotional materials.

**ACHIEVEMENTS AND PERFORMANCE**

This year we also took a lead role in developing co-production work with the local authority.

We continue to develop our lead consultative role regarding local disability-related issues, representing the views of disabled people at numerous meetings and forums.

All of our projects, without exception, far exceeded the monitoring targets set for them by funders.

**PUBLIC BENEFIT**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and activities and in planning future activities. It is the judgement of the Trustees that activities in pursuit of the above objectives fully meet the public benefit test, which they have kept in mind in planning programmes for the charity.

**ACTION DISABILITY KENSINGTON & CHELSEA  
TRUSTEES REPORT(cont)  
Year ended 31 March 2020**

**DIRECTORS' RESPONSIBILITIES**

The directors', who are also the trustees, are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

The Companies Act requires the directors to prepare financial statements for each financial year. Under the law, the directors have elected to prepare the financial statement in accordance with United Kingdom General Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under the relevant laws, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the income and expenditure account of the charitable company for that period.

In preparing these financial statements the directors are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and accounting estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charitable company will continue to operate

The directors committee is responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors are responsible for the maintenance and integrity of the charitable 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting & Reporting by Charities (issued January 2019) and in accordance with the provisions of the Companies Act 2006

BY ORDER OF THE BOARD

  
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Jamie Renton  
Company secretary

29/10/2020 Date

# ACTION DISABILITY KENSINGTON & CHELSEA

## STATEMENT OF FINANCIAL ACTIVITIES

### Incorporating the Income and Expenditure Account

For the year ended 31 March 2020

	Notes	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>2020</u> <u>Total</u> £	<u>2019</u> <u>Total</u> £
<b>Income</b>					
Income from other trading activities	2b	8,076	-	8,076	12,302
Incoming from charitable activities	2a	125,267	173,369	298,636	288,419
Donations		1,156	-	1,156	1,408
Investment income		<u>1,501</u>	<u>-</u>	<u>1,501</u>	<u>1,386</u>
<b>Total incoming resources</b>		<u>136,000</u>	<u>173,369</u>	<u>309,369</u>	<u>303,515</u>
<b>Expenditure</b>					
Cost of raising funds	3	1,663	-	1,663	1,801
On charitable activities	4	<u>153,350</u>	<u>171,974</u>	<u>325,324</u>	<u>296,011</u>
<b>Total resources expended</b>		<u>155,013</u>	<u>171,974</u>	<u>326,987</u>	<u>297,812</u>
<b>Net movement in resources before transfers</b>		(19,013)	1,395	(17,618)	5,703
<b>Transfers between funds</b>		<u>(5,581)</u>	<u>5,581</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		(24,594)	6,976	(17,618)	5,703
<b>Total funds brought forward</b>		<u>293,673</u>	<u>13,387</u>	<u>307,060</u>	<u>301,357</u>
<b>Total funds carried forward</b>		<u>£269,079</u>	<u>£20,363</u>	<u>£289,442</u>	<u>£307,060</u>

The charitable company has no recognised gains and losses other than those included above and therefore no separate statement of total recognised gains and losses has been presented.

There is no difference between the surplus shown above and their historical cost equivalents.

The notes on the following pages form part of these accounts.



**ACTION DISABILITY KENSINGTON & CHELSEA**  
**BALANCE SHEET**  
**Company number 3040329**  
**As at 31 March 2020**

8.

	Notes	2020	2019
		£	£
<b>FIXED ASSETS</b>	7	2	2
<b>CURRENT ASSETS</b>			
Debtors and prepayments	8	21,140	37,298
Bank deposit accounts		264,435	238,335
Bank current accounts		36,697	48,613
Petty cash		<u>400</u>	<u>400</u>
		322,672	324,646
<b>CURRENT LIABILITIES (amounts falling due within one year)</b>	9	<u>33,232</u>	<u>17,588</u>
<b>NET CURRENT ASSETS</b>		<u>289,440</u>	<u>307,058</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	14	<u>£289,442</u>	<u>£307,060</u>
<b>FUNDS</b>			
Unrestricted		217,991	159,273
Designated	12	51,088	134,400
Restricted:- Building reserve	13	1	1
Projects	13	<u>20,362</u>	<u>13,386</u>
		<u>£289,442</u>	<u>£307,060</u>

The accounts are prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 relating to small companies.

For the financial year ended 31<sup>st</sup> March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and no notice has been deposited under section 476. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the Trustees on: 29/10/2020  
and signed on its behalf by:

 ..... D WEBB

 ..... M DONNELLY

**ACTION DISABILITY KENSINGTON & CHELSEA****NOTES TO THE FINANCIAL STATEMENTS****For the year ended 31 March 2020****1. Accounting policies****1.1 Basis of preparation of financial statements**

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 in the UK and Republic of Ireland (FRS102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**1.2 Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the objectives of the charity. These include grants given under service level agreements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors 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.

**1.3 Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**1.4 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where staff are wholly engaged on direct charitable or other work their salaries and associated costs are allocated directly to the appropriate activity. Salaries and associated costs incurred in respect of support work are allocated to the different funds and activities on a basis of estimates prepared by the staff.

Fund-raising costs are those incurred in connection with the trading activities, including associated support costs.

Support costs are those costs incurred directly in support of the charitable activities.

Governance costs are those incurred in connection with enabling the charity to comply with external regulation, constitution and statutory requirements and in providing support to the trustees in the discharge of their statutory duties.

# **ACTION DISABILITY KENSINGTON & CHELSEA**

## **NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2020 (continued)**

### **1.(cont'd)**

#### **1.5 Tangible fixed assets and depreciation.**

All assets costing more than £1,000 with an estimated useful life of at least three years are capitalised. The purchase of wheelchairs is expensed as incurred.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases: No depreciation is provided on assets which have not yet been brought into use.

Leasehold premises	-	Over the term of the lease: 21 years
Equipment, Fixtures & Fittings	-	Over 3 years

#### **1.6 Operating leases**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the SOFA as incurred.

#### **1.7 Pensions**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

#### **1.8 VAT**

The charity is not registered for VAT. In common with many other similar charities, ADKC expenses include VAT, which cannot be recovered.

**ACTION DISABILITY KENSINGTON & CHELSEA****NOTES TO THE FINANCIAL STATEMENTS****For the year ended 31 March 2020 (continued)**

<b>2(a) Income from charitable activities</b>			<b>2020</b>	<b>2019</b>
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Royal Borough of Kensington & Chelsea:				
Core funding	44,000	-	44,000	44,000
Advice & information	47,738	-	47,738	47,738
Disability Connect	26,000	-	26,000	26,000
Lifelong Learning	6,529	-	6,529	16,418
Other	-	-	-	2,100
Age UK Kensington & Chelsea	-	10,000	10,000	-
Access to work	-	12,276	12,276	18,138
K & C Social Council	-	52,607	52,607	50,910
Kensington & Chelsea Foundation				
in partnership with:- CMF Charitable Trust	-	-	-	2,000
Enstar Capital	-	-	-	2,500
The Royal Garden Hotel	-	-	-	1,000
Hands across the Borough	-	-	-	10,000
Green Shoots – Post Grenfell	1,000	-	1,000	-
Young People's Manifesto	-	6,000	6,000	-
City Bridge Trust	-	55,600	55,600	55,600
K&C Forum for Older Residents	-	-	-	1,000
Trust for London	-	36,886	36,886	-
Octavia Foundation	-	-	-	4,515
LB of Merton	-	-	-	6,500
	<u>£125,267</u>	<u>£173,369</u>	<u>£298,636</u>	<u>£288,419</u>

2019 total income of £288,419 comprise £144,263 of restricted income and £144,156 of unrestricted income.

<b>2(b) Income from trading activities:</b>	<u>Unrestricted</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>
Training & Consultancy fees	2,275	-	2,275	3,000
Room hire	3,748	-	3,748	7,173
Other	<u>2,053</u>	<u>-</u>	<u>2,053</u>	<u>2,129</u>
	<u>£8,076</u>	<u>£ -</u>	<u>£8,076</u>	<u>£12,302</u>

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020 (continued)

	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>2020</u> <u>TOTAL</u> £	<u>2019</u> <u>TOTAL</u> £
<b>3. Costs of generating voluntary income</b>				
Wages & salaries	1,410	-	1,410	1,472
Support costs	<u>253</u>	<u>-</u>	<u>253</u>	<u>329</u>
	<u>£1,663</u>	<u>£ -</u>	<u>£1,663</u>	<u>£1,801</u>
<b>4. Charitable activities</b>				
Access to work – equipment	-	-	-	-
Wages and salaries	104,437	92,267	196,704	183,121
Accounting services	8,383	5,002	13,385	1,189
Newsletter & publicity	1,361	95	1,456	1,016
Travel & Volunteers expenses	244	704	948	730
Subscriptions & publications	541	213	754	887
Activities	7,973	52,607	60,580	65,525
Client grants	-	-	-	250
Meetings & Forums	581	212	793	855
Insurance	1,871	968	2,839	2,718
Other	3,915	487	4,402	1,642
Premises costs	12,282	7,233	19,515	14,594
Office services	6,970	11,114	18,084	17,412
Amortization & Depreciation	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	148,558	170,902	319,460	289,939
Governance (note 5)	<u>4,792</u>	<u>1,072</u>	<u>5,864</u>	<u>6,072</u>
	<u>£153,350</u>	<u>£171,974</u>	<u>£325,324</u>	<u>£296,011</u>
<b>5. Governance costs:</b>				
Wages and salaries	1,410	-	1,410	2,677
Accounting services	1,010	-	1,010	89
Independent examiner's fee	810	450	1,260	1,220
Accountancy fees by the examiner	733	407	1,140	1,108
Annual report & AGM	396	215	611	485
Support costs	<u>433</u>	<u>-</u>	<u>433</u>	<u>493</u>
	<u>£4,792</u>	<u>£1,072</u>	<u>£5,864</u>	<u>£6,072</u>

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020 (continued)

6. Staff costs	<u>2020</u>	<u>2019</u>
Wages & salaries	181,559	171,884
Social security costs	12,831	11,137
Other pension costs	<u>5,134</u>	<u>4,249</u>
	<u>199,524</u>	<u>187,270</u>
Charitable activities	196,704	183,121
Generating funds	1,410	1,472
Governance	1,410	2,677

The average number of employees was 9. (2019 - 9) No employee earned more than £60,000 p.a.

7. Fixed assets	Building Resource <u>Centre</u>	Furniture & <u>Equipment</u>	<u>TOTAL</u>
<b>COST</b>			
Balance at 1 April 2019	388,992	69,436	458,428
Additions	-	-	-
Balance at 31 March 2020	<u>388,992</u>	<u>69,436</u>	<u>458,428</u>
<b>DEPRECIATION.</b>			
Balance at 1 April 2019	388,991	69,435	458,426
Charge for the year	-	-	-
Balance at 31 March 2020	<u>388,991</u>	<u>69,435</u>	<u>458,426</u>
Net book value at 31 March 2020	<u>£ 1</u>	<u>£ 1</u>	<u>£ 2</u>
Net book value at 31 March 2019	<u>£ 1</u>	<u>£ 1</u>	<u>£ 2</u>

The charitable company has a 21 year lease on the ground and mezzanine floors of Whitstable House, London, W10 6SB at a peppercorn rent but paying servicing costs. At the end of the 21 year term, 31.3.2017, the lease can be reviewed by the landlord, but the lease does not contain a renewal clause. The landlord has indicated that currently no action needs to be taken. The directors do not consider that there is any material element of donated facilities.

8. Debtors and prepayments	<u>2020</u>	<u>2019</u>
Sundry debtors	5,331	3,063
Grants receivable	13,900	30,457
Prepayments	<u>1,909</u>	<u>3,778</u>
	<u>£21,140</u>	<u>£37,298</u>
<b>9. Creditors and Accruals</b>		
Grants in advance	17,394	-
Accruals	<u>15,838</u>	<u>17,588</u>
	<u>£33,232</u>	<u>£17,588</u>

**NOTES TO THE FINANCIAL STATEMENTS****For the year ended 31 March 2020 (continued)****10. Transactions relating to the Trustees**

None of the trustees were remunerated directly or indirectly. During the year no expenses for travelling were paid to trustees (2019 - Nil). There were no transactions with parties related to the trustees or senior management. Some trustees use the services of the charity. This is in line with the charity's stated objective that service users should be represented on the management committee.

**11. Contingencies and Contractual commitments**

In the opinion of the board of directors at 31.3.2020 there were no contingent liabilities and no contractual commitments (2019 – nil).

**12. Unrestricted Funds**

The funds of the charity includes amounts which have been designated from unrestricted funds by the trustees for the following purposes:

	Balance 1.4.2019	Movement in Funds		Balance 31.3.2020
		Transfers	In year	
<b>Building</b>				
Premises replacement	25,000	-25,000		0
Equipment replacement	5,000	11,088		16,088
Redecoration fund	<u>20,000</u>	-20,000		<u>0</u>
	<u>50,000</u>			<u>16,088</u>
<b>Contingency</b>				
Staff Fund	26,000	-11,000		15,000
Funding contingency	<u>39,900</u>	-29,900		<u>10,000</u>
	<u>65,900</u>			<u>25,000</u>
<b>Development</b>				
Technology updates fund	12,500	-7,500		5,000
New project start-up costs	<u>6,000</u>	-1,000		<u>5,000</u>
	<u>18,500</u>			<u>10,000</u>
<b>Total designated funds</b>	<b><u>£134,400</u></b>	<b><u>£(83,312)</u></b>		<b><u>£51,088</u></b>
<b>General unrestricted funds</b>	<b><u>£159,273</u></b>	<b><u>£83,312</u></b>	<b><u>£(24,594)</u></b>	<b><u>£217,991</u></b>

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020 (continued)

## 13. Restricted Funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held for specified purposes.

	Balance 1.4.2019	Movement in funds		Transfers from Unrestricted	Balance 31.3.2020
		Incoming Resources	Expenditure		
Building Reserve	1	-	-	-	1
Access to Work	-	12,276	12,276	-	-
K&C Social Council	-	52,607	52,607	-	-
Kensington & Chelsea Foundation					
Re the Young People's Manifesto for				-	
Kensington & Chelsea	-	6,000	-	-	6,000
Hands across the Borough	10,000	-	1,658	-	8,342
Trust for London	-	36,886	41,121	(4,235)	-
City Bridge Trust	-	55,600	56,946	(1,346)	-
Age UK Kensington & Chelsea	-	10,000	3,980	-	6,020
The Octavia Foundation	3,386	-	3,386	-	-
	<u>£13,387</u>	<u>£173,369</u>	<u>£171,974</u>	<u>£(5,581)</u>	<u>£20,363</u>

The Building Reserve fund is the funding received to acquire the lease on the Resource Centre.

The Access to Work fund represents the funding received for personal assistant's hours.

K&C Social Council fund the Self Care massage project for older people.

The Kensington & Chelsea Foundation (KCF) grant is to support the participation of disabled young people in forming the Young People's Manifesto for Kensington & Chelsea.

The KCF Hands across the Borough grant scheme helps to combat the isolation and loneliness of disabled people in Kensington and Chelsea.

Trust for London's grant is to support the establishment of a Kefor Deaf & Disabled service.

The City Bridge Trust is funding the salaries and related overheads for the Independent Living project.

Age UK K&C grant is to support the recruitment of an IT provider and the purchase and installation of an IT Case Management system.

The Octavia Foundation is funding the Access group and Westminster PEG.

## 14. Analysis of net assets by fund

	<u>Unrestricted</u>	<u>Restricted</u>	<u>TOTAL</u>
Fixed Assets	1	1	2
Net assets	<u>269,078</u>	<u>20,362</u>	<u>289,440</u>
	<u>£269,079</u>	<u>£20,363</u>	<u>£289,442</u>



**INDEPENDENT EXAMINERS REPORT TO THE MEMBERS OF ACTION DISABILITY  
KENSINGTON & CHELSEA**

**16.**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2020 which are set out on pages 7 to 15.

**Responsibilities and basis of report**

As the charity's trustees (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ('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 2011 Act.


**Independent examiner's statement**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

  
Jill Keenan FCA  
Britt & Keenan  
Chartered Accountants  
33 Grimwade Avenue  
Croydon  
CR0 5DJ

Date: 29 October 2020