

Kingston Environment Centre

Annual Report

Year ended

31st March 2020

(Company registration number 07918569)

Kingston Environment Centre

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for the year ended 31st March 2020

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Kingston Environment Centre

Report of the Directors

for the year ended 31st March 2020

The trustees who are also directors of the Company present their Report with the Financial Statements for the Year ended 31st March 2020. In drawing up their Report the directors have amongst other sources adopted the provisions of the Charities Statement of Recommended Practice (SORP) (FRS 102) effective 1st January 2015.

OBJECTIVES AND ACTIVITIES

Objects and Public Benefit

Throughout the activities and use of resources the directors of Kingston Environment Centre have had regard to the objects as stated in the Articles of Association, which are:

“Promoting the conservation and protection of the natural environment for the benefit of the public principally but not exclusively in Kingston Upon Thames by:

- i) Increasing public knowledge and understanding of the natural environment including how human beings can learn to live without compromising the ability of the planet to sustain future human generations.
- ii) Educating the public in subjects relating to sustainable development. Raising awareness of the prudent use of resources. Sharing practical conservation skills. Researching and disseminating knowledge about the protection and enhancement of the environment.”

The directors believe the Company’s objects and activities all come within at least three of the charitable purposes of section 3 of the Charities Act 2011, namely:

- i) The advancement of education;
- ii) The advancement of environmental protection and improvement;
- iii) The advancement of citizenship or community development.

In running the Company the directors have had regard to the Charity Commission’s guidance on public benefit.

Kingston Environment Centre
Report of the Directors
for the year ended 31st March 2020
(continued)

MAIN ACTIVITIES

1. Maintenance, running and development of the Kingston Environment Centre (KEC) at 1 Kingston Road, New Malden KT3 3PE This provides a community resource and a base for activities.
2. Hogsmill Community Garden was open 3 days a week for volunteering and gardening sessions. Promoting health and wellbeing directly through exercise and more subtly by understanding and using plants as food and by promoting native species. Development continued with further landscaping, pond work, clearing debris and planting.
3. Kingston Green Radio increased its range of webcasts once more produced an increased range of webcasts throughout the year. There was increased focus on inclusivity and diversity. Highlights included a show called “Looking after the Wild with KPOP” , “The Afro Vibe Summer Show” and “A Palestinian in New Malden”.

Other activities

1. Regular gardening sessions were held at the Centre both in the yard of the Centre and the surrounding public land. Gardening has proven health benefits and KEC promote organic and permaculture techniques that are in keeping with protecting wildlife. The food grown outside is freely available for passers-by to try.
2. Seedy Sunday attracted gardeners from all over the Borough in order to swap seeds and maintain local varieties of seeds which promote resilience. It turned out to be our last major activity before lockdown.
3. The Centre was opened for several other groups to hold their activities and meetings including Kingston Cycling Campaign, Stitch and Chat, Little Beats, Transition Town Kingston, Save the World Club, Kingston Race Equality Council and the Korean Cultural British Exchange. The most significant new users were Extinction Rebellion Kingston (XR) whose weekly meetings were augmented with other uses for the for co-counselling, Discobedience, Art and Choir sessions and Grief Counselling. XR also held a series of Clean Air Cycle rides that started from the Centre.
4. A new Five-Year lease was negotiated for the Centre with Kingston Council who kindly agreed to a reduced rent of £1500 per annum, The Lease runs until 14th April 2024.

ACHIEVEMENTS AND PERFORMANCE

1. KEC diversified its funding and became no longer reliant on grants and trust funds and generated more income from activities. However the organisation also contracted financially and from April 2019 no longer offered any employed post for administrative help.
2. We received a grant from the Kingston Horticultural Society towards the Hogsmill Community Garden. Having lost a fundraising and admin helper there were no attempts to achieve Core funding from grants.
3. Kingston Green Radio's notable radio shows included A Palestinian in New Malden from Bassam El-Agez, Knife Crime -What's the Point campaign -John Trend, The Sustainable Design Exhibition , Mental Health with Debbie Board. These programmes were all re-edited and available to the public afterwards on the Mixcloud service, making about 90 programmes now available on this service. New webcast presenters were James Giles and Jared Zaba, both presenting regular community shows.
4. In January 2020 Kingston Green Radio experienced a severe ransomware attack which infected much of its file archive of music rendering it unusable. Our technical expert helped the Radio to survive the threat and provided improved security measures, The radio continued without further interruption.
5. KEC made monthly contributions to the Kingston Environmental Newsletter and were responsible for editing and producing it on occasion.
6. Members were heavily involved in the Extinction Rebellion Earth Walk in April and provided hospitality at St Andrews Hall in Ham for the walkers. The increasing focus on Climate Change led to an increasing number of public initiatives taking place at the Centre. Members contributed to the Councils Climate Emergency debate which culminated in Kingston Council declaring a Climate Emergency.
7. New events were introduced, supported and promoted by the Centre such as Kirtan and Yoga.
8. Events hosted included a Spoken Arabic Class, a Climate Change Café and several popular Bee -themed discussions. KEC ran a successful Christmas event, the Fair Fayre once again.
9. Events where KEC participated included Kingston Carnival in September, where we helped provide entertainment and décor for the GreenZone as well as our information and plant stand. Other events KEC attended included the Fastminds Festival, the SHEDx beelines planting, KEC had a presence for the first time with stall at the Korean British Cultural Exchange event in New Malden. KEC received dozens of hedge plants from

SHEDx and attended New Malden Farmers Market to give them away to members of the public.

10. KEC contributed to the rewilding on Alexandra Orchard, which we had initiated and planted 5 years ago by planting a new wild hedgerow.
11. A Water bill was received for ten times the usual amount. This was investigated and disputed using Resolver and was revised to the correct figure.
12. An initial meeting was held with Iren Puj of Little Star, a newly formed company, to go forward with an After School Club starting in September 2020.

The difference made to beneficiaries can be summed up as:

1. Immediate health benefits e.g. volunteers doing gardening, counselling sessions
2. Education/ training and skills e.g. By joining in with the activities, using the library and knowledge base attending events and volunteering
3. Wider public benefits e.g. Preventing loss of pollinating species, preventing loss of locally adapted food plant species, promoting friendship and understanding across communities.
4. Future generations e.g. Tackling as much as we can climate change and loss of species mostly by public education, meetings and contributing to the public discourse.

FINANCIAL REVIEW

The Company overall is in healthy financial position with unrestricted reserves of

Reserves Policy

Unrestricted reserves have increased from £3,567 to £7,092. The directors believe a certain degree of reserves are necessary in case of contingencies and delays/ reductions in funding.

Going concern

The main risk thought to be to the Company is a change in funders' goodwill to the Company. The directors however had no indication to the effect that there is any loss of goodwill by them.

Kingston Environment Centre
Report of the Directors
for the year ended 31st March 2020
(continued)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Company's activities are governed by its Memorandum and Articles of Association.

Constitution

The Company is a company limited by guarantee.. Its business is and its Articles state that it is a Charity.

New directors

The Company finds new directors through local contacts and networking. It has not advertised for them. The directors are elected by poll of the members at the AGM and there is provision for proxy voting. The directors decide the posts of Chair, Vice Chair, Secretary and Treasurer from amongst their number. Under the Articles one third (longest in office first) of the directors retire by rotation at each AGM. Such directors may put themselves forward for reappointment. The procedure for others seeking appointment is laid down in the Articles.

REFERENCE AND ADMINISTRATIVE DETAILS

Name

The organisation is registered with Companies House and is registering with the Charities Commission under the name Kingston Environment Centre. It operates under no other name.

Registration

Company registration number: 07918569 (England and Wales)

Its registered and principal office is:

Kingston Environment Centre, 1 Kingston Road, New Malden, Surrey KT3 3PE

Kingston Environment Centre
Report of the Directors
for the year ended 31st March 2020
(continued)

Directors

The following trustees, who are also directors of the company, served during the financial year.

DIRECTORS

Mr Michael Colin Hermitage (Chair)

Ms Julie Blythe

Mr Steve Pagett (resigned 3 September 2019)

Ms Patricia Dobson

Greg Hayman (appointed 3 September 2019)

COMPANY SECRETARY

Ms Jean Vidler (appointed 16 February 2017)

The Company has no corporate trustees/ directors and none held any title for Company property.

RESPONSIBILITIES OF THE DIRECTORS

Company law requires the directors to prepare financial statements for each financial period, which give a true and fair view of the state of the affairs of the charitable Company as at the Balance Sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those Financial Statements, the directors should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principals of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the Financial Statements; and
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The directors are responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable Company and to enable them to ensure that the Financial Statements comply with the Companies Act 2006. The directors 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.

Approved by the trustees and directors on the 11th February 2021 and signed on their behalf by

M C Hermitage

Director

Kingston Environment Centre
Statement of Financial Activities
(including Income and Expenditure Account)
for the year ended 31st March 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Unrestricted Funds £	Restricted Funds £	Total 2019 £
Income from:							
Donations and legacies	2	280	493	773	950	-	950
Charitable activities	3	1,366	1,160	2,526	11,296	3,950	15,246
Investments	5	5	-	5	5	-	5
Other	4	410	-	410	256	-	256
Total income		2,061	1,653	3,714	12,506	3,950	16,456
Expenditure on:							
Charitable activities	6	6,305	2,160	8,465	9,771	7,914	17,685
Other		-	-	-	-	-	-
Total expenditure		6,305	2,160	8,465	9,771	7,914	17,685
Net income / -expenditure		- 4,243	- 507	- 4,751	2,735	- 3,964	- 1,229
Transfers between funds		358	- 358	-	790	- 790	-
Net movement in funds		- 3,885	- 865	- 4,751	3,525	- 4,754	- 1,229
Reconciliation of funds:							
Total funds brought forwards		7,093	2,598	9,690	3,567	7,352	10,919
Total funds carried forward		3,207	1,732	4,939	7,093	2,598	9,690

Please note that figures are shown rounded to the nearest £1: this might create small casting differences throughout these accounts

Kingston Environment Centre

Balance Sheet

as at 31st March 2020

(Company registration 07918569)

		2020		2019	
		£	£	£	£
FIXED ASSETS	Notes				
Tangible Assets	11		375		938
Investments	13		-		250
			<u>375</u>		<u>1,188</u>
CURRENT ASSETS					
Debtors	14	-		-	
Cash at bank		5,716		9,526	
		<u>5,716</u>		<u>9,526</u>	
CREDITORS: Amounts falling due within one year	15	<u>1,152</u>		<u>1,025</u>	
NET CURRENT ASSETS			4,564		8,502
NET ASSETS			<u>4,939</u>		<u>9,690</u>
FUNDS					
INCOME FUNDS					
Unrestricted Income funds	16		3,206		7,092
Restricted Income funds	17		1,733		2,598
TOTAL INCOME FUNDS			<u>4,939</u>		<u>9,690</u>

- For the year ending 31 March 2020 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.
- The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the directors on the 11 February 2021 and signed on its behalf by:

Michael Hermitage, Director

Kingston Environment Centre
Notes to the Financial Statements
for the year ended 31st March 2020

1. Accounting Policies

a) Basis of preparation

The Financial Statements have been drawn up in compliance with the Charities Statement of Recommended Practice (SORP)(FRS 102), subsequently referred to as the SORP, effective 1st January 2015, FRS 102 and with relevant the Charities Act 2011 and Companies Act 2006. This is the first year of adoption of SORP (FRS 102). In adopting the SORP there were no transitional adjustments required.

b) Company status

The Company is a company limited by guarantee. It is also a public benefit entity. In the event of the Company being wound up, the liability in respect of the guarantee is limited to £10 per member of the Company.

c) Fund accounting

Unrestricted funds are those available to be spent or applied at the discretion of the trustees to further any of the Company's purposes. Restricted funds are those funds held under specific trusts under charity law declared by the donor when making the gift or which have been raised by the Company for specific purposes.

d) Activity based costing

Resources expended are allocated to that particular activity where the cost relates directly to that activity. Advantage has been taken of the exemption (SORP module 4.22) for charities not subject to statutory audit in not applying income and expenditure on an activity base. For this reason, support costs, have not been allocated to activities. This has been informed by the Company paying support costs out of Core funding, rather than allocating to restricted funding.

e) Income

All incoming resources are included in the Statement of Financial Activities when receivable. This is in accordance with the SORP requirements (SORP module 5.8) of recognising income when the criteria of entitlement, certainty and measurement are met. Apart from the contribution of unpaid volunteers including directors, the Company is not thought to receive any material donated goods or services. The contribution of unpaid volunteers has not been included in the Accounts as it is not thought that they could be reliably measured (SORP module 6.13).

Kingston Environment Centre
Notes to the Financial Statements

for the year ended 31st March 2020 (continued)

f) Expenditure

All expenditure is recognised when all the requirements of obligation, probable and measurement are all met. The Company is not registered for Vat and accordingly expenditure is shown gross of irrecoverable Vat.

g) Tangible fixed assets

Individual fixed assets have been capitalised at cost when the SORP requirements of control, economic benefits and reasonability are met. Depreciation has been taken on all tangible fixed assets at 25% on the financial year end cost.

Among the SORP module 10 three criteria to capitalise an item of property, plant or equipment, is the requirement that capitalisation should only take place “when it is probable that future economic benefits associated with the item will flow to the entity”. In some cases, it is not clear whether future economic benefits flow to the Company or the wider community. Therefore, in dealing with expenditure near the Hogsmill river that which falls of the Company leased land as opposed to public land has been capitalised, whilst that on public land has not. This is thought of as an approximation to the economic benefit criteria.

It is not thought any provision for impairment of tangible fixed assets needed to be made this year.

h) Investments

Fixed asset investments have been measured at cost less impairment as fair value cannot be measured reliably

i) Debtors

Debtors have been measured at recoverable amount. As no debtor is recoverable more than a year after the end of the reporting date, no allowance for the time value of money has been made

j) Cash at bank and in hand

Cash at bank consists purely of balances held at banks and building societies

Kingston Environment Centre
Notes to the Financial Statements

for the year ended 31st March 2020 (continued)

k) Liabilities

These have been accounted for when there is a present obligation of the Company arising from past events, the settlement of which is expected to result in an outflow of economic resources from the Company. At the Balance Sheet date, there were no provisions or creditors falling due after more than one year.

Kingston Environment Centre
Notes to the Financial Statements

for the year ended 31st March 2020 (continued)

2. Income: Donations

	Unrestricted	Restricted	Total Funds	Total Funds
	£	£	2020 £	2019 £
Donations	280	493	773	950
	280	493	773	950
	280	493	773	950

In addition to the above considerable time is volunteered by the directors/ trustees in running the Company, as well as there being a large number of volunteers employed in running the projects for the Company. All volunteer time is gratefully received.

3. Income: Charitable activities

	Unrestricted	Restricted	Total Funds	Total Funds
	£	£	2020 £	2019 £
Charitable Grants:				
City Bridge Trust			-	2,250
ShedX			-	5,000
Tesco - bags of help			-	2,000
Big Lottery Awards for All			-	1,700
Sundry grants		1,160	1,160	900
Total Project Grants	-	1,160	1,160	11,850
Events and donations	513		513	2,125
KEC Room hire income	853	-	853	481
Sundry income		-	-	791
	1,366	1,160	2,526	15,246
	1,366	1,160	2,526	15,246

Kingston Environment Centre
Notes to the Financial Statements

for the year ended 31st March 2018 (continued)

4. Income: Other trading activities

	Unrestricted	Restricted	Total Funds 2020	Total Funds 2019
	£	£	£	£
Membership fees	410		410	256

5. Investment Income

	Unrestricted	Restricted	Total Funds 2020	Total Funds 2019
	£	£	£	£
Bank interest receivable	5	-	5	5

6. Expenditure: Charitable activities

	Unrestricted	Restricted	Total Funds 2020	Total Funds 2019
	£	£	£	£
Big Lottery Awards for All	-	-	-	435
City Bridge Trust	-	-	-	5,521
RBK Tolworth Court Farm Moated Manor	-	-	-	294
RBK Apple Project	-	-	-	391
LUSH	-	-	-	1,272
Hogsmill	-	2,160	2,160	
Radio	-	-	-	
Other projects	-	-	-	251
Total project expenditure	-	2,160	2,160	8,165
Support costs (see note 7)	6,305	-	6,305	9,520
Total charitable activities	6,305	2,160	8,465	17,685

Kingston Environment Centre
Notes to the Financial Statements

for the year ended 31st March 2020 (continued)

7. Support costs

	Unrestricted	Restricted	Total Funds	Total Funds
	£	£	2020 £	2019 £
Accountancy	576	-	576	576
Depreciation on tangible fixed assets	563	-	563	1,234
Contracts	456		456	773
Equipment and repairs	385		385	457
Insurance	395		395	222
Light and heat	959		959	1,405
Loss on disposal of assets	51		-	-
Professional fees	277		277	112
Rent and rates	1,097		1,097	1,310
Stationery and postage	914		914	753
Sundry expenses	-		51	490
Telephone and communications	632		632	916
Training	-		-	-
Travel	-		-	-
Wages	-		-	1,246
Welfare	-		-	24
Independent Examiner's fee	-		-	-
	6,305	-	6,305	9,520

8. Staff costs and numbers

There were no staff employed during the financial year (2019 one part time staff member. No employees earned (including employee benefits) £60,000 or over. There were no pension or social security costs.

Kingston Environment Centre
Notes to the Financial Statements

for the year ended 31st March 2020 (continued)

9. Directors' Remuneration

No director has received remuneration or received any other benefit from an employment with the Company or related party.

There were no payments for directors' expenses during the year

10. Related Parties

Kingston, Green radio is run from the premises of Kingston Environment Centre free of charge as part of the Company's charitable activities. The producer of this is Michael Hermitage (Chair of Kingston Environment Centre). Kingston Green radio makes use of the equipment (fixed assets) provided by Green Futures Festival Co Limited, whose directors are Michael Hermitage and Jean Vidler (volunteer and member of Kingston Environment Centre).

Kingston Environment Centre
Notes to the Financial Statements

for the year ended 31st March 2020 (continued)

11. Tangible Fixed Assets

	Fixtures, Fittings and Equipment £
COST	
At 1 April 2019	7,920
Additions	-
Disposals	-
At 31 March 2020	7,920
DEPRECIATION	
At 1 April 2019	6,982
Disposals	-
Charge for the year	563
At 31 March 2020	7,545
NET BOOK VALUE	
At 1 April 2019	938
At 31 March 2020	375

12. Investments

	Unrestricted £	Restricted £	Total Funds 2020 £	Total Funds 2019 £
Other investments	£	-	-	250

During the year the investment of £250 was sold

Kingston Environment Centre
Notes to the Financial Statements

for the year ended 31st March 2020 (continued)

13. Debtors

There were no debtors at the end of 2020 or at the end of 2019

14. Creditors: Amounts falling due with one year

	2020	2019
	£	£
Trade creditors	-	-
Accruals and deferred income	1,152	1,025
	<u>1,152</u>	<u>1,025</u>

There were no creditors payable after more than year.

15. Unrestricted Funds

	Balance at 1 Apr 2019	Incoming resources	Outgoing resources	Transfers	Balance as at 31 Mar 2020
	£	£	£	£	£
Total funds	7,093	2,061	- 6,305	358	3,207
	<u>7,093</u>	<u>2,061</u>	<u>- 6,305</u>	<u>358</u>	<u>3,207</u>

Kingston Environment Centre
Notes to the Financial Statements

for the year ended 31st March 2020 (continued)

16. Restricted Funds

	Balance at 1 Apr 2019	Incoming resources	Outgoing resources	Transfers	Balance as at 31 Mar 2020
	£	£	£	£	£
Big Lottery Awards for All	1,264	-		- 1,264	-
City Bridge Trust	1,136	-		- 1,136	-
RBK Apple Project	198	-		- 198	-
Radio	-	493			493
Hogsmill	-	1,160	- 2,160	2,240	1,240
		-	-		
Total funds	2,598	1,653	- 2,160	- 358	1,733

The Hogsmill project is funded by various small grants; small grant balances remaining at 31st March 2019 have been aggregated into this project (by way of the £2,240 transfer shown above) in order to simplify reporting going forward.

Analysis of net assets between funds

	Tangible fixed assets	Net current assets / liabilities	Total
	£	£	£
Restricted income funds			
Radio	-	493	493
Hogsmill	-	1,240	1,240
Total funds	-	1,733	1,733
Unrestricted income funds			
General funds	375	2,831	3,206
Total funds	375	4,564	4,939

The Hogsmill restricted fund is for improvements for public access and capacity for engagement at the Hogsmill Community Garden