

KCIL LIMITED
(Limited by Guarantee)

FINANCIAL STATEMENTS

31 MARCH 2016

Company No. 06240260

Registered Charity No. 1123063

GARNERS
Chartered Accountants & Statutory Auditor
100a High Street
Hampton
Middlesex
TW12 2ST

KCIL LIMITED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

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KCIL LIMITED

LEGAL AND ADMINISTRATIVE DETAILS

Directors/ Trustees

R E Cole
 J D Hatherley
 A L Lee F.C.A. (Treasurer)
 N A Tarrant (Chair)
 K Valentine
 W J Warren
 R G Johnston (passed away November 2015)

Company Secretary

R A Reilly

Chief Executive

L M Ehlers

Registered Office

River Reach
 31-35 High Street
 Kingston upon Thames
 Surrey
 KT1 1LF

Auditors

Garners
 Chartered Accountants and
 Business Development Consultants
 100a High Street
 Hampton
 Middlesex
 TW12 2ST

Bankers

National Westminster Bank plc
 5 Market Place
 Kingston upon Thames
 Surrey KT1 1JX

Solicitors

Coleman ctts
 22-25 High Street
 Kingston upon Thames
 Surrey KT1 1LL

**KCIL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016**

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2016. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Constitution, the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constituted in 1968, KCIL has developed into an organisation of disabled people, with a clear and firm commitment to independent living, choice, control and equality. KCIL is constituted to meet the needs of disabled people in and around The Royal Borough of Kingston upon Thames (RBK), particularly by representing and supporting their full equality and inclusion in order that they might lead independent and empowering lives.

Trustees are voted in at each Annual General Meeting, thereby forming the Board of Trustees of KCIL; there must be a minimum of three trustees. The skill requirements for the Board of Trustees are kept under review and when a trustee retires or additional new skills are identified as required, the Board will initiate a recruitment procedure.

New trustees may be sought by open advertisement, through dialogue with suitable candidates, and through nominations at the Annual General Meeting. The ethos of the organisation, particularly its commitment to the concept of independent living and the Social Model of Disability, are taken into account when recruiting new trustees. The ultimate decision is a matter for the current Board of Trustees who will co-opt a new Trustee until confirmed at the next AGM.

Trustees' meetings (known as Board of Trustees meetings), are where Board members agree the broad strategy and areas of activity for the organisation, including grant making criteria, level of reserves, risk management, performance and policies. The day-to-day administration of grants and operational management of KCIL activities is delegated to the Chief Executive.

The welcome pack for new trustees includes a brief history of KCIL, the organisation's Strategy document and current Business Plan, a copy of the Charity Commission's guidance 'The Essential Trustee: What you need to know', as well as compliance documents. The induction process for new trustees comprises an initial meeting with the Chair of the Board of Trustees and a series of meetings with the Chief Executive relating to KCIL services, our ethos, and the powers and responsibilities of the Board of Trustees. New Trustees are also encouraged to visit the office to meet the wider staff and volunteer team and hear directly about the services we provide.

RISK MANAGEMENT

The Trustees have considered the major risks to which the Charity is exposed and have reviewed those risks and have established systems and procedures to manage those risks.

The major financial risks are associated with the loss of our core grant provided by RBK and the potential loss of the Self Directed Support services provided to RBK. The core grant provided to allow KCIL to afford the central management to allow KCIL to operate as the most significant disability charity in RBK is ceasing as from 1st April 2017. SDS is being put out to tender effective the same date as a standalone contract.

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The Trustees have submitted a bid under the tender which together with our past record of quality provision gives KCIL the best chance of retaining SDS but our bid is pitched at a level to allow the work to be undertaken in a financially sustainable fashion and it may not be able to match a bidder putting in a bid as a loss leader.

The Trustees have maintained a robust reserves policy as a key part of our strategic planning.

OBJECTS, MISSION AND STRATEGIC AIMS

The objects of KCIL are to meet the needs of disabled people in and around The Royal Borough of Kingston upon Thames, particularly by representing and supporting the full equality and inclusion of disabled people in order that they might lead independent and empowering lives.

KCIL seeks to ensure that all disabled people across the Royal Borough of Kingston live as independently as they choose. Our mission is to provide information, advice and support to all disabled people living in the Royal Borough of Kingston and the surrounding areas and to empower them to have a voice, take control of their lives, and be treated equally.

Over the past year, KCIL has been working to adapt itself to the current challenges in the sector. A strategic away day was held with staff and trustees along with a follow-up consultation with our members and service users. Following this work a strategic plan was developed with 6 main aims:

- **Diversify our income** through various ways including grants and tenders as well as exploring possible new ways of funding such as legacies, on-line fundraising, and events. This will enable us to continue our core mission and activities.
- **Identify the needs** of our users and the overall need in Kingston and the surrounding area.
- **Demonstrate the benefits** of our current services and the **quality** of the service we provide.
- **Develop clear financial systems, HR processes and policies and procedures** in order to improve efficiency and prepare for upcoming changes.
- **Prepare to meet the challenges of new local and national government agendas** i.e. the Personalisation Agenda, the Care Act, Welfare Reform and to make strong links with the local Council, Clinical Commissioning Group and other voluntary organisations.
- **Increase the influence of disabled people** within KCIL and in the wider community.

ACHIEVEMENTS AND PERFORMANCE

Kingston Centre for Independent Living has made strong progress on our strategic aims over the past year with diversifying our income, preparing for local and national agendas and increasing the influence, choice and control of disabled people being at the top on our list of priorities.

In May 2015, we hired a Business Development Manager, Jan Eastaff, to help raise KCIL's profile, increase connections within the local community, and raise money through trusts and grants. She has already made connections with local organisations to raise money for KCIL including Kingston Rotary Club through their Christmas Campaign at the Rotree and the Club Director at Surbiton Racket and Fitness Club, Roy Staniland, who will run the London Marathon on behalf of KCIL in April 2016. She was also successful in an application to the Council for an Emerging Needs Grant which will enable KCIL to organise a Disability Conference in September 2016, further raising KCIL's profile.

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KCIL was granted a direct award from the Royal Borough of Kingston (RBK) Adult Social Care and Kingston's Clinical Commissioning Group (CCG) to deliver Direct Payment Support and Advice for the next year (2016-2017). This followed an audit of the current service and negotiations and development meetings with management in the Adult Social Care Team at RBK. This will give us time to develop and adapt the service to meet the changing needs of the Council and service users over the next year, when the service will go out to open tender.

KCIL worked in partnership with Richmond Users Independent Living Scheme (RUILS) and Richmond's Advice and Information on Disability (RAID) to provide independent support and advice on the new Education, Care, Health and Support Plans (ECHPs) over the past year. This has helped us to continue our aim of increasing the influence of disabled people by giving young people more choice and control over their lives. As a Disabled People's User Led Organisation (DPULO), KCIL was pleased to be part of the extremely valuable work that is being done by Independent Supporters to encourage children and young people to think of their needs and what they want in their lives and to have more control and influence in the decisions made in their early life.

Achieving for Children contracted KCIL to provide brokerage and direct payment support to children, young people and their families in April 2015. The brokerage component of this service supports families to use Special Education Needs and Disability (SEND) personal budgets to have increased choice and control over education, health and social care provision. These budgets are available as notional budgets, direct payments or can be managed by a third party. Families have used these budgets to gain control over the care and support they receive thus having more consistency of staff, access to more mainstream services, and more individually tailored support. The support to Direct Payment users in Kingston is a continuation of a service we have been providing for Kingston for many years which will be extended to Richmond families from April 2016.

KCIL is in its final year of providing a Support Brokerage Service through funds from the City Bridge Trust. The service aims to promote independence and enable disabled people to take control over their lives. Joanna Aleksey continues to provide multi-faceted support to disabled people living in Kingston including support with personal budgets, support with housing related issues, signposting to other services, support with benefit related issues, support to complete funding applications, and support to broker activities.

KCIL continues to value the work of our employees and has retained its Investors in People award for another year. KCIL has had some changes to the staff team over the past year with Maureen Wing, Outreach Worker, leaving KCIL in July 2015 and Mel Warren joining the Self-Directed Support Team in September 2015. Maria Keskes returned to work following maternity leave in September 2015 and we said goodbye to Dale Byrne who worked to cover Maria's maternity leave.

KCIL values partnership working and has been working closely with other organisations such as RUILS, Kingston Citizen's Advice, Kingston Carers' Network and many other local organisations as part of our strategic partner work and as a member of Kingston Information and Advice Alliance (KIAA). Thomas Pocklington Trust has been supporting KCIL with strategy development and in our work to increase the influence of our members. We have been learning from their experience of delivering the Visual Impairment Parliament and have been in discussions around developing a pan-disability board. KCIL recognises the value in partnership work and plans to continue to develop this aspect of our work over the next few years.

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KCIL's Trustee Board has remained fairly stable over the past year with meetings every two months and our annual Strategy Day being held in February 2016. Sadly in November 2015 Rita Johnstone passed away after 3 years of helping to shape the organisation. We would like to thank her for her dedication and support to KCIL over the years.

KCIL looks forward to the upcoming year and hopes to strengthen our position in the local community and build on our learning from the past year, developing our services and raising our profile in order to become the voice of disabled people in the local area.

SUPPORT SERVICES

Self-Directed Support Service (Direct Payments and Personal Budgets Support)

KCIL's Self-Directed Support Service (SDS) continues to provide support, information and advice regarding personal budgets and direct payments to people with disabilities living in Kingston, enabling them to take control of their own health and social care. The service supports people of all ages and disabilities for the Royal Borough of Kingston Adult Social Care (RBK\ASC), Achieving for Children (AfC) and for Kingston's Clinical Commissioning Group (CCG).

The service includes outreach visits to help service users set up their personal budgets and to become an employer. The Outreach Support Worker has attended a number of joint visits to service users, along with social workers, in order to introduce herself and explain the role and support that KCIL can provide in the Personal Budget/Direct Payment process.

Following the findings of an audit carried out by the Royal Borough of Kingston (RBK) during the latter part of 2015, measures have been put in place in an attempt to ensure that service users are clear about what is expected of them, what services are available and their responsibilities, as stated in the Direct Payment/Personal Budget Agreement. These measures include: clear guidance on employers' responsibilities, the need for written and signed agreements with individual/independent service providers, compliance to HMRC and

Home Office requirements and a checklist, to be completed by the Service User, confirming the matters covered and explained by the Outreach Support Worker.

"Thank you for taking time to so clearly explain the scheme to me. The information you have given me makes it much easier to understand and not so overwhelming." AG

Visits usually take place in people's own homes and are opportunities to support service users to understand and complete the necessary paperwork, such as setting up a payroll service, registering for Independent Living Insurance and other admin, including fulfilling their responsibilities as an employer. The Outreach Worker also explains to service users which paperwork they need to collect and submit, on a timely basis, to KCIL for access by RBK, AfC or the CCG.

The Admin Worker/Monitoring Officer supports service users with keeping their paperwork and relevant records in order to help prevent any issues that may cause them to experience care related or financial difficulties. He also liaises with the appropriate Finance Department, should any difficulties arise, using acquired knowledge and established relationships with service users and finance officers.

"I really appreciate all the time and effort that you and your team have given to supporting me. It is so nice to feel listened to and not just treated as a number." MA

In some cases, during the past year, he has been supporting Service Users, and acting as Advocate, in disputes and appeals:

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"I am so much happier now that this mess has been sorted. I am very grateful to KCIL. They have been a great support, and have been very good to me; they are always happy to help with any problems I may have." AA

The SDS Service and KCIL provide quarterly user group meetings where service users can discuss any issues they may have about the service, hear talks from local groups such as other voluntary groups and RBK, as well as receiving topical updates and information from the Pensions Regulator and FISH Insurance about other available services. Service users, as new employers, are offered access to "Being a Good Employer" training which gives them an opportunity to ask more in-depth questions and to meet, and benefit from the experiences of, other service users.

"I feel so reassured after meeting and talking to others with similar concerns. There was such a wide range of experiences and shared information available. I no longer feel alone after having made this contact. I have already learned so much about what support and help is available and how to begin to access it." MK

We offer support with the process of recruiting, interviewing and employing personal assistants (PAs) by working with service users to create job descriptions which are then distributed to the appropriate people registered on our PA noticeboard. Induction is provided for PAs who would like to receive information about new jobs that are available and relevant training opportunities. At the latter part of last year, we purchased from Richmond Users Independent Living Scheme (RUILS), on behalf of our service users, an on line resource for recruiting PAs called 'Find-a-PA'. In recent months we have been enrolling potential PAs and populating the 'Find-a-PA' site in order to help us modernise and streamline this service to our requirements and, hopefully, attract more people to respond to the available roles..

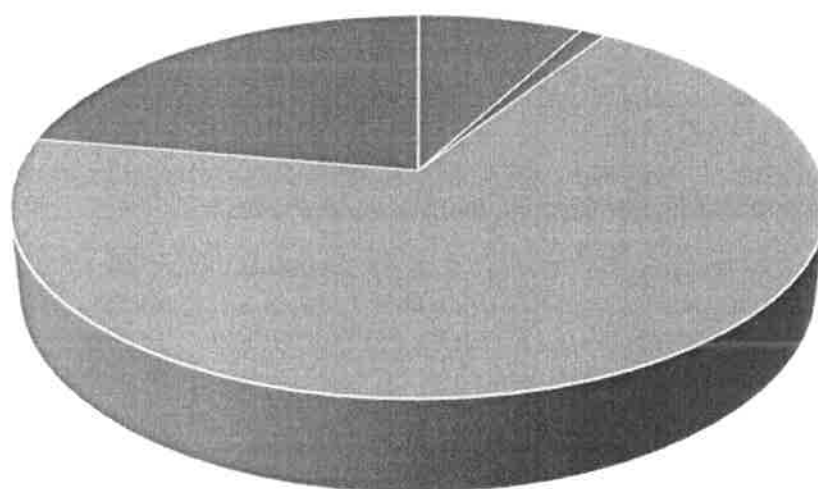
"KCIL has been very supportive to J in helping him to appoint a suitable PA. As a consequence of all this J's quality of life is very good now and will just get better." JS

"I can't tell you what a difference it has made to our family life, since you helped us find D. He has given my husband such a boost in confidence and has helped him take part in activities that he has not been able to do for a long time, because of his injury. I feel like a weight has been lifted and we can look forward to the future again." This year, the SDS Team has been delivering training to Social Workers from Kingston Adult Social Care, which has given us the opportunity to explain our services in depth, how we can support them, and improve the communication and relationships between all concerned parties.

The past year has been one of growth and change. New working relationships are being cultivated, including those with support agencies and care providers. These changes have involved both new opportunities and challenges for our service. We hope to continue to work together with health and social care in supporting disabled people to live as independently as they choose and to pursue our vision of becoming the "hub" of disability charities and services in the Royal Borough of Kingston, and being Kingston's champion for independence and choice.

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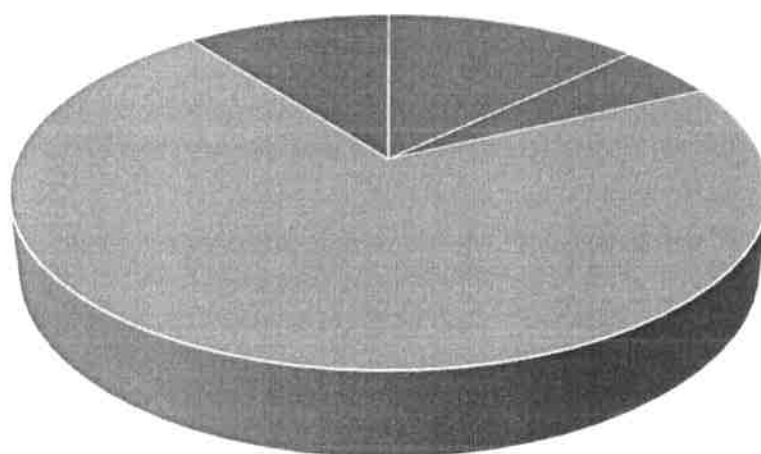
Calls to SDS 2015-16



■ Others ■ RBK ■ Service Users ■ Social Workers

	Others	RBK	Service Users	Social Workers	Total
Calls to SDS	39	6	342	110	497
Calls from SDS	54	21	297	43	415
	93	27	639	153	912

Calls from SDS 2015-16



■ Others ■ RBK ■ Service Users ■ Social Workers

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	Others	RBK	S.Users	S Workers	Total
Emails from SDS	38	11	115	125	289
Emails To SDS	152	28	302	155	637
	190	39	417	280	926

BROKERAGE SERVICES

Achieving for Children (AfC)

The first full year of the Special Educational Needs and Disability (SEND) brokerage service has seen an increase in service engagement with applications for Personal budgets (PBs) rising by 50% from the initial phase of the service. Advice and information continues to be a significant part of service delivery with the broker advising families and professionals about the PB process.

Of reviewed plan, families have been able to achieve 75% of outcomes stated in the support plan. 100% of respondents with a PB agreed that they are happy with the support in place for their child. 100% of respondents agreed or strongly agreed that undertaking a PB has improved the wellbeing of their child.

Results

Reviews of four personal budgets have been achieved; three of which were families with personal health budgets and one family who had previously utilised their social care direct payment as a personal budget. Of these budgets one family chose to move to a commissioned service due to a deterioration in their child's health.

Two education budgets have been initiated, one family opted not to pursue the PB as element 3 was less than they were hoping for, whilst the second family is currently in the process of formalising their Educational, Health & Care Plan (EHCP) which will detail available PB resources.

"Thank you; you have been so helpful and so very efficient, it really is much appreciated."

Personal Health Budgets (PHBs) remain the majority of finalised and approved plans. Over the past 6 months three plans have been approved (two PHBs and a Direct Payment (DP)) with a fourth PHB awaiting feedback from the commissioner.

Working alongside families reviewing budgets has enabled a better understanding of the percentage of highlighted outcome achieved. Of the budgets, 75% of outcomes initially stated in the first plan have been achieved by review. Example of these outcomes include safe health interventions to be provided, increased social interaction with peers and retention of staff.

75% of stated outcomes achieved through the PB process

The brokerage service has been available to offer specialist advice about personal budgets to both families and professionals. Of the total enquiries, 15% have been received from professionals and 85% from families. Families have been referred by the brokerage service for specialist advice and support from other agencies; 23% of service users received referrals to specialist services such as Learn English at Home (LEAH) and RUILS for Independent Support.

The broker has been available to proof other agencies' publications about SEND PBs and meet with out of borough NHS and charity professionals to share information and best practice guidance.

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One User's experience

One of the most difficult but rewarding plans approved in the last six months has been a PHB for a young man who was unable to engage in some statutory services due to the complex nature of his health needs. The PHB enabled training of staff from Bedelsford School and AfC, which will allow the child to engage in after school activities and AfC holiday groups as well as managing their own support at home.

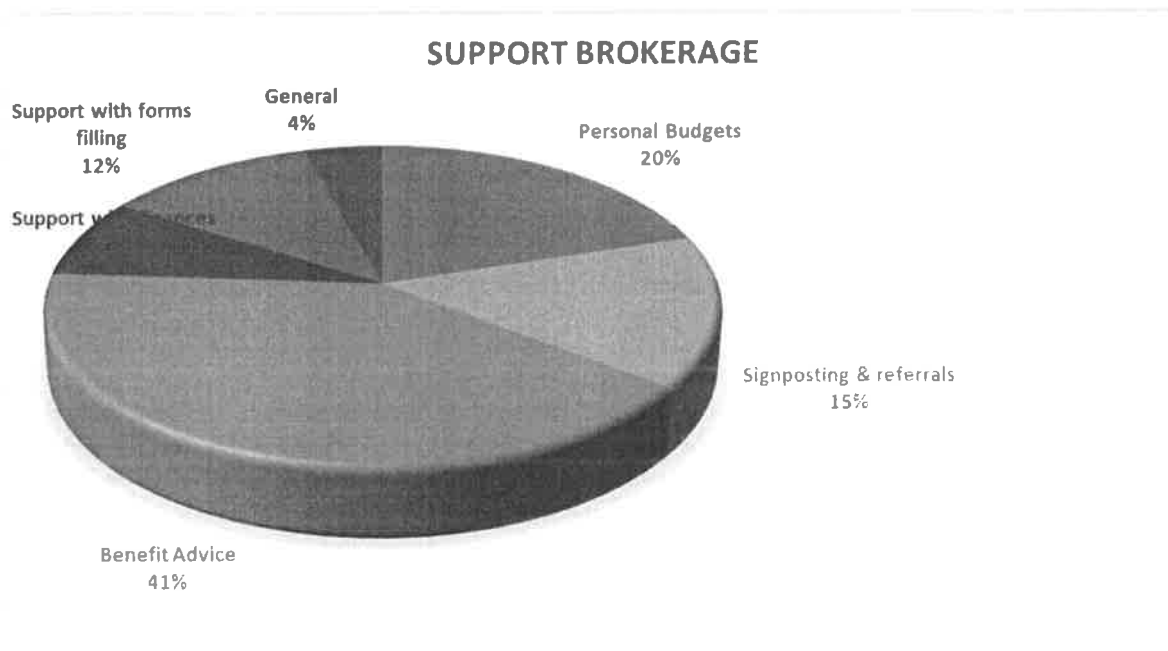
City Bridge

Support Planning and Brokerage Project for the year ended 31st March 2016

In the last 12 months the support broker supported disabled people in Kingston with range of support needs. From the period 1st April 2015 to 31st March 2016, the support broker worked with 69 clients, made 109 visits to the community and held 31 meetings in the office.

The Support Broker supported the clients with personal budgets, signposting and referring to other services, benefits advice, finances, form filling and general advice.

Services provided from the 1st April 2015 to 31st March 2016:



The Support Planning and Brokerage Project is a flexible service aimed at supporting people from all backgrounds and with different disabilities. In the last 12 months, the support broker observed an increase in referrals for clients needing help with benefits. In particular, the change from Disability Living Allowance to Personal Independence Payment has resulted in more people reaching for help. There was also an increased number of people needing support with appeals as they have been declined the new benefit. There were also a few cases when other professionals approached the broker for advice. The support broker received positive feedback from clients and some quotes can be seen below:

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- “Heartfelt thank you to you, because since a month now I receive PIP standard rate every month”.
- “Thank you, support appreciated!”
- “Amazing! Well done!”

The service will be coming to an end in October 2016. Before its closing date, the service aims to support all the clients approaching us with their current issues. We are also aiming to reach the targets set by City Bridge Trust and finalising the closing report.

The support broker will also be setting up clinics in several places in Kingston to reach those clients that are unable to travel to the office or do not wish to have home visits.

INDEPENDENT SUPPORT

The Independent Support Project was a partnership between KCIL, Richmond Users Independent Living Service (RUILS) and Richmond Advice and Information (RAID). It ran from September 2014 to February 2016 in accordance with Government initiatives devolved to the Council for Disabled Children.

KCIL engaged a new member of staff in the role of Independent Supporter with the central remit of providing information, advice and support to Kingston’s children, young people and their families through the process of assessment for or transfer to an Education Health & Care Plan (EHCP) under The Children & Families Act 2014.

The project worked with 36 clients in total, 24 of them face-to-face, and engaged directly with 21 children or young people aged 16-25.

The work involved preparing families for the EHCP process, helping them prepare a written statement of their views and aspirations, to comment on an EHCP in its draft stages, to have their views heard in multi-agency meetings, to ensure their views have been taken into account in final EHCPs and to challenge the local authority when their views have not been heard or their rights been upheld. We have also supported families in informal dispute resolution, in wider case reviews, in securing external support before its inclusion in an EHCP, and in securing support for the families as well as the child or young person. In parallel, we have supported our partner agencies and external colleagues in getting to grips with the new process, system and, above all, the ethos of putting young people and families first.

A decision was taken by the lead charity to terminate the contract with KCIL early when target numbers of cases were not expected to be met. Hence, our work in Independent Support ended in mid-January 2016 instead of the end of March 2016.

We have received positive feedback from clients and external colleagues about the quality and depth of the work undertaken in facilitating families to have their voices heard and to secure life-enhancing changes to their support systems. We believe this demonstrates our work to be in accord with our mission and brand values: we are the empowering service for RBK’s disabled people who are aiming for independence.

We are sad to be unable to continue this work with children, young people and their families. We wish them well in their journey ahead. If our other services will be of benefit to them, we hope they will contact us.

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The final word belongs to a client:

"I'm on your side. It seems like you're helping me more than anyone!"

Tommy Lee Murphy; aged 15; 14.10.15 (with permission).

"Both James and I are very grateful for your help at the EHCP [multi-agency] meeting. Without you we would not have been able to ensure that all relevant objectives and provisions are so well thought through and measurable. Your input was extremely valuable. We were also very happy about the support you provided us during your previous visit to our home and all the helpful advice in between".

GRANT MAKING

Holiday grants

This was KCIL's final year of distributing Holiday Grants on behalf of Kingston Council. These grants were ceased by the Royal Borough of Kingston in April 2017 as part of larger budget cuts within the council.

Holiday Grants assisted disabled and/or ill people who otherwise would not be able to afford to fully fund a holiday for themselves. Any disabled person aged over 16 could apply for a contribution to the costs of their holiday, up to the value of £200 in any 12 month period. An application form must be submitted, which includes a Supporting Statement from a professional (Social Worker, GP, etc.), and some evidence of the costs involved. The Administrative Officer, working to the policy agreed by the Board, deals with all applications, and checks that all requirements are in order, before making payment of the grant.

We received an allocation of £13,800 from RBK for 2015/16. There was an underspend of £541 from the previous year which we carried forward.

The 2015/16 figures at a glance

95 Applications received

85 Awards (89% successful)

9 Refusals (9%)

43 received the maximum award of £200

£14,341 awarded from a budget of **£14,341** (which included £541 carried forward)

The budget for 2015/16

We were grateful to have been allowed to carry forward an underspend from the previous financial year. We would otherwise have exhausted the budget of £13,800 sooner than early March 2016.

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Applications

- Numbers of applications increased by just one on last year's figures.
- The total amount of grants awarded decreased by around £1,500 on last year but the amount we had to spend was also around £1,500 less than in the previous year.

We were unable to support 9 applications. The reasons being in the main applications were received retrospectively, didn't supply evidence of costs or the budget had been exhausted by the time the application was made. Two applications were declined on the basis the Foreign and Commonwealth Office advised against all travel to the area (Iraq), a decision those within Adult Social Care concurred with.

Destinations

53 people took a holiday in England

7 in Spain

4 in Turkey

2 in Cyprus

2 in Dubai

1 –Iceland, Sardinia, Turkey, Gibraltar, Beirut, Scotland, Italy, Portugal, France, Kuwait, Scilly, India, Malta, Wales, Morocco, Lanzarote, USA.

Applications were supported by:

N Kingston CMHT; Balance; Community Neurological Team; GP; YMCA; Hawks Road Clinic; S Kingston CMHT; Kingston CLDT; Springfield: KCN: Community Support worker; Refugee Action Kingston; MS Society: St Ann's Lodge: Long Term Team North; Tolworth Hospital; Fircroft Trust; Kingston Hospital; MIND in Kingston; Dentist; United Reform Church; Amy Woodgate House; Kingston & Richmond ME Group.

We were very grateful to the council for funding these grants going back to before the year 2000 and proud to be administering the Scheme on their behalf. It was a very popular Scheme and we are sure it will be missed by many disabled people living in the borough who told us how they benefited from being able to have a break from their home environment.

INFORMATION SERVICES

With KCIL's Support Broker service well established by 2015, there was not as many Information Service enquires handled by the Office Manager as in the previous year, due to the Support Broker becoming the primary contact for many callers and visitors to the office looking for information and support.

Where enquiries could not be dealt with internally, callers were signposted to outside agencies, but mainly our partner organisations within Kingston Information and Advice Alliance. This was particularly the case with housing issues which required expertise intervention.

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However, in the past year where the Office Manager covered the Information Service, nearly 100 telephone and email enquiries were handled on subjects covering: benefits, holiday grants, disability-related equipment, access issues, transport, employment, housing and community care. Where enquiries could not be dealt with internally, callers were signposted to outside agencies, but mainly our partner organisations within Kingston Information and Advice Alliance. This was particularly the case with housing issues which required expertise intervention.

Additionally, there were over 300 visitors to the KCIL office in the year ending March 2016. Some visitors were attending meetings with staff members, some bringing in their paperwork relating to Personal Budgets or Direct Payments and some looking to purchase RADAR keys or to hire our meeting room, in some instances to interview potential Personal Assistants or undertake training as PAs. Visitors to the office were also requesting holiday grant application forms or seeking information leaflets.

KCIL's Website

KCIL's new Business Development Manager has been working to raise the number of visitors attending our website. Since August 2015, KCIL has employed Activ SEO to improve the search engine rankings for our organisation when the words 'Disability/Disabled' and 'Kingston' are used together. Research consistently reinforces the importance of having high rankings i.e. being on the first page of any internet search. The table below shows the change in rankings during this period:

	Aug-15 ranking	Mar-16 ranking
Disability Kingston	13th	5th
Disability Kingston upon Thames	29th	5th
Disabled Kingston	9th	5th
Disabled Kingston upon Thames	26th	4th

Kingston Independent

KCIL continues to produce our newsletter, Kingston Independent. 3 newsletters were produced over 2015-2016 which went out to over 700 disabled people, carers, and organisations across London. The focus of the newsletter is local and national disability-related issues. Electronic, large print and audio versions are available.

SOCIAL ACTIVITIES

KCIL recognises that many of our service users experience periods of isolation and, with the right support, value opportunities to get out and about and to meet up with other people.

In order to meet this need we organise social activities which this year have included 2 boat trips (from Kingston to Shepperton) in partnership with the Thames River Boat Project, and a day out to Ham House organised by Heritage2Health, a partnership between the School of Nursing Kingston University and heritage sites.

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FUTURE DEVELOPMENTS

For the coming year we will focus on the following:

FINANCIAL REVIEW

The financial health of KCIL at 31st March 2016 remains satisfactory and the balance sheet is strong. However, if we win the SDS tender we will need to plan to extend the range of services we provide so as to significantly reduce our dependency on a single area of support, and if we lose the tender we will need to have a major strategic plan rethink.

RESERVES POLICY

After allowing for our commitments under our present accommodation lease and staffing and other costs that would be incurred in the short term if the focus of the Charity changed, the Trustees have followed a robust reserves policy to help mitigate the risks set out above under “risk management”.

DIRECTORS’/TRUSTEES’ RESPONSIBILITIES

The trustees (who are also directors of KCIL Limited for the purposes of company law) are responsible for preparing the Trustees’ Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make 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 charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

In so far as the trustees’ are aware:

there is no relevant audit information of which the charity’s auditor is unaware; and

the trustees’ have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity’s website.

KCIL LIMITED
REPORT OF THE TRUSTEES continued
FOR THE YEAR ENDED 31 MARCH 2016

AUDITORS

Garners are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

SMALL COMPANIES EXEMPTIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the trustees on9/11/16..... 2016 and signed on their behalf by:

Nigel Tarrant
CHAIRMAN of TRUSTEES



A L Lee
TREASURER



**INDEPENDENT AUDITORS REPORT
To the Trustees of KCIL LIMITED
FOR THE YEAR ENDED 31 MARCH 2016**

We have audited the financial statements of KCIL Limited for the year ended 31 March 2016 which comprise of the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities and Financial Reporting for Smaller Entities (effective January 2015).

This report is made solely to the trustees, 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 auditors' report and for no other purpose. To the fullest extent permitted by law, we will not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As explained more fully in the Trustees Responsibility Statement set out on page 8 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.

Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB'S) Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON FINANCIAL STATEMENTS

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 2016 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 applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

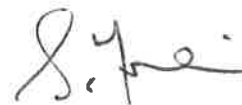
INDEPENDENT AUDITORS REPORT
To the Trustees of KCIL LIMITED (continued)
FOR THE YEAR ENDED 31 MARCH 2016

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 and the trustees' report in accordance with the small companies regime and take advantage of small companies exemption in preparing the directors' report.

100a High Street
Hampton
Middlesex
TW12 2ST



STEPHEN W FRANCIS FCA
(Senior Statutory Auditor)
For and on behalf of
GARNERS
Chartered Accountants
& Statutory Auditors

.....31/11/2016

KCIL LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted Funds	Restricted Funds Services to disabled people	Agency funds	Total 2016	Total 2015
		£	£	£	£	£
INCOMING RESOURCES						
Donations, grants and fees	2	213,813	97,490	34,462	345,765	364,991
Subscriptions		1,065	-	-	1,065	1,175
Investment income						
Bank interest		785	-	-	785	986
Other income		237	-	-	237	605
TOTAL INCOMING RESOURCES		<u>215,900</u>	<u>97,490</u>	<u>34,462</u>	<u>347,852</u>	<u>367,757</u>
RESOURCES EXPENDED						
Charitable activities						
Grants payable	3	-	-	33,730	33,730	35,784
Support costs and overheads	4	<u>133,707</u>	<u>129,667</u>	<u>21</u>	<u>263,395</u>	<u>228,853</u>
Total direct charitable expenditure		<u>133,707</u>	<u>129,667</u>	<u>33,751</u>	<u>297,125</u>	<u>264,637</u>
Governance costs	4	<u>22,603</u>	<u>-</u>	<u>-</u>	<u>22,603</u>	<u>23,607</u>
TOTAL RESOURCES EXPENDED		<u>156,310</u>	<u>129,667</u>	<u>33,751</u>	<u>319,728</u>	<u>288,244</u>
Net incoming/(outgoing) resources		59,590	(32,177)	711	28,124	79,513
Funds balance at 31 March 2015		<u>170,502</u>	<u>53,389</u>	<u>5,037</u>	<u>228,928</u>	<u>149,415</u>
FUND BALANCES						
at 31 MARCH 2016		<u>230,092</u>	<u>21,212</u>	<u>5,748</u>	<u>257,052</u>	<u>228,928</u>

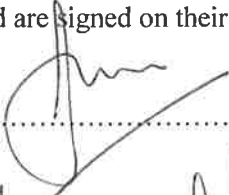
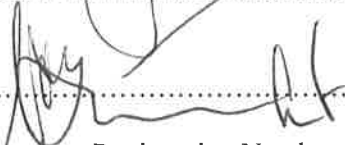
The notes on pages 20 to 25 form part of the financial statements

**KCIL LIMITED
BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	2016	2015
		£	£
CURRENT ASSETS			
Debtors and prepayments		23,322	50,028
Cash at bank	6	251,572	232,259
Cash in hand		<u>100</u>	<u>100</u>
		274,994	282,387
CURRENT LIABILITIES			
Creditors falling due within one year	7	<u>17,942</u>	<u>53,459</u>
NET CURRENT ASSETS		<u>257,052</u>	<u>228,928</u>
NET ASSETS		<u>257,052</u>	<u>228,928</u>
FUNDS			
Unrestricted Funds		230,092	170,502
Restricted Funds	8	<u>26,960</u>	<u>58,426</u>
TOTAL FUNDS		<u>257,052</u>	<u>228,928</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

These financial statements were approved by the directors and authorised for issue on 9/11/16 2016, and are signed on their behalf by:

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.....

.....

A L Lee
Treasurer

N A Tarrant
Chairman of Trustees

Company Registration Number 06240260

KCIL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2016

1 ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) issued in March 2005, and the Financial Reporting Standards for Smaller Entities (effective January 2015).

Income

All donations, grants and similar incoming resources are included in the Statement of Financial Activities in the period in which they are received or for which they are receivable.

Interest is credited to the income and expenditure account when it is received.

Taxation

As a registered charity there is no liability to income or capital taxation.

Resources Expended

Expenditure is included on an accruals basis.

Grants payable are administered and made by the Charity.

Support costs comprise staff costs in association with the running of the Charity.

Fund Accounting

Unrestricted funds comprise accumulated surpluses and deficits on general funds. There are available for use at the discretion of the Trustees in furtherance of the objects of the Charity.

Details of the nature and purpose of each restricted fund are set out in Note 8.

Retirement Benefits

The Charity operates a defined contribution scheme. The amount charged to the statements of financial statements in respect of pension costs is the contributions payable in the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the Balance Sheet.

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

KCIL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2016 (continued)

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
2 DONATIONS, GRANTS AND FEES				
Government fees and grants:-				
Royal Borough of Kingston upon Thames				
- General	64,500	-	64,500	64,500
- Self Directed Support Service Fees	147,000	-	147,000	147,000
- Holiday Fund	-	13,800	13,800	13,800
- Service Users' Insurance	-	14,197	14,197	15,075
City Bridge Fund				
-Support Broker Project	-	44,500	44,500	43,500
NHS England	-	-	-	10,000
NHS Kingston (CCG)	-	-	-	25,000
NHS Kingston (SEND)	-	-	-	20,000
Achieving for Children	-	46,071	46,071	-
Kingston Volunteer Agency				
Investment Fund				
-IT Systems Project	-	-	-	6,480
Managed Services	-	717	717	7,127
Richmond Aid (RAID)	-	12,667	12,667	12,354
Donations	<u>2,313</u>	<u>-</u>	<u>2,313</u>	<u>155</u>
	<u>213,813</u>	<u>131,952</u>	<u>345,765</u>	<u>364,991</u>

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
3 GRANTS PAYABLE				
Service Users' Insurance	-	15,652	15,652	16,167
Managed Services	-	3,710	3,710	3,830
Holiday Fund	<u>-</u>	<u>14,368</u>	<u>14,368</u>	<u>15,787</u>
	<u>-</u>	<u>33,730</u>	<u>33,730</u>	<u>35,784</u>

KCIL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2016 (continued)

4 SUPPORT COSTS AND OVERHEADS

	Governance Costs	Charitable Activities	Total 2016	Total 2015
	£	£	£	£
Staff costs	11,290	189,876	201,166	174,418
Staff recruitment	352	3,165	3,517	511
Staff training & travel	-	5,339	5,339	2,372
Members social events	-	909	909	564
Volunteers' expenses	-	152	152	188
Rent & rates	2,569	23,125	25,694	29,150
Post & stationery	458	4,120	4,578	3,883
Photocopying & printing	360	3,237	3,597	4,533
Telephone	176	1,583	1,759	3,222
Insurance	151	1,361	1,512	1,638
Repairs & renewals	386	3,473	3,859	1,668
Office refurbishment	-	1,735	1,735	-
Subscriptions & publications	-	613	613	707
Meetings' expenses	1,689	1,921	3,610	4,048
Newsletter	-	2,193	2,193	1,827
Cleaning & miscellaneous expenses	436	1,541	1,977	2,771
Book-keeping	705	6,345	7,050	6,894
Audit fee	3,720	-	3,720	3,760
Legal & consultancy fees	47	2,863	2,910	-
Management fees	-	-	-	160
Office equipment	264	640	904	2,954
Computer maintenance & software	-	8,702	8,702	4,040
Website & promotions	-	110	110	2,665
Autopay fees	-	392	392	487
	<u>22,603</u>	<u>263,395</u>	<u>285,998</u>	<u>252,460</u>

5 STAFF COSTS

	Total 2016	Total 2015
	£	£
Salaries	188,300	159,690
Social Security costs	12,075	13,937
Other pension costs	<u>791</u>	<u>791</u>
	<u>201,166</u>	<u>174,418</u>

The average number of full time employees during the year were as following:
management and administration of the Charity

2016	2015
<u>7</u>	<u>6</u>

No employees earned more than £50,000 per annum
Trustees received no remuneration or expenses during the year.

KCIL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2016 (continued)

6 CASH AT BANK

	2016	2015
	£	£
Current account	(1,980)	(4,714)
Capital reserve accounts	<u>253,552</u>	<u>236,973</u>
	<u>251,572</u>	<u>232,259</u>

7 CREDITORS falling due within one year

	2016	2015
	£	£
Accruals and deferred income	<u>17,942</u>	<u>53,459</u>

8 RESTRICTED FUNDS

	Balance 1 April 2015 £	Incoming Resources £	Outgoing Resources £	Balance 31 March 2016 £
Agency				
Service Users' Insurance	1,455	14,197	15,652	-
Holiday Fund	541	13,800	14,341	-
Managed Services	3,041	717	3,758	-
Services to disabled people				
IT Systems Project	7,373	-	1,593	5,780
NHS Kingston SEND	-	46,071	43,926	2,145
NHS England	9,778	-	9,778	-
NHS Kingston CCG	25,000	-	25,000	-
Richmond Aid RAID	-	12,667	12,667	-
City Bridge (Support Broker Project)	<u>11,238</u>	<u>44,500</u>	<u>36,703</u>	<u>19,035</u>
	<u>58,426</u>	<u>131,952</u>	<u>163,418</u>	<u>26,960</u>

The Holiday Fund and Service Users' Insurance Fund are provided by the Royal Borough of Kingston upon Thames. Grants are made, on the recommendation of the Chief Executive Officer and Office Administrator, in order that disabled people may have holidays. The insurance is Independent Living Insurance for users of the Self-Directed Support Service.

Managed Services

KCIL ran a Managed Services pilot project for disabled people who need care and required support with managing the funds they use to pay for that care.

Kingston Voluntary Action IT System Project This project is funded by the Kingston Voluntary Action Investment Fund and is for the upgrade of IT systems and migration to Office 365.

KCIL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2016 (continued)

NHS Kingston SEND KCIL won a bid to provide a Special Educational Needs and Disabilities (SEND) pilot on behalf of Kingston's CCG/AfC within the RBK. KCIL's role was to provide a brokerage service to families in Kingston Borough who had opted to review their child's personal budget.

NHS England

NHS England provided the funds for KCIL to run a Gearing Up Programme, a service looking to support individuals in the RBK to learn about and access Personal Health Budgets.

NHS Kingston CCG

Funds were provided by NHS Kingston CCG to run a pilot programme to support adults who were eligible for NHS Continuing Healthcare (CHC) and wished to receive a direct payment.

Richmond Aid RAID

Richmond Aid provide funds for the Independent Supporter post through the Council for Disabled Children. The Independent Supporters' role is to support families with the process of assessment for an Education Health & Care Plan (EHCP) under the new Children and Families Act 2015.

City Bridge (Support Broker Project) This project promotes and develops support planning and brokerage services for Individual budget holders in the Royal Borough of Kingston upon Thames.

9 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Net Current Assets £
KVA - IT Project	5,780
City Bridge	19,035
NHS Kingston SEND	<u>2,145</u>
	26,960
 Unrestricted Funds	 <u>230,092</u>
	 <u>257,052</u>

KCIL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2016 (continued)

10 COMMITMENTS UNDER OPERATING LEASES

At 31 March 2016 the company has annual commitments under non-cancellable operating leases as set out below.

	2016	2015
	£	£
Operating leases which expire:		
Within 2 to 5 years	27,052	27,052
	<u>27,052</u>	<u>27,052</u>

11 RELATED PARTIES TRANSACTIONS

The Charity was under the control of its Trustees throughout the year.