



Annual Report 2020/21



**Kingston
Bereavement
Service**

*Support, counselling and
understanding in bereavement*

"It helped me work through my feelings and look at how grief changes, and how it has changed me"

OUR ORGANISATION

Kingston Bereavement Service is a friendly, local charity established in 1988. We support children, young people, adults and families who have been bereaved and are trying to come to terms with the impact that the death of someone close is having on their lives. We deliver two key services: an Adult Bereavement Service and the Saying Goodbye Project for children and young people.

Counselling is provided by a team of professional volunteers who have undertaken our compulsory, specialist training programme in bereavement counselling. We also provide bereavement awareness training to other organisations and professionals, including schools, voluntary groups, health and social care agencies, hospitals and local employers.

OUR OBJECTIVES

- To help people who live, work, study or are registered with a GP in Kingston upon Thames who have been bereaved, to ensure that their experience does not prevent them from fulfilling their potential. Enabling them to heal through resolution and acceptance in order to rebuild a healthy life, re-engaging with family and community.
- Reach everyone in the community who needs us: children, young people, adults, families, those who are disadvantaged, have complex needs or are socially isolated. We provide specialist bereavement support to those experiencing sustained emotional and psychological distress as a result of bereavement and to those with additional support needs.
- Promote understanding of bereavement in the community so that other professionals who care for individuals may be better equipped to support them when they have lost a loved one. We do this through training and outreach services delivered to other agencies, employers and schools. This increases understanding of the bereavement process and raises awareness of the services available when more support is needed.

Registered Office

Welcare House
53-55 Canbury Park Road
Kingston upon Thames
KT2 6LQ

020 8547 1552

info@kingstonbereavementservice.org.uk
www.kingstonbereavementservice.org.uk

Charitable Incorporated Organisation
Registered Charity No. 1160983

Organisational Affiliations

- Children England
 - Childhood Bereavement Network
 - British Association for Counselling and Psychotherapy
 - Registered Provider (No. 8AE75) to GPs within Kingston Clinical Commissioning Group
-

Independent Financial Examiners

Sian Lewis, ACA
8 Coldbath Square
London
EC1R 5HL

Bankers

Lloyds Bank
83 Clarence Street
Kingston upon Thames
KT1 1RE

Virgin Money
15-17 Castle Street
Kingston upon Thames
KT1 1ST

CHAIR'S REPORT

For Kingston Bereavement Service and many other charities, 2020/21 has proved to be as much, if not more, of a challenge than the previous year. The world changed fast in March 2020 and life has become more uncertain, more complex, and challenging. All of us at Kingston Bereavement Service had to learn to live and work in new ways, adapt to living with a pandemic and, at the same time, continue to provide a much-needed service to the community in Kingston.

In 2020/21 we provided over 1,000 hours of counselling support to adults, children and families. The trustees would like to thank all the Kingston Bereavement Service community, our staff, counsellors, and supervisors for meeting the challenges of the past year.

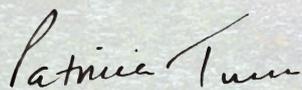
With the support of the whole KBS family, we were able to adapt our service and embrace technology to deliver support within the limits put on our lives and those of our clients.

The charity sector has been financially challenged for many years, as austerity has reduced financial support and as demand for services has grown. The support received from a range of funders over the past year has been very welcome.

However, as funders adapted to the challenge of the pandemic too, the type of funding available changed. Short term pockets of funding were made available and access to long term funding was reduced. All of which has impacted on our financial health and seen a further reduction in our reserves.

We continue to look for ways to address funding shortfalls to improve our financial stability. Other challenges for us in the coming year include, bringing in new staff and new trustees, as well as exploring new ways to bring funding into the organisation. As with so many, the impact of the pandemic on our mental health has been profound and we continue to strive to support our staff and volunteers to the best of our ability.

I would like to thank my fellow trustees for their continued support as we work to fulfil our charitable purposes; to support all those that need our help, to better understand the bereavement process and to learn how to process and accept in order to help people reach their potential.



Patricia Turner
Interim Chair of Trustees

Trustees

Jackie Hughes, Chair (resigned 31 May 2021)
Patricia Turner, Interim Chair
John Farmer, Treasurer
Michèle Finch
Sione Marshall (joined 16 July 2021)
Dianne Martin (joined 14 September 2021)
Kate Robinson (resigned 1 April 2021)

Staff

Service Manager:
Lynda Evans

Service Administrator:
Helen Shah

Adult Service Co-ordinator:
Jayne Ritchie

Adult Service Support Worker:
Samantha Burch

Saying Goodbye Project Co-ordinator:
Lesley Mungur

Saying Goodbye Project Administrator:
Andrea Lawrence

Database Volunteer:
Shelley Cato

Adult Service Counsellors

Sophia Alexander, Bronwyn Basham,
Sue Bastow, Rocana Bray, Jane Clarke,
Chris Cleave, Pauline Deakin, Sharon
Evans, Julia Fox, Clare Gyde, Diane
Harding, Tanya Kasozi, Larissa Leiser,
Heather McAdam, Sharon Millar, Rachel
Munro, Julie Nathanson, John Ng, Sandra
Pfister, Betty Sheather, Amanda Wood

Saying Goodbye Project Counsellors

Lisa Audain, Linda Capitelli, Rachel Doherty,
Elaine Holliday, Jacqui Humphrey, Fiona
Lucas-Box, Owen O'Toole, Jennifer Pearce

Supervisors

Lindsay Canham, Elizabeth Kovacs,
Jim Kuykendall, Mary Pelham

Trainers

Stephen Callus, Lindsay Canham,
Fiona Dunkley

ADULT BEREAVEMENT SERVICE

The pandemic had a dramatic impact on our service, as our staff and volunteers adjusted to a new normal, managing changes in both family and work life. Everyone at KBS went above and beyond in order to maintain a high level of service to the community, adapting to a new work-life balance from home, and transitioned well in delivering our service remotely.

The number of adult referrals dropped by 48% due to the pandemic and its impact on our services. However, as the duration of the pandemic continued, we have seen a gradual increase in demand.

We continue to support adults through bereavement who live, work, study or are registered with a GP in Kingston upon Thames. Our key objective is to ensure that their experience of bereavement does not prevent them from fulfilling their potential, enabling them to heal through resolution, acceptance in order to re-build a healthy life and re-engaging with family and the community.

The activities that enable us to achieve this are the delivery of 1:1 counselling; peer support groups; bereavement awareness training to health care practitioners, voluntary organisations and other agencies seeking to understand bereavement and how it impacts on their work and their client's health.

We work with clients with complex bereavement issues e.g. complicated by substance misuse, cumulative losses and traumatic bereavement. High levels of distress can impact on a person's ability to work and affect their relationships, making them more socially isolated and less able to engage with others.

"My counsellor has been wonderful. She has lifted a tremendous burden of grief off my shoulders and also illuminated other areas to help me improve"



Counsellor CPD Training

Courses delivered in:
Alcohol/Substance Misuse
Traumatic Bereavement
Vicarious Trauma

296
client
referrals

83
clients
completed
therapy

143
assessments

849
counselling
hours

CHILDREN AND YOUNG PEOPLE

Along with many other bereavement services, the impact of the pandemic was huge, forcing the suspension of face to face support for children and young people. As a result, referrals to SGP reduced by 30% in 2020/21. This was a common feature amongst bereavement services nationally, particularly with the closure of schools which normally account for around 14% of our referrals.

Initially we diversified our work with parents and carers by providing planned telephone support sessions. This was with the same counsellor for consistency, and enabled parents to support their families with information and advice about the impact of bereavement, develop strategies for support, and provided a safe place for parents to offload and share some of their concerns about the situation.

Feedback from the telephone service was extremely positive. Parents felt supported, better able to improve family communication, and they appreciated having strategies to support their children. As the lockdowns continued, we amended our safeguarding procedures to provide further support to children and young people via online counselling. There was some uptake of this, with others preferring to wait until they were able to see a counsellor in person again.

A different level of trauma has been attached to being bereaved at this time - children were not able to say goodbye or participate in the usual mourning rituals, with many fearing that those they love and care about would become ill and die. Being unable to have a hug or touch people heightened their sense of vulnerability and fear. Under usual circumstances, grief is an isolating experience, but social distancing and lockdown made the process even lonelier.

One of the key impacts of lockdown was the lack of social support – children were unable to access this from their peer groups and at school. Families experienced lack of space for privacy, and the individual nature of grieving had the potential to cause conflict in an already stressful situation.

SGP staff and volunteers attended training courses to increase awareness and skills in managing specific challenges related to the pandemic. There was a 70% increase in the number of CYP professionals accessing our training sessions. We adapted content to address the impact of the pandemic on a bereaved child and to provide initial support, as well as self care advice for professionals working with the bereaved.

As we move forward to the lifting of restrictions, we have reflected on our new ways of working, taking into account their benefits for both children and young people and their families too, and hope that this period has given us an opportunity to consider developing our service innovatively for the future.



STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which 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 Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Public Benefit Statement

The Trustees complied with the duty to have due regard to the guidance on public benefit published by the Charities Commission in exercising their power or duties.

Report Approval

Approved by the Trustees on 14 September 2021.



Patricia Turner
Interim Chair of Trustees



"Everybody was welcoming, very friendly. I felt very safe, able to release feelings. My counsellor was excellent. Thanks"

STATEMENT OF FINANCIAL ACTIVITIES

APRIL 2020 - MARCH 2021

The Trustees are pleased to present the financial statements for the charity for the year ending 31 March 2021. The Financial Statements comply with the Charities Act 2011 and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

Financial Review

Kingston Bereavement Service is fortunate to have a wide range of funders, from individual donations to grant making bodies. Restricted income in the year of £52,255 and unrestricted of £72,477 gave total incoming resources of £124,732. Outgoing restricted resources of £52,255 and unrestricted of £106,904 resulted in a deficit for the year of £34,427 (2020, a deficit of £12,359).

During the year, the principal funding sources were the Royal Borough of Kingston upon Thames, Kingston Clinical Commissioning Group, Richmond Borough Council, the Wates Foundation, the London Community Response Fund and Kingston Nursing Association.

We are also very thankful to individuals and groups who donate to us and we would like to thank every one of them. This includes the Alfred Charitable Trust, who have faithfully donated every year for at least 20 years.

Risk Review

Annual risk assessments were made on operational, financial, governance and external risks and an action plan to mitigate areas of higher risk. Internal risks continue to be minimised by the implementation of procedures for the recruitment, vetting, training, supervision and appraisal of all volunteers and staff, financial controls and a plan to ensure consistent quality of service delivery. The year saw a continuation of the risk management strategy.

The Trustees continued to review and update many of the policies including the Combined Information Policy, Private Counselling Policy, Equality and Diversity Policy, Safeguarding Adults, Child Protection, Health and Safety, Environmental and Staff Related Policies.

Reserves Policy

The Trustees have established a policy whereby an amount of the reserves is set aside in a contingency fund in order to continue the current activities in the event of a significant drop in funding or to wind down the charity in event of the need to close, including the cost of withdrawing from the staff pension fund which is a sizeable amount. This figure is reviewed annually at the end of the financial year.

At present, £40,000 held by the charity for this purpose represents three months of the budgeted expenditure for the 2021/22 financial year (excluding the pension withdrawal cost).

INDEPENDENT FINANCIAL EXAMINER'S REPORT

Kingston Bereavement Service

I report to the Trustees on my examination of the financial statements of the above charity for the year ended 31 March 2021.

Responsibilities and Basis of Report

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").

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). 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

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

1. the accounting records were not kept in accordance with section 130 of the Charities Act: or
2. the accounts did not accord with the accounting records; or
3. 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.
4. the financial statements 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 financial statements to be reached.

Sian Lewis, ACA
8 Coldbath Square
London
EC1R 5HL

Signed: 

Date: 31 January 2022

**Statement of Financial Activities
For the Year Ended 31 March 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Income from:					
Donations and legacies	2	21,570	-	21,570	26,192
Charitable activities	3	50,456	52,255	102,711	130,831
Investments	4	451	-	451	684
Total incoming resources		<u>72,477</u>	<u>52,255</u>	<u>124,732</u>	<u>157,707</u>
Expenditure on:					
Raising funds	5	536	-	536	684
Charitable activities	6	106,368	52,255	158,623	169,382
Total resources expended		<u>106,904</u>	<u>52,255</u>	<u>159,159</u>	<u>170,066</u>
Net income/(expenditure) before transfers		(34,427)	-	(34,427)	(12,359)
Transfers between funds		-	-	-	-
Net movement in funds		(34,427)	-	(34,427)	(12,359)
Total funds brought forward		168,947	13,483	182,430	194,789
Total funds carried forward		<u><u>134,520</u></u>	<u><u>13,483</u></u>	<u><u>148,003</u></u>	<u><u>182,430</u></u>

The notes on pages 11-18 form part of these financial statements

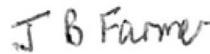
Balance Sheet as at 31st March 2021

	Note	31 March 2021 £	31 March 2020 £
Current assets			
Debtors and prepayments	11	13,627	2,153
Cash at Bank		150,803	190,807
	Total current assets	164,430	192,960
Current liabilities			
Creditors and accruals due within one year	12	16,427	10,530
	Total assets less current liabilities	148,003	182,430
 REPRESENTED BY:			
Unrestricted funds (including designated funds)	13	134,520	168,947
Restricted Funds	13	13,483	13,483
	TOTAL FUNDS	148,003	182,430

These accounts were approved by the Trustees on 14th September 2021 and signed on their behalf by:



Patricia Turner (Interim Chair)



John Farmer (Treasurer)

The notes on pages 11 to 18 form part of these financial statements

**Notes to the Financial Statements
For the year ended 31 March 2021**

1 Accounting Policies

(a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable 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 the Republic of Ireland (FRS 102) and the Companies Act 2006.

Kingston Bereavement Service meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling which is the functional currency of the Charity.

Assets and liabilities are initially recognised at historical cost or transaction value.

(b) Preparation of the accounts are on a going concern basis.

The trustees are of the view that the level of income and assets of the company is sufficient for it to carry on its activities for the foreseeable future and that on this basis, the organisation is a going concern. The Covid Pandemic has had an impact on fundraising. We will develop a Fundraising Strategy which will support KBS to achieve sustainable funding.

(c) Incoming resources

Donations, other forms of voluntary income and investment income are recognised as incoming resources when received. However, where the terms of a grant, gift or legacy have not been met, the income is deferred or carried forward until it becomes due.

(d) Resources expended

Expenditure is recognised on the accruals basis and on the basis that consideration has been received for the expenditure.

Support costs represent the costs incurred in providing support for projects. Governance costs reflect central establishment costs and do not include the costs of managing the charitable project.

(e) Management and administration expenditure

The charity's objects are to provide support and counselling and do not include any expenditure or grants to individuals. The allocation of expense to functions is calculated by expense type and staff time to reflect as closely as possible the nature of the activity involved.

(f) Fundraising costs

The charity does not incur any support expenses for fundraising but does incur direct costs comprising fundraising charges and some staff time spent on this function. Costs are allocated accordingly.

(g) Value added tax

Value added tax is not recoverable by the charity and, as such, is included in the relevant costs in the Statement of Financial Activities

(h) Description of funds

Unrestricted funds are those that may be used for any purpose which complies with the charity's aims and objectives.

Restricted funds are subject to specific conditions imposed by the donor(s). The Saying Goodbye Project fund and others within the adult service cover a number of specific gifts and grants and the expenditure related to these donations.

**Notes to the Financial Statements
For the year ended 31 March 2021**

1 Accounting Policies (continued)

(i) **Pension**

Employees of the charity are entitled to join The Pension Trust's Flexible Retirement Plan which is funded by contributions from employees and Kingston Bereavement Service as employer. The assets of the Plan are held separately from those of the employer. Contributions to the Plan up to April 2011 were defined benefit. Contributions thereafter were defined contribution. The Plan is a multi-employer scheme where the share of the assets and liabilities applicable to each employer is not identified. Accordingly, contributions relating to both the defined benefit and defined contribution periods are included in the financial statements on a defined contribution basis. Details of contributions and an associated contingent liability can be found in Notes 7 and 8.

(j) **Legal Status**

The Charity registered as a Charitable Incorporated Organisation (CIO) in April 2015 (charity no: 1160983) to take forward the work of the unincorporated charity (charity no: 299430). At the time of registration, all assets, liabilities and funds of the unincorporated charity were transferred to the CIO.

2 Income from Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Grants	17,425	-	17,425	17,000
Client donations	2,101	-	2,101	3,225
Other donations	1,858	-	1,858	5,085
Gift Aid	186	-	186	882
	<u>21,570</u>	<u>-</u>	<u>21,570</u>	<u>26,192</u>

In 2020, all income from donations and legacies (£26,192) was attributable to unrestricted funds.

Grants comprise:

Royal Borough of Kingston	17,425	17,000
	<u>17,425</u>	<u>17,000</u>

Other donations comprise:

Alfred Charitable Trust	1,500	1,500
Other	358	3,585
	<u>1,858</u>	<u>5,085</u>

**Notes to the Financial Statements
For the year ended 31 March 2021**

3 Income from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Grants	-	52,255	52,255	81,456
Kingston CCG	49,686	-	49,686	49,000
Training	700	-	700	250
Sundry	70	-	70	125
	<u>50,456</u>	<u>52,255</u>	<u>102,711</u>	<u>130,831</u>

In 2020, £81,456 was attributable to restricted funds and the remaining £49,375 attributable to the unrestricted fund.

Grants comprise:

<u>Adult Service</u>				
Big Lottery Fund Grant (a)		-		63,456
Kingston Nursing Association		2,125		2,000
Wates Foundation		6,986		-
London Community Response Fd (wave 3)		9,900		-
RB of Kingston Winter Pressures		6,825		-
Gov. Coronavirus Job Retention Scheme		522		-
			26,358	
<u>Saying Goodbye Project</u>				
Achieving for Children (AfC)		15,000		15,000
Austin & Hope Pilkington Trust		-		1,000
Wates Foundation		3,014		-
London Community Response Fd (wave 4)		3,333		-
RB of Kingston Winter Pressures		4,550		-
			25,897	
			<u>52,255</u>	<u>81,456</u>

(a) 4 year grant commencing March 2016, ended February 2020

Grants awarded for projects comprise monies received and deferred income on the basis that resources are expended evenly during the project year or period.

Kingston CCG comprise:

	Adult Service £	Children Service £	Total Funds 2021 £	Total Funds 2020 £
	45,186	4,500	49,686	49,000
	<u>45,186</u>	<u>4,500</u>	<u>49,686</u>	<u>49,000</u>

4 Investment Income

	Unrestricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Bank interest receivable	451	451	684
	<u>451</u>	<u>451</u>	<u>684</u>

Notes to the Financial Statements
For the year ended 31 March 2021

5 Expenditure on Raising Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Salaries	430	-	430	451
Fundraising charges	106	-	106	233
	<u>536</u>	<u>-</u>	<u>536</u>	<u>684</u>

Salaries relate to the estimated managerial time spent on generating grants and other income

6 Expenditure on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Direct Costs	87,079	45,822	132,901	141,001
Support Costs	19,289	6,433	25,722	28,381
	<u>106,368</u>	<u>52,255</u>	<u>158,623</u>	<u>169,382</u>

Direct Costs comprise:

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Salaries (Fund Raising salaries in Note 5)	87,079	31,972	119,051	124,395
Supervision of Counsellors	-	10,145	10,145	9,820
Training and Seminars	-	2,865	2,865	4,330
Counsellors' Expenses	-	-	-	288
Publicity	-	-	-	434
Recruitment	-	-	-	549
Resources	-	-	-	346
Monitoring	-	840	840	840
Total resources expended	<u>87,079</u>	<u>45,822</u>	<u>132,901</u>	<u>141,001</u>

Support Costs comprise:

Accommodation	12,346	4,214	16,560	16,920
Telephone, Fax and Computer	845	289	1,134	1,201
Stationery and Office Supplies	868	299	1,167	4,836
Insurance	750	256	1,006	994
Governance (Note 10)	480	-	480	480
Sundry Expenses	4,000	1,375	5,375	3,950
	<u>19,289</u>	<u>6,433</u>	<u>25,722</u>	<u>28,381</u>

Sundry expenses include subscriptions, professional fees and pension deficit recovery contributions

**Notes to the Financial Statements
For the year ended 31 March 2021**

7 Staff Costs

	2021	2020
	£	£
Salaries	105,265	108,716
Employer social security costs	3,690	5,258
Employer pension contributions	10,526	10,871
	<u>119,481</u>	<u>124,845</u>

The average number of employees during the year was six (2020: six).

No employee was paid in excess of £60,000 during the year (2020: nil).

The key management personnel comprises the trustees, the manager, and adult and children's project coordinators. The total employee benefits of the of the key management personnel of the charity were £79,802 (2020: £82,197).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2020: £nil).

No payments were made to trustees in respect of reimbursable expenses during 2021 (2020: £nil).

The employer social security costs is reduced by the employment allowance of £4,000 for 2020/21. (£3,000 for 2019/20)

8 Pension Scheme and Contingent Liability

At 31 March 2011, there were two employees as members of a defined benefit scheme with The Pensions Trust, a multi-employer scheme where the share of the assets and liabilities applicable to each employer are not identifiable. Following a change in pensions legislation in September 2005, Kingston Bereavement Service faces a potential liability, estimated at 30th September 2019, to amount to £66,677 that would arise if the Service were to withdraw from the scheme or if the scheme itself is wound up. Given the remoteness of these possibilities, the Trustees have not provided for this contingent liability. On 1 April 2011, scheme members were transferred from the defined benefit to a defined contribution scheme with The Pensions Trust thereby limiting future increases in the liability. As at the balance sheet date, there were five current staff members of the defined contribution scheme.

Pension scheme and defined benefit deficit recovery charges totalling £2,494 are included in Sundry (Note 6)

9 Related Party Transactions

There were no related party transactions for the year ended 31 March 2021 or the year ended 31 March 2020

10 Governance Costs

	2021	2020
	£	£
Independent examiner's fee	480	480
	<u>480</u>	<u>480</u>

Notes to the Financial Statements
For the year ended 31 March 2021

11 Debtors and Prepayments

	2021	2020
	£	£
Debtors	705	480
Accrued income	11,897	-
Prepayments	1,024	1,673
	<u>13,627</u>	<u>2,153</u>

12 Creditors, Accrued Expenses and Deferred Income

	2021	2020
	£	£
Creditors	4,651	8,070
Accrued expenses	480	960
Deferred income	11,296	1,500
	<u>16,427</u>	<u>10,530</u>

Notes to the Financial Statements
For the year ended 31 March 2021

13 Movements in Funds

	Opening Balances 1 April 2020	Incoming Resources	Outgoing Resources	Transfers	Closing Balances 31 March 2021
	£	£	£	£	£
Unrestricted Funds					
Unrestricted Fund - general	2,607	72,477	(106,904)	46,340	14,520
Unrestricted Fund - contingency	80,000	-	-	(40,000)	40,000
Designated Fund - Pensions	86,340	-	-	(6,340)	80,000
	<u>168,947</u>	<u>72,477</u>	<u>(106,904)</u>	<u>-</u>	<u>134,520</u>
Restricted Funds					
<u>Adult Service</u>					
Kingston Nursing Association	-	2,125	(2,125)	-	-
Wates Foundation	-	6,986	(6,986)	-	-
London Comm. Response Fd (wave 3)	-	9,900	(9,900)	-	-
RB of Kingston Winter Pressures	-	6,825	(6,825)	-	-
Gov. Coronavirus Job Retention Schem	-	522	(522)	-	-
Kingston Magistrates Poor Box	4,653	-	-	-	4,653
<u>Children's Service</u>					
Achieving for Children (AfC)	-	15,000	(15,000)	-	-
Wates Foundation	-	3,014	(3,014)	-	-
London Comm. Response Fd (wave 4)	-	3,333	(3,333)	-	-
RB of Kingston Winter Pressures	-	4,550	(4,550)	-	-
Capacity Building	8,830	-	-	-	8,830
	<u>13,483</u>	<u>52,255</u>	<u>(52,255)</u>	<u>-</u>	<u>13,483</u>

Comparative Figures for Previous Year

	Opening Balances 1 April 2019	Incoming Resources	Outgoing Resources	Transfers	Closing Balances 31 March 2020
	£	£	£	£	£
Unrestricted Funds					
Unrestricted Fund - general	13,255	76,251	(86,899)	-	2,607
Unrestricted Fund - contingency	80,000	-	-	-	80,000
Designated Fund - Pensions	86,340	-	-	-	86,340
	<u>179,595</u>	<u>76,251</u>	<u>(86,899)</u>	<u>-</u>	<u>168,947</u>
Restricted Funds					
<u>Adult Service</u>					
Big Lottery Fund	764	63,456	(64,220)	-	-
Kingston Nursing Association	-	2,000	(2,000)	-	-
Kingston Magistrates Poor Box	4,928	-	(275)	-	4,653
<u>Children's Service</u>					
Austin & Hope Pilkington Trust	-	1,000	(1,000)	-	-
Achieving for Children (AfC)	-	15,000	(15,000)	-	-
Capacity Building	9,502	-	(672)	-	8,830
	<u>15,194</u>	<u>81,456</u>	<u>(83,167)</u>	<u>-</u>	<u>13,483</u>

**Notes to the Financial Statements
For the year ended 31 March 2021**

13 Movements in Funds (Continued)

Purposes of Unrestricted Funds

To further the objectives of the charity and provide funding to cover the management and administration costs.

The Contingency Fund has been set aside to complete counselling and meet other commitments in the event of the Service being unable to raise sufficient funds to continue its ongoing operations and also to cover annual operational costs such as accommodation should insufficient resources be raised during the financial year.

The Designated fund is the provision to clear the deficit with the Pensions Trust should it become essential to clear the debt.

Purposes of Restricted Funds

To support the adult service and the children's Saying Goodbye Project as detailed in the Trustees' Report.

Adult Service

Kingston Nursing Association - Delivery of counselling, support, information and training for adults in
Wates Foundation Kingston

London Comm. Response Fd (wave 3)

RB of Kingston Winter Pressures

Gov. Coronavirus Job Retention Scheme

Kingston Magistrates Poor Box - Support for adults experiencing financial difficulties

Children's Service

Achieving for Children - Delivery of counselling, support, information and training for children
Wates Foundation and young people in Kingston and Richmond

London Comm. Response Fd (wave 4)

RB of Kingston Winter Pressures

Capacity Building - On-going support and CORE database management and development