

Charity Registration No 1041924

Company Registration No 02980543 (England and Wales)

**THE KINGWOOD TRUST**  
**TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2012**

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# THE KINGWOOD TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr Gerry Bacon (Treasurer) Lady Sonia Hornby (Chairman) Mr Robert Hubbard OBE Mr Rob Jonckheer Mrs Sandra Meadows (Vice Chairman) Mr Christopher White
<b>Chief Executive</b>	Ms Sue Osborn
<b>Charity number</b>	1041924
<b>Company number</b>	02980543
<b>Principal address</b>	2 Chalfont Court Chalfont Close Lower Earley Reading Berkshire RG6 5SY
<b>Registered office</b>	2 Chalfont Court Chalfont Close Lower Earley Reading Berkshire RG6 5SY
<b>Auditors</b>	Kench & Co Ltd Chartered Accountants 10 Station Road Henley on Thames Oxfordshire RG9 1AY
<b>Bankers</b>	National Westminster Bank PLC 18 Market Place Henley on Thames Oxfordshire RG9 2AH

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# THE KINGWOOD TRUST

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# THE KINGWOOD TRUST

## CHAIRMAN'S STATEMENT

### FOR THE YEAR ENDED 31 MARCH 2012

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This has been an exciting year for Kingwood. Plans are well underway for our new College for young people with autism which is due to open in the autumn, we have published research into sensory influences and autism in partnership with The Royal College of Art and we have been in the British Virgin Islands as consultants to their government on setting up an autism service.

People we support have again played a vital part in our research programme, including contributing to our conference on Aspergers Syndrome, following which we have published The Kingwood Guide to Principles and Practice. In recent years we have been asked to support more people diagnosed as having Aspergers and we quickly recognised that although Aspergers is on the autism spectrum a different kind of support was needed. We looked in vain for advice and in the absence of a guide to Best Practice decided to research and write one ourselves.

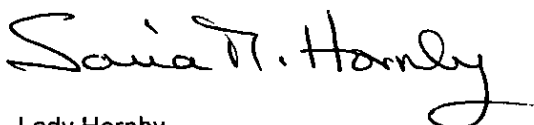
Parents and families of the people we support have also been involved in our research. At a recent Parents meeting we joined our Royal College researchers in a most enjoyable and productive workshop on gardens and gardening and how they could contribute to health and well-being.

Our "Sow and Grow" gardening programme is now in its third year, with seventeen of the people we support taking part, enjoying growing a variety of fruit and vegetables and learning new skills. Our activities programme is now wide-ranging and includes arts and crafts and music as well as gardening. It has recently been filmed for us by The Big Lottery Fund who were pleased to see how well the funds they gave us had been spent.

Fundraising has been a major exercise this year as we needed to secure £892,000 in order to go ahead with the building of Kingwood College. We are grateful for all the donations we have received from charitable organisations and individuals listed below as well as those who sponsored Peter Greengross in the London Marathon or our buy a brick campaign. The College is answering the need to help school-leavers with autism make the transition to adult life. They will have training in the everyday skills they will need to live as independently as possible and also vocational training to enable them to do paid work if only for a few hours a week. The College will be in an annexe of White Barn, the property we own in Reading. There will be study bedrooms for five students who will be joined by two or three day students.

The high quality of the service we provide has again been recognised by inspectors from The Care Quality Commission, by our commissioners and by the families of the people we support. For this our thanks go to Sue Osborn, our chief executive and Kate Allen, director of services and to the hard working staff team they lead.

In spite of the current economic climate we remain financially stable. The Trustees made the brave decision to go ahead with Kingwood College and funders responded. I am confident we are fulfilling our mission to pioneer best practice and help the people we support to realise their potential.



Lady Hornby  
Chairman  
5 July 2012

#### Donors to Kingwood

CHK Charities Limited, Complete IT Limited, Michael Samuel Charitable Trust, Miss W E Lawrence Charitable Settlement, Mr and Mrs J A Pye's Charitable Settlement, Mr J Vincent, Mr and Mrs Urs Schwarzenbach, P F Charitable Trust, Peter Greengross, Scorfen Charitable Trust, The Band Trust, The Beatrice Laing Trust, The Charles Dunstone Charitable Trust, The Coutts Charitable Trust, The EBM Charitable Trust, The Englefield Charitable Trust, The Henley Gentlemen's Friday Luncheon Club, The Inner Wheel, The Monument Foundation, The Rayne Foundation, The Sobell Foundation, The Stoke Row Beavers, The Swire Charitable Trust, The Thomas J Horne Memorial Trust

# THE KINGWOOD TRUST

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2012

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The Board of Trustees present their report and financial statements for the year to 31 March 2012

#### **Charitable status and structure**

Charitable status was granted to The Kingwood Trust on 3 November 1994

The charity is a private company limited by guarantee. Its governing documents are its Memorandum and Articles of Association.

The Board of Trustees sets the strategy of the Trust and monitors all aspects of the Trust's activities. Responsibility for implementing the strategy and for all day-to-day operational issues is delegated to a Chief Executive who, in turn, is supported by a team of suitably qualified managers and employees.

Sub committees of the Board of Trustees meet ten times a year and make recommendations to the full Board which meets four times a year. The Board maintains regular contact with the Chief Executive.

#### **Kingwood's objectives**

Kingwood's charitable objectives, as set out in the Memorandum and Articles of Association, are to promote the welfare and relief of people with learning, or physical disabilities or psychiatric illness through the provision of care, accommodation, training, occupation and leisure.

#### **Kingwood mission**

The Kingwood mission is

"To pioneer best practice which acknowledges and promotes the potential of people with autistic spectrum disorder. To disseminate this practice and influence the national agenda."

#### **Kingwood's aims**

Kingwood specialises in providing supported living services for people with autism. We aim to enable people with autism to work towards achieving the goals and outcomes they desire in life and to fulfil their potential. Our services are person centred and the people we support live in their own homes in the community. They choose where they live and whether they live on their own or with others of their choice.

We aim to research and pioneer best practice in the support of people with autism and to influence policy on their behalf. We work in partnership with other organisations in the field to ensure proper recognition of the needs of adults with autism and in particular of young people making the transition from children to adult services.

#### **Objectives**

The Trustees reviewed the organisation's strategic objectives at an extended Board meeting on 12<sup>th</sup> April 2011. The Trustees agreed that the strategic objectives for the three year period to 2014 would continue to be organised into five objectives:

- 1 Quality to strive to deliver excellent quality for the people we support, their families and commissioners
  - 2 Expertise to improve the expertise and commitment of our staff
  - 3 Policy to contribute to policy development by generating and disseminating evidence about best practice
  - 4 Collaboration to enhance the quality of our services and contribute to the well-being of all young people and adults with autism by collaboration with others in the field
  - 5 Efficiency to run an efficient and high performing business
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# THE KINGWOOD TRUST

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

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#### **Activities and achievements**

The Trustees also agreed a Business Plan for 2011-2012 at the meeting on 6<sup>th</sup> July 2011, describing the actions that needed to be undertaken in the first year to ensure the organisation's strategic objectives would be achieved by the end of the strategic period. Achievement against the key objectives is recorded below.

#### ***Raising quality and strengthening autism expertise***

Work has continued on developing the 'Kingwood Approach' based on the Active Support methodology, to supporting people with autism, in collaboration with Bangor University with an extension of the roll out of the previous pilot to all people being supported in one of our services. The evaluation of this pilot has shown an increase in community involvement and interaction due to the use of this intervention, in all but one of the people being supported. The pilot will now be extended to all people Kingwood supports over a three year period, for whom the approach is appropriate. There has been a modification to the contract with Ridgeway NHS Trust for psychological services with the appointment of a senior and basic grade psychologist for one and two days a week respectively. The senior psychologist has been leading on strengthening autism training within the organisation. An Autism Level Two training course was developed with 80% of eligible staff attending during the financial year. Plans are underway to develop a Level Three course for more senior staff. The Support Manager training programme has also focussed on strengthening autism expertise with courses on risk assessment, healthy action planning, the Mental Capacity Act and implementing the Kingwood Approach.

A third lecture series was organised presented by leading international and national experts in the field of autism. The series focussed this year on practical interventions, such as the reduction of challenging behaviour. A total of 200 people attended the 6 lectures.

Actions to further improve the quality of support offered continued with a strengthening of involvement in the organisation by the people we support and through the quality review processes. Kingwood's Forum for the people we support, chaired by the Vice-Chairman of the Board, met on 3 occasions. The fourth meeting that was planned was cancelled as the people who we support who were due to attend were too busy to come. The feedback from these meetings continues to influence how the organisation operates. Discussions were held this year, for example, on the organisation's Code of Conduct.

A further improvement in the quality review reports received by the organisation's Commissioners and two positive reports by the Care Quality Commission, who found the organisation compliant on all standards inspected, is evidence of the positive impact these initiatives are having within the organisation.

#### ***Policy development and collaboration***

The Trust established a Research and Development Programme in 2009 as the vehicle to meet Kingwood's aims to research and pioneer best practice in support of people with autism and to influence policy on their behalf. An extensive programme of developments and action research was undertaken during the year. The second report of the collaboration on housing design for people with autism between Kingwood and the Helen Hamlyn Centre at the Royal College of Art was completed, along with a range of further publications and products such as a 'Ready, Steady Make' booklet to assist staff and families supporting people with autism, and a sensory profiling tool-kit.

Although in recent years Kingwood has taken on more contracts for people with Asperger syndrome, we have found little advice of practical use to assist us in our work. In the absence of such practical guidance we decided to research what is known about best practice and write a guide ourselves. Kingwood therefore called together in September 2011, an Expert Reference Group of people with Asperger syndrome of different ages, gender and ethnicity together with leading national and international experts in the field with research and practical experience, providers of services and parents. This work has been pulled together into a guide which will be circulated widely and put onto our web site. It will also assist us in improving the quality of service we provide to the people we support who have a diagnosis of Asperger syndrome.

Kingwood was asked to provide advice to the British Virgin Islands Government on how best to establish a service for people with autism within their country. Agreement was reached with the BVI Government on a

# THE KINGWOOD TRUST

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

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set of proposals, which subsequently received funding from the Maria Holder Memorial Trust. This allowed plans to be drawn up for a service to be established from the beginning of the 2012/13 financial year.

Through the use of charity monies Kingwood has been able to continue with its extensive programme of activities for the people we support.

#### ***Kingwood College***

Planning permission was finally received from the Reading Planning authorities to permit the establishment of a Transition Unit for young people aged 18-25 with autism. A fundraising campaign was commenced to raise £892,000. By the end of the financial year donations amounting to £109,767 had already been received. A bank loan was agreed on 18 April 2012 the amount of which is to be determined depending on the scale of future donations. Donations received by the end of June 2012 amounted to over £320,000.

#### ***Efficiency and financial stability***

The organisation was able to deliver its core services with a small surplus during the 2011/12 financial year, as detailed elsewhere in the report. The organisation's financial stability is for the most part due to a further reduction in agency staffing usage and the rate paid to the staff agencies following a renegotiation of rates in the previous financial year. Agency usage fell to 9% with vacancy rates below 12%.

The organisation retained its Investors in People status.

#### ***Fundraising***

As was the case in the previous financial year, no assumptions were made about the level of charitable income the organisation expected to receive. Vigorous fundraising activity continued in addition to that undertaken to fund the building of Kingwood College, which has resulted in a total voluntary income of £213,987 which permitted the organisation to fund valuable project based activities beyond our core funding provided by our Commissioners, such as the extended activities for the people Kingwood, and projects such as horticulture, creative activity and music.

#### ***Factors influencing the achievement of our objectives***

The key challenges for the year continued to be the need to ensure the percentage of permanent staff available to support the services further increased, there was a further strengthening of autism expertise in the organisation, and that the organisation should maintain financial balance and stability. This was achieved, and permitted the organisation to improve consistency and the quality of service despite the increasingly difficult financial situation faced by the Commissioners of Kingwood's services. All our key objectives were achieved because of the hard work and commitment of the staff right across the organisation.

#### ***Future plans and key objectives***

The Trustees reviewed the organisation's strategic objectives at a Board meeting on 18<sup>th</sup> April 2012. The Board reconfirmed the 5 key strategic objectives and as detailed on page 2 as the basis of the organisation's direction in the coming three years. The Business Plan for the 2012/13 financial year has been constructed to ensure that timely progress can be made towards achievement of the broader objectives by the end of the strategic period.

#### ***Reserves policy***

The Trustees believe that, to ensure continuity of care for people we support, it would be prudent and adequate to hold readily available reserves equivalent to a minimum of one year's contribution to core costs of two major contracts. At the April 2012 board meeting the Trustees agreed that the reserve could be £200,000 comprising cash balances and finance facilities. The Trustees have designated a development fund for the funding of projects including a transition programme, improving housing design for people with autism, strengthening autism expertise and redesigning the website.

# THE KINGWOOD TRUST

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

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After providing a further £138,252 for the development fund, remaining general free reserves at 31 March 2012 stood at £439,146 (2011 - £561,112)

#### **Investment policy**

It is the policy of the Board to hold any available funds in the form of cash and cash equivalents

#### **Risk review**

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks

#### **Procedures for appointing Trustees**

Kingwood's memorandum and articles of association allow for one third of Trustees (or the number nearest to one third) to retire from office at each annual general meeting. Retiring members are eligible for re-election. Powers also exist to appoint any additional person either to fill a casual vacancy or as an addition to existing numbers. Such people are then eligible for re-election at the next annual general meeting. When recruiting new Board members, Trustees aim to undertake an open recruitment process based on a clear role specification. It may also approach individuals who may be able to make a particular contribution and invite them to be considered. The Trust applies its equal opportunities policy to the appointment of Trustees. The Chairman has prepared a comprehensive induction programme and Trustee manual.

#### **Board of Trustees and their interests**

Trustees who have served during the year are

**Lady Hornby** (Chairman) Former Chairman of Gloucestershire Royal NHS Trust, as Sonia Beesley, BBC journalist and broadcaster, honorary degree, University of Birmingham, for public service

**Mr Gerry Bacon** (Treasurer) A Chartered Accountant formally CFO of Essar Energy plc and formally Group Treasurer of Vodafone Group plc. Gerry is a past President of the Association of Corporate Treasurers and a past Associate Fellow at Oxford Said Business School.

**Mr Robert Hubbard OBE** An Education Consultant and formerly Chief Executive/Principal of Prior's Court Foundation.

**Mr Rob Jonckheer** A corporate solicitor with the firm of Manches LLP.

**Mrs Sandra Meadows** (Vice Chairman) Director of Quadra Ltd and Saxonbury Resourcing Limited, both organisations specialise in top team development. Former director of personnel at University College London Hospitals' NHS Trust.

**Mr Chris White** An experienced specialist in the FMCG sector, founder and chairman of Fiddes Payne.

#### **Patrons**

Dame Stephanie Shirley (Founder Patron)

Professor Anthony Bailey

Professor Patrick Bolton

Ms Virginia Bovell OBE

Sir Hugo Brunner KCVO JP

Rt Rev'd Hon Richard Chartres MA, Bishop of London

Sir Frederick Crawford DL

Mr Richard Hicks

Baroness Howe

Mr Jeremy Irons

Ms Sophie Mirman

Lord Puttnam of Queensgate CBE

Mrs Urs Schwarzenbach

Mr Colin Winsborrow

Professor Heinz Wolff



# THE KINGWOOD TRUST

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

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#### Statement of Trustees' responsibilities

The Trustees, who are also the directors of The Kingwood Trust for the purpose of the company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Trust and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year

In preparing these accounts, 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, and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Trust will continue in operation

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

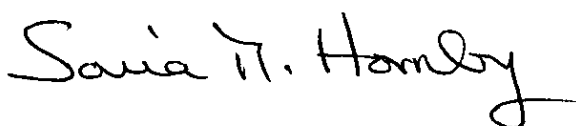
In so far as the Trustees are aware

- there is no relevant audit information of which the charitable company'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

#### Auditors

The auditors, Kench & Co Ltd, are deemed to be reappointed under section 487(2) of the Companies Act 2006

On behalf of the Board of Trustees



Lady Hornby  
Chairman  
Date 5 July 2012

# THE KINGWOOD TRUST

## INDEPENDENT AUDITORS' REPORT

### TO THE TRUSTEES OF THE KINGWOOD TRUST

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We have audited the accounts of The Kingwood Trust for the year ended 31 March 2012 set out on pages 9 to 19. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's Trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's Trustees 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 do not accept or assume responsibility to anyone other than the charitable company and its trustees 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 statement of Trustees' responsibilities, the Trustees, who are also the directors of The Kingwood Trust for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

The Trustees have elected for the accounts to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the accounts 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 Ethical Standards for Auditors.

#### **Scope of the audit of the accounts**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charity'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 accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on accounts**

In our opinion the accounts

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

# THE KINGWOOD TRUST

## INDEPENDENT AUDITORS' REPORT (CONTINUED) TO THE TRUSTEES OF THE KINGWOOD TRUST

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### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion

- the information given in the Trustees' Report is inconsistent in any material respect with the accounts, or
- the charitable company has not kept adequate accounting records, or
- the accounts are not in agreement with the accounting records and returns, or
- we have not received all the information and explanations we require for our audit



Eric Kench FCA (Senior Statutory Auditor)  
Kench & Co Ltd

Chartered Accountants  
Statutory Auditor

10 Station Road  
Henley on Thames  
Oxfordshire  
RG9 1AY

Dated **10 JUL 2012**

Kench & Co Ltd is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

# THE KINGWOOD TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2012

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2012 £	Total 2011 £
<b><u>Incoming resources from generated funds</u></b>						
Donations and legacies	2	16,720	-	197,267	213,987	107,680
Investment income	3	9,615	-	-	9,615	10,060
		26,335	-	197,267	223,602	117,740
Incoming resources from charitable activities	4	3,318,340	-	-	3,318,340	3,474,823
Other incoming resources	5	4,095	-	-	4,095	7,194
<b>Total incoming resources</b>		<b>3,348,770</b>	<b>-</b>	<b>197,267</b>	<b>3,546,037</b>	<b>3,599,757</b>
<b><u>Resources expended</u></b>						
<b>Costs of generating funds</b>						
Costs of generating donations and legacies	6	-	16,166	-	16,166	8,121
<b>Net incoming resources available</b>		<b>3,348,770</b>	<b>(16,166)</b>	<b>197,267</b>	<b>3,529,871</b>	<b>3,591,636</b>
<b>Charitable activities</b>						
Domiciliary, residential care and welfare costs		2,900,774	-	-	2,900,774	3,181,447
Support costs and charitable projects		248,233	122,086	123,335	493,654	395,361
Governance costs		33,445	-	-	33,445	30,386
<b>Total charitable expenditure</b>		<b>3,182,452</b>	<b>122,086</b>	<b>123,335</b>	<b>3,427,873</b>	<b>3,607,194</b>
<b>Total resources expended</b>		<b>3,182,452</b>	<b>138,252</b>	<b>123,335</b>	<b>3,444,039</b>	<b>3,615,315</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>166,318</b>	<b>(138,252)</b>	<b>73,932</b>	<b>101,998</b>	<b>(15,558)</b>
Gross transfers between funds		(138,252)	138,252	-	-	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>28,066</b>	<b>-</b>	<b>73,932</b>	<b>101,998</b>	<b>(15,558)</b>
Fund balances at 1 April 2011		871,208	250,000	157,948	1,279,156	1,294,714
<b>Fund balances at 31 March 2012</b>		<b>899,274</b>	<b>250,000</b>	<b>231,880</b>	<b>1,381,154</b>	<b>1,279,156</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

# THE KINGWOOD TRUST

## BALANCE SHEET

AS AT 31 MARCH 2012

	Notes	2012 £	£	2011 £	£
<b>Fixed assets</b>					
Tangible assets	9	690,716		486,093	
<b>Current assets</b>					
Debtors	10	136,183		118,535	
Cash at bank and in hand		750,842		847,312	
		<u>887,025</u>		<u>965,847</u>	
<b>Creditors' amounts falling due within one year</b>	11	<u>(196,587)</u>		<u>(172,784)</u>	
<b>Net current assets</b>		<u>690,438</u>		<u>793,063</u>	
<b>Total assets less current liabilities</b>		<u>1,381,154</u>		<u>1,279,156</u>	
<b>Income funds</b>					
Restricted funds	14	231,880		157,948	
Unrestricted funds					
Designated funds	15	250,000		250,000	
General funds		899,274		871,208	
		<u>1,381,154</u>		<u>1,279,156</u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2012, although an audit has been carried out under section 144 of the Charities Act 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on 5 July 2012.

Mr Gerry Bacon (Treasurer)  
Trustee



Company Registration No 02980543

# THE KINGWOOD TRUST

## NOTES TO THE ACCOUNTS

**FOR THE YEAR ENDED 31 MARCH 2012**

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### **1 Accounting policies**

#### **1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006

#### **1.2 Incoming resources**

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities. Gifts in kind are taken into account on a prudent assessment of their fair value.

All other income (including income received under deeds of covenant) is recognised on a receivable basis. All income is related to the continuing activities of the charity.

Deferred income comprises domiciliary, residential care and welfare income which relates to future accounting periods.

#### **1.3 Resources expended**

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Expenses are allocated to activities in the Statement of Financial Activities where the expenses relate directly to those activities. Support costs constitute the costs of supporting the other activities of the company and include the staff costs of the central administrative staff. These support costs have been reallocated to the direct charitable activities in the same proportion as the direct staff costs attributable to those activities.

Governance costs are the costs incurred in maintaining the company as a separate legal entity. This includes the cost of servicing trustees' meetings.

#### **1.4 Tangible fixed assets and depreciation**

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold land is not depreciated

Freehold buildings	50 years straight line
Freehold improvements	10 years straight line
Leasehold improvements	5 years straight line
Equipment and motor vehicles	3 years straight line

The carrying values of tangible fixed assets are reviewed for impairment periodically if events or changes in circumstances indicate the carrying values may not be recoverable.

#### **1.5 Leasing and hire purchase commitments**

Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

# THE KINGWOOD TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

### 1 Accounting Policies (continued)

#### 1.6 Pensions

The Kingwood Trust operates a group personal pension scheme. All contributions are charged to the Statement of Financial Activities as incurred.

#### 1.7 Foreign currency translation

Transactions denominated in foreign currencies are recorded at the rate ruling at the date of the payment.

#### 1.8 Accumulated funds

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the Trustees.

### 2 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Donations and gifts	16,720	197,267	213,987	107,680

### 3 Investment income

	2012 £	2011 £
Interest receivable	9,615	10,060

### 4 Incoming resources from charitable activities

	2012 £	2011 £
Domiciliary, residential care and welfare	3,318,340	3,474,823

# THE KINGWOOD TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

#### 5 Other incoming resources

	2012 £	2011 £
Other income	4,095	7,194

#### 6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2012 £	Total 2011 £
<b>Costs of generating funds</b>					
Costs of generating donations and legacies	-	-	16,166	16,166	8,121
<b>Charitable activities</b>					
<u>Domiciliary, residential care and welfare costs</u>					
Activities undertaken directly	2,661,754	32,776	206,244	2,900,774	3,181,447
<u>Support costs and charitable projects</u>					
Costs of supporting the direct activities and projects	123,830	2,614	367,210	493,654	395,361
<u>Governance costs</u>					
Costs of maintaining a separate legal entity	17,189	-	16,256	33,445	30,386
	<b>2,802,773</b>	<b>35,390</b>	<b>589,710</b>	<b>3,427,873</b>	<b>3,607,194</b>
	<b>2,802,773</b>	<b>35,390</b>	<b>605,876</b>	<b>3,444,039</b>	<b>3,615,315</b>

Governance costs includes payments to the auditors of £6,804 (2011 £6,600) for audit fees, and £9,452 (2011 £7,074) for meeting expenses between trustees, staff, parents and families of those supported

Included within support costs and charitable projects is a loss of nil (2011 £10,127) relating to the disposal of land and buildings, expenditure on designated fund projects of £122,086 (2011 £102,572), expenditure on restricted fund projects of £123,335 (2011 £61,041) and rental of premises, including associated premises costs, of £77,232 (2011 £80,320)

#### 7 Trustees

During the year, one of the trustees received £2,849 (2011 nil) in respect of consultancy services. Also during the year, one of the trustees was reimbursed a total of £2,532 travelling expenses (2011 £1,867 for two trustees)



# THE KINGWOOD TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

### 8 Employees

#### Number of employees

The average monthly number of employees during the year was

	2012 Number	2011 Number
Domiciliary, residential care and welfare	118	118
Administrative staff	13	10
	<u>131</u>	<u>128</u>

#### Employment costs

	2012 £	2011 £
Wages and salaries	2,592,269	2,829,461
Social security costs	196,529	200,581
Other pension costs	13,975	13,933
	<u>2,802,773</u>	<u>3,043,975</u>

The number of employees whose annual emoluments were £60,000 or more were

	2012 Number	2011 Number
£80,001 - £90,000	-	1
£90,001 - £100,000	1	-
	<u>1</u>	<u>-</u>

# THE KINGWOOD TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

### 9 Tangible fixed assets

	Freehold property	Freehold improvements	Leasehold improvements	Equipment and motor vehicles	Total
	£	£	£	£	£
<b>Cost</b>					
At 1 April 2011	490,546	131,421	42,320	108,149	772,436
Additions	231,996	-	-	8,017	240,013
<b>At 31 March 2012</b>	<b>722,542</b>	<b>131,421</b>	<b>42,320</b>	<b>116,166</b>	<b>1,012,449</b>
<b>Depreciation</b>					
At 1 April 2011	58,148	112,959	28,321	86,915	286,343
Charge for the year	9,499	5,990	8,460	11,441	35,390
<b>At 31 March 2012</b>	<b>67,647</b>	<b>118,949</b>	<b>36,781</b>	<b>98,356</b>	<b>321,733</b>
<b>Net book value</b>					
<b>At 31 March 2012</b>	<b>654,895</b>	<b>12,472</b>	<b>5,539</b>	<b>17,810</b>	<b>690,716</b>
At 31 March 2011	432,398	18,462	13,999	21,234	486,093

### 10 Debtors

	2012 £	2011 £
Trade debtors	38,273	64,428
Other debtors	-	450
Prepayments and accrued income	97,910	53,657
	<b>136,183</b>	<b>118,535</b>

### 11 Creditors: amounts falling due within one year

	2012 £	2011 £
Trade creditors	61,389	49,123
Taxes and social security costs	54,677	69,183
Other creditors	5,449	3,707
Accruals	43,794	30,937
Deferred income	31,278	19,834
	<b>196,587</b>	<b>172,784</b>

# THE KINGWOOD TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2012**

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### **12 Pension and other post-retirement benefit commitments**

#### **Defined contribution**

	2012 £	2011 £
Contributions payable by the company for the year	<u>13,975</u>	<u>13,933</u>

### **13 Share capital**

The Kingwood Trust, a registered charity, is a company limited by guarantee, not having any share capital. In the event of a winding up, each member may be required to contribute an amount not exceeding £1 towards the settlement of the company's liabilities.

# THE KINGWOOD TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

#### 14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes

	Balance at 1 April 2011	Movement in funds		Balance at 31 March 2012
	£	Incoming resources	Resources expended	£
Property fund	138,041	-	(2,614)	135,427
Kingwood community involvement programme	-	42,000	(42,000)	-
Royal College of Art project	18,615	27,500	(46,115)	-
Life Skills Training	-	8,000	(8,000)	-
Lets Grow horticulture project	1,292	10,000	(10,000)	1,292
Kingwood College	-	109,767	(14,606)	95,161
	<u>157,948</u>	<u>197,267</u>	<u>(123,335)</u>	<u>231,880</u>

#### Property fund

The balance on the fund represents property occupied by people supported by The Kingwood Trust

#### Kingwood community involvement programme

A programme to enable people with autism to gain access to their communities and to community based activities, and to disseminate the knowledge from this work

#### Royal College of Art project

A research programme to understand how the design of the home environment and development of sensory equipment and aids can enhance the life of someone with autism

#### Life Skills Training

A programme to enable people with autism to develop basic living skills

#### Lets Grow horticulture project

The Lets Grow project is a social and therapeutic horticultural activity that allows adults with autism to enjoy the benefits of growing vegetables and flowers, as well as taking part in outdoor activity in a peaceful setting

#### Kingwood College

Kingwood College will provide life skills training and educational programmes to a small group of young people aged between 18 and 25. The first students are expected to attend the college when its doors open in September 2012.

# THE KINGWOOD TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

#### 15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the Trustees for specific purposes

	Balance at 1 April 2011	Movement in funds			Balance at 31 March 2012
		Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Development fund	250,000	-	(138,252)	138,252	250,000
	<u>250,000</u>	<u>-</u>	<u>(138,252)</u>	<u>138,252</u>	<u>250,000</u>

#### Development fund

Funds set aside by the Trustees for projects including a transition programme for teenagers, improving housing design for people with autism, strengthening autism expertise and redesigning the website

#### 16 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2012 are represented by				
Tangible fixed assets	460,128	-	230,588	690,716
Current assets	635,733	250,000	1,292	887,025
Creditors amounts falling due within one year	(196,587)	-	-	(196,587)
	<u>899,274</u>	<u>250,000</u>	<u>231,880</u>	<u>1,381,154</u>

# THE KINGWOOD TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

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#### 17 Commitments under operating leases

At 31 March 2012 the company had annual commitments under non-cancellable operating leases as follows

	Land and buildings	
	2012	2011
	£	£
Expiry date		
Within one year	31,260	-
Between two and five years	16,000	66,016
	<u>47,260</u>	<u>66,016</u>