

KCIL LIMITED
(Limited by Guarantee)

FINANCIAL STATEMENTS

31 MARCH 2015

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 2015**

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KCIL LIMITED**LEGAL AND ADMINISTRATIVE DETAILS****Directors/ Trustees**

K Buchan	(Resigned December 2014)
R E Cole	(Co-opted 26 January 2015)
J D Hatherley	(Co-opted 26 January 2015)
M C S Heathcote	(Resigned October 2014)
R G Johnston	
A L Lee F.C.A.	(Treasurer)
L Sheldon-Williams	(Resigned May 2014)
N A Tarrant	(Chair)
K Valentine	(Co-opted 2 March 2015)
W J Warren	

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 2015**

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2015. 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 provide services which meet the needs of disabled people in and around the Royal Borough of Kingston upon Thames ("RBK").

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.

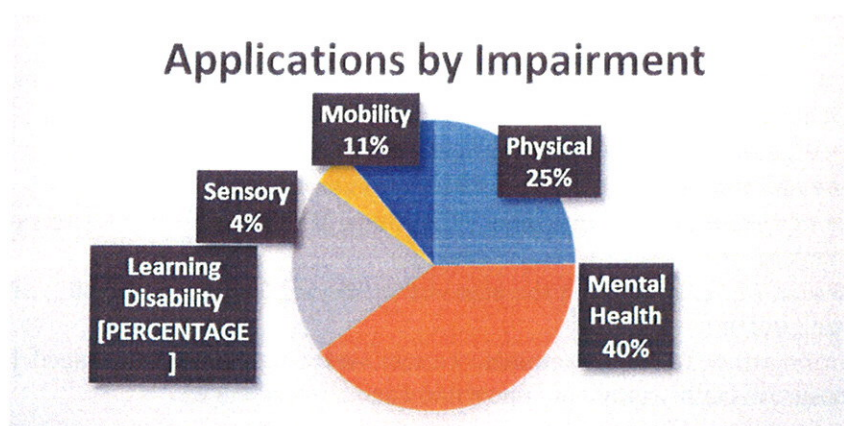
Trustees' meetings (known as Board of Trustees meetings), are where Board members agree the broad strategy and areas of activity for the organisation, including grant making criteria, level of reserves, risk management, performance and policies. The day-to-day administration of grants and operational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

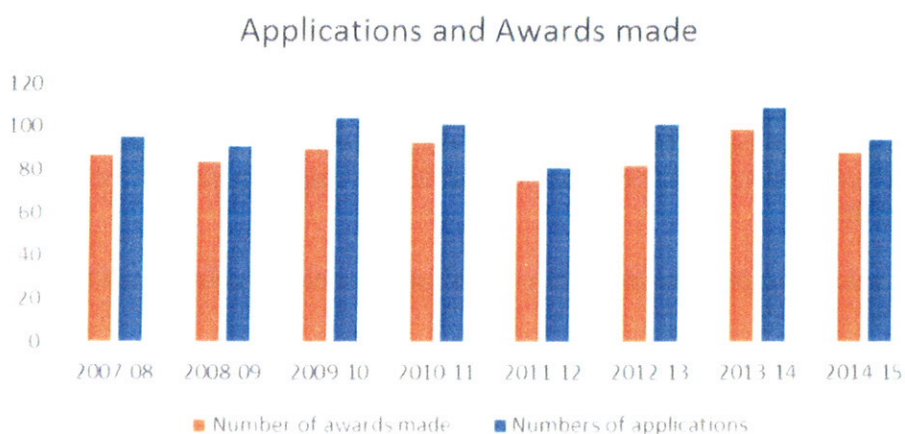
RISK MANAGEMENT

The Trustees have considered the major risks to which the charity is exposed and have reviewed those risks and established systems and procedures to manage those risks. The major identified risk is the loss of funding. In response to this, the Trustees have implemented a robust Reserves Policy and keep sustainability as a key priority of their Strategic Plans. The change, commencing 2016/17, to the basis of charity funding within RBK is also a possible risk to KCIL but we are confident that our important services and work for the disabled community in the Royal Borough will continue to be valued by the Council.

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- Numbers of applications were 15% down on last year but the percentage of supported applications increased by 3%.
- The total amount of grants awarded increased by **£750** on last year.



What people tell us about these grants

It is clear from the feedback we receive from holiday grants recipients that these grants are much needed and appreciated.

“I was fortunate to receive a grant for £100 towards the holiday. This made a substantial difference.”

“Thank you for the generous grant towards my Jersey holiday.”

SELF-DIRECTED SUPPORT SERVICE

KCIL’s Self-Directed Support Service provides support, information and advice regarding personal budgets and direct payments to people with disabilities enabling them to take control of their own health and social care. The service supports people of all ages and disabilities for RBK, Achieving for Children (AfC) and for Kingston’s Clinical Commissioning Group (CCG).

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FOR THE YEAR ENDED 31 MARCH 2015

AIMS, OBJECTIVES AND ACTIVITIES

The aims of KCIL are to:

- Seek to ensure that all disabled people across the Royal Borough of Kingston live as independently as they choose;
- Lobby for full equality of status, opportunity and inclusion for all;
- Promote the recognition and acceptance of the Social Model of Disability;
- Represent the interests of disabled people throughout RBK, using the most effective forms of user consultation and engagement;
- Provide a range of services, in keeping with the ethos of the Social Model of Disability, in order to better achieve all our aims.
- Provide representation on various local government or cross-sector committees engaged in change strategies, to ensure disability issues are understood and acknowledged.

The objectives for the year are shaped by these strategic aims, with a view to maintaining a smooth-running and effective organisation. KCIL looks to achieve its strategic aims and carry out its operational objectives for the year through partnership with external organisations, including the local authority, local health service providers, other voluntary sector providers and, most importantly, local disabled people.

HOLIDAY GRANTS

KCIL provide Holiday Grants on behalf of Kingston Council. Any disabled person aged over 16 may apply for a contribution to the costs of their holiday, up to the value of £200 in any 12 month period. KCIL can only offer grants to an annual maximum which the Council grants to KCIL. 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 met , before making payment of the grant.

Holiday Grants assist disabled people who otherwise would not be able to afford to fully fund a holiday for themselves.

The budget for 2014/15

We received £13,800 from the Royal Borough of Kingston.

Applications

94 Applications received

88 Awards (94% successful) 6 Refusals (6%) 75 received the amount of award they requested

56 received the maximum award of £200

Awards totalled **£15,787** (£2528 was carried forward from the previous financial year)

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FOR THE YEAR ENDED 31 MARCH 2015

The service includes outreach visits to help users set up their personal budgets and to become an employer. An Outreach Worker visits people in their own homes, supporting them to understand and complete the necessary paperwork such as setting up a payroll service and registering for Independent Living Insurance. The Outreach Worker also explains to users about the paperwork they need to collect in order to report back to RBK, AfC or the CCG.

The Administrative Worker/Monitor supports service users with keeping their paperwork in order and helps to make sure they are not getting into financial difficulties. He also liaises with the appropriate Finance Department if any difficulties arise

Total Calls:

	Others	RBK	Service Users	Total
Total Calls received by SDS Team 2014-15	120	135	347	602
Total Calls made by SDS Team 2014-15	75	74	294	443
Grand Total of SDS Team calls 2014-15	195	209	641	1045

Total Emails (Adult Social Care):

	Others	RBK	Service Users	Total
Total Emails received by SDS Team 2014-15	64	90	102	256
Total Emails sent by SDS Team 2014-15	132	142	99	373
Grand Total Emails Re Adult Services	196	232	201	629

Total Emails (Achieving for Children):

	Others	RBK	Service Users	Total
Total Emails received by SDS Team 2014-15	7	37	35	79
Total Emails sent by SDS Team 2014-15	15	38	64	117
Grand Total Emails Re AFC Services	22	75	99	196

New employers also receive "Being a Good Employer" training which gives them an opportunity to ask more in-depth questions and to meet with other users. There are also quarterly user group

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FOR THE YEAR ENDED 31 MARCH 2015

meetings where users can meet to discuss any current issues and hear talks from local groups such as RBK, the Police and other voluntary groups.

The SDS Service also provides support with recruiting Personal Assistants (PA). Service Users create job descriptions which are forwarded on to people on our PA noticeboard.

An induction is also provided for PAs who would like to receive information about new job opportunities. We plan to purchase a 'Find a PA' website from Richmond Users Independent Living Service next year in order to help us modernise and streamline this service and hopefully attract more PAs.

During the past year, we also began delivering training to social workers. This gave us the opportunity to explain our services more in-depth to social workers and to improve our relationships with them. The Outreach Worker also attends joint visits to service users along with social workers, explaining KCIL's role in the personal budget process.

The past year has been a year of change with new relationships being built with Achieving for Children following its creation in 2014 and the Clinical Commissioning Group following the introduction of Personal Health Budgets. These new changes have brought both new opportunities and challenges for our services. We hope to continue to work together with health and social care to support disabled people to live as independently as they choose through any upcoming challenges.

Personal Health Budgets

Kingston Centre for Independent Living (KCIL) was a partner in the pilot of Personal Health Budgets (PHB) in Kingston during 2014. KCIL provided support to adults who were eligible for NHS Continuing Healthcare (CHC) and wished to receive a direct payment. To be eligible for NHS continuing healthcare you must be over 18 and have substantial and ongoing care needs. You must have been assessed as having a "primary health need", which means that your main or primary need for care must relate to your health.

Staff from KCIL worked alongside CCG and local authority staff to provide information and advice on the practical requirements regarding employment of personal assistants and helped to ensure that self-funders transferring to a PHB had arrangements regularised so that they meet legal requirements.

The project also helped people to spend their Personal Health Budgets in new and innovative ways e.g. liaising with a theatre to make bookings for a budget holder to attend a performance as she was terminally ill and wanted to attend the theatre before she passed away. The SDS Service also signposted people to other relevant support in areas such as housing, drawing on in-depth knowledge of local services such as other local charities, community groups and practical services.

SUPPORT PLANNING AND BROKERAGE

In 2014/15 KCIL delivered 2 support planning and brokerage services, one for adults and one for children with disabilities and their families.

SEND Brokerage

In June 2014 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.

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A Success Story

Of the families who engaged in the pilot, one was a family with a child who had continuing healthcare needs equating to a Personal Health Budget of £34,696.

In order to develop a robust support plan that would be scrutinised by representatives of the CCG, significant engagement was required with both family and professionals. Within this time frame an initial plan was approved, implemented, reviewed and again implemented resulting in an alternative plan being submitted. The table below illustrates the engagement made with the family over a 6 months period:

Family			Professionals		
Type of contact	Made	Received	Type of contact	Made	Received
Text messages	123	93	Emails	45	28
Emails	51	19	Meetings	5	
Letters	5	0			
Meetings	18				

The resulting support plan was passed by the panel enabling the family to take on the management of their PHB and thus increase the hours of support from 30 hours to 38 hours per week (26.7% increase).

Challenges

Often the families involved in the pilot would struggle to engage during usual office hours, therefore the support broker would offer to engage via text message or attend meetings outside of office hours if it were required.

Finding consistent, reliable staff also posed a challenge but the family worked closely with the broker and the SDS Team to identify appropriate candidates.

Service feedback

At the mid-point of the pilot KCIL requested feedback from the families who had engaged in the process. The results were overwhelmingly positive. 100% of respondents strongly agreed they had found the service respectful and non-judgemental; were satisfied with the service provided; would recommend the service to others and found staff professional and knowledgeable.

In April 2015 KCIL were awarded the contract to provide the SEND Brokerage to families across Richmond and Kingston.

City Bridge Support Planning and Brokerage

City Bridge continues to fund our Support Planning and Brokerage Service for its second year.

Over the past 12 months, the support broker has been working with individuals who have a range of disability related needs including those with physical disabilities, sensory impairments and mental health needs. The service has engaged with personal budget holders, direct payment funded individuals and private funders. The broker is also available to signpost and to refer users to free services.

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From the period of 1st April 2014 to 31st March 2015 the support broker worked with **72 clients** and made **85 visits** to the community.

The services that the support broker offers include referrals to other services, signposting, support to broker personal budgets, support to complete funding applications, finding activities and signpost to other relevant services.

Services provided from the 1st April 2014 to 31st March



2015:

The Support Planning and Brokerage Project is a flexible service that aims to support people from all backgrounds and with different disabilities. Over the past 12 months the support broker observed increasing demand for home visits as some of the clients were unable to attend meetings in the office or outside their home. This was also identified as the main reason for clients not accessing more mainstream and specialised services. The aim of Support Planning and Brokerage for the next year will be to ensure that all clients can access help and support that they require to stay independent and in control.

Moving forward the service will aim at engaging with more clients within RBK ensuring that the most vulnerable people have access to available services. Also, the service will be working towards securing more funding towards the project.

NHS ENGLAND GEARING UP

At the end of the financial year KCIL was successful in a bid to NHS England to support people who are eligible for Continuing Health Care to access personal health budgets. The funding will also help with our capacity building, learning and development in regards to personal health budgets as it will enable us liaise with other voluntary organisations facilitated by NHS England.

INDEPENDENT SUPPORT

Independent Support is a new service set up in September 2014 and projected to run until March 2016. Independent Supporters across the UK are mandated and indirectly funded by central Government via the Council for Disabled Children. The role is to support families with the process of assessment for an Education Health & Care Plan (EHCP) under the new Children and Families Act 2014. Independent

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Support at KCIL is part of a collaboration with RAID (Richmond Advice and Information on Disability) and RUILS (Richmond User Independent Living Service). Support is offered around:

- helping clients understand the implications of the new legislation,
- helping prepare Personal Profiles and statements of family views,
- evaluating draft Plans,
- applying for assessments for new EHCPs,
- transferring from Statements of SEN to EHCPs,
- advocating for families when dealing with the Local Authority (LA),
- supporting families at formal multi-agency meetings
- engaging with the Local Authority and external agencies to develop new systems and to promote this service.

Activity

As a new service, Independent Support was only operating for the last six months of the period covered by this report and, with a slow start in all Local Authorities across the UK, did not begin to service clients until the final three months of the period. The data and interpretations given below for activity should be viewed with this in mind.

During the period, 13 new clients were engaged, of whom 10 were children and 3 were young people over 16. Consistent with a new system, half of clients (6) needed support before they entered the EHCP process, while half (6) were within the process of assessment for new Plans (2) or transferring to Plans from Statements (4). One client was supported through an informal dispute.

All 13 clients received advice or advocacy, which included guidance, researching options, researching law, and challenging the LA. Three-quarters (10) needed help with producing Personal Profiles and statements of their views. Other formal documents were produced for a third of clients (4). The quality of draft Plans was evaluated for just 2 clients, the process not yet having reached that stage for most.

Half of clients (6) were supported in formal meetings. Formal meetings attended, in schools, numbered 10 (averaging 2 per client supported in this way). Meetings with families took place in their homes (11 meetings), although 2 preferred to meet at KCIL's offices.

Most contact with clients took the form of email; sent emails averaged 8 per client. Email was preferred by clients; the ratio of outgoing emails to phone calls was 20:1 (99 to 5). Communication by formal written document (either emailed or posted) averaged just under 1 per client (10 documents).

Liaison activity involved 12 external meetings, of which 9 were specifically promotional in nature. The I.S. took part in 28 internal meetings, with KCIL personnel (18 meetings) or with the ISP team or co-ordinator (10 meetings).

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FOR THE YEAR ENDED 31 MARCH 2015

TOTAL CLIENTS ENGAGED 13			
CLIENT STATUS:		CLIENT MEETINGS:	
new clients total	13	home	11
new client children	10	office	2
new client young person 16+	3	school	10
SUPPORT TYPE:		CLIENT PROCESS:	
advice/advocacy	13	prior to plan or transfer	6
profiling/produce doc	10	new plan in process	2
other docs/comms	4	plan transfer in process	4
plan evaluation	2	revisit finalised plan	0
formal meeting/s (no. of clients)	6	other (e.g. dispute)	1

Outlook

It is anticipated that, as this service and the LA necessary infrastructure mature, the client base will increase and a higher proportion of those clients will be supported through to completion of EHC Plans. As the service becomes better known, the proportion of time spent on direct client work is expected to increase.

INFORMATION SERVICES

Telephone calls and visits

KCIL provides an information and advice service. This is delivered mostly through telephone calls and drop-in visits to the office. In the year this report covers, almost 300 individuals were recorded as visiting the office. That figure includes some contractors, suppliers and professionals but the majority were people seeking advice or support. In addition to the nearly 300 visitors, we received on average 60 telephone enquiries a quarter. The service deals with a wide-ranging issues related mostly to independent living and benefits. People called us concerning their community care, benefits, access issues, holiday grants and equipment.

Completing forms:

We supported benefit claimants to complete forms: Personal Independence Payment and Employment Support Allowance were the two benefits most people found the most challenging to complete.

We supported people who had problems with obtaining or renewing their Freedom Passes. Where it was necessary we advocated on their behalf with the Local Authority.

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FOR THE YEAR ENDED 31 MARCH 2015

We also supported our clients to complete holiday grant applications and passport applications.

Equipment:

We received calls for help in accessing or purchasing daily living equipment. Often we advised callers to request an Occupational Therapy assessment of their particular needs as that may result in them not having to purchase the equipment themselves. Where callers were content to purchase their own equipment we were able to help in giving information of suppliers. Occasionally we advertised mobility equipment, such as scooters, in KCIL's newsletter which people wished to donate or sell on to others.

We had calls from users and members who were unable to afford to buy new equipment for their homes. As part of our service we researched organisations which offer grants to individuals for household equipment, or we suggested where household goods might be purchased at a discounted price.

We were also able to donate some of our redundant IT equipment during the last year and offer PC monitors and keyboards free of charge to the benefit of our users and members.

Accessibility:

KCIL's Office Manager continues to be an advisory member of the Blue Badge Appeals Panel for RBK, though in the reporting period the Panel was not convened. RBK consulted with KCIL on the allocation of blue badge parking bays in Memorial Gardens in the centre of Kington and other more general issues affecting the provision of parking for disabled people in the borough. The Office Manager, a Blue Badge holder himself, had a meeting with officers from Highways and Parking and had the opportunity to comment on their plans for allocation of bays in other areas of the town centre to compensate for the planned withdrawal of bays next to Memorial Gardens

KCIL continues to supply RADAR keys for disabled access toilets as part of our service. We sell the keys on at cost price to those requiring them.

The other issue that callers to KCIL asked our advice on was: Housing: We work collaboratively with our partners in the Kingston Information and Advice Alliance as, though we do not always have the expertise to help directly with housing issues, we are able to signpost callers to our advice alliance partners who are specialists in the area.

The Website

KCIL's website was redeveloped in order to make it more user friendly for mobile devices in the autumn of 2014 and re-launched in January 2015. It is now optimised for use on mobile devices as KCIL recognises that more and more young people access the web this way and this is a target audience for KCIL.

Each month, on average, www.kcil.org.uk receives 1000+ visitors to the site and we continue to update the website regularly with news stories, using it to highlight disability issues locally and nationally as well inform people on KCIL's services. Employment opportunities at KCIL are posted on the website as and when they arise.

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FOR THE YEAR ENDED 31 MARCH 2015

The Kingston Independent

KCIL continues to produce a newsletter, The Kingston Independent, three or four times a year. This has a circulation of about 600 and is distributed to disabled people, carers, health and social care workers and organisations across the London region. The focus of the newsletter is local and national disability-related issues. It is available in accessible formats: electronic, large print and audio versions are made available.

VOLUNTEERING

Volunteers continue to support KCIL with essential work, although we do not have a dedicated volunteering project. Some of the activities that took part in during 2014/15 include:

- Designing, editing and writing the newsletter
- Assisting with social activities
- Campaigning
- Updating policies and procedures
- General office administration

Some volunteers have written articles for the newsletter and website about their experiences volunteering for KCIL.

SOCIAL ACTIVITIES

KCIL recognised 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 organised social activities, linking up members with other organisations and providing opportunities to meet with other members. Events this year included a boat trip (from Kingston to Shepperton) in partnership with the Thames River Boat Project, a celebration at Isabella Plantation in Richmond Park, and a day out to Ham House organised by Heritage2Health, a partnership between the School of Nursing Kingston University and heritage sites.

REPRESENTATION

During 2014/15 KCIL has been involved with a range of local and regional initiatives including the following:

Advisors Working Together

Carers' Partnership Board

Children and Young People's Network

Inclusion London-CEO Network

Independent Advisory Group (Police)

Integrated Services for Children with Disabilities Steering Group- Achieving for Children

Kingston Community Development Network Meeting

Kingston Information and Advice Alliance

Kingston Inter-Faith Forum

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FOR THE YEAR ENDED 31 MARCH 2015

Kingston Mental Health Network
Mini-Holland Consultation with RBK
RBK Safeguarding Board (Training)
RBK Strategic Partner
RBK Equalities Forum
Sub-regional Mobility Forum-South
VCS Commissioning Sub-Group
Visual Impairment Parliament

ACHIEVEMENTS AND PERFORMANCE

Over the past year KCIL has been exploring new ways to raise money and support disabled people in Kingston. New legislation and changes to the way the voluntary sector will be funded in Kingston has meant that KCIL has had to explore new ways of raising money for our vital services. Staff and trustees have been considering different ways to meet the challenges that lie ahead and members and users have been consulted about the direction they would like KCIL to go in over the next few years. We have been spending time looking at the direction we will go in, whilst taking advantage of current opportunities.

During the last year new government initiatives led to different funding opportunities for KCIL:

- We started two new services for children with disabilities including Independent Support (in partnership with RUILS and RAID in Richmond) and a Special Educational Needs and Disabilities (SEND) Brokerage pilot project.
- KCIL has also been working with the local Clinical Commissioning Group and NHS England to pilot some work on Personal Health Budgets. We hope to build on these successes over the next few years to deliver new and innovative services to disabled children and adults.

FUTURE DEVELOPMENTS

For the coming year we will focus on the following:

- Delivering and demonstrating the value of the services we provide in preparation for tenders;
- Diversifying our income;
- Raising our profile amongst the local community including individuals, businesses and the local residents;
- Improving our use of social media;
- Extending and developing our work with disabled children and their families;
- Campaigning for the rights of disabled people, particularly in this time of government cuts;
- Promoting a strong model for delivering Support Brokerage;
- Developing partnerships with other local and regional voluntary groups; and
- Identifying opportunities to develop services that will support people with limited capacity, to live more independently.

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REPORT OF THE TRUSTEES continued
FOR THE YEAR ENDED 31 MARCH 2015

FINANCIAL REVIEW

The financial health of KCIL at 31 March 2015 remains satisfactory and the balance sheet remains strong. However we need to work towards a larger proportion of our income being generated from services provided as opposed to funding from grants, which we will be reviewing over the next financial year. This is also consistent with RBK's new approach to charity funding from 2016/17 whereby they are commissioning services rather than providing grants for the central costs of running a charity.

RESERVES POLICY

Our policy is to hold unrestricted reserves equivalent to 6 months of total support costs and overheads and long term outgoings on office lease commitments which might be for KCIL to extract itself from in the short to medium term..

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.

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REPORT OF THE TRUSTEES continued
FOR THE YEAR ENDED 31 MARCH 2015

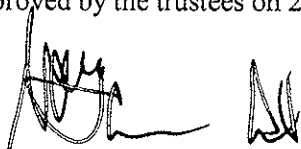
AUDITORS

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.

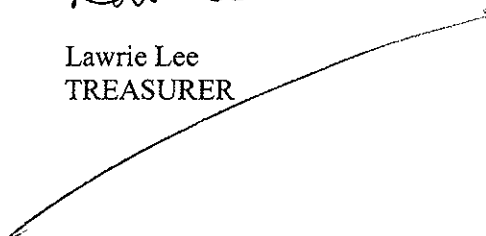
Approved by the trustees on 21st September 2015 and signed on their behalf by:



Nigel Tarrant
CHAIRMAN of TRUSTEES



Lawrie Lee
TREASURER



**INDEPENDENT AUDITORS REPORT
To the Trustees of KCIL LIMITED
FOR THE YEAR ENDED 31 MARCH 2015**

We have audited the financial statements of KCIL Limited for the year ended 31 March 2015 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 April 2008).

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 2015 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 2015

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

.....21/9/2015

KCIL LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2015

	Notes	Unrestricted Funds	Restricted Funds Services to disabled people	Agency funds	Total 2015	Total 2014
		£	£	£	£	£
INCOMING RESOURCES						
Donations, grants and fees	2	211,655	117,334	36,002	364,991	286,495
Subscriptions		1,175	-	-	1,175	1,045
Investment income						
Bank interest		986	-	-	986	1,115
Other income		<u>605</u>	<u>-</u>	<u>-</u>	<u>605</u>	<u>1,243</u>
TOTAL INCOMING RESOURCES		<u>214,421</u>	<u>117,334</u>	<u>36,002</u>	<u>367,757</u>	<u>289,898</u>
RESOURCES EXPENDED						
Charitable activities						
Grants payable	3	-	-	35,784	35,784	31,248
Support costs and overheads	4	<u>151,652</u>	<u>76,945</u>	<u>256</u>	<u>228,853</u>	<u>234,397</u>
Total direct charitable expenditure		<u>151,652</u>	<u>76,945</u>	<u>36,040</u>	<u>264,637</u>	<u>265,645</u>
Governance costs	4	<u>23,607</u>	<u>-</u>	<u>-</u>	<u>23,607</u>	<u>26,711</u>
TOTAL RESOURCES EXPENDED		<u>175,259</u>	<u>76,945</u>	<u>36,040</u>	<u>288,244</u>	<u>292,356</u>
Net incoming/(outgoing) resources		39,162	40,389	(38)	79,513	(2,458)
Funds balance at 31 March 2014		<u>131,340</u>	<u>13,000</u>	<u>5,075</u>	<u>149,415</u>	<u>151,873</u>
FUND BALANCES						
at 31 MARCH 2015		<u>170,502</u>	<u>53,389</u>	<u>5,037</u>	<u>228,928</u>	<u>149,415</u>

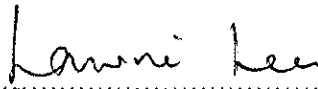
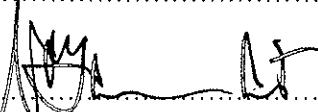
The notes on pages 20 to 25 form part of the financial statements

KCIL LIMITED
BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2015

	Notes	2015	2014
		£	£
CURRENT ASSETS			
Debtors and prepayments		50,028	45,974
Cash at bank	6	232,259	115,124
Cash in hand		<u>100</u>	<u>100</u>
		282,387	161,198
CURRENT LIABILITIES			
Creditors falling due within one year	7	<u>53,459</u>	<u>11,783</u>
NET CURRENT ASSETS		<u>228,928</u>	<u>149,415</u>
NET ASSETS		<u>228,928</u>	<u>149,415</u>
FUNDS			
Unrestricted Funds		170,502	131,340
Restricted Funds	8	<u>58,426</u>	<u>18,075</u>
TOTAL FUNDS		<u>228,928</u>	<u>149,415</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 April 2008).

These financial statements were approved by the directors and authorised for issue on 21/9/15 2015, and are signed on their behalf by:

.....

.....


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 2015

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 April 2008).

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 2015 (continued)

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
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	-	15,075	15,075	15,949
City Bridge Fund				
-Support Broker Project				
-		43,500	43,500	33,750
NHS England	-	10,000	10,000	-
NHS Kingston (CCG)	-	25,000	25,000	-
NHS Kingston (SEND)	-	20,000	20,000	-
Kingston Voluntary Action Investment Fund				
-IT Systems Project	-	6,480	6,480	11,016
Managed Services	-	7,127	7,127	-
Richmond Aid (RAID)	-	12,354	12,354	-
Donations	<u>155</u>	<u>-</u>	<u>155</u>	<u>480</u>
	<u>211,655</u>	<u>153,336</u>	<u>364,991</u>	<u>286,495</u>

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
3 GRANTS PAYABLE				
Service Users' Insurance	-	16,167	16,167	16,562
Managed Services	-	3,830	3,830	-
Holiday Fund	<u>-</u>	<u>15,787</u>	<u>15,787</u>	<u>14,686</u>
	<u>-</u>	<u>35,784</u>	<u>35,784</u>	<u>31,248</u>

KCIL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2015 (continued)

4 SUPPORT COSTS AND OVERHEADS

	Governance Costs	Charitable Activities	Total 2015	Total 2014
	£	£	£	£
Staff costs	12,533	161,885	174,418	179,061
Staff recruitment	51	460	511	698
Staff training & travel	-	2,372	2,372	2,716
Members social events	-	564	564	1,117
Volunteers' expenses	-	188	188	411
Rent & rates	2,915	26,235	29,150	25,122
Post & stationery	388	3,495	3,883	4,477
Photocopying & printing	453	4,080	4,533	3,873
Telephone	322	2,900	3,222	7,264
Insurance	164	1,474	1,638	2,157
Repairs & renewals	167	1,501	1,668	1,887
Subscriptions & publications	-	707	707	593
Meetings' expenses	1,786	2,262	4,048	2,748
Newsletter	-	1,827	1,827	1,740
Cleaning & miscellaneous expenses	277	2,494	2,771	4,225
Book-keeping	689	6,205	6,894	6,894
Audit fee	3,760	-	3,760	3,480
Legal & consultancy fees	-	-	-	1,635
Management fees	-	160	160	-
Office equipment	102	2,852	2,954	7,858
Computer maintenance & software	-	4,040	4,040	2,111
Website & promotions	-	2,665	2,665	520
Autopay fees	-	487	487	521
	<u>23,607</u>	<u>228,853</u>	<u>252,460</u>	<u>261,108</u>

5 STAFF COSTS

	Total 2015	Total 2014
	£	£
Salaries	159,690	163,897
Social Security costs	13,937	14,403
Other pension costs	<u>791</u>	<u>761</u>

174,418 179,061

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

2015	2014
7	7
<u> </u>	<u> </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 2015 (continued)

6 CASH AT BANK

	2015 £	2014 £
Current account	(4,325)	(3,689)
Capital reserve accounts	<u>236,584</u>	<u>118,813</u>
	<u>232,259</u>	<u>115,124</u>

7 CREDITORS falling due within one year

	2015 £	2014 £
Accruals and deferred income	<u>53,459</u>	<u>11,783</u>

8 RESTRICTED FUNDS

	Balance 1 April 2014 £	Incoming Resources £	Outgoing Resources £	Balance 31 March 2015 £
Agency				
Service Users' Insurance	2,547	15,075	16,167	1,455
Holiday Fund	2,528	13,800	15,787	541
Managed Services	-	7,127	4,086	3,041
Services to disabled people				
IT Systems Project	5,332	6,480	4,439	7,373
NHS Kingston SEND	-	20,000	20,000	-
NHS England	-	10,000	222	9,778
NHS Kingston CCG	-	25,000	-	25,000
Richmond Aid RAID	-	12,354	12,354	-
City Bridge (Support Broker Project)	<u>7,668</u>	<u>43,500</u>	<u>39,930</u>	<u>11,238</u>
	<u>18,075</u>	<u>153,336</u>	<u>112,985</u>	<u>58,426</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 2015 (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 2014.

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 £
Holiday fund	541
Service Users' Insurance	1,455
KVA - IT Project	7,373
City Bridge	11,238
NHS England	9,778
Managed Services	3,041
NHS Kingston CCG	<u>25,000</u>
	58,426
 Unrestricted Funds	 <u>170,502</u>
	 <u>228,928</u>

KCIL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2015 (continued)

10 COMMITMENTS UNDER OPERATING LEASES

At 31 March 2015 the company has annual commitments under non-cancellable operating leases as set out below.

	2015	2014
	£	£
Operating leases which expire:		
Within 2 to 5 years	27,052	27,052
	<u>=====</u>	<u>=====</u>

11 RELATED PARTIES TRANSACTIONS

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

