

THE SYMBOL TRUST
REPORTS & ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Registered Charity Number : 1097042

THE SYMBOL TRUST

Trustees : B Naziri
B Thakerar
C Wood
M Longley
E Houckham
P Mitchell
S Hinton
M Christian

Principle Office : Unit 3
Little Caring Farm
Caring Lane
Bearsted
Maidstone
Kent ME17 1TH

Independent Examiner : Mr. L.C. Seal ACCA FAIA
Blain Pritchard Limited
74 College Road
Maidstone
Kent ME15 6SL

Bankers : National Westminster PLC
Sevenoaks Branch
67 High Street
Sevenoaks
Kent
TN13 1A

Registered Charity : 197042

**THE SYMBOL TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2020**

The Trustees present their report together with the financial statements of the charity for the year ended 31st December 2020. The financial statements have been prepared in accordance with the Accounting Policies set out in Note 2 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting & Reporting by Charities : Statement of Recommended Practice applicable to charities.

Structure, Governance and Management

The Symbol Trust is dedicated to promoting effective and innovative solutions to the communications needs of children and adults with learning disabilities. Our ambition is to see a more equitable society where language enrichment can unlock true potential in people with special needs.

The charity aims to raise funds to support effective and innovative ways of optimising the quality of children and adults with learning disability, their families and carers through the development and/or support of their communication, eating and drinking skills.

This lead to an increase in the understanding, knowledge and practice of professionals, carers and health/social care purchasers about the real opportunities for this client group to fulfil their potential.

The Charity will work to bring people with learning disabilities across Kent, education, training, work, outstanding inclusive theatre and provide supported living accommodation.

The trustees shall hold the trust fund and its income upon trust to apply them for the following objects :

- To support research programmes
- To enable the publication of work and dissemination of information about the models of good practise
- To support the development of the Charity's non-statutory services, e.g. specialist services for people with Down Syndrome
- To provide the funding for individual children and adults to access specialist speech and language therapy and other professional therapeutic support in exceptional circumstances, where funding cannot be secured through other means
- To provide start up funding in order to contribute to the professional knowledge base through the provision of training and development programmes and practice development schemes
- To run retail establishment to bring education, training and work to people with learning disabilities across Kent

Structure, Governance and Management

- To bring outstanding theatre to Kent by providing theatre space and by using inclusive theatre techniques allowing all to have opportunities in theatre
- To provide supported living accommodation for adults with learning difficulties in suitable location across Kent

Activities, Performance and financial review

Income resources for the year ended 31st December 2020 totalled £545,069 Resources expended totalled £517,343 giving a surplus of £27,726.

**THE SYMBOL TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2020**

KENT FRIENDZ

Established in 1964, Kent Friendz (formerly Mencap Tonbridge) was established to provide help and support for children and families with learning and physical disabilities. Based in Kent, Kent Friendz provides opportunities for recreation and education through activities, with the aim of improving lifestyles for people with learning disabilities.

The trustees of Kent Friendz approached The Symbol Trust - another local charity that funds people with learning disabilities to help facilitate truly fulfilling lives - to work with Kent Friendz in the running of the charity. Furthering the aims of Kent Friendz, this exciting development with The Symbol Trust ensured that a very special service for people with learning disabilities, their carers and families within Kent, continued to be provided.

Together, Kent Friendz and The Symbol Trust have continued to work together to create the support that enables individuals to enjoy their local community, grow in independence and experience exciting new adventures at a time when the social care sector continues to experience a reduction in public funding.

Following this successful working relationship, both Kent Friendz and The Symbol Trust consulted with their trustees and membership regarding a merger of the charities in 2020 and have discussed plans with the Charity Commission, who were in agreement with the proposed way forward.

Additional

In March 2020 the world was catapulted into the world of Covid-19. The Symbol Trust continued to deliver its services during the period of March – December 2020 as they have done since that time.

Some services have been limited due to the lockdown which includes the closure of the Trust's retail unit the Hop Stitch and Jumper which was closed by government directive along with other shops and the move from live to on line activities and groups as funded by The Trust's Children In Need grant for disabled children.

The shop has moved to on line sales which has preserved some income streams.

In terms of the Trust's role as landlord we have needed to restrict new tenancies as The Trust could not safely offer prolonged transition plans for the new tenants. Vacancies have therefore needed to be held reducing rental income. Housing benefit have honoured payments for vulnerable tenants who returned home to live with their families during the pandemic. One housing unit was made available for staff use during the pandemic to reduce travel and possible transmission of the virus.

The Trustees were placed on standby to assist as volunteers to provide direct housing assistance as this was required.

All tenants have now returned to their homes and we are now able to take in new tenants. At the time of the submission of these accounts we have 4 vacant rooms across two properties with prospective tenants identified.

THE SYMBOL TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2020

The Trust's policy on reserves

The Trustees have considered the ongoing requirements of the organisation of the plans for 2021 financial year, subject to the adoption of new policies for which additional funding may be required.

Statement of Trustees' responsibilities

Charity Law requires the Trustees to prepare Financial Statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities 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 Charities SORP (FRS102)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practise have been followed subject to any departures disclosed and explained in the financial statement, and
- Prepare the financial statement on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Public Benefit

The charity acknowledges its requirements to demonstrate clearly that it must have charitable purposes or "aims" that are for the public benefit. Details of how the charity has achieved this are provided in this Trustees Annual Report. The Trustees confirm that they have given due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

Risk Management

The Charity Trustees are mindful of the responsibilities they carry under current legislation, in particular the Companies Act 2006, Children Acts 1989 & 2004 and later amendments to any, and various forms of Health & Safety regulations, Disability legislation and Charities Acts, in so far as they may apply.

THE SYMBOL TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2020

Independent Examiners

A resolution will be proposed at the Annual General Meeting on 24th June 2021 that Mr Lee Seal ACCA FAIA, a director of Blain Pritchard Limited to be re-appointed as Independent Examiner to the Symbol Trust for the year 2020.

The Report of the trustees was approved on 28th day of October 2021 and signed by



Mr Barry Naziri
Chair of Trustees

THE SYMBOL TRUST
BALANCE SHEET
FOR THE YEAR ENED 31ST DECEMBER 2020

	Note	2 0 2 0		2 0 1 9	
		£	£	£	£
FIXED ASSETS	3				
Plant & Machinery		0		0	
Furniture & Fittings		0		420	
Motor Vehicles		6,000		0	
		-----	6,000	-----	420
CURRENT ASSETS					
Debtors	7	77,383		97,808	
Stock	4	25,050		33,850	
Prepayments		135,281		60,606	
Cash at Bank and in hand	5	61,692		50,914	
		-----	299,406	-----	243,178
CREDITORS : AMOUNTS FALLING DUE WITH ONE YEAR					
Creditors	8.1	147,262		110,569	
Tax		(2,146)		940	
Accruals	8.2	38,025		37,550	
		-----	183,141	-----	149,059
			-----		-----
			122,265		94,539
			=====		=====
FUNDS					
General Fund (unrestricted)		118,128		90,785	
Restricted Funds		4,137		3,754	
		-----	122,265	-----	94,539
			-----		-----
			122,265		94,539
			=====		=====

THE SYMBOL TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENED 31ST DECEMBER 2020

	Note	Unrestricted Fund	Restricted Fund	Total 31/12/20	Total 31/12/19
Income Resources					
Donations & Charities	A	3,225	-	3,225	1,071
Grants		-	45,923	45,923	-
Other Income	B	495,921	-	495,921	498,706
		<u>499,146</u>	<u>45,923</u>	<u>545,069</u>	<u>499,777</u>
Resources Expended					
Charitable Expenditure	C	443,655	45,541	489,196	445,240
Grants for charitable purposes		-	-	-	-
Administration & Management	D	28,147	-	28,147	29,522
		<u>471,802</u>	<u>45,541</u>	<u>517,343</u>	<u>474,762</u>
Net (outgoing)/incoming resources		27,343	383	27,726	25,015
Fund Balance 1 st January 2019		90,785	3,754	94,539	69,524
		<u>118,128</u>	<u>4,137</u>	<u>122,265</u>	<u>94,539</u>

THE SYMBOL TRUST
FINANCIAL SCHEDULES
FOR THE YEAR ENED 31ST DECEMBER 2020

	Unrestricted Fund	Restricted Fund	Total 31/12/20	Total 31/12/19
	£	£	£	£
(A) ANALYSIS OF INCOMING RESOURCES				
Donations & Charities	3,225	-	3,225	1,071
Grants	-	45,923	45,923	-
	<u>3,225</u>	<u>45,923</u>	<u>49,148</u>	<u>1,071</u>
	=====	=====	=====	=====
(B) OTHER INCOME				
Rent	465,192	-	465,192	462,953
Shop	22,515	-	22,515	33,294
Hopshed	0	-	0	60
Other Income	8,214	-	8,214	2,399
	<u>495,921</u>	<u>-</u>	<u>495,921</u>	<u>498,706</u>
	=====	=====	=====	=====
TOTAL INCOME	499,146	45,923	545,069	499,777
	=====	=====	=====	=====

THE SYMBOL TRUST
FINANCIAL SCHEDULES
FOR THE YEAR ENED 31ST DECEMBER 2020

	Unrestricted Fund	Restricted Fund	Total 31/12/20	Total 31/12/19
	£	£	£	£
(C) ANALYSIS OF RESOURCES EXPENDED				
Charitable Expenditure				
Rent Paid	389,811	-	389,811	413,556
Shop cost of goods	21,789	-	21,789	15,993
Shop direct expenses	22,780	-	22,780	15,652
Hopshed Direct Expenses	0	-	0	38
Other Expenses	9,276	45,541	54,816	0
	<u>443,656</u>	<u>45,541</u>	<u>489,196</u>	<u>445,240</u>
	=====	=====	=====	=====
(D) Administration Expenses				
Light & Heat	2,865	-	2,865	2,636
Advertising	0	-	0	50
Contractor	0	-	0	0
General Rates	-	-	-	0
Motor Expenses	8,934	-	8,934	3,000
Telephone & Internet	497	-	497	481
Legal Fees	-	-	-	-
Professional fees	8,396	-	8,396	10,928
Insurance	1,361	-	1,361	1,410
Fund Raising	216	-	216	216
Grants Paid	573	-	573	425
Equipment Hire & Repairs	1,657	-	1,657	1,290
Bank Charges	389	-	389	471
Sundry Expenses	1,339	-	1,339	1,650
Depreciation	1,920	-	1,920	6,965
	<u>28,147</u>	<u>-</u>	<u>28,147</u>	<u>29,522</u>
	=====	=====	=====	=====
Total Expended	471,802	45,541	517,343	474,762
	=====	=====	=====	=====

THE SYMBOL TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENED 31ST DECEMBER 2020

NOTE 1 BASIS OF PREPARATION

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost and in accordance with :

- Accounting and Reporting by Charities – Statement of Recommended Practise (SORP FRS 102),
- And with the Charities Act 2011

1.2 Changes to previous accounts

No changes have been made to accounts for previous years

NOTE 2 ACCOUNTING POLICIES

INCOMING RESOURCES

These are included in the Statement of Financial Activities when the resources are paid into the Trust's bank accounts.

INCOMING RESOURCES WITH RELATED EXPENDITURE

Where incoming resources have related expenditure (as with fundraising or contract income), the incoming resources and related expenditure are reported gross .

GRANTS AND DONATIONS

Grants and donations are included in the Financial Activities when the charity has unconditional entitlement to resources.

TAX RECLAIMS ON DONATIONS AND GIFTS

Incoming resource from tax reclaims are included in the Financial Activities when the resources are received in the Trust's bank accounts.

GIFTS IN KIND

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in accounts as gifts only when sold or distributed by the charity.

Gifts in kind for any other use by the charity are included in the activities as incoming resources when received.

THE SYMBOL TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENED 31ST DECEMBER 2020

DONATED SERVICES AND FACILITIES

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material.

INVESTMENT INCOME

This is included in the accounts when receivable.

EXPENDITURE AND LIABILITIES

LIABILITY RECOGNITION

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

GOVERNANCE COSTS

Include costs of the preparation and examination of Statutory Accounts, the costs of trustee meetings and the cost of any legal advice on governance or constitutional matters.

GRANTS PAYABLE WITHOUT PERFORMANCE CONDITIONS

These are only recognised in accounts when a commitment has been made and there have been no conditions to be met relating to the grant which remain in the control of the charity.

ASSETS

TANGIBLE FIXED ASSETS FOR USE BY THE CHARITY

The Trust where the cost on an individual item exceeds £500, has been capitalised and depreciated at 20% on straight line basis.

JUDGEMENTS AND ASSUMPTIONS

There are no significant estimates or judgements used in preparing the accounts apart from the stock valuation per note 4.

THE SYMBOL TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENED 31ST DECEMBER 2020

NOTE 3 - TANGIBLE FIXED ASSETS

	Plant & Machinery £	Motor Vehicles £	Equipment £	Fixtures & Fittings £	Total £
Cost as at 1 st January 2020	8,876	37,900	751	2,100	49,627
Additions	0	7,500	0	0	7,500
Disposals		(11,800)			(11,800)
As at 31 st December 2020	<u>8,876</u> =====	<u>33,600</u> =====	<u>751</u> =====	<u>2,100</u> =====	<u>45,327</u> =====
Depreciation					
As at 1 st January 2020	8,876	37,900	751	1,680	49,207
Provided for the period	0	1,500	0	420	1,920
Disposals		(11,800)			(11,800)
As at 31 st December 2020	<u>8,876</u> =====	<u>27,600</u> =====	<u>751</u> =====	<u>2,100</u> =====	<u>39,327</u> =====
Net Book Value as at 31 st December 2020	<u>0</u> =====	<u>6,000</u> =====	<u>0</u> =====	<u>0</u> =====	<u>6,000</u> =====
As at 31 st December 2019	0	0	0	420	420

NOTE 4 – STOCK

The stock valuation is an estimated figure based on average cost.

NOTE 5 – BANK & CASH

The stock valuation is an estimated figure based on average cost.

	2020 £	2019 £
Bank Balance – Main Account	44,093	37,986
Bank Balance – Shop (Hop, Stlch & Jumper)	10,101	9,723
Cash In hand at the shop	7,498	3,205
	<u>61,692</u> =====	<u>50,914</u> =====

THE SYMBOL TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENED 31ST DECEMBER 2020

	2020	2019
	£	£
NOTE 6 - Details of certain Items of Expenditure		
6.1 Trustee Remuneration & Expenses		
No remuneration or expenses were paid to the Trustees during the year		
6.2 Fees for examination of accounts		
Independent examiner's remuneration	1,000	1,098
NOTE 7 - Debtors & Prepayments		
7.1 Analysis of debtors (all amounts falling due within one year)		
Debtors	67,420	87,845
Tenancy Deposit	9,567	9,567
Others	396	396
	<u>77,383</u>	<u>97,808</u>
	=====	=====
NOTE 8 - Creditors & Accruals		
8.1 Analysis of debtors (all amounts falling due within one year)		
Creditors	129,339	75,139
Rent Creditor	17,923	29,156
Others	0	6,274
	<u>147,262</u>	<u>110,569</u>
	=====	=====
8.2 Accruals	38,025	37,550
	=====	=====
NOTE 9 – Grants made to Institutions.		
Symbol Family Support Services Ltd	0	425
All Saints Church, Staplehurst	573	0
	=====	=====

THE SYMBOL TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENED 31ST DECEMBER 2020

	£	£
NOTE 10 - Restricted & Unrestricted Funds Held		
	Restricted	Unrestricted
Dr & Mrs Kidd	2,634	3,252
Others	1,503	114,876
	-----	-----
Total as at 31 st December 2020	4,137	118,128
	=====	=====

Restricted Funds

Purpose & Restrictions.

10.1 Dr & Mrs Kidd - £2,634

The purpose of the fund is the balance left for one individual named person's benefit. The amount is For establishing the open college network course and holiday expenses

10.2 Other Restricted Funds - £1,503

These funds are restricted for the following :

	£
• To benefit children with Learning Disabilities in Maidstone area only.	1,119
• KCC grant, balance left for children relating to Kent Friendz	384

NOTE 11 - Related Party Transactions

There were no party related transactions

Independent Examiner's Report to the trustees of The Symbol Trust

This report on the accounts of the charity for the year ended 31st December 2020 is in respect of an examination carried out under s.145 of the Charities Act 2011.

Respective responsibilities of trustees and examiner

As the trustees of the charity you are responsible for the preparation of the accounts; you consider that the audit requirements of section 144 of the Charities Act 2011 ("the 2011 Act") do not apply and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under sections 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act. That examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

L C Seal ACCA FAIA
Blain Pritchard Limited
Chartered Certified Accountants
74 College Road
Maldstone
Kent
ME15 6SL

29th October 2021