MAIDSTONE MENCAP CHARITABLE TRUST

England & Wales · Charity number 1009677

Details

Other names	MAIDSTONE MENCAP CHARITABLE TRUST, MAIDSTONE MENCAP CHARITABLE TRUST LIMITED
Status	Registered
Legal form	CIO
Registered	1992-03-10
Register	View on the Charity Commission register

Contact

Address	Cobtree Hall Willington Street Maidstone Kent ME15 8EB
Phone	01622670464
Email	office@maidstonemencap.org
Website	https://maidstonemencap.org

Activities

Objects: 1) THE RELIEF OF PEOPLE WITH A LEARNING DISABILITY IN PARTICULAR BY THE PROVISION OF HELP AND SUPPORT FOR THEM AND FOR THE FAMILIES, DEPENDANTS AND CARERS, AND TO PREVENT LEARNING DISABILITIES FOR THE PUBLIC BENEFIT.2) TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES FOR THE RECREATION OR OTHER LEISURE TIME OCCUPATION FOR PEOPLE WHO HAVE NEED THEREOF BY REASON OF LEARNING DISABILITY WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE."LEARNING DISABILITY" MEANS ANY DEVELOPMENTAL DISABILITY OF THE MIND AND ANY ASSOCIATED CONDITION HOWSOEVER CAUSED AND WHETHER MILD, MODERATE OR SEVERE...

Activities: We provide a playschool, Junior Gateway, Holiday club and Senior Gateway club for children/adults with learning disabilities in the Maidstone area.

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Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Disability
- **Who:** People With Disabilities

Geography

- **Area of benefit:** BOROUGH OF MAIDSTONE AND SURROUNDING VILLAGES
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£185,116	£209,679	-	-
2023-12-31	£191,376	£149,175	-	-
2022-12-31	£189,192	£156,474	-	-
2021-12-31	£169,318	£143,503	-	-
2020-12-31	£186,345	£135,384	-	-

Trustees

Name	Role	Appointed
SUSAN ROUGHLEY	Chair	2013-04-16
Amanda Masters		2023-03-27
Guy Roughley		2018-04-12
Lynn Jacqueline Snedden		2018-03-08
MR M J SMITH		
Mrs M L Rimmer		2018-02-08

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MAIDSTONE MENCAP CHARITABLE TRUST

England & Wales - Charity number 1009677

Accounts

REGISTERED COMPANY NUMBER: 02672192 (England and Wales)
REGISTERED CHARITY NUMBER: 1009677

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

FOR

MAIDSTONE MENCAP CHARITABLE TRUST LIMITED

Xeinadin Audit Ltd
12 Conqueror Ct
Sittingbourne
Kent
ME10 5BH

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

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for the Year Ended 31 December 2024

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MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

CHAIR'S REPORT
for the Year Ended 31 December 2024

Charities are being hit nationally by the general reduction in money available for grants and additional funding. Maidstone Mencap is no different. We are increasingly finding decisions are taking longer to be made for the allocation of funds and we are in a bigger pool competing for smaller pots of money. Despite these challenges we have had a relatively successful year and I am proud of the fact that we continue to provide a much-needed service to our children and young adults.

Liane and her amazing team of staff and volunteers, despite staff shortages, have provided a high level of support to all our users. Unfortunately, we continue to have waiting lists for all our clubs and playschool and in an attempt to address this, playschool was extended by a day for a few months earlier in the year allowing some children to have 1:1 support before starting school. Like most employers of support service workers, we struggle to recruit and are not able to extend our services at the current time.

In an attempt to raise our profile in the community, gain some corporate funding and recruit more volunteers we recruited a part-time Marketing and Community officer at the end of the year. As a result, our volunteer numbers have certainly increased in the last few months and hopefully we will secure some more funding too. We come to the end of our National Lottery grant this year so will be actively looking at ways to replace this loss in funds.

I want to finish on a positive by stating I am immensely proud of the services we provide and the positive impact the charity makes on so many children, young adults and their families and carers. I cannot thank Liane our manager, her staff and all the volunteers for their hard work which makes the charity the success it is. I take this opportunity to thank my fellow trustees for their support and look forward to working with everyone concerned this year. I am sure with such a great team we can face the challenges head on and continue to provide a great service.

Sue Roughley April 2025.

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 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Maidstone Mencap's vision and mission statement outline its role to provide support within the local community.

Vision

Making a positive difference to the lives of all with learning disabilities (including their families and carers) within Maidstone and the surrounding areas.

Mission Statement

- Enabling and empowering all children & adults with a learning disability and their families & carers to achieve their full potential.
- Providing the best possible start and support through care, education and therapy from early years onwards.
- Providing quality social & leisure activities and opportunities for self-fulfilment within a safe and caring environment.

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, energy and resources to assist the charity.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Playschool - 2024

Cobtree Playschool continued to support many families, and their children entrusted into our care.
With register planning children joined us throughout the year, are sessions continued to be full, we again opened on a Thursday, from Jan- July to support those on our waiting list, this is enabled the children to settle and get to know us and be ready for the transition to playschool from the September.

We had changes to our playschool team welcoming back Sheryl in a role as a key person, losing our deputy manager Tina for pastures new in December and Liz sadly was unable to return in September having supported the team behind the scenes for many years.

I would like to give a huge thank you to the whole team, staff and volunteers, who all support each other and work so hard in ensuring that all the children are so well cared for, giving the much-needed time, dedication and planning to ensure we meet their individual needs.

Cath has stepped into the deputy manager role, with Sue and Jaime continuing to provide the much-valued roles in supporting their key groups.

We have recruited an experienced, qualified new key person, Farren, and Edward who will be working alongside as he develops his understanding of an early year's role, both who will join us in January 2025, but have had a couple of weeks in December to help settle in.

We continue to face difficulties in recruitment for the much-valued roles of volunteers to be able to increase numbers whilst still being able to offer our continuing standards of care and early education. We, our children and families recognise and truly appreciate the help with have from our small team of committed volunteers, those that have supported us for over 10 years to those that support for a few months; their loyalty and continuing support makes a true difference to our provision and care and recognised best practices.

It continues to be a privilege to work alongside them, recognising their kindness care and support to the children and their families, which continues to embed the ethos of the Playschool., As each year, a thank you never seems to be a big enough word for all that they do.

We are continually aware of the need for the sustainability of our provision for those within the community, especially with knowledge of the impending changes of the SEND offer of support, not just from our local authority but nationwide. Although it is good to see recommendations increasing from the children's therapy support network and word of mouth, we need to continue to be proactive in maintaining the funding for the sustainability of our service and all the valuable support and care we are able to give to the children.

We supported many of our families with their educational and health care plans, completing with them the paperwork and evidence profiles needed to ensure that the children leaving our care in the summer would have the right support in place at their new schools. The local council continues to be overwhelmed with the need for specialist school placements and we, from September, have again supported children who have deferred they school entry, from not being allocated an appropriate school place for a term or for the whole school year.

We managed to say goodbye to those leaving for school and to celebrate the end of another school year, with a picnic for everyone in the garden. It is lovely to celebrate with the parents the children's achievements, to look through their unique photographed progress journey to show how well they have done and the steps they have made towards the early learning goals.

We invited parents into to share a session alongside their child in December, to share progress being made in their first term and to have opportunities to speak and spend time with the key person and team in their individual key groups, before sending of for the Christmas break.

Juniors
With a continuing thankyou to the KCC disabled commissioning service and the grant award from their short break Local Offer we are able to run our club provision for the next two years (April 2024 to March 2026)
Due to the continuing demand of places, we have kept to running our junior club, with three age groups, running alternate Saturdays to be able to support as many families as is possible although we have an evolving waiting list, we are able to offer up to 36 children, sessions with us.

We have children joining our Saturdays from their experiences at Playschool or Summer club, a testament to the care, commitment, hard work, enthusiasm from our staffing support, that families have developed their trust in the caring relationships that have been formed, and the consistency of support we can continue to provide for them. Having the consistency and knowledge from our team of staff across clubs, has meant the family's request for places at juniors is forever increasing.

We have an evolving turn round from lovely groups of young helpers, coming from local schools in their sixth form of studies or completing Duke of Edinburgh awards for example. They are providing the one-to-one social interactions with the children. The children in our care are excited to come each session knowing or requesting their helpers by name "wanting to be with their friend" which embed the ethos of the offer of our Junior clubs.
A huge thank you to the dedication and commitment to all of those in our Junior Club team. It is lovely to see the potential future of Maidstone Mencap in the commitment they all bring.

Youth Club
With thankyou to the KCC disabled commissioning service and the grant award from their short break Local Offer we are able to run our club provision for the next two year (April 2024 - March 2026)
The team have all worked with such tireless enthusiasm throughout this year to ensure that Youth club continues to offer a provision to those on our registers.

With the sessions being hall based, they included music, singing, dancing, craft activities and games - the young adults have had such fun. We prepare a supper together, encouraging the young people to make a pizza, a toasted sandwich, make choices of what they would like on their jacket potato for example. We encourage their independent skills to help with clearing away washing up They have especially loved the dancing and singing at the end of each session, you can see the confidence and friendships formed with their peers and with our staff, making the sessions a joyfully energetic social experience for all.

Again, a huge thank you must go to everyone at Youth, for the time and commitment that goes to organising and planning these events. The young adults in their care are being given some wonderful experiences and opportunities building on the trusting caring and fun relationships that they have developed with our team. They are building on their confidence to try new things, to interact with their peers engaging and understanding that during their time with us their individual needs are being met. This all supports the foundations needed for them to make a positive contribution in the decision making, and positive behaviours needed in the rules of being together in our community.

Holiday Club
With thankyou to the KCC disabled commissioning service and the grant award from their short break Local Offer we are able to run our club provision summer 2024 and summer 2025
During the Summer, we did run our holiday club for 4 weeks over August., providing respite for the families of almost 90 children and young adults between the ages of 5-18.

Activities are hall based, we are able to utilise both floors of the hall, the sensory room and garden, with each day divided to have a planned activity in the afternoon We themed each week including very messy fun, and visits from tessellation dance proving to be a very memorable day for everyone.

We have a fantastic team, with many familiar and new faces from previous years supporting the staffing needed again, these included the day-to-day management from our Junior club and Playschool managers, which provided the consistently knowledge and understanding of those entrusted to our care. They all worked so well together reflecting each day to ensure that the children's days were full of fun, activities, and social interactions,
We were all supported by a large team of helpers, who provided the 1;1 care, many of whom were familiar with the children and the families from volunteering with us for our junior club or having worked in during the previous summer. A huge thank you must go out to all for the commitment, time and hard work given to make our holiday club so successful. Sharing their knowledge of the children, the techniques and strategies needed to help keep them entertained happy and motivated, made the children feel safe and confident to explore all the opportunities and experiences we could provide for them.
Photographs taken throughout the summer show the huge smiles, reinforcing the fun they had, and the relationships formed.

This Ethos continues to be embedded in our Junior and Youth clubs throughout the year, for which Maidstone Mencap continues to be immensely proud.

We are able to run our club provisions from the major financial support from the short break grants applied for from KCC Disabled Commissioning Service, which support us to be able to offer much reduced fees for the 1;1 care and support provided, for this we say another thank you, as it goes a long way in sustaining the variety and quality of experiences we provided.
Another thank you must go Peggy Heron and the William Brake foundation for their huge donation again this year, which contributes significantly to the activities and resources we are able to provide for our Clubs.

BUILDING REPORT

Maidstone Mencap AGM Building Report for works 2024

1. Fire Safety & Emergency Lighting Upgrade
o Following the fire safety check, it was identified that an emergency lighting upgrade was necessary.
o The quotes provided by Tina were outdated, so new quotes were requested.
o Contractor: Oakleaf Electrical
o Quote: £4,139 (Excl. VAT), which includes PAT testing.
o Scheduled Work Dates: 14th April - 17th April 2024.

2. Garden Maintenance
o The garden has been tidied up, with the broken marquee taken down and the metal recycled, resulting in a small revenue of £6.
o Other garden waste has been disposed of at the local recycling centre free of charge.

3. Wall Repairs in Garden
o Two locations on the building wall were identified as needing repairs due to crumbling mortar, which posed a safety hazard.
o This issue was preventing children from safely using the garden.
o The repairs have been completed, and the scaffolding is scheduled to be taken down soon.
o Contractor: Mailling Masonry
o Cost: £1,920.

4. Additional Wall Repair by Main Entrance
o An additional repair on the wall near the main entrance is necessary.
o Estimated Cost: £100, with work expected to be completed during the half-term break.

5. Storage Room Paint Issue
o During a walkaround, I noticed some peeling and crumbling paint in the storage room.
o The issue is being monitored as it may be due to the age of the paint. Liane has been made aware of this.

Planned Works for 2025:
1. Garden Overhaul:
o Continue with the garden project to make it fully accessible and enjoyable to all.
2. Building Decoration:
o Ongoing decoration and maintenance throughout the building.

MONTHLY DRAW

2024 January 62 Ron Mason
2024 February 80 Mr Edward Raikes
2024 March 18 Mrs A Weaver
2024 April 50 Lee Taggart
2024 May 2 Mrs L Jiles
2024 June 61 Mr J Makuch
2024 July 50 Lee Taggart
2024 August 68 Mike Craske
2024 September 61 Mr J Makuch
2024 October 25 Sharon White
2024 November 96 Mrs Elsbet Minall
2024 December 45 Mrs S Lingham

Fundraising activities
Fund-raising is vital if we are to continue running all our services so we are really grateful to everyone who contributes their time, donates raffle prizes and other items for stalls, bakes cake, displays posters, buys raffle tickets etc. etc. We can't manage without you and look forward to seeing you all at future fund raising events.

'Quiz Night' March 2024 - this was well supported and our grateful thanks go to our Quiz master for preparing the questions. This event raised approximately £600.

'Jumble Sale' June 2024 - this event was popular and well attended. We were fortunate to receive a good amount of donated clothing, toys and bric a bac raising over £200.

'Quiz Night' November 2024 - this evening was again well supported and our grateful thanks go to our Quiz master. This event raised around £570.

Thank you to all our supporters who fundraised through our Just Giving website pages.

Throughout the year many people raise money in a number of ways whilst promoting and raising the profile of Maidstone Mencap within the local community - thank you.

Mark Smith - Trustee

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.

FINANCIAL REVIEW
REVIEW 2024

Opening balance, 1st January 2024: £195,554.67
Closing balance, 31st December 2023: £161,203.38
Balance increased by: £34,351.29

This was a combination of expenditure exceeding income: -£9,144.34 and a decrease in the ring-fenced funds: £25,206.95

INCOME

We finished with an income shortfall of £42,826.96; however, this was due to a £44.9k shortfall in our Restricted Funds target (we brought in £112,968.05 versus a target of £157,864.46). We exceeded the Clubs target by £1.6k, and the Fundraising target by £492.26

EXPENDITURE

We underspent on expenditure by £27,408.74, mainly due to not spending £19.8k of Restricted Funds. Budget spending across all the divisions totalled £85,929.65 versus a budget of £93,500.00.

Whilst we overspent on Finance, that was mainly because Calcutt Matthews forgot to bill us for their services in 2023, so we ended up paying for two years in 2024. My only area of concern is with the Administration spending, as we spent £9.3k against a budget of £8k. We spent £2.3k on printing charges from both PEAC and Citibusiness; however, the charity is moving to a sole supplier and expects to halve costs in 2025.

Overall, we finished the year with a combined Income shortfall of £42.9k and Expenditure underspend of £27.4k, which meant we brought in £15.4k less than we spent (or spent £15.4k more than we brought in, depending on how you want to look at it). The total target income (Fundraising + Restricted Grants) was £182.6k and the total brought in was £138.1k, which was 76% versus target.

RESTRICTED FUNDS

Overall restricted funds totalled £84,431.71
Heritage Fund £36,415.31
NLSY £0.00
DCS: Holiday (£0.00)
DCS: Juniors £3,088.59
DCS: Youth Club £4,739.04
DAF £10,399.21
SENIF £2,987.84
Community Fund £4,987.69
Garden £21,814.03
£84,431.71

2025 is the 5th and final year that the charity will receive monies from the National Lottery, which will see the charity receive £44,784 in 2025 (and a total of £215,882 over the five-year period). My concern for 2026 is that we will need to make up the £40k a year that was previously funded by the National Lottery. I have made my concerns known to the board, and targeted the charity with bringing in more monies via Grants.

James Burrows
Honorary Treasurer

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.

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.

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.

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.

CHAIRMAN'S REPORT

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02672192 (England and Wales)

Registered Charity number

1009677

Registered office

Cobtree Hall
Willington Street
Maidstone
Kent
ME15 8EB

Trustees

Mark Smith
Susan Jane Roughley
Lynn Jacqueline Snedden
Mary Louise Rimmer
Guy Alexander Roughley
Amanda Masters

REFERENCE AND ADMINISTRATIVE DETAILS

Auditors
Xeinadin Audit Ltd
12 Conqueror Ct
Sittingbourne
Kent
ME10 5BH

President
Mrs Helen Grant MP

Other Committee Members
Secretary - Mrs Lynn Snedden
Treasurer - Mr James Burrows
Playschool & Clubs Manager - Mrs Liane Morris
Centre Co-ordinator - Mrs Tina Adams
Grants Manager - Mrs Sarah Maybourne
Social Coordinator - Mrs Rebecca Fox

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 Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the 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.

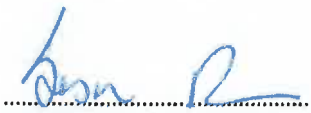
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding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

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued
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, Xeinadin Group Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 12/5/25 and signed on its behalf by:



Susan Jane Roughley - Trustee

Opinion
We have audited the financial statements of Maidstone Mencap Charitable Trust Limited (the 'charitable company') for the year ended 31 December 2024 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 2024 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.

Basis for opinion
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern
In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information
The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006
In our opinion, based on the work undertaken in the course of the audit:
- 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; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees
As explained more fully in the Statement of Trustees' Responsibilities, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our objectives in performing the audit are to identify and assess the risk of material misstatement in the financial statements due to fraud or error and to obtain sufficient audit evidence to support this. We also evaluate and respond to the risk of material misstatements.

Audit procedures performed by the engagement team included:

- Obtaining an understanding of the legal and regulatory frameworks that are applicable to the entity.
- Assessing the risks of material misstatements in respect of fraud by enquiring of management as well as reviewing the service organisations used. These were corroborated by reviewing Board Minutes, correspondence with HMRC and Companies House as well as with Service Organisations.
- Gaining a sufficient understanding of the internal control environment, including systems in place for the detection and prevention of fraud.
- Understanding the company's current activities, assets, liabilities, as well as future plans.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

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.

Nicholas Hume.

Nicholas Hume (Senior Statutory Auditor)
for and on behalf of Xeinadin Audit Ltd
12 Conqueror Ct
Sittingbourne
Kent
ME10 5BH

Date: 12/5/25

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2024

	Notes	Unrestricted funds £	Restricted funds £	31.12.24 Total funds £	31.12.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		54,534	18,819	73,353	75,555
Charitable activities	4				
Trusts and Foundations		69,337	33,772	103,109	112,038
Junior Gateway					
		5,490	-	5,490	-
Other trading activities	2	2,695	-	2,695	3,472
Investment income	3	469	-	469	311
Total		132,525	52,591	185,116	191,376
EXPENDITURE ON					
Raising funds	5	1,311	-	1,311	870
Charitable activities	6				
Playschool		111,670	-	111,670	72,334
Youth Club		542	11,312	11,854	11,022
Junior Gateway					
		17,219	-	17,219	15,124
Holiday Club					
		2,397	54,848	57,245	46,730
Other		10,140	240	10,380	3,095
Total		143,279	66,400	209,679	149,175
NET INCOME/(EXPENDITURE)		(10,754)	(13,809)	(24,563)	42,201
RECONCILIATION OF FUNDS					
Total funds brought forward		247,982	62,413	310,395	268,194
TOTAL FUNDS CARRIED FORWARD		237,228	48,604	285,832	310,395

The notes form part of these financial statements

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED (REGISTERED NUMBER: 02672192)

BALANCE SHEET
31 December 2024

	Notes	Unrestricted funds £	Restricted funds £	31.12.24 Total funds £	31.12.23 Total funds £
FIXED ASSETS					
Tangible assets	11	99,523	-	99,523	89,610
CURRENT ASSETS					
Debtors	12	3,200	-	3,200	3,200
Cash at bank and in hand		136,429	48,604	185,033	219,385
		139,629	48,604	188,233	222,585
CREDITORS					
Amounts falling due within one year	13	(1,924)	-	(1,924)	(1,800)
NET CURRENT ASSETS		137,705	48,604	186,309	220,785
TOTAL ASSETS LESS CURRENT LIABILITIES		237,228	48,604	285,832	310,395
NET ASSETS		237,228	48,604	285,832	310,395
FUNDS	14				
Unrestricted funds:					
General fund				72,403	111,556
Jr Gateway				22,244	28,421
Fixed asset replacement fund				48,410	48,410
Contingency Fund				50,000	50,000
Playschool				44,171	9,595
				237,228	247,982
Restricted funds				48,604	62,413
TOTAL FUNDS				285,832	310,395

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on .....12/5/25..... and were signed on its behalf by:

.....
Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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
Plant and machinery	-	25% on reducing balance
Fixtures and fittings	-	15% 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.

continued...

2. OTHER TRADING ACTIVITIES

	31.12.24	31.12.23
	£	£
Fundraising events	570	1,182
Rent from clubs	2,125	2,290
	2,695	3,472

3. INVESTMENT INCOME

	31.12.24	31.12.23
	£	£
Deposit account interest	469	311

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.12.24	31.12.23
		£	£
Grants	Trusts and Foundations	103,109	112,038
	Junior Gateway		
Grants			
		5,490	-
		108,599	112,038

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

	31.12.24	31.12.23
	£	£
Kent County Council	64,910	59,413
National Lottery Community Fund	43,689	52,625
	108,599	112,038

continued...

5. RAISING FUNDS

Other trading activities

	31.12.24	31.12.23
	£	£
Fundraising activities	1,311	870

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 7)	Totals
	£	£	£
Playschool	110,674	996	111,670
Youth Club	11,755	99	11,854
Junior Gateway	16,990	229	17,219
Holiday Club	56,859	386	57,245
	196,278	1,710	197,988

7. SUPPORT COSTS

	Management	Finance	Totals
	£	£	£
Playschool	894	102	996
Youth Club	89	10	99
Junior Gateway	213	16	229
Holiday Club	368	18	386
	1,564	146	1,710

continued...

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.24	31.12.23
	£	£
Depreciation - owned assets	6,816	5,299

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2024 nor for the year ended 31 December 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2024 nor for the year ended 31 December 2023.

10. STAFF COSTS

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

	31.12.24	31.12.23
Staff	3	3

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

The above is Full Time Equivalent. There are 12 part-time workers.

continued...

11. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Plant and machinery £	Fixtures and fittings £	Totals £
COST					
At 1 January 2024	39,420	294,582	2,135	37,635	373,772
Additions	-	-	-	16,729	16,729
At 31 December 2024	39,420	294,582	2,135	54,364	390,501
DEPRECIATION					
At 1 January 2024	-	259,231	868	24,063	284,162
Charge for year	-	4,489	317	2,010	6,816
At 31 December 2024	-	263,720	1,185	26,073	290,978
NET BOOK VALUE					
At 31 December 2024	39,420	30,862	950	28,291	99,523
At 31 December 2023	39,420	35,351	1,267	13,572	89,610

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.24 £	31.12.23 £
Prepayments and accrued income	3,200	3,200

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.24 £	31.12.23 £
Accruals and deferred income	1,924	1,800

14. MOVEMENT IN FUNDS

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.

continued...

14. MOVEMENT IN FUNDS - continued

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.

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2024.

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2024

	31.12.24 £	31.12.23 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	21,507	25,553
Gift aid	-	196
Subscriptions	496	420
Holiday Club	12,509	12,390
Playschool	31,744	30,077
Junior Gateway	4,787	5,624
Youth Club	2,310	1,295
	73,353	75,555
Other trading activities		
Fundraising events	570	1,182
Rent from clubs	2,125	2,290
	2,695	3,472
Investment income		
Deposit account interest	469	311
Charitable activities		
Grants	108,599	112,038
Total incoming resources	185,116	191,376
EXPENDITURE		
Other trading activities		
Fundraising activities	1,311	870
Charitable activities		
Wages	156,495	109,131
Insurance	4,634	4,174
Light and heat	5,419	5,420
Telephone	619	1,174
Postage and stationery	3,109	1,310
Repairs and renewals	10,319	8,912
Holiday club expenditure	4,665	(348)
Youth Club expenditure	550	559
Playschool expenditure	3,386	5,522
Staff Training	-	35
Carried forward	189,196	135,889

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2024

	31.12.24	31.12.23
	£	£
Charitable activities		
Brought forward	189,196	135,889
Improvements to property	4,489	3,690
Plant and machinery	574	422
Fixtures and fittings	2,019	1,188
	196,278	141,189
Other		
General Expenditure	4,088	1,351
Audit	6,292	1,744
	10,380	3,095
Support costs		
Management		
Advertising	1,468	1,291
Sundries	96	702
	1,564	1,993
Finance		
Bank charges	146	228
Governance costs		
Accountancy and legal fees	-	1,800
Total resources expended	209,679	149,175
Net (expenditure)/income	(24,563)	42,201

MAIDSTONE MENCAP CHARITABLE TRUST

England & Wales - Charity number 1009677

Accounts

REGISTERED COMPANY NUMBER: 02672192 (England and Wales)
REGISTERED CHARITY NUMBER: 1009677

Report of the Trustees and

Financial Statements

for the Year Ended 31 December 2023

for

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

Xeinadin Audit Ltd
12 Conqueror Ct
Sittingbourne
Kent
ME10 5BH

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

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for the Year Ended 31 December 2023

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MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

Chairpersons' Report
for the Year Ended 31 December 2023

2023 has proved to be yet another successful year for the charity despite our ongoing challenges. I am hugely thankful to Liane Morris, our manager, and her incredibly hardworking team who continue to provide a safe, welcoming, and enjoyable service to our children, young adults, and their families.

Cobtree Playschool has supported a large number of new children this year boosting us to have full registers, whilst continuing to ensure that those leaving have the correct support in place at their new schools. Juniors is also in continuing demand with many joining from Playschool, or from having enjoyed their time at Summer Club so much. Youth club has been jam-packed full of music and dance sessions, cooking and craft activities, where our young adults have been supported to independently make decisions, increase their confidence and social skills as they continue to enjoy all that the charity can offer. In August, we hosted 90 children and young adults between the ages of 5-18 at our holiday club.

None of this would be possible without the commitment, dedication and care of our staff and volunteers. Though we are continually keen to recruit more volunteers, I must thank those who do for the friendship that they offer to the young people our charity supports. It is their passion which leads families wanting to return to us again and again.
The on-going maintenance of the hall and the ever-changing health and safety regulations are a constant drain on our resources. However this year has seen huge decorating improvements both in the hall and outside in the gardens which should see us through the next few years. With more work needed in 2024, we will be relying on further grant opportunities. A huge thank you goes to Tina Adam's family for their continual support in this area.

We have enjoyed some great fundraising events this year including a Golf Day, a boxing tournament, family barbeque, and a jumble sale. These were all extremely enjoyable raising additional funds for the charity. Thank you to everyone who has donated over the last year. We are always overwhelmed by the incredible generosity of individuals and would not be able to do many of our projects without this money. Thank you.
Thank you to our Trustees who continue to steward our charity with care and compassion. We are always looking for new Trustees to join the board so do get in touch if you would like to help.

I am very excited to see what 2024 has in store, as I am sure it will be another fantastic year for the charity, and most importantly for all who it endeavours to support.

Sue Roughley

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 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Maidstone Mencap's vision and mission statement outline its role to provide support within the local community.

Vision

Making a positive difference to the lives of all with learning disabilities (including their families and carers) within Maidstone and the surrounding areas.

Mission Statement

- Enabling and empowering all children & adults with a learning disability and their families & carers to achieve their full potential.
- Providing the best possible start and support through care, education and therapy from early years onwards.
- Providing quality social & leisure activities and opportunities for self-fulfilment within a safe and caring environment.

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, energy and resources to assist the charity.

ACHIEVEMENT AND PERFORMANCE
Charitable activities
Playschool - 2023

Cobtree Playschool continued to support families and their children entrusted into our care.
We supported new children joining us throughout the year, with registers full, we were able to support children and their transition to join us for the new school year in September by opening an attention day, on a Thursday for the summer term prior.
Our registers where again full, from the new school year September, with a decision made to open on a Thursday again for a small group of children from our waiting to start in the new year.
We are having difficulty in recruitment to find trained staff for a key person roll, and the recruitment for the much-valued roles of volunteers to be able to increase numbers whilst still being able to offer are continuing standards of care and early education.
We are continually aware of the need for our provision with those within the community, although it is good to see recommendations increasing from the children's therapy support network and word of mouth, we need to be proactive in maintaining the sustainability of our service and all the valuable support and care we are able to give to the children.
We supported many of our families with their educational and health care plan, completing with them the paperwork needed to ensure that the children leaving our care in the summer would have the right support in place at their new schools. The local council has been overwhelmed with the need for specialist school placements and we have supported children who have had to defer they school entry, for a term or for a school year.
We managed to say goodbye to those leaving for school and to celebrate the end of another school year, with a picnic for everyone in the garden. It is lovely to celebrate with the parents the children's achievements, to look through their unique photographed progress journey to show how well they have done and the steps they have made towards the early learning goals.

Although recruitment of volunteers is proving to be challenging, we continue to be grateful for the continuing support from our team of dedicated volunteers - those that have been with us for many years and those who help us between all their studies. it is thankyou to their loyalty and commitment towards the children is what makes the difference in the provision, care and support we are able to give to our families.
The parent's feedback is always so positive and grateful to all, for being able to offer our provision to their children and the difference we have made for them.
I would again especially like to highlight the dedication and commitment of all our staff volunteers and helpers. Our team is able to be consistent due to the additional special educational needs funding we can receive for individual children, which enables our support and consistency in the individual strategies and techniques implemented to meet all the children personal needs and next steps in their early developmental goals.

It continues to be a privilege to work alongside them, recognising their kindness care and support to the children and their families, which continues to embed the ethos of the Playschool., As each year, a thank you never seems to be a big enough word for all that they do. It really goes to show what continuing support Cobtree Playschool and Maidstone Mencap have with the service we are providing for the children and their families in our community.

Juniors

With a continuing thankyou to the KCC disabled commissioning service and the grant award from their short break Local Offer we are able to run our club provision
Due to the continuing demand of places, we have kept to running our junior club, with three age groups, running alternate Saturdays to be able to support as many families as is possible although we have an evolving waiting list, we are able to offer 36 family's sessions with us.

We have children joining our Saturdays from their experiences at Playschool or Summer club, a testament to the care, commitment, hard work, enthusiasm from our staffing support, that families have developed their trust in the caring relationships that have been formed, and the consistency of support we can continue to provide for them. Having the consistency and knowledge from our team of staff across clubs, has meant the family's request for places at juniors is forever increasing.
We have an evolving lovely group of young helpers, coming from local schools in their sixth form of studies or completing Duke of Edinburgh awards for example. They are providing the one-to-one social interactions with the children. The children in our care are excited to come each session knowing or requesting their helpers by name "wanting to be with their friend" which embed the ethos of the offer of our Junior clubs.
A huge thank you to the dedication and commitment to all of those in our Junior Club team. It is lovely to see the potential future of Maidstone Mencap in the commitment they all bring.

Youth Club

With thankyou to the KCC disabled commissioning service and the grant award from their short break Local Offer we are able to run our club provision
The team have all worked with such tireless enthusiasm throughout this year to ensure that Youth club continues to offer a provision to those on our registers.
With the sessions being hall based, they included music, singing, dancing, craft activities or Bingo- the young adults have had such fun. We prepare a supper together, encouraging the young people to make a pizza, a toasted sandwich, make choices of what they would like on their jacket potato for example. We encourage their independent skills to help with clearing away washing up They have especially loved the dancing and singing at the end of each session, you can see the confidence and friendships formed with their peers and with our staff, making the sessions a joyfully energetic social experience for all.
Again, a huge thank you must go to everyone at Youth, for the time and commitment that goes to organising and planning these events. The young adults in their care are being given some wonderful experiences and opportunities building on the trusting caring and fun relationships that they have developed with our team. They are building on their confidence to try new things, to interact with their peers engaging and understanding that during their time with us their individual needs are being met. This all supports the foundations needed for them to make a positive contribution in the decision making, and positive behaviours needed in the rules of being together in our community.

Holiday Club

With thankyou to the KCC disabled commissioning service and the grant award from their short break Local Offer we are able to run our club provision
During the Summer, we did run our holiday club for 4 weeks over August., providing respite for the families of almost 90 children and young adults between the ages of 5-18.
Activities are hall based, we are able to utilise both floors of the hall, the sensory room and garden, with each day divided to have a planned activity in the afternoon for the children including visit to the swimming pool. We themed each week including very messy fun, and visits from tessellation dance proving to be a very memorable day for everyone.
We have a fantastic team, with many familiar faces from previous years supporting the staffing needed again, these included the e day-to-day management from our Junior club and Playschool managers, which provided the consistently knowledge and understanding of those entrusted to our care. They all worked so well together reflecting each day to ensure that the children's days were full of fun, activities, and social interactions,
We were all supported by a large team of helpers, who provided the 1;1 care, many of whom were familiar with the children and the families from volunteering with us for our junior club or having worked in during the previous summer. A huge thank you must go out to all for the commitment, time and hard work given to make our holiday club so successful. Sharing their knowledge of the children, the techniques and strategies needed to help keep them entertained happy and motivated, made the children feel safe and confident to explore all the opportunities and experiences we could provide for them.
Photographs taken throughout the summer show the huge smiles, reinforcing the fun they had, and the relationships formed.

This Ethos continues to be embedded in our Junior and Youth clubs throughout the year, for which Maidstone Mencap continues to be immensely proud.

We are able to run our club provisions from the major financial support from the short break grants applied for from KCC Disabled Commissioning Service, which support us to be able to offer much reduced fees for the 1;1 care and support provided, for this we say another thank you, as it goes a long way in sustaining the variety and quality of experiences we provided.
Another thank you must go Peggy Heron and the William Brake foundation for their huge donation which contributes significantly to the activities and resources we are able to provide for our Clubs.

BUILDING REPORT

Maidstone Mencap AGM Building Report for works 2023

Works carried out during 2023
Cess pit emptied January £228
Stonework front of building/kitchen walls cleaned and minor works carried out further works needed and will be quoted next year cost this year £7985.00
Water heater lady's toilet taken out and connected to heater in men's £590.00
Volunteer crew came and painted yellow lines onto steps, restained shingles and tidied garden
Flooring laid in main hall £6552.00
Staircase decorated by Painter Mike £690.00
Hall and entrance painted by volunteers approx. £100
Health and safety risk assessment carried out and points raised to upgrade emergency lighting and fire doors £120
Planned work for 2024
Plans for 2024 are for points from Fire Risk Assessment to be completed, Upgrade fire doors in stages, 5 year electrical wiring check needed, Upgrade emergency lighting. Renew fire marshal training.
Stonework front/kitchen walls maintenance to continue.
Old boiler to be removed from outside cupboard.
Flooring throughout rest of building to get updated
Big Garden project whole garden overhaul to make fully accessible to all
Continue decorating throughout building

MONTHLY DRAW

2023 January 32 Mrs H Thorndycraft
2023 February 68 Mike Craske
2023 March 79 Mr Edward Raikes
2023 April 61 Mr J Makuch
2023 May 2 Mrs L Jiles
2023 June 99 Derek White
2023 July 13 Mrs Carolyn Cox
2023 August 5 Norris Tynan
2023 September 30 Wendy West
2023 October 22 Mrs Barbara Day
2023 November 73 Mrs Ann West
2023 December 69 Mrs LM Jones

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

Fund-raising is vital if we are to continue running all our services so we are really grateful to everyone who contributes their time, donates raffle prizes and other items for stalls, bakes cakes, displays posters, buys raffle tickets etc. etc. We can't manage without you and look forward to seeing you all at future fund raising events.

'Summer Fayre/Community Day June 2023 -We were fortunate to enjoy good weather, having a BBQ in the garden and various stalls and raffles which were popular with the crowd who attended. This was very successful event.
'Jumble Sale' October 2023 - this event was popular and well attended. We were fortunate to receive a good amount of donated clothing, toys and bric a bac.

Thank you to all our supporters who fundraised through our Just Giving website pages.
Throughout the year many people raise money in a number of ways whilst promoting and raising the profile of Maidstone Mencap within the local community - thank you.

Mark Smith - Trustee
.

FINANCIAL REVIEW

Principal funding sources

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

GRANTS
Grants received 2023 and how they have been used.

KCC Clubs Grants	£59,413
The National Lottery Community Fund	£52,625
Total General Funds	£112,038

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.

FINANCIAL REVIEW
REVIEW 2023

Opening balance, 1st January 2023: £187,725.20
Closing balance, 31st December 2022: £195,554.67
Balance increased by: £7,829.47

This was a combination of expenditure exceeding income: -£4,562.36 and an increase in the ring-fenced funds: +£12,391.83

INCOME

Clubs generated a surplus of £19.4k. However, Fundraising fell short by £84 k. Total target shortfall: £64.6k

EXPENDITURE

Overall, the charity underspent by £5k, which was mainly due to lower expenses on HR.

RESTRICTED FUNDS

Overall restricted funds totalled £54,928.44 (£110,464.11 when including Think BIG!)
The Think BIG! fund are monies the charity has put to one side to help finance large expenditure.
Ideas include a covered outside area in the garden, and additional renovation projects to Cobtree Hall.

Think BIG! £55,535.67
NL5Y £9,671.34
Juniors £2,368.93
Youth Club £2,000.00
DAF £6,734.14
SENIF £0.00
Community Fund £10,000.00
Garden £24,154.03

FINANCIAL REVIEW

Thank you to Liane, Tina, Mark, Sue and Lynn for helping me to manage the accounts over the course of 2023.
The finances for the year continued to build upon excellent work from previous years. The charity will continue to develop its processes to increase its chances of securing further funding to improve our service offering, and create an even better place for all those who work, learn and play at Cobtree Hall.

James Burrows
Honorary Treasurer

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.

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

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.

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.

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.

CHAIRMAN'S REPORT

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02672192 (England and Wales)

Registered Charity number

1009677

Registered office

Cobtree Hall
Willington Street
Maidstone
Kent
ME15 8EB

Trustees

Mark Smith
Lesley Rowbotham (resigned 13.3.23)
Susan Jane Roughley
Sally Tompkins (resigned 13.3.23)
Lynn Jacqueline Snedden
Mary Louise Rimmer
Guy Alexander Roughley
Amanda Masters (appointed 27.3.23)

REFERENCE AND ADMINISTRATIVE DETAILS

Auditors

Xeinadin Audit Ltd
12 Conqueror Ct
Sittingbourne
Kent
ME10 5BH

President
Mrs Helen Grant MP

Other Committee Members
Secretary - Mrs Lynn Snedden
Treasurer - Mr James Burrows
Playschool & Clubs Manager - Mrs Liane Morris
Centre Co-ordinator - Mrs Tina Adams

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 Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the 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, Xeinadin Group Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on .....16.04.2024..... and signed on its behalf by:

Susan Roughley

.....
Susan Jane Roughley - Trustee

Opinion
We have audited the financial statements of Maidstone Mencap Charitable Trust Limited (the 'charitable company') for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 2023 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.

Basis for opinion
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern
In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information
The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006
In our opinion, based on the work undertaken in the course of the audit:
- 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; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees
As explained more fully in the Statement of Trustees' Responsibilities, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Our objectives in performing the audit are to identify and assess the risk of material misstatement in the financial statements due to fraud or error and to obtain sufficient audit evidence to support this. We also evaluate and respond to the risk of material misstatements.

Audit procedures performed by the engagement team included:
- Gaining a full and extensive knowledge of the entity, the external environment within which it operates, and the regulatory frameworks it must adhere to.
- Gaining an understanding of the internal control environment.
- Evaluating and testing said system to ascertain whether they are operating at a sufficient level.
- Obtaining an understanding of the entities current activities.
- Discussions with management and those charged with governance as to any known or suspected incidents and non-compliance.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

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.

Nicholas Hume (Senior Statutory Auditor)
for and on behalf of Xeinadin Audit Ltd
12 Conqueror Ct
Sittingbourne
Kent
ME10 5BH

Date: .....20.06.2024.....

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

Statement of Financial Activities
for the Year Ended 31 December 2023

	Notes	Unrestricted funds £	Restricted funds £	31.12.23 Total funds £	31.12.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		57,870	17,685	75,555	74,226
Charitable activities	4				
Local Authority		-	-	-	2,667
Trusts and Foundations		79,638	32,400	112,038	105,329
Other trading activities	2	3,472	-	3,472	6,923
Investment income	3	311	-	311	47
Total		141,291	50,085	191,376	189,192
EXPENDITURE ON					
Raising funds	5	870	-	870	974
Charitable activities	6				
Playschool		72,334	-	72,334	94,051
Youth Club		8,731	2,291	11,022	8,457
Junior Gateway		15,124	-	15,124	12,194
Holiday Club		15,063	31,667	46,730	33,923
Other		3,095	-	3,095	6,875
Total		115,217	33,958	149,175	156,474
NET INCOME		26,074	16,127	42,201	32,718
RECONCILIATION OF FUNDS					
Total funds brought forward		221,908	46,286	268,194	235,476
TOTAL FUNDS CARRIED FORWARD		247,982	62,413	310,395	268,194

The notes form part of these financial statements

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED (REGISTERED NUMBER: 02672192)

Balance Sheet
31 December 2023

	Notes	Unrestricted funds £	Restricted funds £	31.12.23 Total funds £	31.12.22 Total funds £
FIXED ASSETS					
Tangible assets	11	89,615	(5)	89,610	79,269
CURRENT ASSETS					
Debtors	12	3,200	-	3,200	2,923
Cash at bank and in hand		153,313	66,072	219,385	187,802
		156,513	66,072	222,585	190,725
CREDITORS					
Amounts falling due within one year	13	1,854	(3,654)	(1,800)	(1,800)
NET CURRENT ASSETS		158,367	62,418	220,785	188,925
TOTAL ASSETS LESS CURRENT LIABILITIES		247,982	62,413	310,395	268,194
NET ASSETS		247,982	62,413	310,395	268,194
FUNDS	14				
Unrestricted funds:					
General fund				111,556	121,773
Jr Gateway				28,421	24,635
Fixed asset replacement fund				48,410	48,410
Contingency Fund				50,000	50,000
Playschool				9,595	(22,910)
				247,982	221,908
Restricted funds				62,413	46,286
TOTAL FUNDS				310,395	268,194

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on .....16.04.2024..... and were signed on its behalf by:

Susan Roughley

.....
Susan Jane Roughley - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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
Plant and machinery	-	25% on reducing balance
Fixtures and fittings	-	15% 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.

continued...

2. OTHER TRADING ACTIVITIES

	31.12.23	31.12.22
	£	£
Fundraising events	1,182	2,463
Rent from clubs	2,290	4,460
	3,472	6,923

3. INVESTMENT INCOME

	31.12.23	31.12.22
	£	£
Deposit account interest	311	47

4. INCOME FROM CHARITABLE ACTIVITIES

		31.12.23	31.12.22
	Activity	£	£
Grants	Local Authority	-	2,667
Grants	Trusts and Foundations	112,038	105,329
		112,038	107,996

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

	31.12.23	31.12.22
	£	£
Kent County Council	59,413	58,745
National Lottery Community Fund	52,625	41,584
Maidstone Borough Council	-	2,667
Kent Community Foundation	-	5,000
	112,038	107,996

continued...

5. RAISING FUNDS

Other trading activities

	31.12.23	31.12.22
	£	£
Fundraising activities	870	974

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 7)	Totals
	£	£	£
Playschool	69,699	2,635	72,334
Youth Club	10,949	73	11,022
Junior Gateway	14,968	156	15,124
Holiday Club	45,573	1,157	46,730
	141,189	4,021	145,210

7. SUPPORT COSTS

	Management	Finance	Governance costs	Totals
	£	£	£	£
Playschool	675	160	1,800	2,635
Youth Club	57	16	-	73
Junior Gateway	131	25	-	156
Holiday Club	1,130	27	-	1,157
	1,993	228	1,800	4,021

continued...

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.23	31.12.22
	£	£
Depreciation - owned assets	5,299	5,236

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2023 nor for the year ended 31 December 2022.

10. STAFF COSTS

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

	31.12.23	31.12.22
Staff	3	3

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

The above is Full Time Equivalent. There are 12 part-time workers.

continued...

11. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Plant and machinery £	Fixtures and fittings £	Totals £
COST					
At 1 January 2023	39,420	286,582	2,135	29,995	358,132
Additions	-	8,000	-	7,640	15,640
At 31 December 2023	39,420	294,582	2,135	37,635	373,772
DEPRECIATION					
At 1 January 2023	-	255,542	445	22,876	278,863
Charge for year	-	3,689	423	1,187	5,299
At 31 December 2023	-	259,231	868	24,063	284,162
NET BOOK VALUE					
At 31 December 2023	39,420	35,351	1,267	13,572	89,610
At 31 December 2022	39,420	31,040	1,690	7,119	79,269

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.23 £	31.12.22 £
Prepayments and accrued income	3,200	2,923

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.23 £	31.12.22 £
Accruals and deferred income	1,800	1,800

14. MOVEMENT IN FUNDS

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.

continued...

14. MOVEMENT IN FUNDS - continued

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.

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023.

Detailed Statement of Financial Activities
for the Year Ended 31 December 2023

	31.12.23 £	31.12.22 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	25,553	37,482
Gift aid	196	382
Subscriptions	420	460
Holiday Club	12,390	8,916
Playschool	30,077	21,045
Junior Gateway	5,624	4,490
Youth Club	1,295	1,451
	75,555	74,226
Other trading activities		
Fundraising events	1,182	2,463
Rent from clubs	2,290	4,460
	3,472	6,923
Investment income		
Deposit account interest	311	47
Charitable activities		
Grants	112,038	107,996
Total incoming resources	191,376	189,192
EXPENDITURE		
Other trading activities		
Fundraising activities	870	974
Charitable activities		
Wages	109,131	108,299
Insurance	4,174	2,562
Light and heat	5,420	5,206
Telephone	1,174	1,274
Postage and stationery	1,310	1,172
Repairs and renewals	8,912	15,794
Holiday club expenditure	(348)	1,571
Youth Club expenditure	559	837
Playschool expenditure	5,522	1,510
Staff Training	35	688
Carried forward	135,889	138,913

Detailed Statement of Financial Activities
for the Year Ended 31 December 2023

	31.12.23 £	31.12.22 £
Charitable activities		
Brought forward	135,889	138,913
Improvements to property	3,690	3,533
Plant and machinery	422	445
Fixtures and fittings	1,188	1,256
	141,189	144,147
Other		
General Expenditure	1,351	5,529
Audit	1,744	1,346
	3,095	6,875
Support costs		
Management		
Advertising	1,291	723
Sundries	702	1,834
	1,993	2,557
Finance		
Bank charges	228	121
Governance costs		
Accountancy and legal fees	1,800	1,800
Total resources expended	149,175	156,474
Net income	42,201	32,718

MAIDSTONE MENCAP CHARITABLE TRUST

England & Wales - Charity number 1009677

Accounts

REGISTERED COMPANY NUMBER: 02672192 (England and Wales)
REGISTERED CHARITY NUMBER: 1009677

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

FOR

MAIDSTONE MENCAP CHARITABLE TRUST LIMITED

Xeinadin Audit Ltd
Becket House
36 Old Jewry
London
EC2R 8DD

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

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for the Year Ended 31 December 2022

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MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

CHAIRPERSONS' REPORT
for the Year Ended 31 December 2022

2022 has been another challenging but successful year for the charity.

After the difficulties of the previous 2 years much consideration was given to how we fund our services going forward. The decision was made to engage the services of a professional grant writer. Sarah Maybourne joined the charity in March and has made a massive contribution. Sarah's charity experience and knowledge of the funding world has been a huge help to the trustees and management team at the charity.

Having not done much at all in the way of community events since the first lock down, we "reintroduced" ourselves with two small events - a celebration of 30 years as a charity and our Christmas fayre. Both very extremely enjoyable and raised additional funds for the charity. Our bigger reintroduction however, was being nominated as a finalist in the Kent Charity Awards where we were runners up to the amazing charity Spadeworks. We have learnt from this experience and will hopefully be a finalist if not a winner in 2023.

The building continues to drain our funds. Much work has been carried out this year with new storage, flooring, continual roof repairs and decoration. Unfortunately, many of our grant applications next year will be to both cover the up keep of the hall and to meet all health and safety standards.

Liane Morris our manager and her incredible team of staff and volunteers have continued to provide an outstanding service for all our children and young adults. This work is the core of what we do and Liane and her team provide the highest standard of care in a stimulating environment enabling many of our service users to reach their potential. Thank you to all our staff and volunteers for their dedication, hard work and support for the charity.

Finally thank you to our Trustees who continue to help steer the charity.

I believe 2023 will be a great year with a strong team in place to take things forward and I look forward to the challenges ahead.

Sue Roughley

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 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Maidstone Mencap's vision and mission statement outline its role to provide support within the local community.

Vision

Making a positive difference to the lives of all with learning disabilities (including their families and carers) within Maidstone and the surrounding areas.

Mission Statement

- Enabling and empowering all children & adults with a learning disability and their families & carers to achieve their full potential.
- Providing the best possible start and support through care, education and therapy from early years onwards.
- Providing quality social & leisure activities and opportunities for self-fulfilment within a safe and caring environment.

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, energy and resources to assist the charity.

ACHIEVEMENT AND PERFORMANCE
Charitable activities
Playschool - 2022

Cobtree Playschool continues in all their best practices to our families and children. We have recognised the continuing impact on families from COVID, that the children have needed greater support with their communication strategies and confidence in their social interactions and transitions.
We supported new children joining us throughout the year with and with the new school year commencing in September 2022. With show rounds increasing from recommendations from outside support agencies are registers quickly filled up to December with further children now planned to join us in January 2023.
We must continue to raise awareness of our provision with those within the community, although it is good to see recommendations increasing from the children's therapy support network and word of mouth we need to be proactive in maintaining the sustainability of our service and all the valuable support and care we are able to give to the children.
We supported families with their educational and health care plan, completing with them the paperwork needed to ensure that the children leaving our care in the summer would have the right support in place at their new schools. It was lovely to see those that moved on at the end of September, making a special effort to come along and support our Christmas fayre.
We managed to say goodbye to those leaving for school and to celebrate the end of another difficult school year, with a picnic for everyone in the garden. It is lovely to celebrate with the parents the children's achievements, to look through their unique photographed progress journey to show how well they have done and the steps they have made towards the early learning goals.

Although recruitment of volunteers is proving to be challenging, we continue to be grateful for the continuing support from our team of dedicated volunteers - those that have been with us for many years and those who help us between all their studies . it is thankyou to their loyalty and commitment towards the children is what makes the difference in the provision, care and support we are able to give to our families.
The parent's feedback is always so positive and grateful to all, for being able to offer our provision to their children and the difference we have made for them.
I would again especially like to highlight the dedication and commitment of all our staff volunteers and helpers. Our team is expanding due to the additional funding we can receive for individual children, enabling and supporting the consistency in strategies and techniques implemented to meet all the children personal needs and next steps in their early developmental goals. It continues to be a privilege to work alongside them, recognising their kindness care and support to the children and their families, which continues to embed the ethos of the Playschool., As each year, a thank you never seems to be a big enough word for all that they do. It really goes to show what continuing support Cobtree Playschool and Maidstone Mencap have with the service we are providing for the children and their families in our community.

Juniors

With thankyou to the KCC disabled commissioning service and the grant award from their short break Local Offer we are able to run our club provision .Due to the continuing demand of places we have kept to running our junior club, with three age groups, running alternate Saturdays to be able to support as many families as is possible although we have an evolving waiting list, we are able to offer 36 family's sessions with us.
We have children joining our Saturdays from their experiences at Playschool or Summer club, a testament to the care, commitment, hard work, enthusiasm from our staffing support, that families have developed their trust in the caring relationships that have been formed, and the consistency of support we can continue to provide for them. Having the consistency and knowledge from our team of staff across clubs, has meant the family's request for places at juniors is forever increasing..
We have an evolving lovely group of young helpers providing the one to one interactions with the children, the children in our care are excited to come each session knowing or requesting their helpers by name "wanting to be with their friend" which embed the ethos of the offer of our Junior clubs.

A huge thank you to the dedication and commitment to all of those in our Junior Club team. It is lovely to see the potential future of Maidstone Mencap in the commitment they all bring.

Youth Club

With thankyou to the KCC disabled commissioning service and the grant award from their short break Local Offer we are able to run our club provision
The team have all worked with such tireless enthusiasm throughout this year to ensure that Youth club continues to offer a provision to those on our registers.
With the sessions being hall based, they included music, singing, dancing, craft activities or Bingo- the young adults have had such fun. We prepare a supper together, encouraging the young people to make a pizza, a toasted sandwich, make choices of what they would like on their baked potato for example. We encourage their independent skills to help with clearing away washing up They have especially loved the dancing and singing at the end of each session, you can see the confidence and friendships formed with their peers and with our staff, making the sessions a joyfully energetic social experience for all.
Again, a huge thank you must go to everyone at Youth, for the time and commitment that goes to organising and planning these events. The young adults in their care are being given some wonderful experiences and opportunities building on the trusting caring and fun relationships that they have developed with our team. They are building on their confidence to try new things, to interact with their peers engaging and understanding that during their time with us their individual needs are being met. This all supports the foundations needed for them to make a positive contribution in the decision making, and positive behaviours needed in the rules of being together in our community.

Holiday Club

With thankyou to the KCC disabled commissioning service and the grant award from their short break Local Offer we are able to run our club provision
During the Summer, we did run our holiday club for 4 weeks over August., providing respite for the families of over 70 children and young adults between, 5-18.
Activities are hall based, we are able to utilise both floors of the hall, the sensory room and garden, with each day divided to have a planned activity in the afternoon for the children including visit to the swimming pool. We themed each week including very messy fun day or bikes rides around the hall area, with a visit from the "bubble lady" and tessellation dance proving to be a very memorable days for everyone.
We again had a fantastic team, with many familiar faces from previous years, and the day-to-day management from our Youth Juniors and Playschool managers, providing the consistently knowledge and understanding of those entrusted to our care. They all worked so well together reflecting each day to ensure that the children's days were full of fun, activities, and social interactions,
We were all supported by a team of helpers, who provided the 1;1 care, many of whom were familiar with the children and the families from volunteering with us for our junior club. A huge thank you must go out to all for the commitment, time and hard work given to make our holiday club so successful. Sharing their knowledge of the children, the techniques and strategies needed to help keep them entertained happy and motivated, made the children feel safe and confident to explore all the opportunities and experiences we could provide for them.
Photographs taken throughout the summer show the huge smiles reinforcing the fun they had, these books are available for all to see and share with many of the children liking to go through them and see themselves whenever they attend.
This Ethos continues to be embedded in our Junior and Youth clubs throughout the year, for which Maidstone Mencap is very proud.

We continue to have our major financial support from the short break grant from KCC Disabled Commissioning Service in being able to run these three clubs, throughout this year for this we say another thank you, as it goes a long way in sustaining the variety and quality of experiences we provided.
Another thank you must go Peggy Heron and the William Brake foundation for their huge donation which contributes significantly to the activities and resources we are able to provide for our Clubs

BUILDING REPORT

Maidstone Mencap AGM Building Report for works 2022
Works carried out during 2022
- Hired maintenance man for small jobs/repairs
- Garden fencing re-painted
- Wall outside stonework to back of building cleaned- June
- Clean and Re-stained shingles to front
- Decoration garden end downstairs hall, panels cut, painted, fixed where radiators were removed
- Clear out mezzanine, re-organize storage ongoing
- Build storage cupboard to extend upstairs April
- Gas meter removed and pipes purged September

Planned work for 2023
- Cess pit emptied January
- Stonework front/kitchen walls
- Water heater ladies toilet to be replaced
- Old boiler to be removed from outside cupboard.
- Flooring throughout
- Garden project whole garden overhaul to make fully accessible to all
- Re-decorate inside building kitchen end.
- Redecoration where radiators removed toilets/hallway.
- Health and safety fire risk assessment due by outside company
- Fire marshall training
- Yearly/ 6 monthly maintenance checks fire, extinguishers, heating etc
- Facilities used at Cobtree Hall
- Cleaning services Blue Mountain Management (4 hours weekly)
- Sanitary disposal Blue Mountain
- Waste disposal Countryside Recycling
- Lift servicing Southern Counties
- Pest Control A1 pest control
- CSG Cleansing Group Cess pit empty
- Clean A Clad Martin Holland Gutter clear out
- Fire Alarm Maintenance Prism Alarms
- Fire Protection County Fire Protection Services
- Focus Air conditioning Ltd Heating/air con system
- Insurance Arthur J Gallagher
- Telephone BT
- Electric British Gas

Thank you for the support from everyone, and I look forward to being involved in works continuing forward.
Tina.

MONTHLY DRAW

Our Monthly Draw continues to be well supported both by our current members and by those who have moved away, or for various reasons are no longer members. We are grateful to everyone for their continued support. Given below is the list of the winners for 2022.

2022 January 96 Mrs Elsbet Minall
2022 February 99 Derek White
2022 March 73 Ann West
2022 April 64 Hayley Golding
2022 May 50 Lee Taggart
2022 June 82 Mrs Jennifer Raikes
2022 July 80 Mr Edward Raikes
2022 August 74 Enid Endersby
2022 September 30 Wendy West
2022 October 46 Mr & Mrs E Leeds
2022 November 12 Mr P Warsnop
2022 December 60 Mrs Mavis Springford

FINANCIAL REVIEW

Principal funding sources

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

GRANTS

Grants received 2022 and how they have been used.

KCC Clubs Grants	£58,745
The National Lottery Community Fund	£41,584
Maidstonr Borough Council	£2,667
Kent Community Foundation	£5,000
Total General Funds	£107,996

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.

FINANCIAL REVIEW
REVIEW 2022

Opening balance, 1st January: £164,195.55
Closing balance, 31st December: £187,725.20
Charity balance increased by £23,529.65

This was a combination of surplus income, +£649.31 plus an overall increase in the ring-fenced funds: +£22,880.34.

INCOME
Clubs generated a surplus of £4.3k. However, Fundraising fell short by £57.2k. Total target shortfall: £52.9k

EXPENDITURE
Overall, the charity underspent by £7.1k, which was mainly due to lower expenses on Facilities and HR.

RING-FENCED FUNDS
Overall restricted funds totalled £42,990.32 (£98,072.28 when including Think BIG!)
The Think BIG! fund are monies the charity has put to one side to help finance large expenditure.
Ideas include a covered outside area in the garden, and additional renovation projects to Cobtree Hall.

Short Breaks - Junior Gateway £3,565.95
Short Breaks - Youth Club £6,657.70
National Lottery Grant £3,942.08
DAF £15,073.91
SENIF £8,750.68
Flooring £5,000.00
Think BIG! £55,081.96

FINANCIAL REVIEW
I would like to thank Tina, Liane, Mark and Sue for assisting me in managing the accounts from afar.
Thank you to Lynn, our new Secretary, who embraced her new role under difficult circumstances, following the sudden passing of Hazel, and has brought a much-needed sense of continuity and stability to the position. Thank you to Sarah, our new Grants Manager, whose knowledge has helped the Finance Committee to determine areas that need to be improved, which will further strengthen the charity's finances.

As always, the staff and volunteers were the smiling faces, warm hugs, and dependable cogs of the charity. Their reliability, compassion and dedication ensure the charity continues to be the happy and safe place our children and young adults enjoy spending time with friends and carers. Thank you to each one of you.

The finances for 2022 continued to build upon excellent work from previous years. The charity will continue to develop its processes to increase its chances of securing further funding to improve our service offering, and create an even better place for all those who work, learn and play at Cobtree Hall.

James Burrows
Honorary Treasurer

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.

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

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.

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.

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.

CHAIRMAN'S REPORT

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02672192 (England and Wales)

Registered Charity number

1009677

Registered office

Cobtree Hall
Willington Street
Maidstone
Kent
ME15 8EB

Trustees

Mark Smith
Lesley Rowbotham (resigned 13.3.23)
Susan Jane Roughley
Sally Collett
Lynn Jacqueline Snedden
Mary Louise Rimmer
Guy Alexander Roughley

REFERENCE AND ADMINISTRATIVE DETAILS

Auditors
Xeinadin Audit Ltd
Becket House
36 Old Jewry
London
EC2R 8DD

President
Mrs Helen Grant MP

Other Committee Members
Secretary - Mrs Lynn Snedden
Treasurer - Mr James Burrows
Playschool & Clubs Manager - Mrs Liane Morris
Centre Co-ordinator - Mrs Tina Adams

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 Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the 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, Xeinadin Group Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 18.4.23 and signed on its behalf by:

.....
Trustee

Opinion
We have audited the financial statements of Maidstone Mencap Charitable Trust Limited (the 'charitable company') for the year ended 31 December 2022 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 2022 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.

Basis for opinion
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern
In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information
The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006
In our opinion, based on the work undertaken in the course of the audit:
- 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; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees
As explained more fully in the Statement of Trustees' Responsibilities, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our objectives in performing the audit are to identify and assess the risk of material misstatement in the financial statements due to fraud or error and to obtain sufficient audit evidence to support this. We also evaluate and respond to the risk of material misstatements.

Audit procedures performed by the engagement team included:
- Gaining a full and extensive knowledge of the entity, the external environment within which it operates, and the regulatory frameworks it must adhere to.
- Gaining an understanding of the internal control environment.
- Evaluating and teating said system to ascertain whether they are operating at a sufficient level.
- Obtaining an understanding of the entities current activities.
- Discussions with management and those charged with governance as to any known or suspected incidents and non-compliance.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

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.

Nicholas Hume

Nicholas Hume (Senior Statutory Auditor)
for and on behalf of Xeinadin Audit Ltd
Becket House
36 Old Jewry
London
EC2R 8DD

Date: 18 April 2023

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2022

	Notes	Unrestricted funds £	Restricted funds £	31.12.22 Total funds £	31.12.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		63,860	10,366	74,226	59,396
Charitable activities	4				
Local Authority		2,667	-	2,667	6,900
Trusts and Foundations		85,229	20,100	105,329	100,125
Other trading activities	2	6,923	-	6,923	2,772
Investment income	3	47	-	47	3
Other income	5	-	-	-	122
Total		158,726	30,466	189,192	169,318
EXPENDITURE ON					
Raising funds	6	974	-	974	491
Charitable activities	7				
Playschool		94,051	-	94,051	78,097
Trusts and Foundations		-	-	-	438
Youth Club		5,566	2,891	8,457	9,647
Junior Gateway		12,194	-	12,194	14,129
Holiday Club		12,165	21,758	33,923	30,935
Other		6,875	-	6,875	9,766
Total		131,825	24,649	156,474	143,503
NET INCOME		26,901	5,817	32,718	25,815
RECONCILIATION OF FUNDS					
Total funds brought forward		195,008	40,468	235,476	209,661
TOTAL FUNDS CARRIED FORWARD		221,909	46,285	268,194	235,476

The notes form part of these financial statements

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED (REGISTERED NUMBER: 02672192)

BALANCE SHEET
31 December 2022

	Notes	Unrestricted funds £	Restricted funds £	31.12.22 Total funds £	31.12.21 Total funds £
FIXED ASSETS					
Tangible assets	12	79,103	166	79,269	73,003
CURRENT ASSETS					
Debtors	13	2,923	-	2,923	-
Cash at bank and in hand		138,028	49,774	187,802	164,273
		140,951	49,774	190,725	164,273
CREDITORS					
Amounts falling due within one year	14	1,854	(3,654)	(1,800)	(1,800)
NET CURRENT ASSETS		142,805	46,120	188,925	162,473
TOTAL ASSETS LESS CURRENT LIABILITIES		221,908	46,286	268,194	235,476
NET ASSETS		221,908	46,286	268,194	235,476
FUNDS	15				
Unrestricted funds:					
General fund				121,773	96,171
Jr Gateway				24,635	22,720
Fixed asset replacement fund				48,410	48,410
Contingency Fund				50,000	50,000
Playschool				(22,910)	(22,293)
				221,908	195,008
Restricted funds				46,286	40,468
TOTAL FUNDS				268,194	235,476

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 18.4.23 and were signed on its behalf by:

Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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

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.

continued...

2. OTHER TRADING ACTIVITIES

	31.12.22	31.12.21
	£	£
Fundraising events	2,463	741
Rent from clubs	4,460	2,031
	6,923	2,772

3. INVESTMENT INCOME

	31.12.22	31.12.21
	£	£
Deposit account interest	47	3

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.12.22	31.12.21
		£	£
Grants	Local Authority	2,667	6,900
Grants	Trusts and Foundations	105,329	100,125
		107,996	107,025

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

	31.12.22	31.12.21
	£	£
Kent County Council	58,745	50,162
Big Lottery / National Lottery	41,584	43,200
Maidstone Borough Council	2,667	13,663
Kent Community Foundation	5,000	-
	107,996	107,025

5. OTHER INCOME

	31.12.22	31.12.21
	£	£
Government Grants	-	122

continued...

6. RAISING FUNDS

Other trading activities

	31.12.22	31.12.21
	£	£
Fundraising activities	974	491

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 8)	Totals
	£	£	£
Playschool	91,566	2,485	94,051
Youth Club	8,208	249	8,457
Junior Gateway	11,709	485	12,194
Holiday Club	32,664	1,259	33,923
	144,147	4,478	148,625

8. SUPPORT COSTS

	Management	Finance	Governance costs	Totals
	£	£	£	£
Playschool	1,140	85	1,260	2,485
Youth Club	114	9	126	249
Junior Gateway	274	13	198	485
Holiday Club	1,029	14	216	1,259
	2,557	121	1,800	4,478

continued...

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.22	31.12.21
	£	£
Depreciation - owned assets	5,236	21,304

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the year ended 31 December 2021.

11. STAFF COSTS

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

	31.12.22	31.12.21
Staff	3	3

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

The above is Full Time Equivalent. There are 22 part-time workers.

continued...

12. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Plant and machinery £	Fixtures and fittings £	Totals £
COST					
At 1 January 2022	39,420	277,215	-	29,995	346,630
Additions	-	9,367	2,135	-	11,502
At 31 December 2022	39,420	286,582	2,135	29,995	358,132
DEPRECIATION					
At 1 January 2022	-	252,008	-	21,619	273,627
Charge for year	-	3,534	445	1,257	5,236
At 31 December 2022	-	255,542	445	22,876	278,863
NET BOOK VALUE					
At 31 December 2022	39,420	31,040	1,690	7,119	79,269
At 31 December 2021	39,420	25,207	-	8,376	73,003

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.22 £	31.12.21 £
Prepayments and accrued income	2,923	-

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.22 £	31.12.21 £
Accruals and deferred income	1,800	1,800

continued...

15. MOVEMENT IN FUNDS

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General fund	96,171	25,602	121,773
Jr Gateway	22,720	1,915	24,635
Fixed asset replacement fund	48,410	-	48,410
Contingency Fund	50,000	-	50,000
Playschool	(22,293)	(617)	(22,910)
	195,008	26,900	221,908
Restricted funds			
The Maintenance Fund	2,250	-	2,250
Holiday Club - restricted funding	2,849	5,028	7,877
Youth Club - restricted funding	21,869	790	22,659
The Clothworkers Grant	13,500	-	13,500
	40,468	5,818	46,286
TOTAL FUNDS	235,476	32,718	268,194

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	131,783	(106,181)	25,602
Jr Gateway	4,489	(2,574)	1,915
Playschool	22,454	(23,071)	(617)
	158,726	(131,826)	26,900
Restricted funds			
Holiday Club - restricted funding	29,015	(23,987)	5,028
Youth Club - restricted funding	1,451	(661)	790
	30,466	(24,648)	5,818
TOTAL FUNDS	189,192	(156,474)	32,718

continued...

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	77,037	19,134	96,171
Jr Gateway	13,182	9,538	22,720
Fixed asset replacement fund	48,410	-	48,410
Contingency Fund	50,000	-	50,000
Playschool	(9,590)	(12,703)	(22,293)
	179,039	15,969	195,008
Restricted funds			
The Maintenance Fund	2,250	-	2,250
Holiday Club - restricted funding	2,467	382	2,849
Youth Club - restricted funding	12,405	9,464	21,869
The Clothworkers Grant	13,500	-	13,500
	30,622	9,846	40,468
TOTAL FUNDS	209,661	25,815	235,476

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	102,804	(83,670)	19,134
Jr Gateway	14,479	(4,941)	9,538
Playschool	17,504	(30,207)	(12,703)
	134,787	(118,818)	15,969
Restricted funds			
Holiday Club - restricted funding	21,331	(20,949)	382
Youth Club - restricted funding	13,200	(3,736)	9,464
	34,531	(24,685)	9,846
TOTAL FUNDS	169,318	(143,503)	25,815

continued...

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.21 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General fund	77,037	44,736	121,773
Jr Gateway	13,182	11,453	24,635
Fixed asset replacement fund	48,410	-	48,410
Contingency Fund	50,000	-	50,000
Playschool	(9,590)	(13,320)	(22,910)
	179,039	42,869	221,908
Restricted funds			
The Maintenance Fund	2,250	-	2,250
Holiday Club - restricted funding	2,467	5,410	7,877
Youth Club - restricted funding	12,405	10,254	22,659
The Clothworkers Grant	13,500	-	13,500
	30,622	15,664	46,286
TOTAL FUNDS	209,661	58,533	268,194

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	234,587	(189,851)	44,736
Jr Gateway	18,968	(7,515)	11,453
Playschool	39,958	(53,278)	(13,320)
	293,513	(250,644)	42,869
Restricted funds			
Holiday Club - restricted funding	50,346	(44,936)	5,410
Youth Club - restricted funding	14,651	(4,397)	10,254
	64,997	(49,333)	15,664
TOTAL FUNDS	358,510	(299,977)	58,533

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

Fixed asset replacement Fund

continued...

MAIDSTONE MENCAP CHARITABLE TRUST

England & Wales - Charity number 1009677

Accounts

REGISTERED COMPANY NUMBER: 02672192 (England and Wales)
REGISTERED CHARITY NUMBER: 1009677

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

FOR

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

Xeinadin Audit Ltd
Becket House
36 Old Jewry
London
EC2R 8DD

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

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for the Year Ended 31 December 2021

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MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

CHAIRPERSONS' REPORT
for the Year Ended 31 December 2021

After the difficult year of 2020, 2021 started on a high with the charity being awarded a National Lottery grant in early March. This was an incredible achievement and a massive boost to the funding of the charity. My thanks go to Teresa O'Brien our Grants Officer for securing this money. Ironically where many organisations were suffering because of the pandemic, despite there being no fundraising events, MMCT turned a corner and was awarded several more grants over the year allowing the sustainability of the charity to taker a firmer stance.

Liane Morris and her team despite the ongoing covid difficulties have continued to provide an outstanding service to Playschool, Junior and Youth club. She even managed to run a full holiday club in the summer! All the club managers and volunteers without whom we wouldn't survive, as always have been phenomenal in their ongoing support. On behalf of the trustees and I know all the service users and their parents and carers I take this opportunity to thank them all.

Looking after our building and improving the facilities on an ongoing basis, Tina Adams (and her family) have continued to provide a service second to none. It is good to see the new storage and flooring in place for example along with the newly painted walls. Thank you, Tina, for all your hard work in this area.

I would additionally like to thank my fellow Trustees for the support they have given this last year. Things have not been easy but we are making good progress. In particular I would like to thank James for his long distance role of Treasurer and for ensuring our monies are allocated in the best possible way.

The year ended very sadly with the unexpected and sudden passing of Hazel Callaghan our secretary of 22 years. Not only did Hazel work tirelessly in this role but she was a staunch supporter of MMCT in every way. Hazel worked at every event and raised over £30,000 in her own right for the charity by being sponsored for various "trials" and through applying for grants herself. Hazel will be sorely missed not only for her work but as a good friend to the charity. Our thoughts are with her family.

Who knows what challenges 2022 will bring. At least we know that financially we are on more solid ground and as the world seems to be in a better place - so too is the charity. We look forward to the next set of challenges and to continuing to provide an amazing service to the children and young adults we support.

SR

REPORT OF THE TRUSTEES
for the Year Ended 31 December 2021

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 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Maidstone Mencap's vision and mission statement outline its role to provide support within the local community.

Vision

Making a positive difference to the lives of all with learning disabilities (including their families and carers) within Maidstone and the surrounding areas.

Mission Statement

- Enabling and empowering all children & adults with a learning disability and their families & carers to achieve their full potential.
- Providing the best possible start and support through care, education and therapy from early years onwards.
- Providing quality social & leisure activities and opportunities for self-fulfilment within a safe and caring environment.

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

PLAYSCHOOL

Cobtree Playschool continues to be reflective in its practices, greatly aware of the impact Covid has had on our families and children. It has been noticeable that the children have needed greater support with their communication strategies and confidence in their social interactions and transitions.

We had a staggered intake of children joining us throughout the year, even if it meant we could only support them for a few months before their move onto their reception classes. It meant that for families we could help them through the application process for a educational and health care plans, with all the paperwork and reports needed to ensure that the children leaving our care in the summer would have the right support in place at their new schools.
We continue to be grateful for the continuing support from our team of dedicated volunteers, although lower in numbers than in previous years their loyalty and commitment towards the children is what makes the difference in the provision, care and support we are able to give to our families.

The parent's feedback is always so positive and grateful to all, for being able to offer our provision to their children and the difference we have made for them.

We managed to say goodbye to those leaving for school and to celebrate the end of another difficult school year, with a picnic for everyone in the garden. It is lovely to celebrate with the parents the children's achievements, to look through their unique photographed progress journey to show how well they have done and the steps they have made towards the early learning goals.

We opened for the new term again in September 2021, with a few children a couple joining us at the start of the new school year. The impact of specialist nurseries will continue to be a concern for the ongoing sustainability of our playschool, with referrals from therapy teams or portage directed towards them as part of the Kent intervention pathway. We still have many families not knowing of the support we are able to give or awareness of our provision. Marketing and awareness within our local community is key to developed and promote all that we are. As a team we need to continually look at our sustainability and marketing of our service to ensure we are able to continue to offer such a valuable service to our community for many years to come, we need to ensure that we promote awareness of our setting and charity to support registers for new children, I would especially like to highlight the dedication and commitment of all our staff volunteers and helpers. It continues to be a privilege to work alongside them, recognising their kindness care and support to the children and their families, which continues to embed the ethos of the Playschool., As each year, a thank you never seems to be a big enough word for all that they do. It really goes to show what continuing support Cobtree Playschool and Maidstone Mencap have with the service we are providing for the children and their families in our community.

With fundraising events not being held we w are so very grateful to all for the support given by the donations received, the Scottish Dancing team, have been donating personally to continue to support our playschool, even though they have been unable to dance or attend events. Our Yoga ladies from their sessions on a Monday evening continue to give donations, the Cobtree Trust, as well all the families who have been donating resources .

JUNIORS

Due to demand of places we have kept to running our junior club, with three age groups, running alternate Saturdays to be able to support as many families as is possible although we have an evolving waiting list, we are able to offer 36 family's sessions with us.

This is a testament to the care, commitment, hard work, enthusiasm and fun had by those attending during summer holiday club or from our playschool. Having the consistency and knowledge from our team of staff across clubs is meaning the family's request for places at juniors is forever increasing..

We have a lovely group of young helpers providing the one to one interactions with the children, the children in our care are excited to come each session knowing or requesting their helpers by name "wanting to be with their friend" which embed the ethos of the offer of our Junior clubs. With Beccie,Tina Jeanette supporting the management of these sessions, the hard work they put in planning and providing the fun experiences and opportunities for each child is truly appreciated.

A huge thank you to the dedication and commitment to all of those in our Junior Club team. It is lovely to see the potential future of Maidstone Mencap in the commitment they all bring.

YOUTH CLUB

Flo and Beccie continued to support us for the early part of the year, before their work commitments took them onto a new journey. From September 2021 we had a new management team with Amy and Jeanette, who with their experiences as a parent and teaching at FAW, quickly establishing their personalities into the club. They have all worked with such tireless enthusiasm throughout this year to ensure that Youth club continues to offer a provision to those on our registers.

With the sessions being hall based, they included music, singing, dancing, craft or Bingo- the young adults have had such fun. You can see the friendships developing with their peers and with our staff, making the sessions a joyfully energetic social experience for all.

it is lovely to engage with them as they share in preparing and eating their supper together. Again, a huge thank you must go to everyone at Youth, for the time and commitment that goes to organising and planning these events. The young adults in their care are being given some wonderful experiences and opportunities building on the trusting caring and fun relationships that they have developed with our team. They are building on their confidence to try new things, to interact with their peers engaging and understanding that during their time with us their individual needs are being met. This all supports the foundations needed for them to make a positive contribution in the decision making, and positive behaviours needed in the rules of being together in our community.

HOLIDAY CLUB

During the Summer, we did run our holiday club for 4 weeks over August., providing respite for the families of over 60 children and young adults between, 5-18.

With swimming not able to be offered this year, all activities took place in our hall and garden with the day divided to have a planned activity in the afternoon for the children. we themed each week including very messy fun day or bikes rides around the hall area, with a visit from the "bubble lady" proving to be a very memorable day for everyone.
We again had a fantastic team, with many familiar faces from previous years, and the day-to-day management from our Youth Juniors and Playschool managers, providing the consistently knowledge and understanding of those entrusted to our care. They all Worked so well together reflecting each day to ensure that the children's days were full of fun, activities, and social interactions.

We were all supported by a team of helpers, who provided the 1;1 care, many of whom were familiar with the children and the families from volunteering with us for our junior club. A huge thank you must go out to all for the commitment, time and hard work given to make our holiday club so successful. Sharing their knowledge of the children, the techniques and strategies needed to help keep them entertained happy and motivated, made the children feel safe and confident to explore all the opportunities and experiences we could provide for them.
Photographs taken throughout the summer show the huge smiles reinforcing the fun they had, these books are available for all to see and share with many of the children liking to go through them and see themselves whenever they attend.

This Ethos continues to be embedded in our Junior and Youth clubs throughout the year, for which Maidstone Mencap is very proud.

We continue to have our major financial support from the short break grant from KCC Disabled Commissioning Service in being able to run these three clubs, throughout this year for this we say another thank you, as it goes a long way in sustaining the variety and quality of experiences we provided.
We reapplied and have been successful in receiving the support for the year April 2022/ 2023.

Liane

BUILDING REPORT
Works carried out during 2021

- Fuse boards replaced with new to meet current regulations (Feb)
- Fire Alarm System upgraded with extra sounders and new call points to meet L2 standards and maintenance contract in place with Prism Alarms to check 6 monthly (system installed June)
- Sensory room moved to ground floor
- Extractor Fan installed in men's toilet (Nov)
- Water risk assessment carried out (sept)
- Fire Inspection re-visit passed

Things highlighted from water risk assessment children's toilet water not heating and when butler sink not in use the pipework needs to be flushed regularly, water temperature checks should be recorded monthly.

Planned work for 2022

- Maintenance 5-year plan to be put in place
- Garden fencing to be re-painted
- Children's sinks hot water to be repaired
- Butlers sink to be repaired
- New heating/air conditioning system to be installed works planned from (Jan)
- Radiators/boiler to be removed
- Gas hob to be changed for electric for gas to be disconnected
- Redecoration where radiators are removed
- Clear out mezzanine, re-organize storage

Facilities used at Cobtree Hall

- Cleaning services Blue Mountain Management & Sanitary disposal Blue Mountain
- Waste disposal Countryside Recycling

- Lift servicing Southern Counties
- Pest Control A1 pest control
- Fire Alarm Maintenance Prism Alarms
- Fire Protection Fire Protection Services
- Gas Safety Pleidian Inspection Services
- Insurance Arthur J Gallagher
- Telephone BT
- Gas SSE & Electric SSE

Thank you for the support from everyone, and I look forward to being involved in the future works.

Tina Adams, Centre Coordinator

MONTHLY DRAW

Our Monthly Draw continues to be well supported both by our current members and by those who have moved away, or for various reasons are no longer members. We are grateful to everyone for their continued support. Given below is the list of the winners for 2021.

January - Mrs L Sorrentino
February - Mrs L Sorrentino
March - Graham Tillman
April - Mrs Gill Watkins
May - Mr W Simons
June - Eve White
July- Edward Raikes
August - Mrs A West
September- Lee Taggart
October - Mrs H Thorndycroft
November - Mrs L Sorrentino
December - Penny & Richard Evans

FINANCIAL REVIEW

Principal funding sources

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

GRANTS

Grants received 2021 and how they have been used.

KCC Clubs Grants	£50,162
Maidstone Covid Rate grant	£13,663
Lottery Covid-19 Grant	£43,200
Total General funds	£84,705

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.

REVIEW 2021

Opening balance, 1st January: £145,779.38
Closing balance, 31st December: £164,195.55
Charity balance increased by £18,416.17

This was a combination of surplus income, plus an overall increase in the ring-fenced funds:
+ £16,684.76 £116,264.83 (actual income) - £99,580.07 (actual expenditure)
- £1,728.01 Maidstone Mencap ring-fenced funds
+ £3,459.42 Cobtree Playschool ring-fenced funds
= £18,416.17

INCOME

Clubs generated a surplus of £19.9k, which was due to support (£6.8k) from Maidstone Borough Council, plus better than expected revenue (we feared lockdowns might continue for longer than they did).
Fundraising generated a surplus of £14.9k, with notable support from Maidstone Borough Council (£10.1k).

EXPENDITURE

Overall, the charity slightly overspent against forecast budget by £860. There were slight overspends on Administration (£293), Clubs (£401), and Facilities (£3.5k: repairs to stonework because incorrect cement, rather than lime, mortar was used by a previous contractor, but we are seeking to recoup those costs). These overspends were mainly offset by underspends across the other divisions.
The charity signed a 3-year electricity contract with BG Lite in May 2021. Despite the fact it was considered a significant price increase (27%), the advice was that prices were expected to continue rising throughout the year, which they did. The events that unfolded in Ukraine seven months later exacerbated the situation, adding to the cost-of-living crisis. The charity's energy requirements are now 100% electricity-based, after replacing its gas boiler and central heating system with a more-efficient heating and cooling air-con system. As such, the charity is on what can be considered a very cheap electricity rate until the summer of 2024.

RING-FENCED FUNDS

Mencap Ring-Fenced

Overall funds decreased by £1,728.01 from £48,983.08 to £47,255.07
Short Breaks - Junior Gateway (Jan - Mar 2022) £2,839.75
Short Breaks - Youth Club (Jan - Mar 2022) £2,740.25
National Lottery Grant (2022 portion £4,440.75
Think BIG £34,700
Air Con £1,376.50

Playschool Ring-Fenced

Increased by £3,459.42 from £10,710.57 to £14,169.99
DAF £1,376.50
SENIF £5,641.79
COMF £1,009.25

FINANCIAL REVIEW

I would like to thank Tina, Liane, Mark, Sue and Lesley for assisting me in managing the accounts from afar. Thank you to Teresa who leaves the charity in excellent financial health having successfully secured a 5-year National Lottery Grant Fund totalling £216k (an average of £43.2k/yr). And a big welcome to Sarah, who replaces Teresa and also brings a wealth of charity sector experience and knowledge with her.

FINANCIAL REVIEW

As always, the staff and volunteers were the smiling faces, warm hugs and solid backbone of our charity. Their knowledge, dedication, reliability and hard work ensured that the charity continued to be the happy and safe place our children love to spend time with their friends and carers. Whilst the finances are important, they are only important in so far as they allow Cobtree Hall to continue to be a vital part of our community. Thank you to all of you for the work you do.

Although we ended 2021 in a good financial position, this was overshadowed by the sad news of our dearly beloved Hazel, secretary for over twenty years, being taken from us so suddenly in December.

I wish to acknowledge the incredible support I received from Hazel not just in 2021 but every year since I became Treasurer. Hazel's knowledge and ability were matched equally by her patience and kindness. I will endeavour to do her legacy proud as I do my best to support our new secretary (and Hazel's dear friend since school), Lynn. Thank you, Hazel. Rest in peace.

James Burrows, Treasurer

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.

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.

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.

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.

REFERENCE AND ADMINISTRATIVE DETAILS
Registered Company number
02672192 (England and Wales)

Registered Charity number
1009677

Registered office
Cobtree Hall
Willington Street
Maidstone
Kent
ME15 8EB

Trustees
Mark Smith
Lesley Rowbotham
Susan Jane Roughley
Sally Collett
Lynn Jacqueline Snedden
Mary Louise Rimmer
Guy Alexander Roughley

REFERENCE AND ADMINISTRATIVE DETAILS
Auditors
Xeinadin Audit Ltd
Becket House
36 Old Jewry
London
EC2R 8DD

President
Mrs Helen Grant MP

Other Committee Members
Mrs Hazel Callaghan Secretary
Mr James Burrows Treasurer
Mrs Liane Morris Playschool & Clubs Manager
Mrs Tina Adams Centre Co-ordinator

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED (REGISTERED NUMBER: 02672192)

REPORT OF THE TRUSTEES
for the Year Ended 31 December 2021

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 Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the 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 4.10.22 and signed on its behalf by:

.....

Susan Jane Roughley - Trustee

Opinion

We have audited the financial statements of Maidstone Mencap Charitable Trust Limited (the 'charitable company') for the year ended 31 December 2021 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 2021 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- 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; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees
As explained more fully in the Statement of Trustees' Responsibilities, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our objective in performing the audit are to identify and assess the risk of material misstatement in the financial statements due to fraud or error and to obtain sufficient audit evidence to support this. We also evaluate and respond to the risk of material misstatements.

Audit procedures performed included:

- Gaining a full knowledge of the entity, the environment it operates in and the regulatory frameworks it must adhere to.
- Gaining an understanding of the internal control environment.
- Evaluating and testing said systems to ascertain whether they are operating at a sufficient level.
- Obtaining an understanding of the entity's current activities.
- Discussions with management and those charged with governance as to any known or suspected incidents or non-compliance.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

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.

Nick Hume

Nicholas Hume (Senior Statutory Auditor)
for and on behalf of Xeinadin Audit Ltd
Becket House
36 Old Jewry
London
EC2R 8DD

Date: 28/10/22

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2021

	Notes	Unrestricted funds £	Restricted funds £	31.12.21 Total funds £	31.12.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		47,185	12,211	59,396	72,468
Charitable activities					
Local Authority		4,160	2,740	6,900	38,752
Trusts and Foundations		80,545	19,580	100,125	64,752
Other trading activities	2	2,772	-	2,772	5,649
Investment income	3	3	-	3	3
Other income	5	122	-	122	4,721
Total		134,787	34,531	169,318	186,345
EXPENDITURE ON					
Raising funds	6	491	-	491	645
Charitable activities	7				
Playschool		78,097	-	78,097	81,909
Trusts and Foundations		438	-	438	-
Youth Club		5,911	3,736	9,647	9,159
Junior Gateway		14,129	-	14,129	13,111
Holiday Club		10,082	20,853	30,935	21,135
Senior Gateway		-	-	-	4,483
Ring Fenced		-	-	-	180
Other		9,670	96	9,766	4,762
Total		118,818	24,685	143,503	135,384
NET INCOME		15,969	9,846	25,815	50,961
RECONCILIATION OF FUNDS					
Total funds brought forward		179,039	30,622	209,661	158,700
TOTAL FUNDS CARRIED FORWARD		195,008	40,468	235,476	209,661

The notes form part of these financial statements

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED (REGISTERED NUMBER: 02672192)

BALANCE SHEET
31 December 2021

	Notes	Unrestricted funds £	Restricted funds £	31.12.21 Total funds £	31.12.20 Total funds £
FIXED ASSETS					
Tangible assets	12	71,832	1,171	73,003	66,378
CURRENT ASSETS					
Debtors	13	-	-	-	428
Cash at bank and in hand		121,322	42,951	164,273	145,855
		121,322	42,951	164,273	146,283
CREDITORS					
Amounts falling due within one year	14	1,854	(3,654)	(1,800)	(3,000)
NET CURRENT ASSETS		123,176	39,297	162,473	143,283
TOTAL ASSETS LESS CURRENT LIABILITIES		195,008	40,468	235,476	209,661
NET ASSETS		195,008	40,468	235,476	209,661
FUNDS	15				
Unrestricted funds:					
General fund				96,171	77,037
Jr Gateway				22,720	13,182
Fixed asset replacement fund				48,410	48,410
Contingency Fund				50,000	50,000
Playschool				(22,293)	(9,590)
				195,008	179,039
Restricted funds				40,468	30,622
TOTAL FUNDS				235,476	209,661

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 14.10.22 and were signed on its behalf by:

Susan Jane Roughley - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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

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.

continued...

2. OTHER TRADING ACTIVITIES

	31.12.21	31.12.20
	£	£
Fundraising events	741	759
Rent from clubs	2,031	4,890
	2,772	5,649

3. INVESTMENT INCOME

	31.12.21	31.12.20
	£	£
Deposit account interest	3	3

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.12.21	31.12.20
		£	£
Grants	Local Authority	6,900	38,752
Grants	Trusts and Foundations	100,125	64,752
		107,025	103,504

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

	31.12.21	31.12.20
	£	£
Kent County Council	50,162	51,383
Big Lottery / National Lottery	43,200	26,922
Maidstone Borough Council	13,663	16,432
The David Solomons Charitable Trust	-	1,000
The Cornwallis East Kent Freemasons' Charity	-	1,000
The Linda Hogan Community Fund	-	455
The True Colours Trust Grant	-	6,312
	107,025	103,504

5. OTHER INCOME

	31.12.21	31.12.20
	£	£
Government Grants	122	4,721

Other Income consists of Government Grants received under the Job Retention Scheme.

continued...

6. RAISING FUNDS

Other trading activities

	31.12.21	31.12.20
	£	£
Fundraising activities	491	645

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 8)	Totals
	£	£	£
Playschool	76,314	1,783	78,097
Trusts and Foundations	438	-	438
Youth Club	9,451	196	9,647
Junior Gateway	13,579	550	14,129
Holiday Club	30,146	789	30,935
	129,928	3,318	133,246

8. SUPPORT COSTS

	Management	Finance	Governance costs	Totals
	£	£	£	£
Playschool	440	83	1,260	1,783
Youth Club	44	8	144	196
Junior Gateway	339	13	198	550
Holiday Club	577	14	198	789
	1,400	118	1,800	3,318

continued...

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.21	31.12.20
	£	£
Depreciation - owned assets	21,304	26,631

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

11. STAFF COSTS

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

	31.12.21	31.12.20
Staff	3	3

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

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

continued...

12. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Fixtures and fittings £	Totals £
COST				
At 1 January 2021	39,420	249,685	29,596	318,701
Additions	-	27,530	399	27,929
At 31 December 2021	39,420	277,215	29,995	346,630
DEPRECIATION				
At 1 January 2021	-	232,143	20,180	252,323
Charge for year	-	19,865	1,439	21,304
At 31 December 2021	-	252,008	21,619	273,627
NET BOOK VALUE				
At 31 December 2021	39,420	25,207	8,376	73,003
At 31 December 2020	39,420	17,542	9,416	66,378

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

	31.12.21 £	31.12.20 £
Other debtors	-	428

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.21 £	31.12.20 £
Accruals and deferred income	1,800	3,000

continued...

15. MOVEMENT IN FUNDS

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	77,037	19,134	96,171
Jr Gateway	13,182	9,538	22,720
Fixed asset replacement fund	48,410	-	48,410
Contingency Fund	50,000	-	50,000
Playschool	(9,590)	(12,703)	(22,293)
	179,039	15,969	195,008
Restricted funds			
The Maintenance Fund	2,250	-	2,250
Holiday Club - restricted funding	2,467	382	2,849
Youth Club - restricted funding	12,405	9,464	21,869
The Clothworkers Grant	13,500	-	13,500
	30,622	9,846	40,468
TOTAL FUNDS	209,661	25,815	235,476

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	102,804	(83,670)	19,134
Jr Gateway	14,479	(4,941)	9,538
Playschool	17,504	(30,207)	(12,703)
	134,787	(118,818)	15,969
Restricted funds			
Holiday Club - restricted funding	21,331	(20,949)	382
Youth Club - restricted funding	13,200	(3,736)	9,464
	34,531	(24,685)	9,846
TOTAL FUNDS	169,318	(143,503)	25,815

continued...

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.20 £	Net movement in funds £	Transfers between funds £	At 31.12.20 £
Unrestricted funds				
General fund	45,329	46,205	(14,497)	77,037
Jr Gateway	878	6,724	5,580	13,182
Fixed asset replacement fund	48,410	-	-	48,410
Contingency Fund	50,000	-	-	50,000
Playschool	(9,521)	(8,986)	8,917	(9,590)
	135,096	43,943	-	179,039
Restricted funds				
The Maintenance Fund	2,250	-	-	2,250
Holiday Club - restricted funding	1,981	486	-	2,467
Youth Club - restricted funding	5,873	6,532	-	12,405
The Clothworkers Grant	13,500	-	-	13,500
	23,604	7,018	-	30,622
TOTAL FUNDS	158,700	50,961	-	209,661

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	103,358	(57,153)	46,205
Jr Gateway	14,567	(7,843)	6,724
Playschool	40,298	(49,284)	(8,986)
	158,223	(114,280)	43,943
Restricted funds			
Holiday Club - restricted funding	16,331	(15,845)	486
Youth Club - restricted funding	11,791	(5,259)	6,532
	28,122	(21,104)	7,018
TOTAL FUNDS	186,345	(135,384)	50,961

continued...

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.20 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
Unrestricted funds				
General fund	45,329	65,339	(14,497)	96,171
Jr Gateway	878	16,262	5,580	22,720
Fixed asset replacement fund	48,410	-	-	48,410
Contingency Fund	50,000	-	-	50,000
Playschool	(9,521)	(21,689)	8,917	(22,293)
	135,096	59,912	-	195,008
Restricted funds				
The Maintenance Fund	2,250	-	-	2,250
Holiday Club - restricted funding	1,981	868	-	2,849
Youth Club - restricted funding	5,873	15,996	-	21,869
The Clothworkers Grant	13,500	-	-	13,500
	23,604	16,864	-	40,468
TOTAL FUNDS	158,700	76,776	-	235,476

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	206,162	(140,823)	65,339
Jr Gateway	29,046	(12,784)	16,262
Playschool	57,802	(79,491)	(21,689)
	293,010	(233,098)	59,912
Restricted funds			
Holiday Club - restricted funding	37,662	(36,794)	868
Youth Club - restricted funding	24,991	(8,995)	15,996
	62,653	(45,789)	16,864
TOTAL FUNDS	355,663	(278,887)	76,776

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

Fixed asset replacement Fund

continued...

15. MOVEMENT IN FUNDS - continued

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.

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2021.

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2021

	31.12.21 £	31.12.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	30,352	43,749
Gift aid	-	428
Subscriptions	530	520
Holiday Club	6,972	4,516
Playschool	16,004	19,216
Junior Gateway	3,300	3,210
Youth Club	2,238	829
	59,396	72,468
Other trading activities		
Fundraising events	741	759
Rent from clubs	2,031	4,890
	2,772	5,649
Investment income		
Deposit account interest	3	3
Charitable activities		
Grants	107,025	103,504
Other income		
Government Grants	122	4,721
Total incoming resources	169,318	186,345
EXPENDITURE		
Other trading activities		
Fundraising activities	491	645
Charitable activities		
Wages	78,246	79,459
Insurance	2,671	2,589
Light and heat	4,309	3,674
Telephone	821	1,028
Postage and stationery	1,915	1,524
Repairs and renewals	17,308	12,394
Holiday club expenditure	1,581	556
Carried forward	106,851	101,224

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2021

	31.12.21	31.12.20
	£	£
Charitable activities		
Brought forward	106,851	101,224
Youth Club expenditure	288	227
Playschool expenditure	961	733
Staff Training	526	339
Depreciation of tangible fixed assets	21,302	26,630
	129,928	129,153
Other		
General Expenditure	6,286	1,867
Audit	3,480	2,895
	9,766	4,762
Support costs		
Management		
Advertising	466	104
Sundries	934	607
	1,400	711
Finance		
Bank charges	118	113
Governance costs		
Accountancy and legal fees	1,800	-
Total resources expended	143,503	135,384
Net income	25,815	50,961

MAIDSTONE MENCAP CHARITABLE TRUST

England & Wales - Charity number 1009677

Accounts

REGISTERED COMPANY NUMBER: 02672192 (England and Wales)
REGISTERED CHARITY NUMBER: 1009677

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

FOR

MAIDSTONE MENCAP CHARITABLE TRUST LIMITED

Calcutt Matthews WBZ Ltd
Chartered Accountants and Statutory Auditors
19 North Street
Ashford
Kent
TN24 8LF

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

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for the Year Ended 31 December 2020

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MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED (REGISTERED NUMBER: 02672192)

REPORT OF THE TRUSTEES
for the Year Ended 31 December 2020

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 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Maidstone Mencap's vision and mission statement outline its role to provide support within the local community.

Vision

Making a positive difference to the lives of all with learning disabilities (including their families and carers) within Maidstone and the surrounding areas.

Mission Statement

" Enabling and empowering all children & adults with a learning disability and their families & carers to achieve their full potential.
" Providing the best possible start and support through care, education and therapy from early years onwards.
" Providing quality social & leisure activities and opportunities for self-fulfilment within a safe and caring environment.

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
PLAYSCHOOL

Cobtree Playschool has continued to be reflective in its practices to ensure we maintain our caring and nurturing ethos for the children and their families in our setting especially during the unprecedented times COVID gave to us all.

We had to close following government guidelines in March to June, with staff being furloughed during this time.
We reopened for the last few weeks of the summer term, although some children being so vulnerable continued to shield. We divided the hall, staff and children into small bubble groups having completed a detailed risk assessment to keep our protective preventative measures secure. Although this meant lots of extra deep cleaning before and after each session, I thank all playschool staff for the extra time and effort this added to their day.

With many of our volunteer helpers also having to shield during this time, we had support from younger family members of staff volunteering their 1;1 support for the children whilst schools/university closed so a Big thank you is well deserved to them also. The parent's feedback was so positive and grateful to all for being able to offer our provision to their children. We managed to say goodbye to those leaving for school and to celebrate the end of a hard school year, with coffee and ice creams in the gardens for all, thank you to those from the "Coffeeinthecube" team for parking up and enabling this.

We opened for the new term again in September, with fewer children due to those attending FAW nursery as part of their specialist intervention pathway, unable to attend dual placements. We welcomed new children to our fold, with continuing support from our committed team of volunteers, although smaller in numbers whilst those who needed continued to shield and keep themselves safe. We were able to help sustain ourselves during this time with all the children registered receiving their entitlement funding (2, 3 and 4 years) following government and local authority guidelines.

Playschool has a wonderful and dedicated team of staff and volunteers who have all worked so hard to ensure that our changed working practices are keeping everyone safe from COVID-19.

We continue to try and recruit more volunteers, as home, health and family commitments take priority, and we have natural losses of support due to these. I would especially like to highlight the dedication and commitment of all our volunteers and helpers. It continues to be a privilege to work alongside them, recognising their kindness care and support to the children and their families, which continues to embed the ethos of the Playschool. As each year a thank you never seems to be a big enough word for all that they do. It really goes to show what continuing support Cobtree Playschool and Maidstone Mencap have with the service we are providing for the children and their families in our community.

As a team we need to continually look at our sustainability and marketing of our service to ensure we can continue to offer such a valuable service to our community for many years to come. With the specialist nursery up and running at Five Acre Wood and understanding that all schools will have to have a specialist attachment to support children with SEND, we need to ensure that we promote awareness of our setting and charity to support registers for new children.

With fundraising events unable to take place we are so very grateful to all for the support given by the donations received, the Scottish Dancing team have been donating personally to continue to support our playschool, even though they have been unable to dance or attend events.

Liane Morris - Manager Cobtree Playschool

JUNIOR GATEWAY & HOLIDAY CLUB REPORT

Juniors' sessions were greatly impacted by closures due to COVID-19. We opened again in June, with small bubble groups, and the hall divided into zones to help protect the children and staff. We ran sessions in the morning and afternoon until the end of term to be able to offer as much support as we could to as many families as possible.

From September we extended our junior club to three age groups, running alternate Saturdays to be able to support all those families on our waiting list, we are now able to offer 36 family's sessions with us. This is a testament to the care, commitment, hard work, enthusiasm and fun during the summer holiday club and our playschool, that the consistency and knowledge from our team, is meaning the family's request for places at juniors is forever evolving.

We have a lovely group of young helpers at Juniors and Beccie works hard to spread the word to expand and develop her team, which of course has been extremely hard for her with the school closures this year and those that have been shielding. A huge thank you to the dedication and commitment to all of those in our Junior Club team. It is lovely to see the potential future of Maidstone Mencap in the commitment they all bring.

Holiday club - During the Summer, we did run our holiday club for 4 weeks over August, providing respite for the families of over 50 children and young adults between the ages of 5-18. Despite the concerns of COVID-19 we had several new children as well as many familiar faces attending.

We ran 4 bubble groups with a max. of 12 children, keeping children and staffing consistent in each group to support best practices and the preventative/protective measures needed. Each child/bubble group was offered one day a week to support as many families as was possible. All activities took place in our hall and garden with the day divided to have a planned activity in the afternoon for the children, including very messy fun day or bike rides around the hall area.

We again had a fantastic team, with many familiar faces from previous years, and the day-to-day management from our Youth Juniors and Playschool managers, providing the consistent knowledge and understanding of those entrusted to our care. They all worked so well together reflecting each day to ensure that the children's days were full of fun, activities, and social interactions.

We were all supported by a team of helpers, who provided the 1;1 care, many of whom were familiar with the children and the families from volunteering with us for our junior club. A huge thank you must go out to all for the commitment, time and hard work given to make our holiday club so successful. Sharing their knowledge of the children, the techniques and strategies needed to help keep them entertained happy and motivated, made the children feel safe and confident to explore all the opportunities and experiences we could provide for them.
Photographs taken throughout the summer show the huge smiles reinforcing the fun they had, these books are available for all to see and share with many of the children liking to go through them and see themselves whenever they attend. This Ethos continues to be embedded in our Junior and Youth clubs throughout the year, for which Maidstone Mencap is very proud.

Liane Morris

YOUTH CLUB

Flo has worked tirelessly throughout this year to ensure that Youth club continues to offer a provision to those on our registers, running on two Thursday evenings a month supporting young adults from the ages of16 -25. With activities in the community unable to happen and many having to shield and stay safe in their care provision, Flo ran zoom sessions with different activities and games to look forward to.

Again, a huge thank you must go to Flo and her team, for the time and commitment that goes to organising and planning these events. The young adults in their care are being given some wonderful experiences and opportunities building on the trusting caring and fun relationships that they have developed with our team. They are building on their confidence to try new things, to interact with their peers engaging and understanding that during their time with us their individual needs are being met. This all supports the foundations needed for them to make a positive contribution in the decision making, and positive behaviours needed in the rules of being together in our community.

We continue to have our major financial support from the Disabled Commissioning Service in being able to run these three clubs throughout this year, as it goes a long way in sustaining the variety and quality of experiences we provided.

Liane Morris

BUILDING REPORT
Works carried out during 2020

- Fuse boards replaced with new to meet current regulations (Feb)

- Fire Alarm System upgraded with extra sounders and new call points to meet L2 standards and maintenance contract in place with Prism Alarms to check 6 monthly (system installed June)

- Sensory room moved to ground floor

- Extractor Fan installed in men's toilet (Nov)

- Water risk assessment carried out (sept)

- Fire Inspection re-visit passed

Things highlighted from water risk assessment children's toilet water not heating and when butler sink not in use the pipework needs to be flushed regularly, water temperature checks should be recorded monthly.

Planned work for 2021

- Maintenance 5-year plan to be put in place

- Garden fencing to be re-painted

- Children's sinks hot water to be repaired

- Butlers sink to be repaired

- New heating/air conditioning system to be installed works planned from (Jan)

- Radiators/boiler to be removed

- Gas hob to be changed for electric for gas to be disconnected

- Redecoration where radiators are removed

- Clear out mezzanine, re-organize storage

Facilities used at Cobtree Hall

- Cleaning services Blue Mountain Management & Sanitary disposal Blue Mountain

- Waste disposal Countryside Recycling

- Lift servicing Southern Counties

- Pest Control A1 pest control

- Fire Alarm Maintenance Prism Alarms

- Fire Protection Fire Protection Services

- Gas Safety Pleidian Inspection Services

- Insurance Arthur J Gallagher

- Telephone BT

- Gas SSE & Electric SSE

Thank you for the support from everyone, and I look forward to being involved in the future works.

Tina Adams, Centre Coordinator

MONTHLY DRAW

Our Monthly Draw continues to be well supported both by our current members and by those who have moved away, or for various reasons are no longer members. We are grateful to everyone for their continued support. Given below is the list of the winners for 2020.

January - Mrs L Sorrentino
February - Mrs L Sorrentino
March - Graham Tillman
April - Mrs Gill Watkins
May - Mr W Simons
June - Eve White
July- Edward Raikes
August - Mrs A West
September- Lee Taggart
October - Mrs H Thorndycroft
November - Mrs L Sorrentino
December - Penny & Richard Evans

Fundraising activities
Unfortunately, due to Covid 19 no fundraising events were held this year.
Currently, no events are planned for 2021.

Mark Smith - Fund Raising Committee

FINANCIAL REVIEW

Principal funding sources

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

GRANTS
Grants received 2020 and how they have been used.

True colours Foundation £6,312
Total for sensory room £6,312

KCC Clubs Grants £51,383
Maidstone Covid Rate grant £3,787.80
Maidstone Covid retail grant £10,000
Linda Hogan (Holiday scheme) £455
Maidstone Covid rate grant £1,310
Lottery Covid-19 Grant £26,769.46
Cornwallis Freemasons' Charity £1,000
Maidstone Covid rate grant 2nd £1,334
Total General funds £96,191.80

David Solomons Charitable Trst £1,000
Total Air Con £1,000

Teresa O'Brien - Grants

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.

FINANCIAL REVIEW
FINANCIAL REVIEW

The charity increased its overall balance over the course of 2020 by £63,457.87 (from £82,321.51 to £145,779.38):

1: + £15,297.02 = Annual budget target surplus
2: + £29,572.70 = Budget income surplus & expenditure underspend
=> £44,869.72

3: + £10,777.58 = Maidstone Mencap Ring-Fenced funds
4: + £ 7,810.57 = Cobtree Playschool Ring-Fenced funds
=> £63,457.87

1: ANNUAL BUDGET TARGET
Annual budgets for income (£119,853.71) and expenditure (-£104,556.69) meant we were forecasting a surplus of £15,297.02
This was due to the National Lottery Coronavirus Support Fund grant, otherwise this would have been a breakeven target.

2: INCOME & EXPENDITURE BUDGETS

INCOME: A surplus of £66,491.29 against budget
£186,345 versus a target of £119,853.71
The fundraising (Donations, Events, and Hall Hire) budget was reduced by £22k in July when it became apparent the lockdowns caused by the global COVID-19 pandemic would drastically reduce the charity's ability to raise funds; however, this was offset by an increase in the Clubs (Grant) budget by £22k (due to the Government's furlough assistance scheme for employers). Whilst the Finance Committee was quietly confident we would still get close to the income target despite the extremely difficult environment facing the whole country, the charity was extremely fortunate to receive a £20k donation from Lloyds (of London, not the bank), which helped offset the £10k shortfall on the Income Clubs target (due to club closures). Exceeding the annual income target was a fantastic (and unexpected) achievement, and one the charity is extremely grateful for.

EXPENDITURE: An underspend of £32,102.31 against budget
(£136,659) versus a budget-to-date of (£104,556.69)

The charity's successful application for a National Lottery Coronavirus Support Fund grant meant we were able to reduce the HR Salaries budget by £15,297 (lowering the original overall expenditure budget from £119,853.53 to £104.6k). As always, the expenditure budget had safety nets built-in across all divisions to allow for additional expenses, such as unforeseen recruitment needs, and unexpected maintenance issues (we have been caught out too often in the past). Fortunately, the additional monies were not needed and there were underspends on all-bar-one of the divisions (an ever-so-slight over-spend of £67 on IT). Notable expenditure savings were on HR (£10.7k), Facilities (£3.7k), Fundraising expenses (1.6k), and Club expenses (£1.3k), which meant there was an underspend of £17.8k
Overall, the charity finished the year with a combined income-surplus and expenditure-underspend of £29,572.70.

RING-FENCED FUNDS

3: Mencap Ring-Fenced: Increased by £10,777.58 from £10,570.00 to £21,347.58
Short Breaks - Junior Gateway (Jan - Mar 2021) = £2,659.75
Short Breaks - Youth Club (Jan - Mar 2021) = £2,740.25
National Lottery Grant (2021 portion) = £11,676.58
Baily Thomas (Ring-Fenced until March 2021) = £3,000
Air Con = £1,271

FINANCIAL REVIEW

4: Playschool Ring-Fenced: Increased by £7,810.57 from £2,900 to £10,710.57
DAF = £4,443.93
SENIF = £6,266.64

We finished the year hitting 202% of our revised Fundraising target, thanks to the £20k donation from Lloyds.

I would like to thank Mark, Tina, Liane and Lesley for helping me manage the accounts from afar, whenever I have reached out to them for help. Thank you to the Finance Committee (Sue and Mark), plus Hazel and Liane for agreeing that all staff would be paid their full pay throughout the Furlough period (with the charity financing the additional 20% not covered by the government). Thank you to Hazel for applying to Lloyds for support for the charity, resulting in the £20k donation. And thank you to Teresa whose ability to successfully secure numerous grants, particularly the National Lottery Coronavirus Support Fund, helped guide the charity through a very difficult year. Everyone mentioned, plus the staff and volunteers, helped make my job of writing this end of year report far easier and more positive than I could have hoped six months ago. At least with regards to Maidstone Mencap's finances, I am happy to end 2020 and start 2021 with good news.

James Burrows, Treasurer

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.

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.

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.

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.

STRUCTURE, GOVERNANCE AND MANAGEMENT
CHAIRMAN'S REPORT

2020 what a year! Who would ever have imagined our country would spend most months in varying degrees of lock down? Many industries and charities have been hit hard and things have been very difficult indeed. All things considered, Maidstone Mencap has escaped lightly due to some amazing grants received and our even more amazing staff who kept things going as much as possible.

We were extremely fortunate to receive a National Lottery Coronavirus Support Fund grant which helped considerably along with a £20,000 donation from Lloyd's of London for which we are extremely grateful. The charity finished the year with a combined income surplus and expenditure under spend of £29,572.

Playschool was forced to close in the first lockdown and staff were furloughed. At the times it reopened, it was with a much-reduced attendance due to the vulnerability of the children however with the incredible amount of hard work from staff and volunteers, with extra cleaning and changes in working practices Playschool was able to continue to provide its service as well as providing a safe environment.

Despite all the hurdles the charity managed to provide respite to families for over 50 children in holiday club and have then continued to run the Junior and Youth clubs wherever possible.

The Trustees are always grateful to Liane and her inspiring team of staff and volunteers for their input but the support, and dedication in 2020 has been phenomenal. In the most difficult of circumstances, they have kept the charity going and continued to make a positive contribution to the community. We cannot thank you all enough!

On a personal note, I would like to thank Hazel for her secretarial role keeping us all in order and James for his ongoing long distance Treasurer's role. Finally, I would like to thank my fellow trustees for their continued support and hope that 2021 is a much safer year for all.

Sue Roughley, Chair

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02672192 (England and Wales)

Registered Charity number
1009677

Registered office
Cobtree Hall
Willington Street
Maidstone
Kent
ME15 8EB

Trustees
Mark Smith
Lesley Rowbotham
Susan Jane Roughley
Sally Collett
Lynn Jacqueline Snedden
Mary Louise Rimmer
Guy Alexander Roughley

REFERENCE AND ADMINISTRATIVE DETAILS

Company Secretary
Hazel Callaghan

Auditors
Calcutt Matthews WBZ Ltd
Chartered Accountants and Statutory Auditors
19 North Street
Ashford
Kent
TN24 8LF

President
Mrs Helen Grant MP

Other Committee Members
Mrs Hazel Callaghan Secretary
Mr James Burrows Treasurer
Mrs Liane Morris Playschool & Clubs Manager
Mrs Tina Adams Centre Co-ordinator

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.

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

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 6 September 2021 and signed on its behalf by:

.....

~~Mark Smith~~ - Trustee

Sue Roughley

Opinion

We have audited the financial statements of Maidstone Mencap Charitable Trust Limited (the 'charitable company') for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 2020 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- 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; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

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.

Nicholas Hume

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

Date: 7 September 2021

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2020

	Notes	Unrestricted funds £	Restricted funds £	31.12.20 Total funds £	31.12.19 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		67,121	5,347	72,468	100,273
Charitable activities	4				
Local Authority		16,432	22,320	38,752	-
Trusts and Foundations		64,297	455	64,752	23,545
Other trading activities	2	5,649	-	5,649	16,263
Investment income	3	3	-	3	12
Other income	5	4,721	-	4,721	-
Total		158,223	28,122	186,345	140,093
EXPENDITURE ON					
Raising funds	6	645	-	645	2,226
Charitable activities	7				
Playschool		81,909	-	81,909	73,769
Youth Club		3,900	5,259	9,159	7,604
Junior Gateway		13,111	-	13,111	9,888
Holiday Club		5,362	15,773	21,135	30,131
Senior Gateway		4,483	-	4,483	13,923
Ring Fenced		180	-	180	-
Other		4,690	72	4,762	7,039
Total		114,280	21,104	135,384	144,580
NET INCOME/(EXPENDITURE)		43,943	7,018	50,961	(4,487)
RECONCILIATION OF FUNDS					
Total funds brought forward		135,096	23,604	158,700	163,187
TOTAL FUNDS CARRIED FORWARD		179,039	30,622	209,661	158,700

The notes form part of these financial statements

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED (REGISTERED NUMBER: 02672192)

BALANCE SHEET
31 December 2020

	Notes	Unrestricted funds £	Restricted funds £	31.12.20 Total funds £	31.12.19 Total funds £
FIXED ASSETS					
Tangible assets	12	61,116	5,262	66,378	76,305
CURRENT ASSETS					
Debtors	13	428	-	428	-
Cash at bank and in hand		116,841	29,014	145,855	82,395
		117,269	29,014	146,283	82,395
CREDITORS					
Amounts falling due within one year	14	654	(3,654)	(3,000)	-
NET CURRENT ASSETS		117,923	25,360	143,283	82,395
TOTAL ASSETS LESS CURRENT LIABILITIES		179,039	30,622	209,661	158,700
NET ASSETS		179,039	30,622	209,661	158,700
FUNDS	15				
Unrestricted funds:					
General fund				77,037	45,329
Jr Gateway				13,182	878
Fixed asset replacement fund				48,410	48,410
Contingency Fund				50,000	50,000
Playschool				(9,590)	(9,521)
				179,039	135,096
Restricted funds				30,622	23,604
TOTAL FUNDS				209,661	158,700

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... 6 September 2021 ..... and were signed on its behalf by:

.....
Mark Smith - Trustee

Sue Rayley

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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

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.

continued...

2. OTHER TRADING ACTIVITIES

	31.12.20	31.12.19
	£	£
Fundraising events	759	13,202
Rent from clubs	4,890	3,061
	5,649	16,263

3. INVESTMENT INCOME

	31.12.20	31.12.19
	£	£
Deposit account interest	3	12

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.12.20	31.12.19
		£	£
Grants	Local Authority	38,752	-
Grants	Trusts and Foundations	64,752	23,545
		103,504	23,545

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

	31.12.20	31.12.19
	£	£
Kent County Council	51,383	11,055
Bernard Sunley Charitable Foundation	-	3,000
Cobtree Charity Trust	-	2,500
Big Lottery / National Lottery	26,922	-
Ann Reynolds Charitable Trust	-	1,000
Golding Vision	-	990
The ACT Foundation	-	5,000
Maidstone Borough Council	16,432	-
The David Solomons Charitable Trust	1,000	-
The Cornwallis East Kent Freemasons' Charity	1,000	-
The Linda Hogan Community Fund	455	-
The True Colours Trust Grant	6,312	-
	103,504	23,545

continued...

5. OTHER INCOME

	31.12.20	31.12.19
	£	£
Government Grants	4,721	-

Other Income consists of Government Grants received under the Job Retention Scheme.

6. RAISING FUNDS

Other trading activities

	31.12.20	31.12.19
	£	£
Fundraising activities	645	2,226

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 8)	Totals
	£	£	£
Playschool	81,533	376	81,909
Youth Club	9,116	43	9,159
Junior Gateway	13,053	58	13,111
Holiday Club	20,968	167	21,135
Senior Gateway	4,483	-	4,483
Ring Fenced	-	180	180
	129,153	824	129,977

8. SUPPORT COSTS

	Management	Finance	Totals
	£	£	£
Playschool	296	80	376
Youth Club	34	9	43
Junior Gateway	46	12	58
Holiday Club	155	12	167
Ring Fenced	180	-	180
	711	113	824

continued...

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.20	31.12.19
	£	£
Depreciation - owned assets	26,631	24,680

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2020 nor for the year ended 31 December 2019.

11. STAFF COSTS

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

	31.12.20	31.12.19
Staff	3	3

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

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

continued...

12. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Fixtures and fittings £	Totals £
COST				
At 1 January 2020	39,420	240,457	22,120	301,997
Additions	-	9,228	7,476	16,704
At 31 December 2020	39,420	249,685	29,596	318,701
DEPRECIATION				
At 1 January 2020	-	207,174	18,518	225,692
Charge for year	-	24,969	1,662	26,631
At 31 December 2020	-	232,143	20,180	252,323
NET BOOK VALUE				
At 31 December 2020	39,420	17,542	9,416	66,378
At 31 December 2019	39,420	33,283	3,602	76,305

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

	31.12.20 £	31.12.19 £
Other debtors	428	-

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20 £	31.12.19 £
Accruals and deferred income	3,000	-

continued...

15. MOVEMENT IN FUNDS

	At 1.1.20 £	Net movement in funds £	Transfers between funds £	At 31.12.20 £
Unrestricted funds				
General fund	45,329	46,205	(14,497)	77,037
Jr Gateway	878	6,724	5,580	13,182
Fixed asset replacement fund	48,410	-	-	48,410
Contingency Fund	50,000	-	-	50,000
Playschool	(9,521)	(8,986)	8,917	(9,590)
	135,096	43,943	-	179,039
Restricted funds				
The Maintenance Fund	2,250	-	-	2,250
Holiday Club - restricted funding	1,981	486	-	2,467
Youth Club - restricted funding	5,873	6,532	-	12,405
The Clothworkers Grant	13,500	-	-	13,500
	23,604	7,018	-	30,622
TOTAL FUNDS	158,700	50,961	-	209,661

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	103,358	(57,153)	46,205
Jr Gateway	14,567	(7,843)	6,724
Playschool	40,298	(49,284)	(8,986)
	158,223	(114,280)	43,943
Restricted funds			
Holiday Club - restricted funding	16,331	(15,845)	486
Youth Club - restricted funding	11,791	(5,259)	6,532
	28,122	(21,104)	7,018
TOTAL FUNDS	186,345	(135,384)	50,961

continued...

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
Unrestricted funds			
General fund	41,972	3,357	45,329
Jr Gateway	2,634	(1,756)	878
Fixed asset replacement fund	48,410	-	48,410
Contingency Fund	50,000	-	50,000
Playschool	3,762	(13,283)	(9,521)
	146,778	(11,682)	135,096
Restricted funds			
The Maintenance Fund	2,250	-	2,250
Holiday Club - restricted funding	-	1,981	1,981
Youth Club - restricted funding	659	5,214	5,873
The Clothworkers Grant	13,500	-	13,500
	16,409	7,195	23,604
TOTAL FUNDS	163,187	(4,487)	158,700

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	60,584	(57,227)	3,357
Jr Gateway	4,374	(6,130)	(1,756)
Playschool	37,349	(50,632)	(13,283)
	102,307	(113,989)	(11,682)
Restricted funds			
Holiday Club - restricted funding	27,474	(25,493)	1,981
Youth Club - restricted funding	10,312	(5,098)	5,214
	37,786	(30,591)	7,195
TOTAL FUNDS	140,093	(144,580)	(4,487)

continued...

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.20 £
Unrestricted funds				
General fund	41,972	49,562	(14,497)	77,037
Jr Gateway	2,634	4,968	5,580	13,182
Fixed asset replacement fund	48,410	-	-	48,410
Contingency Fund	50,000	-	-	50,000
Playschool	3,762	(22,269)	8,917	(9,590)
	146,778	32,261	-	179,039
Restricted funds				
The Maintenance Fund	2,250	-	-	2,250
Holiday Club - restricted funding	-	2,467	-	2,467
Youth Club - restricted funding	659	11,746	-	12,405
The Clothworkers Grant				
	13,500	-	-	13,500
	16,409	14,213	-	30,622
TOTAL FUNDS	163,187	46,474	-	209,661

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	163,942	(114,380)	49,562
Jr Gateway	18,941	(13,973)	4,968
Playschool	77,647	(99,916)	(22,269)
	260,530	(228,269)	32,261
Restricted funds			
Holiday Club - restricted funding	43,805	(41,338)	2,467
Youth Club - restricted funding	22,103	(10,357)	11,746
	65,908	(51,695)	14,213
TOTAL FUNDS	326,438	(279,964)	46,474

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

Fixed asset replacement Fund

continued...

15. MOVEMENT IN FUNDS - continued

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.

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2020

	31.12.20 £	31.12.19 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	43,749	20,135
Gift aid	428	454
Subscriptions	520	530
Holiday Club	4,516	27,474
Playschool	19,216	36,995
Junior Gateway	3,210	4,373
Youth Club	829	10,312
	72,468	100,273
Other trading activities		
Fundraising events	759	13,202
Rent from clubs	4,890	3,061
	5,649	16,263
Investment income		
Deposit account interest	3	12
Charitable activities		
Grants	103,504	23,545
Other income		
Government Grants	4,721	-
Total incoming resources	186,345	140,093
EXPENDITURE		
Other trading activities		
Fundraising activities	645	2,226
Charitable activities		
Wages	79,459	81,659
Insurance	2,589	2,474
Light and heat	3,674	2,246
Telephone	1,028	1,202
Postage and stationery	1,524	2,005
Repairs and renewals	12,394	14,047
Holiday club expenditure	556	1,630
Carried forward	101,224	105,263

MAIDSTONE MENCAP CHARITABLE TRUST
LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2020

	31.12.20	31.12.19
	£	£
Charitable activities		
Brought forward	101,224	105,263
Youth Club expenditure	227	589
Playschool expenditure	733	2,465
Staff Training	339	1,423
Improvements to property	24,968	24,045
Fixtures and fittings	1,662	634
	129,153	134,419
Other		
General Expenditure	1,867	4,458
Audit	2,895	2,581
	4,762	7,039
Support costs		
Management		
Advertising	104	89
Sundries	607	608
	711	697
Finance		
Bank charges	113	199
Total resources expended	135,384	144,580
Net income/(expenditure)	50,961	(4,487)