

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

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016
FOR
MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

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for the Year Ended 31 December 2016

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MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

REPORT OF THE TRUSTEES
for the Year Ended 31 December 2016

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 2016. 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 Smith	Director	
Ms A Enfield	Director	
Mrs L Rowbotham	Director	
Mrs C Piper	Director	- resigned 21.1.16
Mrs S J Roughley	Director	
Ms S Collett	Director	
Ms S M Constant	Learning Support Assistant	- resigned 21.1.16

Company Secretary

H Callaghan

Auditors

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.

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

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 as net current assets.

Principal funding sources

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

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.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Maidstone Mencap Charitable Trust Limited 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.

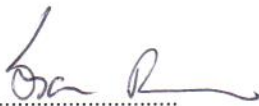
In so far as the trustees are aware:

- 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 27.3.17 and signed on its behalf by:



Trustee

We have audited the financial statements of Maidstone Mencap Charitable Trust Limited for the year ended 31 December 2016 on pages six to fourteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (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 2016 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 applicable to Smaller Entities; 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 (Senior Statutory Auditor)
for and on behalf of

Date:

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2016

	Notes	Unrestricted funds £	Restricted funds £	31.12.16 Total funds £	31.12.15 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	56,640	8,795	65,435	48,511
Activities for generating funds	3	10,686	-	10,686	12,531
Incoming resources from charitable activities					
Local authority		-	18,279	18,279	26,000
Playschool		-	-	-	2,477
Trusts and Foundations		5,630	17,500	23,130	18,480
Total incoming resources		<u>72,956</u>	<u>44,574</u>	<u>117,530</u>	<u>107,999</u>
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs	5	3,132	-	3,132	3,411
Charitable activities					
Local authority	6	-	-	-	35,773
Playschool		84,439	905	85,344	53,222
Trusts and Foundations		-	-	-	44,371
Youth Club		1,970	3,727	5,697	-
Junior Gateway		14,748	147	14,895	-
Holiday Club		6,163	14,150	20,313	-
Senior Gateway		11,106	250	11,356	-
Governance costs	8	<u>1,949</u>	<u>-</u>	<u>1,949</u>	<u>2,274</u>
Total resources expended		<u>123,507</u>	<u>19,179</u>	<u>142,686</u>	<u>139,051</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		(50,551)	25,395	(25,156)	(31,052)
Gross transfers between funds	14	<u>(2,936)</u>	<u>2,936</u>	<u>-</u>	<u>-</u>
Net incoming/(outgoing) resources		<u>(53,487)</u>	<u>28,331</u>	<u>(25,156)</u>	<u>(31,052)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>230,950</u>	<u>2,250</u>	<u>233,200</u>	<u>264,252</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>177,463</u></u>	<u><u>30,581</u></u>	<u><u>208,044</u></u>	<u><u>233,200</u></u>

The notes form part of these financial statements

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

BALANCE SHEET
At 31 December 2016

	Notes	Unrestricted funds £	Restricted funds £	31.12.16 Total funds £	31.12.15 Total funds £
FIXED ASSETS					
Tangible assets	12	102,558	13,500	116,058	76,492
CURRENT ASSETS					
Debtors	13	2,750	-	2,750	-
Cash at bank and in hand		72,155	17,081	89,236	156,708
		<u>74,905</u>	<u>17,081</u>	<u>91,986</u>	<u>156,708</u>
NET CURRENT ASSETS		<u>74,905</u>	<u>17,081</u>	<u>91,986</u>	<u>156,708</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>177,463</u>	<u>30,581</u>	<u>208,044</u>	<u>233,200</u>
NET ASSETS		<u>177,463</u>	<u>30,581</u>	<u>208,044</u>	<u>233,200</u>
FUNDS					
14					
Unrestricted funds:					
General fund				77,832	108,014
Jr Gateway				1,221	-
Fixed asset replacement fund				48,410	70,000
Contingency Fund				50,000	50,000
Holiday Club				-	2,936
				<u>177,463</u>	<u>230,950</u>
Restricted funds				<u>30,581</u>	<u>2,250</u>
TOTAL FUNDS				<u>208,044</u>	<u>233,200</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 January 2015).

The financial statements were approved by the Board of Trustees on 27.3.17 and were signed on its behalf by:


.....
Trustee

The notes form part of these financial statements

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.

2. VOLUNTARY INCOME

	31.12.16	31.12.15
	£	£
Donations	27,651	39,572
Gift aid	1,123	-
Subscriptions	640	840
Holiday Club	6,290	5,872
Playschool	24,946	413
Junior Gateway	2,480	1,814
Youth Club	2,305	-
	<u>65,435</u>	<u>48,511</u>

3. ACTIVITIES FOR GENERATING FUNDS

	31.12.16	31.12.15
	£	£
Fundraising events	10,686	12,001
Rent from clubs	-	530
	<u>10,686</u>	<u>12,531</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	31.12.16	31.12.15
	£	£
Grants	18,279	26,000
Grants	-	2,477
Grants	23,130	18,480
	<u>41,409</u>	<u>46,957</u>

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

	31.12.16	31.12.15
	£	£
General	-	46,957
Clothworkers Foundation	15,000	-
Baily Thomas Charitable Fund	2,000	-
The Morrisons Foundation	2,500	-
Kent County Council	18,279	-
Bernard Sunley Charitable Foundation	1,500	-
Cobtree Charity Trust	1,380	-
Other grants	750	-
	<u>41,409</u>	<u>46,957</u>

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

	31.12.16	31.12.15
	£	£
Fundraising activities	3,132	3,411
	<u>3,132</u>	<u>3,411</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 7)	Totals
	£	£	£
Playschool	85,117	227	85,344
Youth Club	5,685	12	5,697
Junior Gateway	14,858	37	14,895
Holiday Club	20,275	38	20,313
Senior Gateway	11,292	64	11,356
	<u>137,227</u>	<u>378</u>	<u>137,605</u>

7. SUPPORT COSTS

	Management	Finance	Totals
	£	£	£
Playschool	56	171	227
Youth Club	3	9	12
Junior Gateway	9	28	37
Holiday Club	9	29	38
Senior Gateway	16	48	64
	<u>93</u>	<u>285</u>	<u>378</u>

8. GOVERNANCE COSTS

	31.12.16	31.12.15
	£	£
Audit	1,949	2,274
	<u>1,949</u>	<u>2,274</u>

9. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.12.16	31.12.15
	£	£
Depreciation - owned assets	22,124	16,144
	<u>22,124</u>	<u>16,144</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2016 nor for the year ended 31 December 2015 .

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2016 nor for the year ended 31 December 2015 .

11. STAFF COSTS

	31.12.16 £	31.12.15 £
Wages and salaries	<u>91,356</u>	<u>91,792</u>

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

	31.12.16	31.12.15
	<u>4</u>	<u>4</u>

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

The above is Full Time Equivalent. There are 18 part-time workers.

12. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Fixtures and fittings £	Motor vehicles £	Totals £
COST					
At 1 January 2016	39,420	147,897	18,660	34,580	240,557
Additions	<u>-</u>	<u>61,410</u>	<u>280</u>	<u>-</u>	<u>61,690</u>
At 31 December 2016	<u>39,420</u>	<u>209,307</u>	<u>18,940</u>	<u>34,580</u>	<u>302,247</u>
DEPRECIATION					
At 1 January 2016	-	117,223	16,331	30,511	164,065
Charge for year	<u>-</u>	<u>20,931</u>	<u>379</u>	<u>814</u>	<u>22,124</u>
At 31 December 2016	<u>-</u>	<u>138,154</u>	<u>16,710</u>	<u>31,325</u>	<u>186,189</u>
NET BOOK VALUE					
At 31 December 2016	<u>39,420</u>	<u>71,153</u>	<u>2,230</u>	<u>3,255</u>	<u>116,058</u>
At 31 December 2015	<u>39,420</u>	<u>30,674</u>	<u>2,329</u>	<u>4,069</u>	<u>76,492</u>

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the Year Ended 31 December 2016

13. DEBTORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.12.16	31.12.15
	£	£
Other debtors	2,750	-
	<u>2,750</u>	<u>-</u>

14. MOVEMENT IN FUNDS

	At 1.1.16	Net movement in funds	Transfers between funds	At 31.12.16
	£	£	£	£
Unrestricted funds				
General fund	108,014	(44,562)	14,380	77,832
Jr Gateway	-	1,221	-	1,221
Fixed asset replacement fund	70,000	13,279	(34,869)	48,410
Contingency Fund	50,000	-	-	50,000
Playschool	-	(20,489)	20,489	-
Holiday Club	2,936	-	(2,936)	-
	<u>230,950</u>	<u>(50,551)</u>	<u>(2,936)</u>	<u>177,463</u>
Restricted funds				
The Maintenance Fund	2,250	-	-	2,250
Holiday Club - restricted funding	-	6,054	2,936	8,990
Youth Club - restricted funding	-	5,841	-	5,841
The Clothworkers Grant	-	13,500	-	13,500
	<u>2,250</u>	<u>25,395</u>	<u>2,936</u>	<u>30,581</u>
TOTAL FUNDS	<u>233,200</u>	<u>(25,156)</u>	<u>-</u>	<u>208,044</u>

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	25,504	(70,066)	(44,562)
Jr Gateway	9,440	(8,219)	1,221
Fixed asset replacement fund	13,279	-	13,279
Playschool	24,733	(45,222)	(20,489)
	<u>72,956</u>	<u>(123,507)</u>	<u>(50,551)</u>
Restricted funds			
Holiday Club - restricted funding	20,051	(13,997)	6,054
Youth Club - restricted funding	9,523	(3,682)	5,841
The Clothworkers Grant	15,000	(1,500)	13,500
	<u>44,574</u>	<u>(19,179)</u>	<u>25,395</u>
TOTAL FUNDS	<u>117,530</u>	<u>(142,686)</u>	<u>(25,156)</u>

14. 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 six months 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.

Youth Club Fund

Income received for the Youth 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.

Maintenance Fund

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

Clothworkers Fund

The Clothworkers Fund is a restricted fund that was set up specifically for improvements to the roof. This has been fully used, with £1500 spent on expenditure-related items incurred in the project, and the remaining £13,500 capitalised as part of the improvements to property.

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2016

	31.12.16 £	31.12.15 £
INCOMING RESOURCES		
Voluntary income		
Donations	27,651	39,572
Gift aid	1,123	-
Subscriptions	640	840
Holiday Club	6,290	5,872
Playschool	24,946	413
Junior Gateway	2,480	1,814
Youth Club	2,305	-
	<u>65,435</u>	<u>48,511</u>
Activities for generating funds		
Fundraising events	10,686	12,001
Rent from clubs	-	530
	<u>10,686</u>	<u>12,531</u>
Incoming resources from charitable activities		
Grants	41,409	46,957
	<u>41,409</u>	<u>46,957</u>
Total incoming resources	117,530	107,999
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Fundraising activities	3,132	3,411
Charitable activities		
Wages	91,356	91,792
Insurance	2,836	3,175
Light and heat	3,906	4,681
Telephone	572	236
Postage and stationery	1,951	3,312
Travel	395	414
Repairs and renewals	12,867	6,157
Holiday club expenditure	792	1,203
Youth Club expenditure	384	-
Gateway expenditure	44	902
Playschool expenditure	-	2,269
Staff Training	-	2,258
Improvements to property	20,931	14,790
Fixtures and fittings	379	337
Carried forward	136,413	131,526

This page does not form part of the statutory financial statements

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2016

	31.12.16	31.12.15
	£	£
Charitable activities		
Brought forward	136,413	131,526
Motor vehicles	814	1,017
	<u>137,227</u>	<u>132,543</u>
Governance costs		
Audit	1,949	2,274
Support costs		
Management		
Advertising	-	561
Sundries	93	-
	<u>93</u>	<u>561</u>
Finance		
Bank charges	285	262
	<u>285</u>	<u>262</u>
Total resources expended	142,686	139,051
	<u>142,686</u>	<u>139,051</u>
Net expenditure	<u>(25,156)</u>	<u>(31,052)</u>