

Charity registration number: 1077200

# Karis Neighbour Scheme

Annual Report and Financial Statements

for the Year Ended 30 November 2010

Graham Harvey trading as Harvey Morgan Services  
14 Knighton Road  
Sutton Coldfield  
West Midlands  
B74 4NX

**Karis Neighbour Scheme**  
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**Karis Neighbour Scheme**  
**Reference and Administrative Details**

<b>Charity name</b>	Karis Neighbour Scheme	
<b>Charity registration number</b>	1077200	
<b>Principal office</b>	c/o Church of the Redeemer Monument Road Edgbaston Birmingham	
	B16 8UU	
<b>Registered office</b>	c/o Church of the Redeemer Monument Road Edgbaston Birmingham	
	B16 8UU	
<b>Trustees</b>	Dr Ross Bryson, Chair of Trustees	
	Dr Mike Forrest	(resigned 10 June 2010)
	Mrs Rebecca Cuthbert	
	Rev Gwen Millns	(resigned 20 January 2010)
	Mr Michael Fuller	(appointed 10 June 2010)
	Mr Steve Watts	(appointed 10 June 2010)
<b>Accountant</b>	Graham Harvey trading as Harvey Morgan Services 14 Knighton Road Sutton Coldfield West Midlands B74 4NX	

# **Karis Neighbour Scheme**

## **Trustees' Report**

### **OUR CONSTITUTION AND LEGAL STATUS**

Karis Neighbour Scheme is based on a trust deed dated 16th April 1999 and is set up to assist people who are in need of practical or other help by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances.

### **TRUSTEE INDUCTION AND TRAINING**

All trustees are familiarised with the practical work of the charity including but not limited to

- \* The obligations of the charity and the trustees, including relevant policies and safety checks, such as CRBs and child protection and vulnerable adult protection policies
- \* Resources and the current financial position as set out in the latest published accounts together with periodic management accounts
- \* Ongoing plans and objectives

All trustees give their time voluntarily and receive no remuneration or other benefits.

### **OUR MISSION STATEMENT**

Karis Neighbour Scheme seeks to offer practical support, friendship and advocacy in the local community through volunteers. We aim to promote community links and address needs unmet by other organisations.

### **OUR AIMS**

We seek to come alongside people and work with them to provide support and where possible to encourage them to learn new skills.

We compliment the network of care available locally. We do not compete with, replace or duplicate existing services.

We rely on volunteers to provide the help we offer on a day to day basis. We seek to support all of our volunteers and offer appropriate training and opportunity for development.

### **OUR ACTIVITIES**

Karis Neighbour Scheme is a community project based in Ladywood, Birmingham. We currently work in the Ladywood, Edgbaston and Harborne wards. We are an independent charity but work in partnership with a number of other organisations across Birmingham.

Currently we offer support with practical tasks such as gardening, decorating and DIY. We try and make provision of basic furniture and household appliances for those most in need, as well as offering food and other basic provisions.

We offer drop-in advocacy and advice sessions two sessions a week, those are accessible to anyone in the community. Our office is also open during the week for those who may need urgent help or who may need to use the phone, help understanding a letter or just a cup of tea and a chat.

We befriend the isolated and lonely, through the Karis Be Friends project, where volunteers may spend a few hours each week going to visit an elderly person in their home, help them to get out to the shops or going with them to an appointment.

Also we provide support to local families, through a dedicated Children & Families' Worker. We also run a "Welcome to Ladywood" Drop-In Group and English for Speakers of Other Languages lessons during the week, these are primarily for Asylum Seekers and Refugees.

## **Karis Neighbour Scheme**

### **Trustees' Report**

We run a project called 'All Being Well'. This project is looking to address emotional needs in the community, offering programmes and one-to-one counselling around issues such as stress, anxiety, anger management, self esteem and assertiveness.

We also host a Community Regeneration Worker who is working to bring together local residents, community groups and other organisations to build and drive forward a vision for long term change for the area.

This past year we have supported 762 individuals and had 6,349 contact sessions.

#### **AREA OF BENEFIT**

We provide support to residents within the communities of Ladywood, Edgbaston and Harborne, within the city of Birmingham. Our activities are open to anyone who falls within the broad scope of our objects, as set out in our trust deed, within these areas.

#### **FINANCIAL**

The Trustees consider the financial results for the year to 30th November 2010 to be satisfactory.

The charity has supplied another excellent year of services to the community on an increased income to £243,963 (2009 £210,252) and produced an overall deficit of £7,787 (2009 a surplus £6,467).

#### **RISK MANAGEMENT**

The Trustees kept up to date with the risks associated with the charity via reviews with the staff, Trustees meetings, relevant insurance policies, Criminal Records Bureau disclosures and health and safety inspections. They have ensured there are relevant policies and procedures in place and observed.

#### **RESERVES POLICY**

We have stated that we aim to have three months operational costs for staff in unrestricted reserves and that closure costs are included in this reserve. This is currently calculated at a minimum of £60,000.

#### **PUBLIC BENEFIT**

The Trustees believe that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

#### **APPROVAL**

This report was approved by the Trustees on .....and signed on their behalf.

.....

Trustee

**Independent Examiner's Report to the Trustees of  
Karis Neighbour Scheme**

I report on the accounts of the Trust for the year ended 30 November 2010, which are set out on pages 5 to 15.

**Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
Graham D Harvey FCMA  
Graham Harvey trading as Harvey Morgan Services

14 Knighton Road  
Sutton Coldfield  
West Midlands  
B74 4NX

Date:.....

## Karis Neighbour Scheme

### Statement of Financial Activities for the Year Ended 30 November 2010

	Unrestricted Funds	Restricted Funds	Total Funds 2010	Total Funds 2009
Note	£	£	£	£
<b>Incoming resources</b>				
Incoming resources from generated funds				
Voluntary income	2	30,068	-	30,068
Incoming resources from charitable activities				
Other incoming resources	4	75,919	137,667	213,586
Other incoming resources	5	309	-	309
Total incoming resources		<u>106,296</u>	<u>137,667</u>	<u>243,963</u>
<b>Resources expended</b>				
Charitable activities	6	101,948	149,287	251,235
Governance costs	9	515	-	515
Total resources expended		<u>102,463</u>	<u>149,287</u>	<u>251,750</u>
Net (outgoing)/incoming resources before transfers		3,833	(11,620)	(7,787)
<b>Transfers</b>				
Gross transfers between funds		-	-	-
Net movements in funds		3,833	(11,620)	(7,787)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>63,530</u>	<u>22,752</u>	<u>86,282</u>
Total funds carried forward		<u><u>67,363</u></u>	<u><u>11,132</u></u>	<u><u>78,495</u></u>
		<u><u>86,283</u></u>		

All incoming resources and resources expended derive from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

The notes on pages 7 to 15 form an integral part of these financial statements.

**Karis Neighbour Scheme**  
**Balance Sheet as at 30 November 2010**

		2010		2009	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	13		13,910		18,545
<b>Current assets</b>					
Cash at bank and in hand		83,468		78,251	
<b>Creditors: Amounts falling due within one year</b>	14	<u>(18,883)</u>		<u>(10,513)</u>	
<b>Net current assets</b>			<u>64,585</u>		<u>67,738</u>
<b>Net assets</b>			<u><u>78,495</u></u>		<u><u>86,283</u></u>
<b>The funds of the charity:</b>					
<b>Restricted funds in surplus</b>			13,907		22,753
<b>Restricted funds in deficit</b>			(2,775)		-
All being well big lottery fund			<u>11,132</u>		<u>22,753</u>
<b>Total restricted funds</b>			<u>11,132</u>		<u>22,753</u>
<b>Unrestricted funds</b>					
Unrestricted income funds			<u>67,363</u>		<u>63,530</u>
<b>Total charity funds</b>			<u><u>78,495</u></u>		<u><u>86,283</u></u>

Approved by the Board on .....and signed on its behalf by:

.....

The notes on pages 7 to 15 form an integral part of these financial statements.

## **Karis Neighbour Scheme**

### **Notes to the Financial Statements for the Year Ended 30 November 2010**

#### **1 Accounting policies**

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

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting standards and the Charities Act 1993.

##### **Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 17.

##### **Incoming resources**

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract or where entitlement to grant funding is subject to specific performance conditions. Grant income included in this category provides funding to support programme activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

## **Karis Neighbour Scheme**

### **Notes to the Financial Statements for the Year Ended 30 November 2010**

..... *continued*

#### **Resources expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

#### **Governance costs**

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Fixed assets**

Individual fixed assets costing £1000 or more are initially recorded at cost.

#### **Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Plant and machinery	20% straight line basis
Fixtures and fittings	20% straight line basis

#### **Pensions**

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

The charity contributes to the individual employees own personal pension plans.

## Karis Neighbour Scheme

### Notes to the Financial Statements for the Year Ended 30 November 2010

..... continued

#### 2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
<b>Donations and legacies</b>				
Appeals and donations	25,344	-	25,344	32,336
Sponsorship	4,724	-	4,724	1,896
	<u>30,068</u>	<u>-</u>	<u>30,068</u>	<u>34,232</u>

#### 3 Grants receivable

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
SureStart	7,500	-	7,500	13,500
Grants Others	47,994	-	47,994	22,492
Big Lottery Fund	-	137,667	137,667	118,943
Grants awarded to individuals	1,125	-	1,125	1,737
CUFX grant	7,000	-	7,000	10,500
Lloyds TSB Foundation	-	-	-	7,000
Henry Smith Charity	12,300	-	12,300	-
	<u>75,919</u>	<u>137,667</u>	<u>213,586</u>	<u>174,172</u>

#### 4 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
<b>Community Support, Befriending and Advocacy</b>				
SureStart	7,500	-	7,500	13,500
Grants Others	47,994	-	47,994	22,492
Big Lottery Fund	-	137,667	137,667	118,943
Grants awarded to individuals	1,125	-	1,125	1,737
CUFX grant	7,000	-	7,000	10,500
Lloyds TSB Foundation	-	-	-	7,000
Henry Smith Charity	12,300	-	12,300	-
	<u>75,919</u>	<u>137,667</u>	<u>213,586</u>	<u>174,172</u>

## Karis Neighbour Scheme

### Notes to the Financial Statements for the Year Ended 30 November 2010

..... *continued*

#### 5 Other incoming resources

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
<b>Other income</b>				
Interest on cash deposits	<u>309</u>	<u>-</u>	<u>309</u>	<u>1,848</u>

## Karis Neighbour Scheme

### Notes to the Financial Statements for the Year Ended 30 November 2010

..... *continued*

#### 6 Details of charitable activities

	Activities undertaken directly £	Grant funding of activities £	Support costs allocated £	2010 £	2009 £
Community Support, Befriending and Advocacy	226,631	2,200	22,404	251,235	203,270

#### 7 Support costs

	Community Support, Befriending and Advocacy £	Governance £	Total £
Employment costs	130	-	130
Establishment costs	4,440	-	4,440
Repairs and maintenance	70	-	70
Motor expenses	3,002	-	3,002
Legal and professional costs	10,020	-	10,020
Bank charges	107	-	107
Depreciation of tangible fixed assets	4,635	-	4,635
	22,404	-	22,404

Support cost	Basis of allocation
Employment costs	100% to Community Support, Befriending and Advocacy
Establishment costs	100% to Community Support, Befriending and Advocacy
Repairs and maintenance	100% to Community Support, Befriending and Advocacy
Motor expenses	100% to Community Support, Befriending and Advocacy
Legal and professional costs	100% to Community Support, Befriending and Advocacy
Bank charges	100% to Community Support, Befriending and Advocacy
Depreciation of tangible fixed assets	100% to Community Support, Befriending and Advocacy

## Karis Neighbour Scheme

### Notes to the Financial Statements for the Year Ended 30 November 2010

..... *continued*

#### 8 Grantmaking

	<b>Grants to individuals £</b>
Community Support, Befriending and Advocacy	<u>2,200</u>

#### 9 Governance costs

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2010 £</b>	<b>Total Funds 2009 £</b>
Auditors' remuneration	500	-	500	500
Legal and professional costs	15	-	15	15
	<u>515</u>	<u>-</u>	<u>515</u>	<u>515</u>

#### 10 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

A daughter of Mr Michael Fuller, a trustee, was employed throughout the year for a total cost of £18,195 to the charity.

#### 11 Net (outgoing)/incoming resources

Net (outgoing)/incoming resources is stated after charging:

	<b>2010 £</b>	<b>2009 £</b>
Depreciation of owned assets	<u>4,635</u>	<u>4,859</u>

## Karis Neighbour Scheme

### Notes to the Financial Statements for the Year Ended 30 November 2010

..... *continued*

#### 12 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year was as follows:

	<b>2010</b> <b>No.</b>	<b>2009</b> <b>No.</b>
Charitable activities	7	7

The aggregate payroll costs of these persons were as follows:

	<b>2010</b> <b>£</b>	<b>2009</b> <b>£</b>
Wages and salaries	165,825	134,810
Social security	12,011	10,140
Other pension costs	3,631	2,704
	<u>181,467</u>	<u>147,654</u>

## Karis Neighbour Scheme

### Notes to the Financial Statements for the Year Ended 30 November 2010

..... continued

#### 13 Tangible fixed assets

	Plant and machinery including motor vehicles £	Fixtures, fittings and equipment £	Total £
<b>Cost</b>			
As at 1 December 2009 and 30 November 2010	11,108	19,154	30,262
<b>Depreciation</b>			
As at 1 December 2009	2,221	9,496	11,717
Charge for the year	2,221	2,414	4,635
As at 30 November 2010	4,442	11,910	16,352
<b>Net book value</b>			
As at 30 November 2010	6,666	7,244	13,910
As at 30 November 2009	8,887	9,658	18,545

#### 14 Creditors: Amounts falling due within one year

	2010 £	2009 £
Accruals and deferred income	18,883	10,513
Creditors amounts falling due within one year includes deferred income:		
	2010 £	2009 £
Amount deferred in the year	18,383	10,014
As at 30 November 2010	18,383	10,014

#### 15 Pension scheme

##### Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £3,631 (2009 - £2,704).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

## Karis Neighbour Scheme

### Notes to the Financial Statements for the Year Ended 30 November 2010

..... *continued*

#### 16 Related parties

##### Controlling entity

The charity is controlled by the trustees.

#### 17 Analysis of funds

	At 1 December 2009	Incoming resources	Resources expended	At 30 November 2010
	£	£	£	£
<b>General Funds</b>				
Unrestricted income fund	63,530	106,296	(102,463)	67,363
<b>Restricted Funds</b>				
All Being Well Big Lottery Fund	4,210	137,667	(144,652)	(2,775)
Building Fund	9,655	-	(2,414)	7,241
Vehicle Fund	8,887	-	(2,221)	6,666
	<u>22,752</u>	<u>137,667</u>	<u>(149,287)</u>	<u>11,132</u>
	<u>86,282</u>	<u>243,963</u>	<u>(251,750)</u>	<u>78,495</u>

#### 18 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2010	Total Funds 2009
	£	£	£	£
Tangible assets	1	13,909	13,910	18,545
Current assets	74,860	8,608	83,468	78,251
Creditors: Amounts falling due within one year	(7,500)	(11,383)	(18,883)	(10,513)
Net assets	<u>67,361</u>	<u>11,134</u>	<u>78,495</u>	<u>86,283</u>

## Karis Neighbour Scheme

### Statement of financial activities by fund Year Ended 30 November 2010

	Unrestricted income fund 2010	Unrestricted income fund 2009
	£	£
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	30,068	21,622
Incoming resources from charitable activities	75,919	55,229
Other incoming resources	309	1,848
Total incoming resources	<u>106,296</u>	<u>78,699</u>
<b>Resources expended</b>		
Charitable activities	101,948	45,890
Governance costs	515	515
Total resources expended	<u>102,463</u>	<u>46,405</u>
Net (outgoing)/incoming resources before transfers	3,833	32,294
<b>Transfers</b>		
Gross transfers between funds	<u>-</u>	<u>(642)</u>
Net movements in funds	3,833	31,652
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>63,530</u>	<u>31,878</u>
Total funds carried forward	<u><u>67,363</u></u>	<u><u>63,530</u></u>

This page does not form part of the statutory financial statements.

## Karis Neighbour Scheme

### Statement of financial activities by fund Year Ended 30 November 2010

..... *continued*

	All Being Well Big Lottery Fund 2010	All Being Well Big Lottery Fund 2009
	£	£
<b>Incoming resources</b>		
Incoming resources from charitable activities	137,667	118,943
Total incoming resources	<u>137,667</u>	<u>118,943</u>
<b>Resources expended</b>		
Charitable activities	144,652	142,670
Total resources expended	<u>144,652</u>	<u>142,670</u>
Net movements in funds	(6,985)	(23,727)
<b>Reconciliation of funds</b>		
Total funds brought forward	4,210	27,938
Total funds carried forward	<u>(2,775)</u>	<u>4,211</u>

This page does not form part of the statutory financial statements.

## Karis Neighbour Scheme

### Statement of financial activities by fund Year Ended 30 November 2010

..... *continued*

	<b>Building Fund 2010</b>	<b>Building Fund 2009</b>
	<b>£</b>	<b>£</b>
<b>Resources expended</b>		
Charitable activities	2,414	10,345
Total resources expended	<u>2,414</u>	<u>10,345</u>
Net movements in funds	(2,414)	(10,345)
<b>Reconciliation of funds</b>		
Total funds brought forward	9,655	20,000
Total funds carried forward	<u><u>7,241</u></u>	<u><u>9,655</u></u>

This page does not form part of the statutory financial statements.

## Karis Neighbour Scheme

### Statement of financial activities by fund Year Ended 30 November 2010

..... continued

	Vehicle Fund 2010	Vehicle Fund 2009
	£	£
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	-	12,610
Total incoming resources	<u>-</u>	<u>12,610</u>
<b>Resources expended</b>		
Charitable activities	<u>2,221</u>	<u>4,365</u>
Total resources expended	<u>2,221</u>	<u>4,365</u>
Net (outgoing)/incoming resources before transfers	(2,221)	8,245
<b>Transfers</b>		
Gross transfers between funds	<u>-</u>	<u>642</u>
Net movements in funds	(2,221)	8,887
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>8,887</u>	<u>-</u>
Total funds carried forward	<u><u>6,666</u></u>	<u><u>8,887</u></u>

This page does not form part of the statutory financial statements.