**REGISTERED COMPANY NUMBER: 08429159** **(England and Wales)**

**REGISTERED CHARITY NUMBER: 1159377**

Report of the Trustees and

Unaudited Financial Statements for the Year Ended 31 March 2019

for

Healthwatch Kingston upon Thames Limited

Healthwatch Kingston upon Thames Limited

Contents of the Financial Statements

for the Year Ended 31 March 2019

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Healthwatch Kingston upon Thames Limited

Report of the Trustees

for the Year Ended 31 March 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The objects of the Charity (the "Objects") are the advancement of health and the relief of those in need including by reason of youth, age, ill-health, disability or financial hardship primarily for the population of Kingston upon Thames by:

a) providing information and advice to the general public about local health and social care services;

b) making the views and experiences of members of the general public known to health and social care providers;

c) enabling local people to have a voice in the development, delivery and equality of access to local health and care services and facilities and;

d) providing training and the development of skills for volunteers and the wider community in understanding, scrutinizing, reviewing and monitoring local health and care services and facilities.

All the work of HWK fits into one or more of these charitable activities

**Public benefit**

All of HWK's work is focused on:

a) seeking improvements (or the amelioration of potential service reductions) in health and social care services that are used by the residents of RB Kingston; and

b) providing information and advice to the residents of RB Kingston, by signposting people to relevant services and by explaining how to raise concerns or make complaints with service providers.

**Grantmaking**

In 2017-18, NHS South West London provided HWK with £6,500 so that HWK could offer grants of up to £750 to local grassroots organisations, groups and individuals for one-off activities or events that could be enjoyed by local people and at which representatives of the NHS could speak to people about their experiences of local service. Some of the £6,500 was paid out in grants in 2017/18 but a further £4,200 was granted in 2018-19 to the following organisations:

XXXX

**Volunteers**

Everyone involved in HWK, other than its employees, are volunteers. This includes the 8 board members and the "active affiliates" – of which there were XXXX at year end. HWK volunteers engage in a wide range of activities including:

+ Carrying out Enter & View visits

+ Undertaking surveys

+ Being part of a Task Group

+ Gathering feedback from the public

+ Helping out at events and other community engagement activities

+ Promoting the role of Healthwatch Kingston

It is estimated that volunteers contributed more than 1,100 hours of their time in 2018/19.

Healthwatch Kingston upon Thames Limited

Report of the Trustees

for the Year Ended 31 March 2019

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

**Work continued from 2017/18**

1. **Task Groups**

Healthwatch Kingston (HWK) continued to work with the volunteers (‘Active Affiliates’) participating in three task groups covering Community Care, Hospital and Mental Health services. Each task groups are invited to identify a key piece of research for the year. 2018/19 and their main areas of activity during the year are detailed below.

A new development at the start of the year was to consolidate the bi-monthly meetings of the task groups onto the same day so that all task group members people could also meet together beforehand to hear from outside speakers and to receive updates on HWK work. These ‘Open Meetings’, as they are now described, made it easier for more members of our community are able to take part in HWK’s work – average attendance has been XXXX. These Open Meetings have also resulted in richer conversations and exchanges of learning amongst HWK volunteers and with commissioners and providers of health and social care services.

**Mental Health**

The task group agreed two priorities for 2019/20:

* Supporting implementation of Thrive Kingston, the new mental health strategy for the borough
* A service user qualitative review of the iCope Kingston Psychological Therapies Service.

Details of activities on the above priorities needed.

In addition, in September 2018, HWK published a report on a visit to the Acacia Unit at Tolworth Hospital that was undertaken in March 2018. The purpose of the visit was to ascertain the quality of service from the perspective of the users of the service and specifically address access, timeliness, person-centredness, respect, quality of relationship, and wellbeing. The report contained eight recommendations to which the Mental Health Trust responded.

**Hospital Services:**

This task group decided to focus on research into service user experience of discharge from Kingston Hospital NHS Trust. During the year, a written questionnaire was prepared and arrangements agreed with the Trust for the questionnaires to be included in the packs of information given out to in-patients at the time of their discharge. 500 questionnaires were given out in November 2018 and a further 500 in March 2019. The results of this survey are being analysed in 2019/20.

The task group also sought to gather information on general patient experience of NHS care in Kingston Hospital through a feedback form on the HWK website.

**Community Care:**

The topic chosen for research by this task group was the evaluation of the local impact of ‘Connect Well Kingston’, the emerging local online social prescribing tool.

During the year, several members of HWK contributed to the testing of the digital tool for what is now called ‘Connected Kingston’ but it gradually became apparent that ‘Connected Kingston’ would not be sufficiently developed until 2019/20 for any meaningful evaluation to be undertaken. However, by year end, the task group had entered into an agreement with Staywell Kingston for volunteer interviewers to seek feedback from people referred to the Community Connector Service at Staywell, which is one aspect of Connected Kingston.

1. **Provision of Emotionally Unstable Personality Disorder for Kingston Residents**

Details needed.

1. **Disabled Car Parking at Kingston Hospital**

Details needed.

Healthwatch Kingston upon Thames Limited

Report of the Trustees

for the Year Ended 31 March 2019

1. **Signposting**

During the year, HWK staff assisted 300 people seeking advice and information about local services and, sometimes, about how to complain about local services:

* 38% were seeking information about HWK’s work
* 18% on social care
* 14% on mental health
* 13% on primary care services
* 9% on hospital care
* 8% on children and young people’s services

Signposting was also provided via the HWK website directory of local health, social care and community services.

1. **Outreach and Publicity**

During the year, Healthwatch Kingston engaged over 1,900 people in a range of different ways – via social media, contacts to our office, through surveys and at community events. We engaged with over 50 local organisations to promote the interests of people in our area. In addition, we attended over 40 community events to listen to the views of local people.

HWK also had over 110,000 mentions on social media, doubling our social media reach.

**New work in 2018/19**

1. **‘It’s time to talk; it’s time to change’**

Kingston continued to be an ‘organic’ (ie unfunded) hub for ‘Time to Talk’ with HWK taking the lead on the co-ordination of local partnership working on what is described as ‘England's most ambitious campaign to end the stigma and discrimination faced by people who experience mental health problems’. Kingston made a second partnership application during the year to become a funded ‘Time to Talk’ project. The Kingston partnership was interviewed in January 2018 and on 1 February it was announced that the application had been approved.

Time to Talk Day 7th February 2019 proved to be a successful day with lots of organisations across Kingston working together to promote the Time to Talk message – a lot of which was shared on the Time to Talk Kingston Twitter page (https://twitter.com/TTCKingston).

1. **Thrive Kingston Mental Health Strategy Planning and Implementation Group’.**

During the year, HWK received £2k to start chairing and providing administrative support for the Group.

1. **Learning Disability:**

Capacity building Healthwatch Kingston to improve access and support meaningful engagement with local people with a learning disability

Chairing and providing administrative support to the ‘Kingston All Age Learning Disability Partnership Board’.

[Needs some details on the when and what]

1. **‘Youth Out Loud!’**

In April 2018, work started with Healthwatch Richmond and other key stakeholders to explore the establishment of a Youth Health Task Group modelled along the lines of HWK’s existing task groups. After discussion, young people involved in Kingston and Richmond Youth Council decided to name the group Youth Out Loud!(or YOL!). YOL! brought together young people aged 13-17 years from Kingston and Richmond to collaborate with Healthwatch in scrutinising local health and social care services through mystery shopping and ‘Enter & View’ visits. An example was when members of YOL! completed the ‘15 Steps Challenge’ at Kingston Hospital, which identified some quick win improvements for patients and NHS hospital staff.

1. **Digital Youth Project**

Working with YOL! and other partners, including Healthwatch Richmond, also enabled HWK to set up a ‘Digital Youth Project’ to develop a series of short health and care films produced by young people for young people. The first Youth Out Loud! film made through this project was launched at the beginning of April 2019.

The intention is help young people to develop a common set of skills and to enable them to:

+ Raise young people’s knowledge and awareness of key health and social care issues

+ Understand the purpose and role of Youth Out Loud! and Healthwatch

+ Learn about appropriate use of social media

+ Contribute toward better health and wellbeing outcomes for children and young people in Kingston and Richmond.

Healthwatch Kingston upon Thames Limited

Report of the Trustees

for the Year Ended 31 March 2019

1. **‘Community Reference Group’ for adult safeguarding issues.**

In March 2018, Healthwatch Kingston was invited by the chair of the Kingston Safeguarding Adults Board (SAB) to consider the development of a Community Reference Group (CRG) to provide user feedback and advice to the Board. In response, HWK created a safe and confidential space in which attendees could share their stories of being a victim of abuse, a carer or even a perpetrator, and how they experienced the safeguarding interventions they received. At each meeting participants were reminded about confidentiality, safe ground rules and behaviour and how any fresh safeguarding concerns identified will be referred on to the relevant agency.

So far, three meetings have been attended by six individuals (not all at the same time), and a further contribution was received in writing. The CRG has now heard details of 8 cases and learnt about the personal impact of safeguarding services’ decisions and actions at first hand from which a series of themes has been identified that can be shared more generally with the SAB. The principal issues raised by attendees and contributors have so far related to observations about poor communication by some agencies and an apparent lack of clarity and explanation about safeguarding processes.

1. **End of Life Care**

In Spring 2019, Healthwatch England negotiated funding from NHS England to support public engagement in the local implementation of the NHS Long Term Plan. This funding was offered to the nationwide Healthwatch network, including the SW London network. In line with the borough-based decision making of the Sustainability and Transformation Partnership in South West London, the SW London Healthwatches agreed that the coordination of the work should also be borough-based.

Each SW London Healthwatch was asked to provide patient experience feedback from one aspect of the NHS care to a

South West London Clinical Conference. HWK was asked to focus its feedback on ‘What is important to carers and their loved ones in the last months of life? A report detailing our partnership working, findings, conclusions and reflections is being prepared for publication later in 2019.

**FINANCIAL REVIEW**

**Principal funding sources**

HWK's primary source of funding is the money it receives through its contract with the RB Kingston for the provision of a Healthwatch in Kingston. The contract is for 2 years in the first instance (starting from 1 April 2017) with the potential for extension by a further two years in 2019/20 (which was approved before the end of 2018/19) and 2020/21. The contract value is £122k per annum. During the year, RB Kingston agreed to add a further £12,500 per annum for two years, to the core contract value, for the Learning Disabilities work described above.

The following new funds were also secured during the year:

* £10k from Kingston and Richmond CCG for the Digital Youth Project
* £2k per annum from Kingston and Richmond CCG for HWK support to the Mental Health Strategy and Planning Implementation Group
* £2k from the South West London & St Georges Mental Health Trust Strategic Community Partners Fund for work in 2019/20
* And £300 from both RB Kingston and Kingston and Richmond CCG for the Thrive Kingston 1-Year-On Event

**Reserves policy**

During the year, the board continued to implement the reserves policy agreed in November 2017, which is to maintain a reserve equivalent to three months running costs, calculated as 25% of HWK's annual funding from RBK i.e. £122k x 25% = £30,500.

**FUTURE PLANS**

**Our top five work areas for 2019/20 are:**

**1. Mental Health:**

**a**. Review the transition of young people from Child and Adolescent Mental Health Services (CAMHS) to Adult Services, with a particular emphasis on the experiences of neurotypical and neuro-diverse young people

b. Continue online service user experience review of the iCope Kingston Psychological Therapies Service

c. Time to Change Kingston Hub Coordinator - supporting Time to Change Champions and events, and promoting ‘sign up’ to the Time to Change Employer Pledge (now as a funded Hub)

Healthwatch Kingston upon Thames Limited

Report of the Trustees

for the Year Ended 31 March 2019

d. Chair and administrative support for the ‘Thrive Kingston Mental Health Strategy Planning and Implementation Group’ (year 2)

e. South West London and St George’s Mental Health Trust Partner Fund - supporting a partnership approach to mental health awareness events in the community

f. Monitor progress of specialist service provision to people with Emotionally Unstable Personality Disorder (EUPD).

**2. Learning Disability:**

a. Capacity building Healthwatch Kingston to improve access and support meaningful engagement with local people with a learning disability (year 2)

b. Develop a new Learning Disability Task Group of people living with a learning disability, their families and carers

c. Chair and administrative support for the ‘Kingston All Ages Learning Disability Partnership Board’ (year 2).

**3. Hospital Services:**

a. Create an online hospital services patient experience survey

b. Research patient experience of inpatient wards at Kingston Hospital NHS Trust

c. Continue to monitor Kingston Hospital NHS Trust complaints and procedures.

**4. Community Care:**

a. Examine the impact of Kingston Coordinated Care on service users, patients and where possible, their carers. During the year, individual services that are established or have been revised by the KCC programme will be considered for review, with the initial focus being on Connected Kingston.

b. Explore developing the Community Reference Group for adult safeguarding to become a sustainable adjunct to the Kingston Safeguarding Adults Board.

**5. Young People:**

a. Support Youth Out Loud! (YOL!) to review health and care services (we will do this in partnership with Healthwatch Richmond)

b. Support delivery (with other partners including Healthwatch Richmond) of the Digital Youth Project (year 2) to complete a series of short health and care films by young people for young people

c. Support YOL! develop its online and social media.

**2. Learning Disability:**

a. Capacity building Healthwatch Kingston to improve access and support meaningful engagement with local people with a learning disability (year 2)

b. Develop a new Learning Disability Task Group of people living with a learning disability, their families and carers

c. Chair and administrative support for the ‘Kingston All Ages Learning Disability Partnership Board’ (year 2).

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, the Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

Following interviews, two new trustees were appointed by the board on 27 November 2018: Winnifred Groves and Scotty McLeod.

**Organisational structure**

The Board determines HWK's priorities, budgets, its policies and procedures and its "position" on matters of public interest in health and social care. The staff are employed by the board and carry out the operational work of HWK. The Manager makes recommendations to the board and makes reports on the progress of the work.

The three task groups, and their participating "active affiliates" operated during the year in accordance with terms of reference that were agreed by the board in March 2017.

**Induction and training of new trustees**

XXX

Healthwatch Kingston upon Thames Limited

Report of the Trustees

for the Year Ended 31 March 2019

**Wider network**

In addition to the board members and active affiliates, HWK also communicated regularly during the year with the several hundred people and voluntary organisations on its mailing list. HWK is part of the wider HW network - it provides reports to HW England and participates in the London HW and SW London HW networks.

**Related parties**

In order to undertake its work, HWK maintains working relationships with senior staff in adults' and children's social care services at RB Kingston and the main commissioners and providers of NHS services in Kingston, ie:

- Kingston Clinical Commissioning Group (CCG)

- Kingston Hospital NHS Foundation Trust

- South West London and St George's Mental Health Foundation Trust

- Your Healthcare

HWK has a seat, by legal right, on the Kingston Health and Wellbeing Board and also has a seat on the following bodies:

Add bodies

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

08429159 (England and Wales)

**Registered Charity number**

1159377

**Registered office**

Kingston Quaker Centre

Fairfield East

Kingston upon Thames

Surrey

KT1 2PT

**Trustees**

|  |  |  |  |
| --- | --- | --- | --- |
| Dr Elizabeth Meerabeau - Chair |  |  |  |
| Nigel Spalding - Treasurer |  |  |  |
| Nike Alesbury |  |  |  |
| Winnifred Groves (appointed 27 Nov 2018)  Scotty McLeod (appointed 27 Nov 2018)  William Ostrom |  |  |  |
| Grahame Snelling |  |  |  |
| James Waugh  **REFERENCE AND ADMINISTRATIVE DETAILS**  **Independent examiner**  Mary E Ryan  FCCA  Ark Accountancy  Chartered Certified Accountant  31 Cheam Road  Epsom  Surrey  KT17 1QX  Approved by order of the board of trustees on ............................................. and signed on its behalf by:  .............................................  Dr Elizabeth Meerabeau – Chair |  |  |  |

Independent Examiner's Report to the Trustees of

Healthwatch Kingston upon Thames Limited

**Independent examiner's report to the trustees of Healthwatch Kingston upon Thames Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

**Responsibilities and basis of report**

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

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

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

|  |  |  |
| --- | --- | --- |
| 1. |  | accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or |
| 2. |  | the accounts do not accord with those records; or |
| 3. |  | the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or |
| 4. |  | the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)]. |

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Mary E Ryan

FCCA

Ark Accountancy

Chartered Certified Accountant

31 Cheam Road

Epsom

Surrey

KT17 1QX

Date: .............................................

Healthwatch Kingston upon Thames Limited

Statement of Financial Activities

for the Year Ended 31 March 2019

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 31.3.19 | | | | | | | | | |  | 31.3.18 | |  |
|  | | Unrestricted funds | |  | Restricted funds | |  | Total funds | |  | Total funds | |  |
|  | Notes | £ | |  | £ | |  | £ | |  | £ | |  |
| INCOME AND ENDOWMENTS FROM |  | | | | | | | | | | | | |
| Donations and legacies | 5,600 | | | | 143,500 | | | 149,100 | | | 133,066 | | |
|  |  |  |  |  |  |  |  |  |  |
| Total | 5,600 | | | | 143,500 | | | 149,100 | | | 133,066 | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EXPENDITURE ON |  | | | | | | | | | | | |
| Charitable activities |  | | | | | | | | | | | |
| Charitable activities | 4,000 | | | 98,104 | | | 102,104 | | | 74,677 | | |
| Administration costs | - | | | 26,301 | | | 26,301 | | | 18,300 | | |
|  |  |  |  |  |  |  |  |  |  |
| Total | 4,000 | | | 124,405 | | | 128,405 | | | 92,977 | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| NET INCOME | 1,600 | | | 19,095 | | | 20,695 | | | 40,089 | | |

|  |  |
| --- | --- |
| RECONCILIATION OF FUNDS |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total funds brought forward | 6,893 | 36,514 | 43,407 | 3,318 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| TOTAL FUNDS CARRIED FORWARD | 8,493 | | | 55,609 | | | 64,102 | | | 43,407 | | |
|  |  |  |  |  |  |  |  |  |  |

Healthwatch Kingston upon Thames Limited

Balance Sheet

At 31 March 2019

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 31.3.19 | | | | | | |  | 31.3.18 |  |
|  | | Unrestricted funds |  | Restricted funds |  | Total funds |  | Total funds |  |
|  | Notes | £ |  | £ |  | £ |  | £ |  |
| FIXED ASSETS |  | | | | | | | | |
| Tangible assets | 6 | - | | 262 | | 262 | | 2,288 | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CURRENT ASSETS |  | | | | | | | | | | | | |
| Debtors | 7 | - | | | 2,568 | | | 2,568 | | | - | | |
| Cash at bank and in hand |  | 8,493 | | | 53,730 | | | 62,223 | | | 41,839 | | |
|  |  |  |  |  |  |  |  |  |  |
| 8,493 | | | | | 56,298 | | | 64,791 | | | 41,839 | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CREDITORS |  | | | | |
| Amounts falling due within one year | 8 | - | (951) | (951) | (720) |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| NET CURRENT ASSETS | 8,493 | | | 55,347 | | | 63,840 | | | 41,119 | | |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TOTAL ASSETS LESS CURRENT LIABILITIES |  | 8,493 | 55,609 | 64,102 | 43,407 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| NET ASSETS | 8,493 | | | 55,609 | | | 64,102 | | | 43,407 | | |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| FUNDS | 9 |  | | | | | |
| Unrestricted funds | 8,493 | | | | 6,893 | | |
| Restricted funds | 55,609 | | | | 36,514 | | |
|  |  |  |  |
| TOTAL FUNDS | 64,102 | | | | 43,407 | | |
|  |  |  |  |

Healthwatch Kingston upon Thames Limited

Balance Sheet - continued

At 31 March 2019

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

|  |  |  |
| --- | --- | --- |
| (a) |  | ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and |
| (b) |  | preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company. |

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

The financial statements were approved by the Board of Trustees on ............................................. and were signed on its behalf by:

.............................................

G J M Snelling -Trustee

Healthwatch Kingston upon Thames Limited

Notes to the Financial Statements

for the Year Ended 31 March 2019

|  |  |
| --- | --- |
| 1. | ACCOUNTING POLICIES |

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|  |  |  |  |
| --- | --- | --- | --- |
| Fixtures and fittings |  | - 33% on cost |  |
| Computer equipment |  | - 50% on cost |  |

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Healthwatch Kingston upon Thames Limited

Notes to the Financial Statements - continued

for the Year Ended 31 March 2019

|  |  |
| --- | --- |
| 2. | NET INCOME/(EXPENDITURE) |

Net income/(expenditure) is stated after charging/(crediting):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 31.3.19 | | | |  | 31.3.18 | |  |
| £ | | | |  | £ | |  |
| Depreciation - owned assets |  | 2,026 | | | 2,025 | | |
| Other operating leases |  | 9,299 | | | 6,600 | | |
|  |  |  |  |

|  |  |
| --- | --- |
| 3. | TRUSTEES' REMUNERATION AND BENEFITS |

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018.

|  |  |
| --- | --- |
| 4. | STAFF COSTS |

The average monthly number of employees during the year was as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 31.3.19 | | | |  | 31.3.18 | |  |
| Charitable activity staff |  | 3 | | | 3 | | |
|  |  |  |  |

No employees received emoluments in excess of £60,000.

|  |  |
| --- | --- |
| 5. | COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Unrestricted fund | |  | Restricted funds | |  | Total funds | |  |
| £ | | | |  | £ | |  | £ | |  |
| INCOME AND ENDOWMENTS FROM |  | | | | | | | | | |
| Donations and legacies | | 3,575 | | | 129,491 | | | 133,066 | | |
|  |  |  |  |  |  |  |
| Total | | 3,575 | | | 129,491 | | | 133,066 | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EXPENDITURE ON |  | | | | | | | | | |
| Charitable activities | | | | |  | | | | | |
| Charitable activities | | - | | | 74,677 | | | 74,677 | | |
| Administration costs | | - | | | 18,300 | | | 18,300 | | |
|  |  |  |  |  |  |  |
| Total | | - | | | 92,977 | | | 92,977 | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| NET INCOME | 3,575 | | | 36,514 | | | 40,089 | | |

|  |  |
| --- | --- |
| RECONCILIATION OF FUNDS |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Total funds brought forward | 3,318 | - | 3,318 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| TOTAL FUNDS CARRIED FORWARD | 6,893 | | | 36,514 | | | 43,407 | | |
|  |  |  |  |  |  |  |

Healthwatch Kingston upon Thames Limited

Notes to the Financial Statements - continued

for the Year Ended 31 March 2019

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 6. | TANGIBLE FIXED ASSETS | | | | | | |
|  | Fixtures and fittings |  | Computer equipment |  | Totals |  |
| £ | |  | £ |  | £ |  |

**COST**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| At 1 April 2018 and 31 March 2019 |  | 786 | | | 3,527 | | | 4,313 | | |
|  |  |  |  |  |  |  |

**DEPRECIATION**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| At 1 April 2018 |  | 262 | | | 1,763 | | | 2,025 | | |
| Charge for year |  | 262 | | | 1,764 | | | 2,026 | | |
|  |  |  |  |  |  |  |
| At 31 March 2019 |  | 524 | | | 3,527 | | | 4,051 | | |
|  |  |  |  |  |  |  |

**NET BOOK VALUE**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| At 31 March 2019 |  | | 262 | | | - | | | 262 | | |
|  |  |  |  |  |  |  |
| At 31 March 2018 | |  | 524 | | | 1,764 | | | 2,288 | | |
|  |  |  |  |  |  |  |
| 7. | DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 31.3.19 | | | |  | 31.3.18 | |  |
| £ | | | |  | £ | |  |
| Other debtors |  | 2,568 | | | - | | |
|  |  |  |  |

|  |  |
| --- | --- |
| 8. | CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 31.3.19 | | | |  | 31.3.18 | |  |
| £ | | | |  | £ | |  |
| Other creditors |  | 351 | | | 120 | | |
| Accrued expenses |  | 600 | | | 600 | | |
|  |  |  |  |
| 951 | | | | | 720 | | |
|  |  |  |  |

|  |  |
| --- | --- |
| 9. | MOVEMENT IN FUNDS |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | At 1.4.18 |  | Net movement in funds |  | At 31.3.19 |  |
| £ | |  | £ |  | £ |  |

**Unrestricted funds**

|  |  |  |  |
| --- | --- | --- | --- |
| General fund | 6,893 | 1,600 | 8,493 |

**Restricted funds**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NHS Wandsworth CCG Grassroots | 4,346 | | | (4,200) | | | 146 | | |
| RB Kingston | 32,168 | | | 15,368 | | | 47,536 | | |
| Digital Youth | - | | | 7,927 | | | 7,927 | | |
|  |  |  |  |  |  |  |
| 36,514 | | | | 19,095 | | | 55,609 | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| TOTAL FUNDS | 43,407 | | | 20,695 | | | 64,102 | | |
|  |  |  |  |  |  |  |

Healthwatch Kingston upon Thames Limited

Notes to the Financial Statements - continued

for the Year Ended 31 March 2019

|  |  |
| --- | --- |
| 9. | MOVEMENT IN FUNDS - continued |

Net movement in funds, included in the above are as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Incoming resources |  | Resources expended |  | Movement in funds |  |
| £ | |  | £ |  | £ |  |

**Unrestricted funds**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| General fund | 1,600 | | | - | | | 1,600 | | |
| Kingston Clinical Commissioning Group | 2,000 | | | (2,000) | | | - | | |
| SW London & St George's MH Trust | 2,000 | | | (2,000) | | | - | | |
|  |  |  |  |  |  |  |
| 5,600 | | | | (4,000) | | | 1,600 | | |

**Restricted funds**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NHS Wandsworth CCG Grassroots | - | | | (4,200) | | | (4,200) | | |
| RB Kingston | 134,500 | | | (119,132) | | | 15,368 | | |
| Digital Youth | 9,000 | | | (1,073) | | | 7,927 | | |
|  |  |  |  |  |  |  |
| 143,500 | | | | (124,405) | | | 19,095 | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| TOTAL FUNDS | 149,100 | | | (128,405) | | | 20,695 | | |
|  |  |  |  |  |  |  |

**Comparatives for movement in funds**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | At 1.4.17 |  | Net movement in funds |  | At 31.3.18 |  |
| £ | |  | £ |  | £ |  |

**Unrestricted Funds**

|  |  |  |  |
| --- | --- | --- | --- |
| General fund | 3,318 | 3,575 | 6,893 |

**Restricted Funds**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NHS Wandsworth CCG Grassroots | - | | | 4,346 | | | 4,346 | | |
| RB Kingston | - | | | 32,168 | | | 32,168 | | |
|  |  |  |  |  |  |  |
| - | | | | 36,514 | | | 36,514 | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| TOTAL FUNDS | 3,318 | | | 40,089 | | | 43,407 | | |
|  |  |  |  |  |  |  |

Healthwatch Kingston upon Thames Limited

Notes to the Financial Statements - continued

for the Year Ended 31 March 2019

|  |  |
| --- | --- |
| 9. | MOVEMENT IN FUNDS - continued |

Comparative net movement in funds, included in the above are as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Incoming resources |  | Resources expended |  | Movement in funds |  |
| £ | |  | £ |  | £ |  |

**Unrestricted funds**

|  |  |  |  |
| --- | --- | --- | --- |
| General fund | 3,575 | - | 3,575 |

**Restricted funds**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NHS Wandsworth CCG Grassroots | 6,800 | | | (2,454) | | | 4,346 | | |
| Healthy Teeth | 131 | | | (131) | | | - | | |
| Home Care Event | 540 | | | (540) | | | - | | |
| Malden Fortnight 2017 | 20 | | | (20) | | | - | | |
| RB Kingston | 122,000 | | | (89,832) | | | 32,168 | | |
|  |  |  |  |  |  |  |
| 129,491 | | | | (92,977) | | | 36,514 | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| TOTAL FUNDS | 133,066 | | | (92,977) | | | 40,089 | | |
|  |  |  |  |  |  |  |

A current year 12 months and prior year 12 months combined position is as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | At 1.4.17 |  | Net movement in funds |  | At 31.3.19 |  |
| £ | |  | £ |  | £ |  |

**Unrestricted funds**

|  |  |  |  |
| --- | --- | --- | --- |
| General fund | 3,318 | 5,175 | 8,493 |

**Restricted funds**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NHS Wandsworth CCG Grassroots | - | | | 146 | | | 146 | | |
| RB Kingston | - | | | 47,536 | | | 47,536 | | |
| Digital Youth | - | | | 7,927 | | | 7,927 | | |
|  |  |  |  |  |  |  |
| - | | | | 55,609 | | | 55,609 | | |
|  |  |  |  |  |  |  |
| TOTAL FUNDS | 3,318 | | | 60,784 | | | 64,102 | | |
|  |  |  |  |  |  |  |

Healthwatch Kingston upon Thames Limited

Notes to the Financial Statements - continued

for the Year Ended 31 March 2019

|  |  |
| --- | --- |
| 9. | MOVEMENT IN FUNDS - continued |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Incoming resources |  | Resources expended |  | Movement in funds |  |
| £ | |  | £ |  | £ |  |

**Unrestricted funds**

|  |  |  |  |
| --- | --- | --- | --- |
| General fund | 5,175 | - | 5,175 |
| Kingston Clinical Commissioning Group | 2,000 | (2,000) | - |
| SW London & St George's MH Trust | 2,000 | (2,000) | - |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| 9,175 | | | (4,000) | | | 5,175 | | |

**Restricted funds**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NHS Wandsworth CCG Grassroots | 6,800 | | | (6,654) | | | 146 | | |
| Healthy Teeth | 131 | | | (131) | | | - | | |
| Home Care Event | 540 | | | (540) | | | - | | |
| Malden Fortnight 2017 | 20 | | | (20) | | | - | | |
| RB Kingston | 256,500 | | | (208,964) | | | 47,536 | | |
| Digital Youth | 9,000 | | | (1,073) | | | 7,927 | | |
|  |  |  |  |  |  |  |
| 272,991 | | | | (217,382) | | | 55,609 | | |
|  |  |  |  |  |  |  |
| TOTAL FUNDS | 282,166 | | | (221,382) | | | 60,784 | | |
|  |  |  |  |  |  |  |
| 10. | RELATED PARTY DISCLOSURES | | | | | | | | | |

There were no related party transactions for the year ended 31 March 2019.

Healthwatch Kingston upon Thames Limited

Detailed Statement of Financial Activities

for the Year Ended 31 March 2019

|  |  |  |  |
| --- | --- | --- | --- |
| 31.3.19 |  | 31.3.18 |  |
| £ |  | £ |  |

**INCOME AND ENDOWMENTS**

**Donations and legacies**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Donations |  | - | | | 375 | | |
| Grants |  | 14,000 | | | 10,000 | | |
| Reimbursed expenses |  | 600 | | | 691 | | |
| RBK Contract |  | 134,500 | | | 122,000 | | |
|  |  |  |  |
| 149,100 | | | | | 133,066 | | |
|  |  |  |  |
| Total incoming resources | | 149,100 | | | 133,066 | | |

**EXPENDITURE**

**Charitable activities**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Wages |  | 84,991 | | | 63,363 | | |
| Social security |  | 4,925 | | | 2,987 | | |
| Pensions |  | 1,635 | | | 634 | | |
| Advertising & recruitment |  | 2,902 | | | 1,096 | | |
| DBS checks |  | 120 | | | 117 | | |
| Training |  | 2,534 | | | 582 | | |
| Payroll service |  | 652 | | | 441 | | |
| Other staffing costs |  | - | | | 3,003 | | |
| Grants to institutions |  | 4,200 | | | 2,454 | | |
|  |  |  |  |
| 101,959 | | | | | 74,677 | | |

**Support costs**

**Management**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Other operating leases |  | 9,299 | | | 6,600 | | |
| Insurance |  | 1,719 | | | 1,677 | | |
| Telephone |  | 1,486 | | | 1,295 | | |
| Postage and stationery |  | 1,165 | | | 702 | | |
| Hospitality |  | 1,390 | | | - | | |
| Subscriptions |  | 40 | | | 35 | | |
| Equipment |  | 1,769 | | | 1,843 | | |
| Staff travel |  | 376 | | | 150 | | |
| Volunteers expenses |  | 117 | | | 3 | | |
| Consumables & cleaning |  | 151 | | | 432 | | |
| Expenses reimbursed |  | - | | | 691 | | |
| Photocopier maintenance |  | 2,097 | | | 1,525 | | |
| Legal & professional |  | 10 | | | 696 | | |
| Depreciation of tangible and heritage assets |  | 2,026 | | | 2,025 | | |
|  |  |  |  |
| 21,645 | | | | | 17,674 | | |

**Information technology**

|  |  |  |  |
| --- | --- | --- | --- |
| IT facilities |  | 4,188 | - |

**Governance costs**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Independent examiners fee |  | 600 | | | 600 | | |
| Annual return |  | 13 | | | 26 | | |
|  |  |  |  |
| 613 | | | | | 626 | | |

Healthwatch Kingston upon Thames Limited

Detailed Statement of Financial Activities

for the Year Ended 31 March 2019

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 31.3.19 | | |  | 31.3.18 | |  |
| £ | | |  | £ | |  |
|  |  |  |  |
| Total resources expended | 128,405 | | | 92,977 | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Net income | 20,695 | | | 40,089 | | |
|  |  |  |  |