

REGISTERED COMPANY NUMBER: 2672192 (England and Wales)
REGISTERED CHARITY NUMBER: 1009677

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014
FOR
MAIDSTONE MENCAP CHARITABLE TRUST LTD

Calcutt Matthews
Chartered Accountants and Registered Auditors
19 North Street
Ashford
Kent
TN24 8LF

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REPORT OF THE TRUSTEES

for the Year Ended 31 December 2014

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

2672192 (England and Wales)

Registered Charity number

1009677

Registered office

Cobtree Hall
Willington Street
Maidstone
Kent
ME15 8EB

Trustees

M Craske	- resigned 29.9.14
Mr. K Handley	- resigned 23.1.15
Ms M Leeds	
M Smith	
Ms A Enfield	- appointed 19.1.15
Ms K Spencer	
Ms J Hossack	
Mrs L Rowbotham	
Mrs C Piper	
Mrs M Ive	- resigned 5.1.15
Mrs S J Roughley	

Company Secretary

H Callaghan

Auditors

Calcutt Matthews
Chartered Accountants and Registered Auditors
19 North Street
Ashford
Kent
TN24 8LF

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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

Recruitment and appointment of new trustees

The charity actively pursues opportunities to recruit new trustees from amongst the volunteers and their families as and when members of the existing trustee board need to stand down. New trustees need to be nominated by two existing board members in order to ensure they are of good character and ability.

Induction and training of new trustees

New trustees are encouraged to read guidance issued by MENCAP, The Charity Commission and Companies House on appointment. Where they have specific duties they will shadow the trustees with this role until they are confident they can take over. Periodically external advisors will provide training.

Organisational structure

The charity comprises a board of trustees and a team of volunteers divided up by those that assist running the playschool, a weekly club for older children, a holiday club for older children and a weekly club for your adults, and those involved with assisting others in the community and those involved with fundraising.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Wider network

Maidstone MENCAP is an associate of MENCAP England 123 Golden Lane London EC1Y 0RT.

Related parties

The charity works with the local authority, schools and other charities in raising funds.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

MENCAP is the UK's leading learning disability charity.

Maidstone MENCAP seeks to assist those with learning disability in the community by providing a specialist playschool to children a weekly club for older children, a holiday club for older children and a weekly club for your adults and providing community support and activities for the adult disabled.

Significant activities

The charity trustees have balanced income against expenditure and maintained all the programmes operated and met its objectives.

Volunteers

The trustees would like to thank the many volunteers who have given so much of their time to assist the charity.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The trustees are delighted with the growth of the charity and the level of assistance provided in the year.

FINANCIAL REVIEW

Reserves policy

The charity needs to hold significant cash funds to provide for uninsured unforeseen costs on Cobtree Hall. The stated policy of the charity has been that it aims to hold 6 months expenditure plus £50,000 as net current assets.

Principal funding sources

The charity receives regular donations from local organisations but also has a very active fundraising arm.

FUTURE DEVELOPMENTS

The charity wants to bring its working premises up to date and increase the level of assistance given to those in the community. This will result in the following projects taking place in the following year:

- Refurbishment to children's toilet/washrooms.
- Replacement of rear doors
- Repairs to roof and exterior structure of the premises
- Separate Changing Places specialised area extension

PUBLIC BENEFIT

The charity provides public benefit by assisting people with learning disabilities in the borough and surrounds of Maidstone.

More information about the national work of the charity can be found at www.mencap.org.uk.

The trustees have paid due regard to Charity Commission guidance on public benefit in deciding what activities the charity should undertake.

REPORT OF THE TRUSTEES

for the Year Ended 31 December 2014

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Maidstone Mencap Charitable Trust Ltd for the purposes of company law) are responsible for preparing the Report of the Trustees 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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.

AUDITORS

The auditors, Calcutt Matthews, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 30 MARCH 2015 and signed on its behalf by:


.....
Trustee

We have audited the financial statements of Maidstone Mencap Charitable Trust Ltd for the year ended 31 December 2014 on pages six to twelve. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page three, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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 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 charitable company'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 Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 December 2014 and of its incoming resources and application of resources, including its income and expenditure, 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.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Nick Hume

Nick Hume (Senior Statutory Auditor)
for and on behalf of Calcutt Matthews
Chartered Accountants and Registered Auditors
19 North Street
Ashford
Kent
TN24 8LF

Date: 31 March 2015

MAIDSTONE MENCAP CHARITABLE TRUST LTD

STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2014

	Notes	Unrestricted funds £	Restricted funds £	31.12.14 Total funds £	31.12.13 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	44,477	4,250	48,727	67,972
Activities for generating funds	3	17,227	-	17,227	16,536
Investment income	4	92	-	92	556
Incoming resources from charitable activities					
Community support	5	1,350	2,000	3,350	24,620
Playschool		11,906	3,100	15,006	-
Holiday Club and Junior Gateway		-	26,000	26,000	-
Total incoming resources		<u>75,052</u>	<u>35,350</u>	<u>110,402</u>	<u>109,684</u>
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs	6	3,210	-	3,210	6,857
Charitable activities					
Community support	7	51,631	-	51,631	52,964
Playschool		37,413	3,100	40,513	53,655
Holiday Club and Junior Gateway		2,911	32,250	35,161	25,639
Governance costs	9	<u>1,824</u>	<u>-</u>	<u>1,824</u>	<u>2,014</u>
Total resources expended		<u>96,989</u>	<u>35,350</u>	<u>132,339</u>	<u>141,129</u>
NET INCOMING/(OUTGOING) RESOURCES		<u>(21,937)</u>	<u>-</u>	<u>(21,937)</u>	<u>(31,445)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>283,939</u>	<u>2,250</u>	<u>286,189</u>	<u>317,634</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>262,002</u></u>	<u><u>2,250</u></u>	<u><u>264,252</u></u>	<u><u>286,189</u></u>

The notes form part of these financial statements

MAIDSTONE MENCAP CHARITABLE TRUST LTD

BALANCE SHEET
At 31 December 2014

	Notes	Unrestricted funds £	Restricted funds £	31.12.14 Total funds £	31.12.13 Total funds £
FIXED ASSETS					
Tangible assets	13	92,217	-	92,217	109,099
CURRENT ASSETS					
Cash at bank and in hand		169,982	2,250	172,232	178,382
CREDITORS					
Amounts falling due within one year	14	(197)	-	(197)	(1,292)
NET CURRENT ASSETS		<u>169,785</u>	<u>2,250</u>	<u>172,035</u>	<u>177,090</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>262,002</u>	<u>2,250</u>	<u>264,252</u>	<u>286,189</u>
NET ASSETS		<u><u>262,002</u></u>	<u><u>2,250</u></u>	<u><u>264,252</u></u>	<u><u>286,189</u></u>
FUNDS					
		15			
Unrestricted funds:					
General fund				112,002	133,939
Fixed asset replacement fund				50,000	50,000
Contingency Fund				100,000	100,000
				<u>262,002</u>	<u>283,939</u>
Restricted funds				2,250	2,250
TOTAL FUNDS				<u><u>264,252</u></u>	<u><u>286,189</u></u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 30 MARCH 2015 and were signed on its behalf by:


.....
Trustee

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

No charge to support costs is made to the play school. Other activities absorb support costs on the basis of use.

Tangible fixed assets

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

Improvements to property	- 10% on cost
Fixtures and fittings	- 15% on reducing balance
Motor vehicles	- 25% on reducing balance

Taxation

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

Fund accounting

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

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

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

The Maintenance fund is a restricted fund that was set up to ensure emergency repairs can be carried out using this approved money.

2. VOLUNTARY INCOME

	31.12.14	31.12.13
	£	£
Donations	25,573	14,130
Gift aid	255	150
Subscriptions	910	1,440
Holiday Club	7,128	19,631
Playschool	13,511	29,170
Jr Gateway	1,350	1,273
Legacies	-	2,178
	<u>48,727</u>	<u>67,972</u>

3. ACTIVITIES FOR GENERATING FUNDS

	31.12.14 £	31.12.13 £
Fundraising events	15,949	15,144
Lettings	1,278	1,392
	<u>17,227</u>	<u>16,536</u>

4. INVESTMENT INCOME

	31.12.14 £	31.12.13 £
Deposit account interest	92	556
	<u>92</u>	<u>556</u>

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	31.12.14 £	31.12.13 £
Grants	3,350	24,620
Grants	15,006	-
Grants	26,000	-
	<u>44,356</u>	<u>24,620</u>

Grants received, included in the above, are as follows:

	31.12.14 £	31.12.13 £
General	44,356	24,620
	<u>44,356</u>	<u>24,620</u>

6. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	31.12.14 £	31.12.13 £
Fundraising activities	3,210	6,857
	<u>3,210</u>	<u>6,857</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Support costs (See note 8) £	Totals £
Community support	39,970	11,661	51,631
Playschool	40,513	-	40,513
Holiday Club and Junior Gateway	35,161	-	35,161
	<u>115,644</u>	<u>11,661</u>	<u>127,305</u>

8. SUPPORT COSTS

	Management £	Finance £	Totals £
Community support	10,697	964	11,661
	<u>10,697</u>	<u>964</u>	<u>11,661</u>

9. GOVERNANCE COSTS

	31.12.14	31.12.13
	£	£
Audit	1,824	2,014
	<u> </u>	<u> </u>

10. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.12.14	31.12.13
	£	£
Depreciation - owned assets	16,882	17,517
	<u> </u>	<u> </u>

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2014 nor for the year ended 31 December 2013.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2014 nor for the year ended 31 December 2013.

12. STAFF COSTS

	31.12.14	31.12.13
	£	£
Wages and salaries	84,782	53,920
	<u> </u>	<u> </u>

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

	31.12.14	31.12.13
	4	-
	<u> </u>	<u> </u>

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

13. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Fixtures and fittings £	Motor vehicles £	Totals £
COST					
At 1 January 2014 and 31 December 2014	39,420	147,897	18,241	34,580	240,138
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION					
At 1 January 2014	-	87,643	15,598	27,798	131,039
Charge for year	-	14,790	396	1,696	16,882
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 December 2014	-	102,433	15,994	29,494	147,921
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE					
At 31 December 2014	39,420	45,464	2,247	5,086	92,217
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 December 2013	39,420	60,254	2,643	6,782	109,099
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.14 £	31.12.13 £
Trade creditors	197	1,292

15. MOVEMENT IN FUNDS

	At 1.1.14 £	Net movement in funds £	Transfers between funds £	At 31.12.14 £
Unrestricted funds				
General fund	133,939	(14,676)	(7,261)	112,002
Jr Gateway	-	(2,292)	2,292	-
Fixed asset replacement fund	50,000	-	-	50,000
Contingency Fund	100,000	-	-	100,000
Playschool	-	(8,578)	8,578	-
Holiday Club	-	3,609	(3,609)	-
	<u>283,939</u>	<u>(21,937)</u>	<u>-</u>	<u>262,002</u>
Restricted funds				
The Maintenance Fund	2,250	-	-	2,250
	<u>286,189</u>	<u>(21,937)</u>	<u>-</u>	<u>264,252</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	41,989	(56,665)	(14,676)
Jr Gateway	600	(2,892)	(2,292)
Playschool	28,835	(37,413)	(8,578)
Holiday Club	3,628	(19)	3,609
	<u>75,052</u>	<u>(96,989)</u>	<u>(21,937)</u>
Restricted funds			
Junior Gateway - restricted funding	11,750	(11,750)	-
Holiday Club - restricted funding	18,500	(18,500)	-
Playschool - restricted funding	3,100	(3,100)	-
Youth Club - restricted funding	2,000	(2,000)	-
	<u>35,350</u>	<u>(35,350)</u>	<u>-</u>
TOTAL FUNDS	<u>110,402</u>	<u>(132,339)</u>	<u>(21,937)</u>

15. MOVEMENT IN FUNDS - continued

During the year a number of Designated funds were set up and these are as follows:

Fixed asset replacement Fund

Monies set aside for the repair and replacement of owned assets.

Contingency Fund

An amount equivalent to one year's expenditure was set aside in a designated fund in order to ensure that, should the charity stop receiving funding, it could continue operating for a full year before needing to close.

Playschool Fund

Income received for the playschool is set aside and used for the running of the playschool therefore all income and expenditure for this will be shown under this new designated fund.

Holiday Club Fund

Income received for the Holiday Club is set aside and used for the running of the club therefore all income and expenditure for this will be shown under this new designated fund.

Junior Gateway Fund

Income received for Junior Gateway is set aside and used for the running of this activity and therefore all income and expenditure for this will be shown under this new designated fund.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2014

	31.12.14 £	31.12.13 £
INCOMING RESOURCES		
Voluntary income		
Donations	25,573	14,130
Gift aid	255	150
Subscriptions	910	1,440
Holiday Club	7,128	19,631
Playschool	13,511	29,170
Jr Gateway	1,350	1,273
Legacies	-	2,178
	<u>48,727</u>	<u>67,972</u>
Activities for generating funds		
Fundraising events	15,949	15,144
Lettings	1,278	1,392
	<u>17,227</u>	<u>16,536</u>
Investment income		
Deposit account interest	92	556
Incoming resources from charitable activities		
Grants	44,356	24,620
	<u>110,402</u>	<u>109,684</u>
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Fundraising activities	3,210	6,857
Charitable activities		
Wages	74,346	42,534
Rates and water	65	6
Insurance	2,624	1,950
Light and heat	4,776	5,642
Telephone	1,252	1,502
Postage and stationery	3,012	3,866
Travel	533	753
Repairs and renewals	3,727	3,550
Holiday club expenditure	-	17,491
Monthly draw expenditure	-	300
Gateway expenditure	459	5,168
Playschool expenditure	7,968	15,089
Improvements to property	14,790	14,790
Fixtures and fittings	396	466
Motor vehicles	1,696	2,261
	<u>115,644</u>	<u>115,368</u>

MAIDSTONE MENCAP CHARITABLE TRUST LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2014

	31.12.14 £	31.12.13 £
Governance costs		
Audit	1,824	2,014
Support costs		
Management		
Wages	10,436	11,386
Advertising	209	445
Sundries	52	69
	<u>10,697</u>	<u>11,900</u>
Finance		
Bank charges	320	360
Training	644	-
	<u>964</u>	<u>360</u>
Total resources expended	<u>132,339</u>	<u>136,499</u>
Net expenditure	<u>(21,937)</u>	<u>(26,815)</u>