



Charity Registration No. 1041924  
Company Registration No. 02980543  
(England and Wales)

ANNUAL REPORT  
AND ACCOUNTS FOR  
THE YEAR ENDED  
31 MARCH 2017

*Embracing  
Autism*



## AUTISM AT KINGWOOD

### LEGAL AND ADMINISTRATION INFORMATION FOR THE YEAR TO 31 MARCH 2017

#### Trustees/Directors

Mr Gerry Bacon (Treasurer)  
Lady Sonia Hornby (Chairman)  
Dr Robert Hubbard OBE  
Mr Rob Jonckheer  
Mrs Sandra Meadows (Vice Chairman)  
Mr Christopher White

#### Chief Executive

Mrs Kate Allen

#### Charity number

1041924

#### Company number

02980543

#### Principal address

2 Chalfont Court  
Chalfont Close  
Lower Earley  
Reading  
Berkshire  
RG6 5SY

#### Registered office

2 Chalfont Court  
Chalfont Close  
Lower Earley  
Reading  
Berkshire  
RG6 5SY

#### Auditors

Edwin Smith Chartered Accountants  
32 Queens Road  
Reading  
Berkshire  
RG1 4AU

#### Bankers

National Westminster Bank Plc  
18 Market Place  
Henley on Thames  
Oxfordshire



Front page: A young man we support  
with his mother celebrating their  
success having completed the Reading  
Half Marathon in 2017

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## CHAIRMAN'S REPORT

"Since leaving an inpatient mental health ward in April last year I've now been supported by Autism at Kingwood for over a year."

This is Sam's story.

"It was at the Kingwood Offices I began looking at options of going back into further education and found a dream music course in London. Commuting to London and back multiple times a week wasn't something I ever thought I could do, but with a bit of hard work it's become exactly what I do."

At Autism at Kingwood our staff rejoice in stories like Sam's. They aim at nothing less than transforming lives, helping the people we support to live the lives they really want to live.

Autism at Kingwood has grown. We now support a hundred and twenty five people with autism which represents an increase of some twenty percent above last year and an income of over five million pounds a year.

This extraordinary growth has been possible mainly because of the loyalty of our staff. We have a turnover of less than half the sector average, which is practically unheard of elsewhere. This means we have staff who know the people we support very well, know how to encourage them to try new activities and to experience the joy of achievement.

We have just under three hundred staff and we pay above the National Living Wage. We invest in training for new staff in the skills the work demands. We also have a Career Development Programme which means we can attract staff with the ambition to progress through the management tiers.

Of course there is never enough money for all the things we should like to do and local authorities continue to be under pressure to make cuts and savings in social care. This is why we must fundraise and we are very grateful to the parents who have got together to help us do this.

We meet with parents three times a year and find it very valuable. Parents and relatives tell us what they think is working well for the people we support and where we might make improvements. It is very much a partnership between Autism at Kingwood staff and parents and families, and essential for us to have this contact.

I congratulate Kate Allen, Chief Executive, for achieving the growth in Autism at Kingwood this year whilst remaining faithful to all our principles along with Estelle Christmas, Director of Services, Michael Hatch, Head of Finance, Lynn Longland, Head of HR and the entire staff team.

I should like to thank my fellow Trustees for the time and expertise they give so generously and of course the many individuals and organisations who have made donations to our work.

**Lady Hornby**  
13<sup>th</sup> July 2017.



**With many thanks to the generous donors to Kingwood in 2016/17**

Mrs. Abbots

Mr. and Mrs. Alley

Autism at Kingwood Family Fundraising Committee

The Band Trust

Barbour Clothing

The Big Lottery Reaching Communities Fund

Mrs. Burry

Chi & Partners

Complete IT Ltd

Donors to the Christmas Food Bank

Donors to the Oxford Half Marathon run

Donors to the Reading Half Marathon run

D'Overbroek's Ltd

Kendrick Lodge

Mr. R. Meadows

Meyer Hosen

The PF Charitable Trust

Mr. A. Palfreyman

The Pilgrims Trust

The Pye Charitable Trust

The Rhododendron Trust

St James Place Foundation

The Thomas J Horne Memorial Trust

Waitrose Ltd

Mr. W. Proger



## THE TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

The Board of Trustees present their report and financial statements for the year to 31 March 2017 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

### Charitable status and structure

Charitable status was granted to Autism at Kingwood on 3 November 1994, known then as The Kingwood Trust. The new name, approved at the July 2016 Board meeting, provides an indication of the sector in which we work; important for those seeking services for people with autism. However it also retains our history and reputation. The Charity is now in its 23rd year of providing high quality support to adults with autism.

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 for Autism at Kingwood and monitors all aspects of the Charity's activities. Responsibility for implementing the strategy and for all day-to-day operational issues is delegated to the Chief Executive who, in turn, is supported by a team of qualified and skilled managers and employees.

Good governance is achieved through sub committees of the Board of Trustees meeting regularly throughout the year and making recommendations to the full Board, which meets four times a year. Furthermore the Board Members maintain regular contact with the Chief Executive throughout the year. The Trustees consider themselves and the senior management team to be the key management personnel of the Charity in charge of directing and controlling, running and operating the trust on a day to day basis.

All Trustees give of their time voluntarily and no Trustee received remuneration in the past year. Details of Trustee's reimbursed expenses are disclosed in note 7. The pay of senior staff is reviewed annually and Trustees benchmark pay levels against the market rates for comparable roles and the ability to retain key personnel.

### Charitable objectives

Autism at Kingwood's charitable objectives, as set out in the Memorandum and Articles of Association, are to promote the welfare and relief of people with autism, learning and/or physical disabilities through the provision of care and support.



Providing assistance with accommodation, independent living and skills development alongside access to leisure activities

### Autism at Kingwood's vision

**“That young people and adults with autism spectrum disorder will lead self-directed, fulfilling lives and will be valued by and contribute to society.”**

### Autism at Kingwood's mission

**“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.”**



## Autism at Kingwood's aims

Autism at Kingwood specialises in providing supported living services for people with autism. Our core aim is 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, and are part of, their community. They choose where they live and whether they live on their own or with others.

We also 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 from a variety of backgrounds to promote and ensure recognition of the needs of adults with autism.

### Public benefit

The Trustees have referred to the guidance by the Charity Commission when establishing the strategic objectives and Business Plan. All our charitable activities are centred around meeting the needs of people with autism and the report will go on to inform how they have benefited from the services we have provided

### Strategic objectives

An annual review of the organisation's strategic objectives was undertaken on 28<sup>th</sup> April 2016. With agreement that the existing objectives remained fit for purpose, the strategic objectives for 2016-17 were as follows:

#### Objective 1

To develop further and embed our model of support, the Kingwood Approach, to all the people we support for whom it is appropriate.

#### Objective 2

To develop our portfolio of support for people with Asperger Syndrome/High Functioning Autism (HFA) using best practice as it emerges.

#### Objective 3

To continue to deliver a systematic approach to the provision of transition services for young people aged 18 - 25 to which we provide support both within the Kingwood College and in all other settings.

#### Objective 4

To develop a wider range of meaningful activities, including employment, through Kingwood activity centres, offering opportunities to all the people we support.

#### Objective 5

To manage and purchase property to meet the needs of people with autism, and to further the broader objectives of the organisation.

#### Objective 6

To contribute to the evidence base about support for people with autism and to policy.

#### Objective 7

To strengthen further our reputation and economic viability.

## THE CHARITY'S ACTIVITIES AND ACHIEVEMENTS

### Chief Executive's Report

Kingwood originated and grew on a foundation of core values. Values that include integrity; ambition; compassion and trust.

Our reputation as an autism specialist support continued to grow throughout the year and we subsequently began to provide support and assistance to more adults with autism.



**Kate Allen, CEO**

Whilst there are undoubtedly many challenges within the Social Care Sector; with the ongoing austerity measures in local authority funding and recruitment the most demanding, the underlying atmosphere at 'Kingwood' is one of excitement and positivity as the charity completed its final financial year as The Kingwood Trust, ready to embrace the year ahead as Autism at Kingwood.

In the coming year, we will continue to do the very best we can for the people we support and their families within the resources available to us and will continue to strive to minimise the impact of statutory funding reductions.

### Achievements last year

Kingwood continued a steady growth during 2016/2017 commencing support for 20 new people throughout the year with structured support and reaching more than 250 through the ASPiration project.

Following assessment and scrutiny by the British Assessment Bureau Kingwood was

delighted to receive accreditation for a further year with three ISO Awards; Quality Management Systems, Health and Safety Manager and Environmental Awareness.

A comprehensive Business Plan for 2016/17 was approved at the April 2016 Board meeting, describing the actions that needed to be undertaken to meet the organisation's strategic objectives. Achievement against the key objectives is as recorded below:

### To develop further and embed our model of support, the Kingwood Approach, to all the people we support.

The Kingwood Approach is one that recognises each person with autism is different and has had different experiences throughout their life. The Approach is built on partnership with professionals both in-house and external to bring together a wide circle of expertise. It embraces relationships with families and friends of people we support, sharing knowledge and history.



Positive Behaviour Support (PBS) has for a long time been threaded through the Kingwood Approach. As a values based model of support it is internationally recognised as a best practice tool when working with people with autism and learning disabilities.

The key aim of PBS is to help the people we support to have the same human rights and opportunities as other people, and to be treated fairly, with compassion, kindness, dignity and respect. It focuses on what services, carers and professionals need to do to meet people's needs in the best way possible.

Throughout 2016/17 Kingwood has reinforced the principles of PBS through the expansion of the training programme to frontline staff and managers. Using person-centred support tools, teams have put strategies in place to better understand the



people we support and behaviours. This information guides us to consider and change support plans, tailoring our approach with each person we support. The aim being to increase wellbeing and reduce levels and incidents of anxiety. Thereby enabling people to go out more and do things they enjoy.

**To develop our portfolio of support for people with Asperger Syndrome (AS) /High Functioning Autism (HFA) using best practice as it emerges.**

Our Oxfordshire project for people with Asperger Syndrome (over 16 years old) was expected to conclude its third and final at the end of February 2017. It was commissioned for 3 years by Oxford Health and has provided enormous benefits to people with AS who are not eligible for support through the Fair Access to Care system (FACS). However whilst the local authority considers the affordability and design of future provision they have extended the project into the next year. This is great news as the last year saw the project receive 174 enquires and accept 130 referrals.



The project also provided 45 skills workshops where guidance was provided, tailored for people on the spectrum, on relationships and dating, communication, emotional resilience, confidence and self-esteem.

The social groups over the year had 433 attendees taking part in cinema sessions, café meetings and pub groups.

**To develop a systematic approach to the delivery of transition services for young people aged 18 - 25 to which we provide support both within the Kingwood College and in all other settings.**

2016/17 saw Kingwood's primary transition service in Reading, Kingwood College, complete its fourth full year of supporting young adults to develop the necessary skills to prepare for adulthood and independent living in the community.

Towards the end of the 2016/17 financial year the second student in the College's lifetime took the next big step in her life moving to a shared supported living property on the outskirts of Oxford City Centre. Her parents were very involved in the decision and transition and she settled in well with her new co-tenants. Sharing with 2 other ladies, she has built a particularly good relationship with one of the ladies and in addition to a cooking course together and working at a local allotment, she is planning a girls holiday in the summer.

A young autistic man has been identified to move in to the College from a Nottingham hospital. The move closer to his childhood environment is a very positive one and the specialist support will enable him to re-engage with the local community and take part in activities he enjoys.

**To develop a wider range of meaningful activities, including employment, through Kingwood activity centres, offering opportunities to all the people we support.**

Following on from the success last year, we supported another 11 people with autism to complete ASDAN accredited courses. The range of modules are expanding further and we are exploring a yoga module to work alongside the holistic therapy project.

The need for predictability and routine can prevent people with autism from having new experiences as anxiety increases with uncertainty and change. Holidays in

particular can become very difficult and so Kingwood made a 2 week booking that allowed people to 'spontaneously' take a short break.

Through the provision of donated funds we have continued to provide regular and subsidized social activities throughout the year. We repeated some of the trips enjoyed previously such as boat trips on the River Thames with The River Time Trust and Ice Skating. We enabled people to attend autism friendly cinema and show sessions, and we were very grateful to the Orchestra of St John's for more fabulous concerts. We also took on responsibility for The Sun Club in Reading: a social club that was at risk of closure.

**To manage and purchase property to meet the needs of people with autism, and to further the broader objectives of the organisation**

The lack of housing and accommodation for people with autism is an ongoing challenge across the UK. Autism at Kingwood considered purchasing property directly as a step to plug that gap however we have instead been fortunate to establish a partnership with Henley Healthcare Investment (HHI). HHI are an organisation with funds to invest in housing in the social care sector.

Subsequently two properties were purchased by HHI during 2016/17 providing much needed accommodation for up to two people in Oxfordshire and five in Buckinghamshire. The arrangement has been very successful to date and the year ahead will hopefully see the availability of housing improve.

**To contribute to the evidence base about support for people with autism and to policy.**

Alongside the provision of support to people with autism, Autism at Kingwood maintains a Research and Development Programme. Funding for the programme is dependent on surpluses achieved from previous years and donations.

We launched a Holistic Therapy Pilot to help with self-esteem, emotions and learning to relax the mind and body. Those attending were guided on acknowledging emotions, sensations, feelings in their bodies and mind, and relaxing. The pilot concluded with some positive outcomes for those attending and we hope to be able to extend the programme in the next year.

Autism at Kingwood has worked in partnership with Dogs for Good for a number of years exploring the benefits that trained community dogs can bring to the lives of adults with autism. In 2016/17 we extended that collaboration to include Style Acre, a charity that supports adults with learning disabilities. The extension enabled the Animal Assisted Intervention (AAI) project costs to be shared and therefore extended the project life, in addition to reaching a wider audience.

The Big Lottery funded project concluded in 2016/17; an excellent project enabling skills development for adults with autism through support with ASDAN accreditation. Autism at Kingwood will continue to support people with the ASDAN programme through the Research & Development Fund and will consider new projects for submission to the Big Lottery.

### To strengthen further our reputation and economic viability.

Our reputation as an autism specialist support provider with a proven record of working with people across the spectrum continues to be strong and well regarded.

Whilst Autism at Kingwood has grown over the last year, we do not market or target our services, instead referrals are led by our performance and reputation. This is



important to us and has ensured the growth is gradual and well managed.

We set ourselves high standards and strive to achieve them all of the time. Every opportunity to learn something new or improve is taken and used as part of continuous improvement. Our ability to successfully help people with autism achieve things they never thought possible is founded on our ability to look at what has happened, identify what went well and what didn't and find new ways to get better the next time. The annual family and relative's survey incredibly saw our performance increase from 97% good in 2015/16 to 99% good in 2016/17. To receive such feedback was overwhelming however it won't stop us from exploring how we can get it better for that 1%. There is always room for positive change. The full results were shared at the December 2016 Family and Relative's meeting.

Social care funding continued to be under pressure in the last year with a 7<sup>th</sup> year of no

inflationary increases. Despite this, efficiencies achieved through growth in the provision of services enabled Autism at Kingwood to demonstrate its commitment to its frontline workforce. We are particularly proud that for the 5<sup>th</sup> consecutive year we applied a pay award with a 1% increase applied to all staff other than those in the Senior Management Team. This ensured that those staff earning less were rewarded the most. The year ahead will present new challenges as employment legislation in social care is changing and will affect the way employee pay is calculated.

In order to respond and ensure financial stability, we needed to complete the financial year with a surplus to reinvest into the frontline and infrastructure. This was achieved as the year concluded with a surplus of £128,960. Autism at Kingwood has a key performance indicator of 11% for agency use. Our experience has taught us to continue to use a small amount of agency staff, who are familiar with the people we support, to help us manage unexpected events. In the 2016/17 year agency usage was 7% (8% the previous year). Retention within social care is a well-known problem with the average organisation retention rate at 26.3%; however Autism at Kingwood has a rate of 13.8%, almost half that of the sector. Furthermore sickness absence was 4.1% for the year (4.2% in 2015/16). Both figures are reassuring that our employees are happy in their jobs and working for us.

### Factors influencing the achievement of our objectives

Sadly funding from local authorities remained the biggest challenge to the charitable sector. However sound financial control by the Senior Management and Operational Management Teams ensured the ongoing financial stability of the organisation.

However the people we support with autism would not achieve all that they do without

the commitment and core values of the entire workforce. It is the team effort that enables the charity to achieve its objectives.

## FUNDRAISING

Fund raising activity resulted in a total voluntary income of £47,335 which permitted the organisation to fund valuable project based activities and provide access to leisure interests beyond the core services funded by our Commissioners.

Autism at Kingwood would like to thank all of its employees who volunteer, support and contribute to our fundraising programme.

In particular we would like to thank the members of the Family

Fundraising Committee. A newly established group this year who together have raised more than £14,000 through activities including a Charity Quiz, sponsored runs and Supermarket schemes. Thank you to Tracie Palfreyman, Steve Steare, Alison Steare, Laura Steare, Jim Vincent, Julie Fisher and Liz Morea.



## FUTURE PLANS AND KEY OBJECTIVES

The Board of Trustees agreed a minor change to the organisations objectives for the year ahead consolidating objectives from 7 to 6 and reinforcing our commitment to the quality of support provision through the introduction of the 5 CQC key questions at a strategic level: is the support Safe, Caring, Responsive, Effective and Well Led. The existing strategic plan remains current and forms the basis for the 2017/18 year however an interim review is scheduled in

July 2017 ensuring good governance and strategic foresight.

The organisation's rebrand to Autism at Kingwood is underway and will strengthen its market position within the sector. Feedback on the new image was overwhelmingly positive from all stakeholders.

## RESERVES POLICY

The Trustees have examined the Charity's requirements for reserves in light of the main risks to the organisation. At the April 2012 Board meeting the Trustees agreed that it would establish a policy whereby the cash and accessible committed bank finance should be at least £200,000. The Trustees designated a variable development fund dependent on donations received for the funding of projects that support the strategic objectives of the organisation.

The total funds held at the year end are £1,734,508 of which £46,760 relate to the designated development fund and £386,475 in respect of restricted funds.

## RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.

## INVESTMENT POLICY

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

## COMPLAINTS POLICY

The organisation has a comprehensive complaints policy.

Furthermore Kingwood regularly engages with families, people we support and professionals to ensure stakeholders have the opportunity to provide feedback.

## RISK REVIEW

The Risk & Care Practice Committee has conducted a comprehensive review of the major risks to which the Charity is exposed. A risk register is presented to the Committee at least three times a year and reported on to the Board. Where appropriate, systems or procedures have been established to mitigate the risks the Charity faces. Exposure to underfunded commissioning authorities and changes in government commissioning approach remain the biggest risks for the Charity. As local authority budgets are squeezed further Kingwood has explored ways to reduce expenditure, maximise efficiencies and continued to focus on controlling agency usage as a measure to reduce costs.

In addition to business as usual risks, throughout 2016/17 the Risk and Care Practice Committee specifically considered two key risk areas: 1) Growth and Development (which incorporated staffing, quality and reputation) and 2) Housing.

Procedures are in place to ensure compliance with health and safety of staff, people we support and visitors as appropriate.

## RECRUITMENT, APPOINTING and TRAINING OF TRUSTEES

Autism at Kingwood's Memorandum and Articles of Association allow for one third of the 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.

The Board of Trustees did not change throughout 2016/17.

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 Charity applies its equal opportunities policy to the appointment of Trustees. The Chairman has prepared a comprehensive induction programme and Trustee manual.

During the last year the Trustee manual was reviewed to ensure it remains fit for purpose.

## FINANCIAL REVIEW

The accounts show a stable position for the year as detailed on the statement of financial activities.

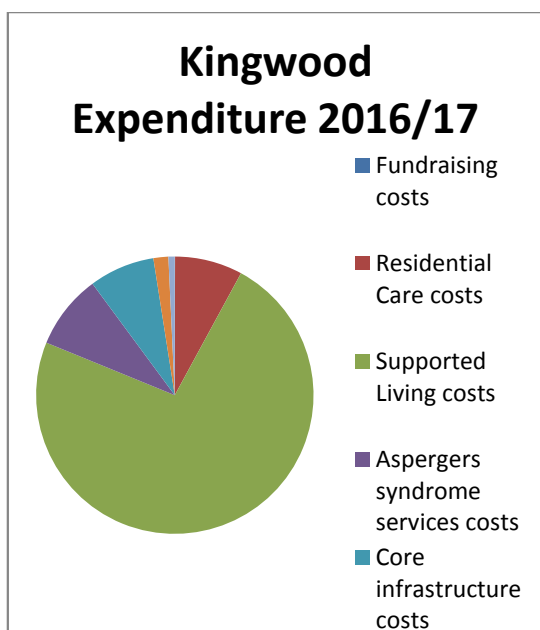
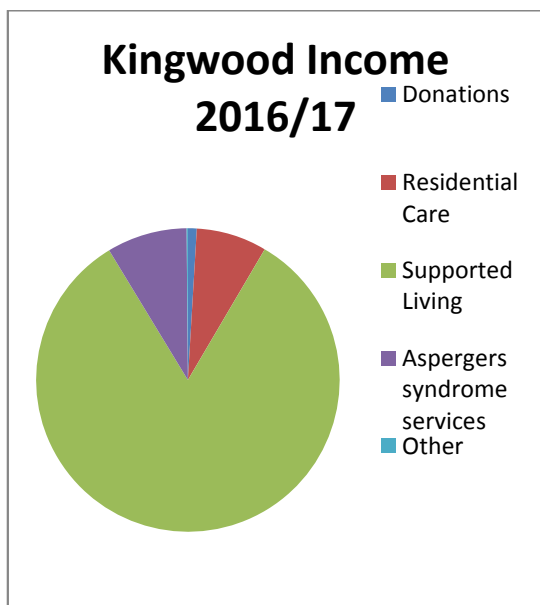
Overall Autism at Kingwood produced a net surplus of £128,960. The surplus will contribute towards the development fund and investment in service provision. In-depth statistical data for income and expenditure is set out in the following pages.



## AUSTISM AT KINGWOOD STATISTICS 2016/17

### Income & Expenditure

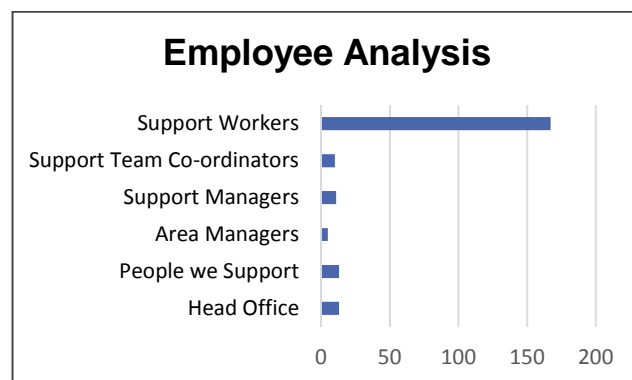
The full Kingwood income and expenditure accounts are presented within the following annual accounts however for ease an 'at a glance' breakdown has been provided of the Charity's income and expenditure.



### Autism at Kingwood Staff

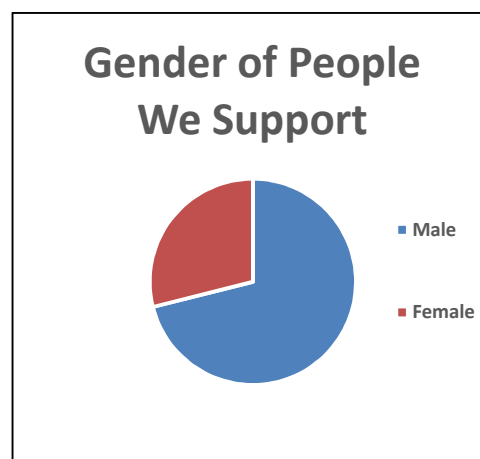
As of 31<sup>st</sup> March 2017 Kingwood had a total of 282 employees (181 permanent, 90 bank and 11 are people with autism); of those permanent, 58 were part time. The average number of paid employees in 2017 was 194.

A breakdown of the employees according to role is presented below.



### People We Support

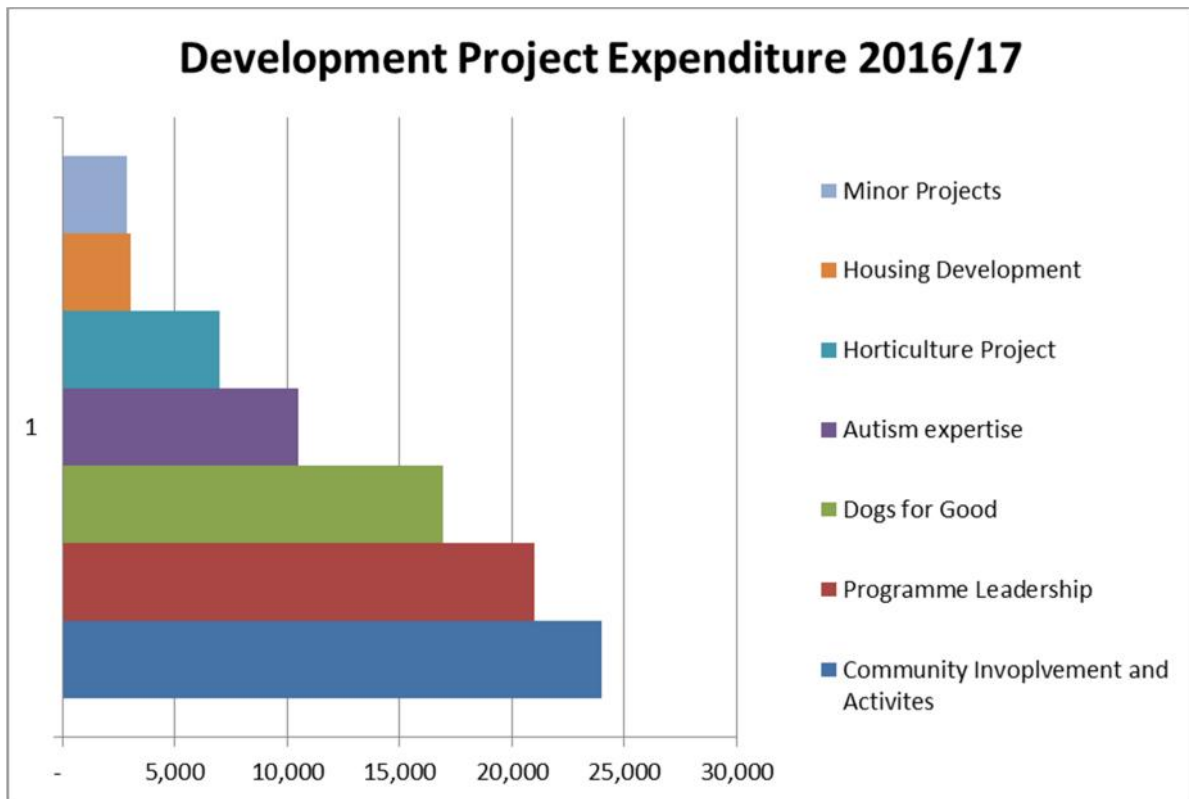
At the end of the financial year Kingwood supported 125 people with autism (104 people last year) not including the ASPiration service. We support people across the Thames Valley, although predominantly in Oxfordshire, and in 2016/17 we began to provide services in Buckinghamshire. Unsurprisingly given the diagnosis statistics, the majority of people we support are male as shown in the chart below.





## Research and Development

The chart below presents the allocation according to spend of projects undertaken in 2016/17.



## 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 formerly CFO of Essar Energy Plc and formerly 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.

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

**Mr Rob Jonckheer** Corporate and commercial solicitor with Everyman Legal and in-house legal adviser to The UK Atomic Energy Authority; formerly a partner in Thames Valley solicitors, Manches.

**Mrs Sandra Meadows** (Vice Chairman) Director of Saxonbury Limited specialising in top level recruitment and assessment of top team capabilities.

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

### Patrons

Founder Patron -Dame Stephanie Shirley

Ms Virginia Bovell OBE

Sir Hugo Brunner KCVO JP

Rt Rev'd Hon Richard Chartres MA

Baroness Howe of Idlicote

Professor Anthony Bailey

Mr Nick Hornby

Ms Sue McGregor

Mr John Lubbock

Mr Jeremy Irons

Ms Sophie Mirman

Lord Puttnam of Queensgate CBE

Professor Heinz Wolff

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees, who are also directors' of Autism at Kingwood for the purposes of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the 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 financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity 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 auditors are 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 auditors are aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## Financial Statements

The financial statements comply with the Charities Act 2011, The Companies Act 2006, The memorandum and Articles of Association, and 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 (FRS102) (effective 1 January 2015).

### Statement as to disclosure to our auditors

In so far as the Trustees are aware at the time of approving our Trustees report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the company's auditor is unaware, and
- each Trustee has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

### Auditors

The auditors, Edwin Smith, are deemed reappointed under section 487(2) of the Companies Act 2006

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (FRS102) and in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the Board of Trustees

Lady Hornby

**Chairman**

13 July 2017

## INDEPENDENT AUDITORS REPORT

### AS AT 31 MARCH 2017

We have audited the financial statements of Autism at Kingwood for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes set out on pages 20 to 31. 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 the 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 auditor's 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 auditor**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees, who are also the directors of Autism at Kingwood for the purposes of company law, are responsible for the preparation of financial statements and for being satisfied 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 financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

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

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017, and of its incoming resources and application of resources, including its income and expenditure account, 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.

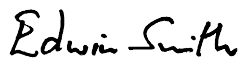
## INDEPENDENT AUDITORS REPORT (CONTINUED)

AS AT 31 MARCH 2017

**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' Annual Report is inconsistent in any material respect with the financial statements;
- sufficient accounting records have not been kept;
- the financial statements 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.

**Edwin Smith**

Chartered Accountants  
Statutory Auditor

32 Queens Road  
Reading  
RG1 4AU

27 July 2017

Edwin Smith is eligible to act as auditor in terms of section 1212 of the Companies Act 2006



## STATEMENT OF FINANCIAL ACTIVITIES

AS AT 31 MARCH 2017

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
<b><u>Income:</u></b>						
Donations	2	29,559	-	17,776	47,335	98,502
Investment Income	3	796	-	-	796	526
		30,355		17,776	48,131	99,028
Income from charitable activities	4	4,984,202	-	-	4,984,202	4,634,914
Other income	5	6,144	-	-	6,144	10,631
<b>Total income</b>		<b>5,020,701</b>	<b>-</b>	<b>17,776</b>	<b>5,038,477</b>	<b>4,744,573</b>
<b><u>Expenditure:</u></b>						
<b>6</b>						
<b>Costs of raising funds</b>						
Donations		-	1,010	-	1,010	7,887
<b>Charitable activities</b>						
Domiciliary, residential care and welfare costs		4,410,791	-	-	4,410,791	4,191,758
Support costs and charitable projects		375,590	32,130	53,203	460,923	511,391
Governance costs		36,793	-	-	36,793	34,459
<b>Total expenditure</b>		<b>4,823,174</b>	<b>33,140</b>	<b>53,203</b>	<b>4,909,517</b>	<b>4,745,495</b>
<b>Net income/(expenditure) before transfers</b>		<b>197,527</b>	<b>(33,140)</b>	<b>(35,427)</b>	<b>128,960</b>	<b>(922)</b>
Transfers between funds	16	(35,000)	35,000		-	-
<b>Net income/(expenditure) for the year/Net movement in funds</b>		<b>162,527</b>	<b>1,860</b>	<b>(35,427)</b>	<b>128,960</b>	<b>(922)</b>
Fund balances at 1 April 2016		1,138,746	44,900	421,902	1,605,548	1,606,470
<b>Fund balances at 31 March 2017</b>		<b>1,301,273</b>	<b>46,760</b>	<b>386,475</b>	<b>1,734,508</b>	<b>1,605,548</b>

The statement of financial activities complies with the requirements for an income and expenditure account under the Companies Act 2006 and includes all gains and losses recognized in the year. All income and expenditure derive from continuing activities.

## BALANCE SHEET

AS AT 31 MARCH 2017

		2017		2016	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		1,436,242		1,486,060
<b>Current assets</b>					
Debtors	10	352,935		146,407	
Cash at bank and in hand		285,348		509,836	
		<u>638,283</u>		<u>656,243</u>	
<b>Creditors: Amounts falling due within one year</b>	11	(340,017)		(536,755)	
<b>Net current assets/(liabilities)</b>			<u>298,266</u>		<u>119,488</u>
<b>Total assets less current liabilities</b>			<u><b>1,734,508</b></u>		<u><b>1,605,548</b></u>
<b>Income funds of the charity</b>					
Restricted funds	15		386,475		421,902
Unrestricted funds:					
Designated funds	16		46,760		44,900
Other charitable funds			1,301,273		1,138,746
			<u><b>1,734,508</b></u>		<u><b>1,605,548</b></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 2017, 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 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 financial statements 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 13 July 2017

Mr Gerry Bacon (Treasurer)

**Trustee**

**Company Registration No. 02980543**

## AUTISM AT KINGWOOD

## STATEMENT OF CASH FLOWS

## AS AT 31 MARCH 2017

	2017	2016
	£	£
<b>Cash flows from operating activities:</b>		
Net cash provided by operating activities	<b>45,348</b>	<b>61,246</b>
<b>Cash flows from investing activities:</b>		
Interest from investments	796	526
Purchase of tangible fixed assets	(20,632)	(45,108)
<b>Net cash provided by investing activities</b>	<b>(19,836)</b>	<b>(27,374)</b>
<b>Cash flows from financing activities:</b>		
Repayments of borrowing	(250,000)	-
Cash inflows from new borrowing	-	250,000
Cash used in financing activities	<b>(250,000)</b>	<b>250,000</b>
Change in cash and cash equivalents in the year	(224,488)	283,872
Cash and equivalents at the beginning of the year	509,836	225,964
<b>Cash and cash equivalents at the end of the year</b>	<b>285,348</b>	<b>509,836</b>

**Reconciliation of net income/(expenditure) to cash flow from operating activities**

	2017	2016
	£	£
<b>Net income/expenditure for the year (as per the statement of financial activities)</b>	128,960	(922)
Adjustments for:		
Depreciation charges	70,450	76,625
Interest and from investments	(796)	(526)
(Increase) / decrease in debtors	(206,528)	34,849
Increase / (decrease) in creditors	53,262	(48,780)
<b>Net cash provided from operating activities</b>	<b>45,348</b>	<b>61,246</b>

**Analysis of cash and equivalents**

	2017	2016
	£	£
Cash in hand	285,348	509,836
<b>Total</b>	<b>285,348</b>	<b>509,836</b>

## NOTES TO THE FINANCIAL STATEMENTS

## AS AT 31 MARCH 2017

**1. ACCOUNTING POLICIES**Basis of preparation

The financial statements have been prepared in accordance with Accounting and reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) (effective January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and republic of Ireland (FRS 102) and the Companies Act 2006.

Autism at Kingwood meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Preparation of the accounts on a going concern basis

There are no material uncertainties about the charity's ability to continue as a going concern.

Fund Accounting

General funds are unrestricted funds, 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 subjected to restrictions on their expenditure imposed by the donor 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.

Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from donations or grants is recognised when there is evidence that there is entitlement to the gift, receipt is probable and its amount can be measured reliably. 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.

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****AS AT 31 MARCH 2017****1. ACCOUNTING POLICIES (CONTINUED)**Expenditure

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.

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

Tangible Fixed assets

Tangible fixed assets other than freehold land are stated at costs 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	over period of the lease
Equipment and motor vehicles	3 years straight line

Tangible fixed assets costing in excess of £300 are capitalised.

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.

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.

Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments held on deposit accounts.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## AS AT 31 MARCH 2017

## 1. ACCOUNTING POLICIES (CONTINUED)

Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Pensions

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

## 2. DONATIONS

	Unrestricted funds	Restricted funds	Total 2017	Total 2016
	£	£	£	£
Donations and gifts	29,559	17,776	47,335	98,502

## 3. INVESTMENT INCOME

	2017	2016
	£	£
Interest receivable	796	526

## 4. INCOME FROM CHARITABLE ACTIVITIES

	2017	2016
	£	£
Domiciliary, residential care and welfare	4,984,202	4,634,914

## 5. OTHER INCOME

	2017	2016
	£	£
Other income	6,144	10,631



## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 MARCH 2017

## 6. EXPENDITURE

	Staff costs	Depreciation and impairment	Other costs	Total 2017	Total 2016
	£	£	£	£	£
<b><u>Costs of raising funds</u></b>					
Costs of generating donations and legacies	-	-	1,010	1,010	7,887
<b><u>Charitable activities</u></b>					
<b>Domiciliary, residential care and welfare costs</b>					
Activities undertaken directly	3,969,213	70,450	371,128	4,410,791	4,191,758
<b>Support costs and charitable projects</b>					
Costs of supporting the direct activities and projects	217,399	-	243,524	460,923	511,391
<b>Governance costs</b>					
	19,158	-	17,635	36,793	34,459
	<b>4,205,770</b>	<b>70,450</b>	<b>632,287</b>	<b>4,908,507</b>	<b>4,737,608</b>
	<b>4,205,770</b>	<b>70,450</b>	<b>633,297</b>	<b>4,909,517</b>	<b>4,745,495</b>

Governance costs includes payments to the auditors of £6,600 (2016: £6,600) for audit fees together with £nil (2016: £1,404) for accountancy services, and £7,160 (2016: £6,803) for meeting expenses between Trustees, staff, parents and families of those supported.

Included within support costs and charitable projects is expenditure on designated fund projects of £32,130 (2016: £112,751), expenditure on restricted fund projects of £53,203 (2016: £59,169) and rental of premises, including associated premises costs, of £93,787 (2016: £87,992).

## 7. TRUSTEES AND RELATED PARTY TRANSACTIONS

During the year, one of the trustees was reimbursed a total of £1,532 - travelling expenses (2016: £1,638).

There were no other payments were made to trustees during the year or related party transactions.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 MARCH 2017

**8. EMPLOYEES****Number of employees**

The average monthly number of employees during the year was:

	<b>2017</b>	<b>2016</b>
	<b>Number</b>	<b>Number</b>
Domiciliary, residential care and welfare	181	166
Administrative staff	13	14
	<u>194</u>	<u>180</u>

**Employment Costs**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Wages and salaries	3,820,284	3,731,620
Social security costs	289,241	268,718
Other pension costs	36,088	33,588
	<u>4,145,613</u>	<u>4,033,926</u>

Wages and salaries includes agency costs of £303,156 (2016: £364,124).

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

	<b>2017</b>	<b>2016</b>
	<b>Number</b>	<b>Number</b>
£90,001 - £100,000	1	1

The trustees were not paid and did not receive any benefits from employment with the charity in the year (2016: £nil). Reimbursed expenses paid to trustees are detailed in note 7.

The key management personnel of the charity comprise the trustees, the Chief Executive Officer, Director of Services and Head of Finance Director. The total employee benefits of the key management personnel of the Trust were £200,355 (2016: £197,745).

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## AS AT 31 MARCH 2017

## 9. TANGIBLE FIXED ASSETS

	Freehold property	Freehold improvements	Leasehold improvements	Equipment and motor vehicles	Total
	£	£	£	£	£
Cost					
At 1 April 2016	1,972,808	37,658	55,329	214,443	2,280,238
Additions	-	-	2,691	17,941	20,632
Disposals	-	-	-	-	-
At 31 March 2017	1,972,808	37,658	58,020	232,384	2,300,870
Depreciation					
At 1 April 2016	560,017	34,936	44,891	154,334	794,178
On disposals	-	-	-	-	-
Charge for the year	27,336	523	2,111	40,480	70,450
Impairment	-	-	-	-	-
At 31 March 2017	587,353	35,459	47,002	194,814	864,628
Net book value					
At 31 March 2017	1,385,455	2,199	11,018	37,570	1,436,242
At 31 March 2016	1,412,791	2,722	10,438	60,109	1,486,060

In 2013 an impairment review was carried out on the Property 45, Cressingham Road valued at £1,300,000 and an impairment loss was incurred of £392,401 which is included in accumulated freehold property depreciation. A further review was carried out this year and no change was considered necessary.

## 10. DEBTORS

	2017	2016
	£	£
Trade debtors	219,248	41,990
Other debtors	1,731	-
Prepayments and accrued income	131,956	104,417
	<u>352,935</u>	<u>146,407</u>

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 MARCH 2017

## 11. CREDITORS

Amounts falling due within one year

	2017	2016
	£	£
Bank loan	-	250,000
Trade creditors	36,202	75,002
Taxes and social security costs	83,124	75,887
Other creditors	10,445	9,087
Accruals	80,513	46,226
Deferred income	129,733	80,553
	<u>340,017</u>	<u>536,755</u>

## 12. FINANCIAL INSTRUMENTS

The loan facility obtained last year of £1,000,000 by the Charity Bank had been reduced to £250,000 due to expire on 31<sup>st</sup> March 2020, which was secured by way of a legal charge over the freehold property White Barn.

The amount drawn down last year of £250,000 was repaid during the year.

## 13. PENSION COSTS

## Defined Contribution

	2017	2016
	£	£
Contributions payable for the year	36,088	33,588
	<u>36,088</u>	<u>33,588</u>

## 14. SHARE CAPITAL

Autism at Kingwood, 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.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## AS AT 31 MARCH 2017

## 15. 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:

	Movement in funds			Balance at 31 March 2017
	Balance at 1 April 2016	Income	Expenditure	
	£	£	£	£
Property fund	129,620	-	(1,600)	<b>128,020</b>
Kingwood college	266,303	-	(11,214)	<b>255,089</b>
Big Lottery – Life Skills	2,667	16,454	(19,121)	-
Touch screen project	379	-	(379)	-
Outreach car	7,933	-	(4,567)	<b>3,366</b>
Activities Programme	15,000	322	(15,322)	-
Dogs for good	-	1,000	(1,000)	-
	<b>421,902</b>	<b>17,776</b>	<b>(53,203)</b>	<b>386,475</b>

**Property fund**

The balance on the fund represents property occupied by people supported by Autism at Kingwood.

**Kingwood College**

Kingwood College is now providing life skills training and educational programmes to a small group of people aged between 18-25.

Resources expended include the depreciation on capital additions (including furniture and equipment) to the College and the balance will be reduced as these capital additions are depreciated.

**Big Lottery – Life Skills**

In 2013 a grant was awarded to fund a three year project to help develop Life Skills for Adults with Autism with the aim to help overcome barriers in basic skills preventing many adults with autism engaging in employment and their community. This programme devised and disseminated new methods of life-skills training.

**Outreach Car**

Donations were made to fund the acquisition of a new car to be used for outreach purposes. Expenditure relates to the depreciation on car acquired in year and balance carried forward relates to depreciation to be charged over next year.

**Activities Programme**

Projects to enable beneficiaries to access activities within the community.

**Dogs for good**

Kingwood has been working with Dogs for Good for 6 years. During this time Kingwood have embarked on a variety of projects that are both practical and therapeutic for the people we support.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 MARCH 2017

## 16. DESIGNATED FUNDS

	Movement in funds				Balance at 31 March 2017
	Balance at 1 April 2016	Incoming resources	Resources expended	Transfer between funds	
	£	£	£	£	£
Development fund	44,900	-	(33,140)	35,000	<b>46,760</b>
	44,900	-	(33,140)	35,000	<b>46,760</b>

**Development fund**

Funds set aside by the Trustees for projects including strengthening autism experience and assessing activities in the community. Funds of £35,000 have been set aside by the Trustees for the projects.

## 17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 March 2017 are represented by:	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Tangible fixed assets	1,049,767	-	386,475	<b>1,436,242</b>
Current assets	591,523	46,760	-	<b>638,283</b>
Creditors: amounts falling due within one year	(340,017)	-	-	<b>(340,017)</b>
	1,301,273	46,760	386,475	<b>1,734,508</b>

## 18. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2017 the company had a total of future minimum lease payments under non – cancellable operating leases for each of the following periods:

	Land and buildings	
	2017	2016
Expiry date:	£	£
Not later than one year	50,016	11,200
Later than one year and not later than five years	200,064	83,360
Later than five years	27,090	-
	<b>277,170</b>	<b>94,560</b>