

THE SYMBOL TRUST  
REPORTS & ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2024

Registered Charity Number : 1097042

THE SYMBOL TRUST  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2024

Trustees:	B Naziri C Wood M Longley P Mitchell S Hinton M Christian R Duggan
Principal Office:	C/O Hop Stitch & Jumper Unit 32 Royal Star Arcade Maidstone Kent
Independent Examiner:	Mr. L.C. Seal FCCA 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:	1097042

# THE SYMBOL TRUST REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2024

The Trustees present their report together with the financial statements of the charity for the year ended 31<sup>st</sup> December 2024. The financial statements have been prepared in accordance with the Accounting Policies set out in Note 1 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.

## Objectives and activities

The Symbol Trust (The Trust) is a charity dedicated to promoting effective and innovative solutions to help meet the needs of people with learning disabilities, together with their families and carers.

The Trust aims to work collaboratively and supportively with parents, carers and provider organisations to further the provision of services to people with learning disabilities and/or other additional needs.

Our ambition is to see a more equitable society where language enrichment and other social and life skills can unlock true potential in people with learning disabilities.

The Trust's objectives and activities aim to 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, in order that they can fulfil their full potential.

The trustees hold The Trust's funds and its income in order to apply them to meet the following objectives and activities:

- 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 Trust'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 provide grants to organisations to fund projects that align with the objectives of The Trust;
- To assist in the funding of a retail establishment to bring education, training and work to people with learning disabilities across Kent;
- To bring theatre opportunities to Kent by providing theatre space and by using inclusive theatre techniques allowing people with learning disabilities to devise, create and perform alongside their non-disabled peers;
- To provide supported living accommodation for adults with learning difficulties or other additional needs in suitable locations across Kent in order to provide opportunities for their personal development.

Organisations are able to apply for grants from The Trust to assist with the funding of projects or activities that fall within The Trust's objectives. To apply for a grant, The Trust's grant making policy requires an organisation to provide a business plan to The Trust giving full details of the project / activity, a full costing together with the organisations financial contribution and the origins of their contribution, and the benefit the project / activity would provide to the recipients. The business plan would be reviewed by the Trustees against the aims and objectives of The Trust, and their available funds, and approved or declined as appropriate. No new applications were received during 2024.

The Trust acknowledges its requirement to demonstrate clearly that it has charitable purposes or "aims" that are for the public benefit. Details of how the charity has achieved this are provided in this report.

The Trustees confirm that they have complied with their duty to have due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

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### Achievements and Performance

No fundraising activities took place during the year ended 31<sup>st</sup> December 2024.

The start of 2024 continued to see a rise in the cost of living. The Symbol Trust remains operating in these challenging economic environments and, as many of our core costs continue to rise, income streams remain at risk. Nonetheless, we continue to do everything we can to continue to support our tenants to continue to enjoy their homes and reduce costs where possible. Considering the significant impact the increase in energy prices, during the second quarter of the year, an imperative focus of the Trustees has been sustainability. Specifically, how The Symbol Trust can support its tenants to future-proof their running costs by developing a more sustainable/renewable approach to their energy consumption. As a result, following their last meeting, funding has been unanimously approved by the Trustees to support a sustainability project for each property.

Therefore, The Symbol Trust in 2025 will be focussing on fundraising for Sustainability projects.

The provision of supported living accommodation remains one of The Trust's key objectives and will continue in future years. This will enable The Trust to meet our stated aims and will continue to assist people with learning disabilities lead an independent life with appropriate support.

### Financial review

Income resources for the year ended 31<sup>st</sup> December 2024 totalled £732,498 Resources expended totalled £759,805 giving a shortfall of £27,307.

The Trustees have considered the ongoing requirements of The Trust as they relate to their plans for the 2025 financial year. The Trustees aim to retain free reserves in unrestricted funds sufficient to cover support and governance costs for a minimum of three months. Reserves in the form of *unrestricted funds held as at 31<sup>st</sup> December 2024 are £16,316*

*The Trustees have identified their principal Financial Risks for the year as follows: -*

- loss of rental income due to tenants leaving unexpectedly;
- an unforeseen rise in demand for services;
- fluctuations in investments /low interest returns on investments;
- inadequate reserves and cash flow;
- cash flow sensitivities (inability to meet commitments / lack of liquidity to cover costs, etc.);
- compliance with donor imposed restrictions on donations;
- dependency on limited income sources (The Trust's main source of income is from rents received from supported living accommodation, although The Trust's income is augmented by grants and donations);
- the future of contracts to provide supported living accommodation.

The Trustees have continued to monitor these risks during the year and to mitigate them where required.

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*No further specific factors have been identified that could affect the Trust's financial performance or position going forward, although Trustees remain cognisant of, and are monitoring, any unforeseen legislative or other changes that could occur.*

The Trustees have considered both the major financial and non-financial risks to which they are exposed and have established systems and procedures to manage those risks.

The Trustees are mindful of the responsibilities they carry under current legislation, in particular the Charities Act 2011, Children Acts 1989 & 2004 and later amendments, Health & Safety regulations, and Disability legislation in so far as they may apply. In addition, they are also mindful of the risk of abuse of the charity in respect of potential money laundering and/or terrorist financing.

The Trust has not made any specific financial plans for the year ending 2025 but will continue to actively monitor all risks. Any plans that can be made will be made as appropriate at the time. In the meantime, The Trust will continue to meet its aims and objectives as far as it is possible to do so.

It is confirmed that no Trustee has been paid any remuneration or received any other benefits from any employment within the charity, and that there have been no Trustee expenses incurred or paid during the reporting period.

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.

### **Structure, Governance and Management**

The Trust is a charity constituted and governed by a Trust Deed dated 9<sup>th</sup> October 2002, and is governed by a Board of Trustees, led by the Chair of the Board, who work in accordance with the Trust Deed.

All decision making is undertaken by trustees at board meetings and on a majority voting basis. No decision making is delegated to other persons. Where a decision is urgently required, this may be undertaken on an informal basis by a quorum and ratified at the next trustee meeting.

Recruitment of new Trustees is undertaken by the existing trustees by personal recommendation and is based on the needs of The Trust and the individual's skills and knowledge. New trustees are then formally appointed to the Board of Trustees. Appropriate training is provided to new Trustees to ensure that they are aware of the responsibilities that come with their office.

The Trust provides grants to fund projects to a number of organisations. One of the organisations with which The Trust co-operates in the pursuit of its charitable objectives is Symbol Family Support Services Ltd (Symbol FSS). The Trust interacts with Symbol FSS in two ways. Firstly, The Trust liaises with Symbol FSS Ltd regarding any issues (for example, repairs, improvements, general maintenance, etc.) that arise in connection with the Trust's properties which are occupied by clients of Symbol FSS. Secondly, Symbol FSS have in previous years submitted business plans to The Trust for funding for projects that align with the objectives of The Trust for which no statutory funding is available. No grants have been awarded to Symbol FSS during the 2024 financial year.

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All Trustees are mindful of the responsibilities they carry under current legislation, in particular the Charities Act 2011, Children Acts 1989 & 2004 and later amendments, Health & Safety regulations, and Disability legislation in so far as they may apply. In addition, they are also mindful of the risk of abuse of the charity in respect of potential money laundering and/or terrorist financing.

**Reference and administrative details**

Details of all Trustees names, the address of the principal office, and all other relevant reference and administrative details are contained on Page 1 of this report.

In accordance with the Charities Statement of Recommended Practice (SORP), Symbol FSS is classified as a 'related party'. The Trust also notes that Symbol UK Limited is a related party to Symbol FSS, although they do not undertake any work with The Trust and no grants have been requested by or awarded to Symbol UK.

**Independent Examiners**

A resolution will be proposed at the Annual General Meeting on 31<sup>st</sup> October 2024 that Mr Lee Seal FCCA FAIA, a director of Blain Pritchard Limited to be re-appointed as Independent Examiner to the Symbol Trust for the year 2025.

The Report of the trustees was approved on 15<sup>th</sup> March 2025 and signed by



Mr Barry Naziri  
Chair of Trustees

THE SYMBOL TRUST  
BALANCE SHEET  
FOR THE YEAR ENED 31<sup>ST</sup> DECEMBER 2024

	Note	2 0 2 4		2 0 2 3	
		£	£	£	£
<b>FIXED ASSETS</b>	3				
Plant & Machinery		0		0	
Furniture & Fittings		1,667		390	
Motor Vehicles		0		0	
		-----	1,667	-----	390
<b>CURRENT ASSETS</b>					
Debtors	7	(2,683)		7,015	
Stock	4	0		0	
Prepayments		44,881		4,106	
Cash at Bank and in hand	5	34,746		70,984	
		-----	76,944	-----	82,105
<b>CREDITORS : AMOUNTS FALLING DUE WITH ONE YEAR</b>					
Creditors	8	26,299		11,241	
Tax		0		0	
Accruals	8	32,544		24,179	
		-----	58,844	-----	35,420
			-----		-----
			19,767		47,075
			=====		=====
<b>FUNDS</b>					
General Fund (unrestricted)		16,316		42,075	
Restricted Funds	10	3,451		5,000	
		-----	19,767	-----	47,075
			-----		-----
			19,767		47,075
			=====		=====

THE SYMBOL TRUST  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENED 31<sup>ST</sup> DECEMBER 2024

	Note	Unrestricted Fund	Restricted Fund	Total 31/12/2024	Total 31/12/23
<b>Income Resources</b>					
Donations & Charities	A	30,669	1,140	31,809	5,248
Grants		-	-	0	0
Other Income	B	700,689	-	700,689	622,989
		----- 731,358 =====	----- 1,140 =====	----- 732,498 =====	----- 628,236 =====
<b>Resources Expended</b>					
Charitable Expenditure	C	716,704	2,689	719,393	709,609
Grants for charitable purposes		-	-	-	-
Administration & Management	D	40,412	-	40,412	65,565
		----- 757,116 =====	----- 2,689 =====	----- 759,805 =====	----- 775,174 =====
Net (outgoing)/Incoming resources		-25,759	- 1,549	-27,307	-146,938
Fund Balance 1 <sup>st</sup> January 2024		42,075	5,000	47,075	194,012
		----- 16,316 =====	----- 3,451 =====	----- 19,767 =====	----- 47,075 =====

THE SYMBOL TRUST  
FINANCIAL SCHEDULES  
FOR THE YEAR ENED 31<sup>ST</sup> DECEMBER 2024

	Unrestricted Fund	Restricted Fund	Total 31/12/24	Total 31/12/23
	£	£	£	£
<b>(A) ANALYSIS OF INCOMING RESOURCES</b>				
Donations & Charities	30,669	1,140	31,809	5,248
Grants	-	-	0	
	-----	-----	-----	-----
	30,669	1,140	31,809	5,248
	=====	=====	=====	=====
<b>(B) OTHER INCOME</b>				
Rent	568,514	-	568,514	503,705
Shop	0	-	0	19,402
Hopshed	133	-	133	0
Utilities Recharged	132,016	-	132,016	98,804
Other Income	25	-	25	1,078
	-----	-----	-----	-----
	700,689	-	700,689	622,989
	=====	=====	=====	=====
<b>TOTAL INCOME</b>	<b>731,358</b>	<b>1,140</b>	<b>732,498</b>	<b>628,236</b>
	=====	=====	=====	=====

THE SYMBOL TRUST  
FINANCIAL SCHEDULES  
FOR THE YEAR ENED 31<sup>ST</sup> DECEMBER 2024

	Unrestricted Fund	Restricted Fund	Total 31/12/24	Total 31/12/23
	£	£	£	£
<b>(C) ANALYSIS OF RESOURCES EXPENED</b>				
<b>Charitable Expenditure</b>				
Rent Paid	575,770	-	575,770	538,045
Shop cost of goods	0	-	0	19,402
Shop direct expenses	0	-	0	0
Hopshed Direct Expenses	0	-	0	0
Utilities Recharges	140,561	-	140,561	117,394
Other Expenses	372	2,689	3,061	34,767
	-----	-----	-----	-----
	716,704	2,689	719,393	709,609
	=====	=====	=====	=====
<b>(D) Administration Expenses</b>				
Light & Heat	-242	-	-242	403
Advertising	0	-	0	0
Contractors & Consultancy	23,303	-	23,303	32,520
General Rates	868	-	868	13,537
Premises Insurance	0	-	0	1,030
Motor Expenses	0	-	0	0
Telephone & Internet	156	-	156	447
Legal Fees	0	-	0	0
Professional fees	-1,922	-	-1,922	3,637
IT Expenses	687	-	687	389
Cleaning	0	-	0	50
Insurance	4,703	-	4,703	2,253
Fund Raising	0	-	0	0
Grants Paid	0	-	0	0
Equipment Hire & Repairs	10,049	-	10,049	8,925
Bank Charges	766	-	766	803
Sundry Expenses	1,604	-	1,604	1,473
Disposal of Assets	0	-	0	0
Depreciation	441	-	441	98
	-----	-----	-----	-----
	40,412	-	40,412	65,565
	=====	=====	=====	=====
 Total Expended	 757,116	 2,689	 759,805	 775,174
	=====	=====	=====	=====

THE SYMBOL TRUST  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2024

**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

**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.

**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.

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## 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 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.

## NOTE 3 - TANGIBLE FIXED ASSETS

	Plant & Machinery £	Motor Vehicles £	Equipment £	Fixtures & Fittings £	Total £
Cost as at 1 <sup>st</sup> January 2024	0	0	484	0	484
Additions	0	0	1,721	0	1,721
Disposal	0	0	0	0	0
	-----	-----	-----	-----	-----
As at 31 <sup>st</sup> December 2024	0	0	2,205	0	2,205
	=====	=====	=====	=====	=====
Depreciation					
As at 1 <sup>st</sup> January 2024	0	0	98	0	98
Provided for the period	0	0	441	0	441
Disposal	0	0	0	0	0
	-----	-----	-----	-----	-----
As at 31 <sup>st</sup> December 2024	0	0	539	0	539
	=====	=====	=====	=====	=====
Net Book Value as at 31 <sup>st</sup> December 2024	0	0	1,667	0	1,667
	=====	=====	=====	=====	=====
As at 31 <sup>st</sup> December 2023	0	0	390	0	390

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**NOTE 4 – STOCK**

Nil value, shop closed down and stock disposed off

**NOTE 5 – BANK & CASH**

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

	2024	2023
	£	£
Bank Balance – Main Account	34,746	70,894

**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	1,578	1,750
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**NOTE 7 - Debtors & Prepayments**

7.1 Analysis of debtors (all amounts falling due within one year)

Debtors	(12,208)	(2,510)
Tenancy Deposit	9,525	9,525
Others	0	0
	-----	-----
	(2,683)	7,015
	=====	=====

**NOTE 8 - Creditors & Accruals**

8.1 Analysis of creditors (all amounts falling due within one year)

Creditors	26,299	11,241
Others	0	0
	-----	-----
	26,299	11,241
	=====	=====

8.2 Accruals	32,544	24,179
	=====	=====

**NOTE 9 – Grants made to institutions.**

- -

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**NOTE 10 - Restricted & Unrestricted Funds Held**

	Restricted	Restricted
Humphry's	2,311	5,000
Sheerness Golf Club	1,120	0
Others	20	0
	-----	-----
	3,451	5,000
	=====	=====

**NOTE 11 - Related Party Transactions**

As per service level agreement, Symbol Family Support Services Ltd were paid £23,303. Symbol Family Support Services Ltd made an unrestricted donation of £30,000.

# 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 2024 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 FCCA FAIA  
Blain Pritchard Limited  
Chartered Certified Accountants  
74 College Road  
Maidstone  
Kent  
ME15 6SL

26/03/2025