

K.H.o.C.A.  
KENT HANDICAPPED CARING ASSOCIATION

Registered Charity No. 265993

CHAIRMAN'S REPORT, ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 30TH SEPTEMBER 2009

Registered address:  
Waylands, Back Lane, Shipbourne, Tonbridge, Kent TN11 9PP

## CHAIRMAN'S REPORT 2010

Good morning and a very warm welcome to all of you in the middle of this very chilly winter. Thank you for making the extra effort needed to get here.

A big thank you to Konrad and Gilly Legg for allowing us to hold our AGM in their Oast House - we really do appreciate it.

This report covers our financial year October 1<sup>st</sup> 2008 - September 30<sup>th</sup> 2009. Our most exciting piece of news for the year is that Jools Holland has very kindly agreed to be our Patron. He is a very fitting person for the role - a Kent Deputy Lieutenant, very interested in Kent and lives here too. We are very lucky and honoured to have him in this role - thank you Jools.

### Income and Fundraising

**The Gift Fair of 2008 was the first event of the year.** October 8<sup>th</sup> dawned a beautiful day [as promised by the forecasters, but we were not going to believe anything having lived through terrible storms for the previous few days]. As a result our supporters turned out in great numbers - more than ever before to come to the best and biggest fair in Kent [and one of the longest running in the country]. They loved our stalls and spent so much [no one would have known we were in the middle of a credit crunch] that we raised more than ever - **£14,855** including the grand draw.

**Winter Bridge 2008/9.** This winter again we had two afternoon sessions and served a lovely tea with one and a Ploughman's lunch for the other. **£3,148** was raised. This seems to be a popular format for bridge in the winter. All the tables are always booked well in advance.

### CHRISTMAS 2008

1. **Children's Party.** Once again Hildenborough Church Hall resounded to the sounds of happy children's voices for the annual Christmas Party - a permanent fixture in many peoples' calendars. A big thank you goes to the organisers for all their hard work and ensuring no little people were lost. Also to the sponsors whose generosity ensured the afternoon was such a success. **£3,732** was raised.
2. **Trees.** What could have been better than having your tree just a phone call away? Many K.H.o.C.A. supporters did that very thing at Christmas and chose their trees at home. Toby gave a percentage of his sales - **£470**. A huge thank you to Toby for doing it for us. They were super trees and everyone appreciated the service provided.

**Children's Disco** 120 youngsters discoed the evening away for K.H.o.C.A. early in May. [As they have done for several years now!] Hot dogs and lollies went down a treat. This year they raised **£1,563** including sponsorship money and with sausages kindly donated by Sonny the Butcher.

**Garden Safari.** There could be no better way to spend a lovely sunny day in June. A huge thank you to the owners of the 6 beautiful and diverse gardens in Matfield and Horsmonden who opened their gardens for us - most of them are not usually open to the public - it was the most wonderful day. Everyone who came really enjoyed the gardens and the usual sumptuous K.H.o.C.A. tea. The trouble was the day was not long enough - many had to leave a garden out. A little under **£3,712** was raised.

**Sarah Raven.** A superb fundraising lunch was held in Tudeley on September 14th. 120 guests enjoyed a talk by Sarah Raven on the Cutting Garden - how to plant it and look after it and lots and lots of tips on anything else one wanted to know in relation to gardening. Her magnificent shop was also there for some retail therapy. Following her interesting talk everyone enjoyed a delicious lunch and all went home with huge grins on their faces - a sure sign of a good event. Once again our thanks must go to Sarah for being such a star, to Sonny the Butcher for the chicken and The Leggs for the use of the marquee and anyone else who contributed to the event. **£3,875** was raised.

Sir Graeme Odgers received a Spirit of Kent Award and donated the £5,000 that came with it. The Royal & Ancient Order of Water Buffaloes in Snodland donated £500.

The Clemens Charitable Trust sent £500.

£320 came from Waitrose Community Matters in Paddock Wood. This is something that we must encourage in all their branches in Kent.

Refreshments at Horsmonden Farmers Market earned us £94, Cranbrook Charity Fair £70, and a private bridge party £200. Parkwood Ladies Golf section has continued to support us this year. £200 came from Travelex for the exchange of foreign coins. Our Christmas cards sold well - Sir John Stanley presented the prizes at Scott's Project [they had won first prize] and their students provided the refreshments.

£204 was left for K.H.o.C.A after 25 members and committee enjoyed a day out in the gardens at Highgrove.

£750 from HMR&C tax rebate (plus £2,783 rec'd Nov 2008, total **£3,533**)

To each and everyone of you who, in any way, made all this possible thank you from the bottom of my heart.

#### Donations made

Compaid	5,000
Kent Kids	3,300
Scott's Project Trust	5,880
Fynvola Foundation	11,400
Anchor Services	1,130
Spadework Tunnels new & repairs	7,000
Care Polytunnels	2,020
Kent based Mencap Branches	5,966
Christmas card competition	1,650
Greenshields Bathroom	4,000
Art for Life	3,000
Martha Trust Patio	7,500
Ledgers, towards Sensory Room	1,000
Respite Care	1,000
Various smaller donations	1,500
<b>TOTAL</b>	<b>61,346</b>

In this day and age it has really gladdened my heart to have had enough money to make **£61,346** of donations across the county to a wide variety of causes associated with the mentally disabled.

#### Visits

We have been busy again this year all over the county making sure that your money is as wisely spent as it can be and promoting support for severe mentally disabled people and ourselves.

- Anne Billings has visited Dartford Mencap where we agreed to upgrade their kitchen facilities in the Day Care Centre.
- We have been in close touch with The Fynvola Foundation, including several visits. This has been set up very recently in Faversham to provide care facilities to meet the end of life care needed for older people with severe learning disabilities. We promised them £30,000 for the Day Care Centre, which is being named after us. A significant contribution to this will be coming from the Golf Day held in November 2009 (which is in the next accounting year).
- Judy attended Footprints 10<sup>th</sup> birthday party and Mandy went to Spadework's summer party.
- Jean and Judy visited Compaid's temporary premises to see how their new Laptops were working and left feeling very jealous!
- Judy and Ann Kemp visited Bough Beech Reservoir for the Sailability Awards. The K.H.o.C.A boat looks magnificent and has taught several to sail who have now progressed to 'SOLO' sailing. Several received their RYA certificates at the Bronze level and 2 at the silver level. This is a big credit to the students themselves and to Bough Beech Sailing Club who man this session voluntarily every Tuesday. The day we were there was terrible – sky, water and ground all looked an awful shade of grey. We were very pleased to see how successful Sailability has become in this area.

Changes in the law have meant that we have had to 'modernise' our Constitution. A draft of the new version has been on our website for some while now and with your approval we hope to adopt it today. I have received no unfavourable comments. Following this we will register with the Data Protection Agency to be bang up to date. Very soon we will have to revise how we receive money with the phasing out of cheques!!!

Bridget Griffiths has decided to drop down to the Associate Committee due to the pressure of her other commitments.

I am very sorry to say Jenny Chambers will be retiring after many years on the committee – Gift Fair Organiser for 10 years, a spell as Secretary, cricket match supremo and master of anything else. Thank you Jenny for all you have done.

This past year has been a whole lot more successful than we ever imagined at the beginning of the year and next year has started really well with, amongst other events, my swansong as it were – the Golf Day at Royal Ashdown which raised over £17,000.

I would like to bring to your attention two events - see [www.khoca.co.uk](http://www.khoca.co.uk)

- The Fashionably Conscious Dress sale in Benenden Village Hall on March 2<sup>nd</sup>. Wonderful designer clothes at bargain prices. Please donate and buy from us.
- Hatstand Opera will be performing again for us on May 30<sup>th</sup> in Sevenoaks School. Get a party together - Bring you own picnic – Sit back and enjoy.

I must add my personal thanks to all of you who have donated to us, sponsored us and/or attended any of our events – thank you very much indeed. Without you there would be a lot missing from the lives of those we strive to support. My thanks go to the Committee for yet another year of very hard work [especially this autumn] - you have been truly brilliant in the face of numerous obstacles put in your pathways.

This is the last you should hear from me as I, too, am retiring after the best part of 30 years. It has been a huge privilege serving on the Committee – I know K.H.o.C.A is in safe and competent hands for the future with money in the kitty. Finally I must thank my family and friends for all their constant support especially over the past few years, several were even put to work these past few months. Without them I would not have made it through to the end – thank you.

**ANNUAL REPORT YEAR ENDED 30TH SEPTEMBER 2009**

**K.H.o.C.A. - KENT HANDICAPPED CARING ASSOCIATION**

Registered charity no. 265993

**Principal Address**

Waylands, Back Lane, Shipbourne, Tonbridge, Kent TN11 9PP

**Website** [www.khoca.co.uk](http://www.khoca.co.uk)

**Patron** Jools Holland OBE DL

**President** The Rt Hon. Ann Widdecombe MP

**Vice Presidents**

Mrs PC Wilmshurst The Rt Hon. Sir John Stanley MP

Mrs J I Betts Mrs F Brodie

Mrs S Foreman Mrs S Scott

**Trustees**

The trustees during the year ended 30 September 2009 and on 18 January 2010 were:

Mrs J Charlton (Chairman)	Mrs J Atherton	Mrs M Hall
Mrs C Cannon ( Vice Chairman)	Mrs A Billings	Mrs E Norwood
Mrs J Playle (Hon Treasurer)	Mrs J Chambers	Mrs V Macnaughton
Mrs A Betts (Secretary)	Mrs J Dougal	
Mrs S Green (Membership Secretary)	Mrs D Reese	
Mrs B Griffiths	Mrs M Anderson	
Mrs T Woods		

**Structure, Governance and Management**

KHoCA is an unincorporated association, formed under a constitution which was adopted on 16 May 1973 and subsequently amended. It was registered as a charity on 15 August 1973

Any individual may become a member of K.H.o.C.A. on a payment of an annual subscription.

At 30 September 2009 K.H.o.C.A. had 143 members included in a mailing list of 1950

The governing body of K.H.o.C.A. is a Committee whose members comprise the officers of the Association and members of the Association who have been elected at an Annual General meeting or co-opted by the Committee

The officers of the Association are the Chairman, Vice Chairman, the Treasurer, the Secretary and the Membership Secretary

**Financial Review**

Donations received were lower than the previous year due to 2 exceptional amounts totalling £30,000 received in 2008. However fundraising income increased by 10%. The deficit relates to donations made from retained funds

In summary the results were as follows:	<u>2008/2009</u>	<u>2007/2008</u>
Fund raising, net of expenses	£ 30,737	£27,974
Donations, interest and other income	£ 17,025	£41,704
	£ 47,762	£69,678
Expenses	-£ 1,480	-£1,539
Surplus before donations	£ 46,282	£68,139
Donations made	-£ 61,346	-£68,144
Deficit/ Surplus after donations	-£ 15,064	-£5

There is no formal reserves policy but it is the charity's practice to retain sufficient cash to meet current expenses and to cover donations which have been offered but not yet paid.

K.H.o.C.A

KENT HANDICAPPED CARING ASSOCIATION

Report continued

Objectives and Activities

The objects of the Association shall be to relieve and to preserve and protect the health of physically and mentally handicapped persons by such means, being charitable, as the Committee in its discretion shall consider appropriate.

The area of benefit of the fund is the administrative county of Kent

Achievements and performance

The charity held various successful fund raising events during the year, including a lunch with Sarah Raven which raised £3,875, the gift fair and draw £14,855 and a garden safari £3,712. The Bridge teas and Christmas party were also very successful. The charity also raised funds through donations and sponsorship.

The charity made donations to various organisations in Kent, details of which are set out in the accounts and the Chairman's statement



JANET PLAYLE F.C.C.A.

Hon. Treasurer

Date

16<sup>th</sup> January 2010

Independent Examiner's Report to the trustees of K.H.o.C.A.  
Kent Handicapped Caring Association

I report on the accounts of the Association for the year ended 30 September 2009, which are set out on pages 6 to 9.

**The respective responsibilities of the trustees and the independent examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's 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(3)(a) of the 1993 Act);
- ~ to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act); and
- ~ to 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 I do not express an audit opinion on the view given by the accounts.

**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 Act
- have 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.

R.I.B. Cannon  
16, Tonbridge Rd  
Teston  
Maidstone  
ME18 5BU

*R.I.B. Cannon*

Date:

*15th January 2010*

RECEIPTS AND PAYMENTS ACCOUNTfor the year ended 30th September 2009

	year ended <u>30/09/2009</u>	year ended <u>30/09/2008</u>
<u>VOLUNTARY INCOME</u>		
Donations Note 2	£ 10,171	£ 35,271
Membership subscriptions and sundry donations	£ 2,892	£ 3,430
Tax Refund	<u>£ 3,533</u>	<u>£ 570</u>
	£ 16,596	£ 39,271
<u>FUND RAISING</u> Note 3	£ 30,737	£ 27,974
<u>INVESTMENT INCOME</u>		
Bank Interest	<u>£ 429</u>	<u>£ 2,433</u>
<u>TOTAL INCOME</u>	£ 47,762	£ 69,678
<u>EXPENDITURE</u>		
<u>CHARITABLE ACTIVITIES</u>		
Donations Note 4	£ 61,346	£ 68,144
<u>GOVERNANCE COSTS</u>		
Printing postage & Stationery	£ 592	£ 713
Public Liability Insurance	£ 516	£ 505
Website	nil	£ 61
Miscellaneous expenses	£ 95	£ 260
Equipment & maintenance	£ 277	
<u>TOTAL EXPENSES</u>	<u>£ 62,826</u>	<u>£ 69,683</u>
<u>EXCESS OF INCOME OVER EXPENDITURE</u>		
<u>EXCESS OF EXPENDITURE OVER INCOME</u>	<u>£ 15,064</u>	<u>£ 5</u>

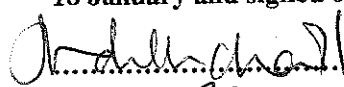
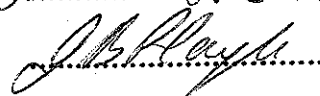
**K.H.o.C.A**  
**KENT HANDICAPPED CARING ASSOCIATION**

**BALANCE SHEET**  
**as at 30th September 2009**

	<u>2009</u>	<u>2008</u>
<b><u>CAPITAL EMPLOYED</u></b>		
Accumulated Fund Note 5	<u>£38,819</u>	<u>£53,883</u>
<b><u>EMPLOYMENT OF CAPITAL</u></b>		
<b><u>CURRENT ASSETS</u></b>		
Cash at bank Note 6	<u>£50,317</u>	<u>£61,372</u>
<b><u>Current Liabilities</u></b>		
Deferred Income Note 7	<u>£11,498</u>	<u>£ 7,489</u>
<b><u>EXCESS OF CURRENT ASSETS OVER</u></b>		
<b><u>CURRENT LIABILITIES</u></b>	<u>£38,819</u>	<u>£53,883</u>

The notes set out on pages 8 and 9 form part of these accounts

The accounts set out on pages 6 to 9 were approved at the Annual General Meeting held on 18 January and signed on behalf of the members by:

 ..... Mrs J. Charlton, Chairman  
 ..... Mrs J. Playle, Treasurer

Notes to the accounts  
30th September 2009

2008

**1 ACCOUNTING POLICIES**

The accounts are drawn up on a receipts and payments basis, except that income received and expenses paid, relating to fund raising events occurring after the year end, are carried forward in the balance sheet as deferred income or expenditure

**2. DONATIONS RECEIVED (OVER £100)**

Sir Graham Odgers re KCC Grant	£	5,000	
Giving.com	£	2,695	
RAOB Neville Lodge	£	500	
Clemens Charitable Trust	£	500	
Waitrose Community Matters	£	320	
Dale Newnham	£	200	
Toby Mynott Xmas trees	£	470	
Matfield Cricket Day	£	285	
Coin Exchange	£	201	
	£	<u>10,171</u>	£ <u>35,271</u>

<b>3 FUNDRAISING</b>	<u>Turnover</u>	<u>Expenses</u>	<u>Net Contribution</u>	<u>2008</u>
Fashion Show	nil		nil	£ 10,034
Gift Fair	£ 15,353	£ 2,636	£ 12,717	£ 11,029
Grand Draw	£ 2,293	£ 155	£ 2,138	£ 1,705
Sarah Raven Lunch	£ 4,758	£ 883	£ 3,875	
Garden Safari	£ 4,389	£ 677	£ 3,712	
Bridge teas	£ 3,605	£ 457	£ 3,148	£ 2,608
Christmas Party	£ 3,964	£ 231	£ 3,733	£ 2,998
Disco	£ 1,833	£ 270	£ 1,563	£ 781
Farmers' Market	£ 94	nil	£ 94	£ 229
Minor events	£ 70		£ 70	£ 93
Sundry			nil	£ 130
Christmas Cards			£ 123	-£ 1,422
Diaries			£ 40	
Highgrove	£ 890	£ 686	£ 204	
Just Giving		-£ 208	-£ 208	-£ 211
Bridge scorers etc		-£ 472	-£ 472	
			<u>£ 30,737</u>	<u>£ 27,974</u>

Notes continued4. DONATIONS MADE

Fynvola Foundation	£	11,400	
Kent Kids Miles of Smiles	£	3,300	
Anchor Support Services	£	1,130	
Spadework	£	7,000	
Care	£	2,020	
Art for Life	£	3,000	
Martha Trust	£	7,500	
Greenfields	£	4,000	
Ledgers	£	1,000	
Mr & Mrs Hollands	£	1,000	
DGSMyourChoice	£	5,000	
Compaid Trust	£	5,000	
O' Shea Ptnrship holiday	£	500	
Thordene	£	500	
East Kent Mencap	£	966	
Scotts Project	£	5,880	
Friends of Benenden Gra	£	500	
Christmas card competitio	£	1,650	
	£	<u>61,346</u>	£ <u>68,144</u>

Total donations made

Note: £ 31,850 was promised to various causes at the year end but not paid.

5 ACCUMULATED FUND

Balance brought forward	£	53,883	£	53,888
Excess of income over expenditure				
Excess of expenditure over:	£	<u>15,064</u>	£	<u>5</u>
	£	<u>38,819</u>	£	<u>53,883</u>

6 CASH AT BANK

HSBC Bank :				
Current Account	£	3,533	£	180
Savings account	£	7,547	£	22,260
Cater Allen Charity Acco	£	<u>39,237</u>	£	<u>38,932</u>
	£	<u>50,317</u>	£	<u>61,372</u>

7. DEFERRED INCOME

Gift Fair 2009	£	3,466	£	3,686
Grand Draw 2009	£	657	£	910
Bridge event Nov	£	337	£	1,009
Bridge Event Jan	£	87	£	284
Golf Day 2009	£	6,951	£	1,100
Xmas Party 2008	nil		£	<u>500</u>
	£	<u>11,498</u>	£	<u>7,489</u>

The notes set out on pages 8 and 9 form part of the accounts