



**SPACE 2 BE ME LIMITED**  
(A company limited by guarantee)

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

***FOR THE YEAR ENDED***  
**31 MARCH 2023**

Registered charity number: 1140764  
Registered company number: 07324545

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**SPACE 2 BE ME LIMITED**  
**(A company limited by guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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<b>Board of Trustees</b>	M. Tatton (Chair) A. J. Franklin L. J. Jenkinson (appointed 21 November 2022) M. L. Pember K. Webb (resigned 9 January 2023)
<b>Company number</b>	07324545
<b>Charity number</b>	1140764
<b>Registered and principal office</b>	Howard de Walden Centre Bluett Street Maidstone Kent ME14 2UG
<b>Independent examiner</b>	Jonathan Healey FCA Lindeyer Francis Ferguson Limited North House 198 High Street Tonbridge Kent TN9 1BE

**SPACE 2 BE ME LIMITED**  
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**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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The Board of Trustees of the charity present their annual report together with the financial statements of the charitable company for the year ended 31 March 2023. The trustees confirm that the annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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 2019). This report is also the Directors' Report required by Company Law.

**Objectives and activities**

Space 2 Be Me Limited's object as set out in its Articles of Association is to provide or otherwise support the provision of services for disabled and special needs children and young people and their family members where the child is on the roll of a school and/or lives in Maidstone or the surrounding areas and is up to and including 25 years of age.



**Strategic vision**

Space 2 Be Me undertook a strategic exercise post covid which helped the trustees, staff and members to work together to examine and refresh the aims, objectives, and vision of the charity.

**Our aim is to support disabled children and young people with disabilities and additional needs to have the same life opportunities as their non-disabled peers, both educationally and socially and for their parents/ carers and families to feel safe, supported, empowered, and valued.**

This is done through the following key objectives:

- Providing comprehensive information, advice, and signposting to ensure families can make informed choices and access services that meet their needs.
- Offering a range of formal and informal support and social opportunities for parents and disabled children and young people.
- Working to ensure future services are parent driven and responsive to the needs of families and disabled children and young people by speaking up for what families tell us they need and representing them to key partners.
- Working to ensure that disabled children are able to access universal provision where desired in a safe and supported manner and in doing so feel included and valued.

**Priorities for 2022-23**

Priorities identified at the start of the year ended March 2023 were as follows:

- Space 2 Be Me aimed to continue to deliver all our established activities including clubs, family support work, family events and training for parents, planning flexible delivery and reviewing regularly.

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**FOR THE YEAR ENDED 31 MARCH 2023**

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- Space 2 Be Me aimed to develop and build a solid team of staff and volunteers across West Kent who will work together to deliver Space 2 Be Me activities in a holistic way.
- To continue to work on the Family Support Partnership with a view to offering consistency across 9 districts in Kent enabling solutions, running drop ins, dealing with quick enquiries and offering an in-depth one-to-one programme of support for parents and carers. A particular area was development of presence in Tunbridge Wells.
- To continue to empower parents through Cygnet training courses including core, sibling and puberty autism courses alongside parent workshops, both virtually and in person.
- To continue to explore widely partnership opportunities with other charities and community groups exploring opportunities which fit with mutual objectives.
- To seek feedback from parents and children on our work to ensure we are delivering the most relevant activities to them.
- To continue to develop a framework within which we can measure our impact.
- To improve our profile, particularly in West Kent, exploring opportunities to expand clubs and other activities in Tunbridge Wells in particular.
- To rebuild our membership renewals to pre pandemic levels and grow further as we reach more families.
- To maintain financial stability, keep reviewing the fundraising landscape, seek new funding opportunities and implement our fundraising strategy, central to which is diversification. We continue to seek medium to long term trust funding, explore alternative avenues of opportunity such as digital or virtual fundraising and to enhance our community fundraising engagement.
- To continue to review and adapt back office and reporting functions within the Charity with an agile hybrid working structure for staff and delivery for projects where possible.

**Public Benefit**

The Trustees have had due regard to the Charity Commission's guidance on public benefit. The objectives of the charitable company are the support and provision of services for disabled and special needs children. The level of public benefit is demonstrated by the support provided and the positive feedback we receive from those accessing our services.

**Volunteers**

Over the 2022-23 financial year the organisation has benefitted from a growing interest from volunteers and their numbers continued to grow to 15 volunteers at the end of March 2023 from 7 the previous year, working alongside the Trustees (who also act as volunteers). Volunteers are now helping to support parents with drop ins, at children's clubs and family events.

Space 2 Be Me will be actively looking to develop and roll out a new volunteer recruitment strategy, including actively seeking parent Trustees. We will seek to engage members and other volunteers to help fundraise and deliver services in 2023-24. We are delighted that Laura Jenkinson officially joined our board during 2022-23.



**REPORT OF THE BOARD OF TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2023**

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**Achievements and Performance**

**Review of activities**

**Family Events**

The funding of Family Events changed from April 2023 with the successful award of a short break grant from Kent County Council to deliver 18 events, six in each of our districts – Maidstone, Tonbridge & Malling and Tunbridge Wells. In fact in total we delivered 20 family events during the year with 174 families attending. These offer families an opportunity to access activities that they might not otherwise be able to, to have a chance to meet other families and have a break from caring and normal routines. Most of our events are offered during the school holidays with occasional ones at weekends.

The range of family events varied greatly from family bowling, indoor climbing, archery and mini golf to railway trips, exclusive hire of swimming and soft play facilities, picnics and popular Christmas light trip and pantos. We tried to cater for all abilities, ages and interests.

The short breaks grant has been extended for a second year into 2023-24 and we have had another busy year of events.

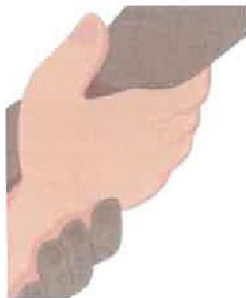
*"It was amazing to have a family trip out with our children where we could relax and let the children be themselves, not feeling judged and being with parents and carers who go through the same struggles we do. It felt good to connect to other parents as well as have the support of the Space 2 Be Me staff."*

**Parent Member 2022-23**

**Family Support**

Our four Family Support Officers continued to be very busy during 2022-23.

In June 2022 we began our third and final year of funding from the National Lottery for our work in the Family Support Partnership with two other parent led charities in order to offer a family support network across West, South and East Kent. We continued to employ four part time staff, each with lived experience as parents of children with additional needs, covering Maidstone, Tonbridge & Malling and Tunbridge Wells. The support they provided ranged from an intensive 12-week programme of support to quicker advice, reading materials and the sharing of specific strategies designed to empower parents to better understand and support their children.



**FAMILY SUPPORT**

- Enquiries from 246 families
- 70 families benefiting from intensive support during the year
- Other families offered information or signposted to our other activities
- 70% reporting reduced isolation and 80% increased knowledge and skills

*"I went from feeling very alone to feeling well supported and understood."*

**Parent Member  
2022-23**

During 2022-23 our family support team held regular coffee mornings and support groups, both virtual and in person. Our support groups and coffee mornings allow parents to come together, learn from each other, and access support from a family support officer.

## SUPPORT GROUPS AND TRAINING



- 29 in person and virtual drop ins and peer support groups with 74 attendees
- 10 parent workshops and webinars with 536 attendees; 77% reporting reduced isolation and 77% increased knowledge and strategies
- 42 families benefitting from 4 Cygnet Autism courses

In addition, the family support team offered a variety of training opportunities including evening virtual webinar and in person daytime practical workshops supported by Places Foundation. We continued to deliver Cygnet courses, the autism awareness programme devised and licensed by Barnardo's offering four Cygnet courses during the year, offered in person and virtually.

*"I have appreciated attending the Space 2 Be Me workshops and found them to be really informative and practical too."*

**Parent Member 2022-23**

### Youth Activities

During the year we developed and expanded our term time clubs offering significantly, benefitting from a number of funding injections from Children in Need; Early Help; a Combined Member Grant and Reconnect Grants from Kent County Council; Cobtree Charitable Trust; Kent Sport; Maidstone Borough Council and Souter Charitable Trust.

New clubs added during the year included a new babies group for under 3s called Twinkling Stars which started in May 2022, meeting monthly and alternating between Maidstone and Tunbridge Wells. We also launched two new clubs in Tunbridge Wells in January 2023; one for primary age children and one for secondary age children and teenagers.

### YOUTH CLUBS

- 11 regular youth groups including 2 new clubs in Tunbridge Wells
- 209 club sessions with 184 children and young people attending
- 87% club attendees are less isolated and 86% have increased confidence
- 57 families attending SAMs under 6s stay and play and our new Twinkling Stars baby group
- 2 thriving Young Adult Groups with 49 young people
- Popular and expanding weekly Dance Stars class
- 3 stay and plays for under 6s and their families





**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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Space 2 Be Me delivers the following 11 term time youth clubs headed up by team of four part time Children and Young People Coordinators and a team of volunteers and sessional workers:

- Twinkling Stars (under 3s, monthly alternating between Maidstone and Tunbridge Wells)
- Dance Stars in Maidstone (weekly in term time, all ages)
- Rockets Maidstone (for children aged 6-10 and siblings, fortnightly in term time)
- Comets Maidstone (for 10-12s, fortnightly in term time)
- Galaxy Maidstone (for 13-17s, fortnightly in term time)
- Universe Maidstone and Universe Tonbridge (for 18-25s, fortnightly in each location)
- Starships Tonbridge (for 6-11s, fortnightly in term time)
- Cosmic Club Tonbridge (for 12-17s, fortnightly in term time)
- SAMs Maidstone and SAMs Tonbridge (a stay and play session for pre-school children and their parents, weekly alternating between locations in term time)

*"The club has provided my daughter with a safe space she feels comfortable to be herself, a place to meet other children like herself and a place where she won't be judged. Literally a space to be me".*

**Parent Member 2022-23**



## **HOLIDAY CLUBS**

- 18 Space 2 Be Me Time holiday clubs benefitting 72 families;
- In 77% of cases families report feeling less isolated as a result of attending.

Delivery of Space 2 Be Me Times, our holiday sessions for children and young people during school holidays, have continued to run alongside our family events, delivered by the Clubs team. 18 sessions were delivered in 2022-23 and included Lego workshops, a sensory science day, animal petting, cooking, arts; we also had several outdoor based sessions, at Communigrow and at Ambleford Farm. Parents are able to leave their children with us for a few hours, offering structure to school holidays, and opportunity to make friends and try new things and offer a break from caring for families.

*"Space 2 Be Me Times have really helped us as a family feel very supported...they have allowed us some respite time and given me time to spend with my daughter one-on-one for a change."*

**Parent Member 2022-23**

In 2022-23, we were grateful for support from Tesco Bags of Help and Kent County Council Reconnect Grants for our holiday sessions and we were excited to work in partnership with Communigrow and Ambleford Farm.



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**FOR THE YEAR ENDED 31 MARCH 2023**

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**Marketing and Memberships**

We aimed to rebuild our membership to pre-pandemic levels at the start of the year and this was achieved. By March 2023, we had rebuilt our membership from 237 in 2022 to an all-time high of 340 active member families. This is partly attributable to the focus on raising awareness and launching new clubs in Tunbridge Wells.

Trustees decided to maintain current membership costs (£5 per family per year) for 2022-23.

Our reach on Facebook has continued to grow 12.15% to 2,280 March 2023 from 2,033 followers in March 2022.

*"A huge thank you for your help and support, just knowing you were there, and I wasn't completely on my own was huge" Parent Member 2022-23*

**Fundraising**

As a result of the strategic review of 2021-22, Space 2 Be Me undertook a Fundraising Audit and Review and developed a refreshed Fundraising Strategy. Trust funding, and in particular our target to bring in multiyear and larger single grants, remains an important part of this strategy. We also worked on a developing a Theory of Change to aid in our efforts. Local authority funding in the form of various grants was also important in 2022-23, although it is anticipated that opportunities from these in future years may be fewer.

Part of the Fundraising Strategy was to develop other revenue streams and diversify, something that had been started pre-Covid. This includes developing a donor base, corporate, digital and community fundraising.

In June 2022, Space 2 Be Me became one of the chosen charities of Derek Mortimer, the Mayor of Maidstone, not only benefitting from funds raised but significantly raising the profile of the charity. In July 2022, Space 2 Be Me benefitted from two large scale community fundraising events, both of which had been postponed from the previous year: Space 2 Be Me was one of two charities benefitting from the Waitrose RDC football game and secondly we were the main charity for the Bearsted and Thurnham Village Fayre. In addition, a London Marathon fundraiser raised money for us and alongside several other efforts meant that community fundraising reached £7,886.

**Team Development**

With an effort to grow our presence in Tunbridge Wells in particular, there was some recruitment in 2022-23 to have a Family Support Officer on the ground in each of the three districts in which we operate and also a Children and Young People Coordinator heading up a sessional clubs delivery team for each area.

We remain committed to being agile and flexible, able to respond to opportunities and funding, listening to members and reading the landscape as far as we can. We consult with our members in everything we do so that they feel included and valued by us as an organisation. Most of our staff and trustees have lived experience of additional needs, as a parent, sibling, extended family member etc and so bring many good ideas to the table.

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**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**Financial review**

The Statement of Financial Position "SOFA" shows the Charity's total incoming resources for the year was £162,196 (2022: £111,608). Total resources expended amounted to £158,058 (2022: £131,816). The SOFA therefore reveals net income of £4,138 (2022: net outgoing resources £20,208).

**Financial position**

The Charity held fund balances at 31 March 2023 of £57,127 (2022 - £52,989). These funds included restricted funds of £37,585 (2022 - £33,725) and unrestricted funds of £19,542 (2022 - £19,264).

As detailed in note 9, funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes total a £458 deficit. Included within this amount is a separate fixed asset fund, which represents the fixed assets of the Charity totalling £2,464, matching the net book value of fixed assets in the balance sheet.

The designated fund of £20,000 is a contingency fund to cover expected employment related costs upon any decision to wind up the Charity.

**Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees are seeking a strategy of diversifying income streams and reviewing costs, and endeavour to undertake regular assessments of the financial stability of the Charity which is currently largely dependent on fundraising and grants for its income. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**Principal risks and uncertainties**

The Trustees conduct regular assessments of the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity and are satisfied that appropriate controls are in place to mitigate our exposure to major risks. These include a Financial Controls Policy and a designated financial reserve which is reviewed annually and monitored at regular board meetings.

Space 2 Be Me has undertaken a thorough assessment of risks due to COVID-19 and to date. Staff work a hybrid model of part home working, supporting families both remotely and in person, alongside face-to-face delivery for clubs, family events and holiday sessions. Having undergone a strategic review, we are surveying our members to gain their input to our new three- year plan. As part of that review work, we have completed a detailed organisational risk assessment.

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**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**Reserves policy**

The Directors have agreed to designate funds to cover staff costs in case the Charity needs to be closed. Based on average staff expenditure over the last financial year this means that £20,000 was designated as a contingency fund. This will be monitored and reviewed in 2022-23 as the team expands and costs increase.

**Principal funding sources**

There are a number of principal sources of funding for the organisation, including a KCC project-based Short Breaks Grant, which was introduced in April 2022; previously we had a core grant awarded but there was a switch to project-based funding to deliver 18 events for families for the year. In June 2022, Space 2 Be Me entered the final of three years of National Lottery funding for the Family Support Partnership project, which ran with a funding extension to September 2023. Other family support work was funded this year by Places Foundation for virtual and in-person workshops and Cygnet training courses were funded by Golding Homes and the Tunbridge Wells Roundtable.

Space 2 Be Me received £5,000 in unrestricted funding as the final tranche of a three-year grant from the Masonic Charitable Trust. Towards the end of the year, core funding was secured from Edward Gosling and through the Kent Community Foundation via its new Annual Route for Applications.

Space 2 Be Me's Maidstone youth groups - Rockets, Comets and Galaxy - were supported with a third tranche of a three-year grant from Children in Need. Underspend from our earlier Early Help Preventative Grant was approved to carry over to continue to boost and develop our Cosmic Club for 11-17-year-olds in Tonbridge and new grants for SAMs clubs was awarded during the year.

Maidstone Universe Group received funding from the Cobtree Charitable Trust in January 2023.

Space 2 Be Me secured funding from Kent Sport and from Maidstone Borough Council for its weekly Dance Stars and funding was secured in January 2023 for our Maidstone Universe groups for young adults.

Several donations from organisations came in during 2022-23, including Waitrose RDC, Maidstone Dawn Patrol Rotary Club, Bennet Pain Trust, Tunbridge Wells Roundtable, THG solutions, Securus, Glossop Foundation, the VW Club, BHIB. We had a number of donations from individuals on an ad hoc and regular basis. Space 2 Be Me is immensely grateful for this support.

**Structure, Governance and Management**

Space 2 Be Me Limited is registered as a charity with the Charity Commission in England and Wales (Charity Registration No. 1140764) and as a company limited by guarantee (Company Registration No. 07324545) and is governed by its Memorandum and Articles of Association.

Space 2 Be Me Limited was incorporated as a company limited by guarantee on 23 July 2010 and was registered as a charity on 10 March 2011. It is a parent driven members organisation that recognises that the experiences and knowledge parents bring should be valued and used as the building block for service development and provision for disabled children and their families in Maidstone.

**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**Appointment of Trustees**

The Board of Trustees must comprise between at least 50% and 70% of parents of disabled children and young people. Trustees are nominated and selected at the Annual General Meeting. A third of the Trustees retire in rotation at the Annual General Meeting but can stand for re-election. The AGM of the charitable company was on 23 January 2020. The articles of Association require a minimum of 3 Trustees and a maximum of 12.

**Structure and Decision-making**

Staff in the Charity report to the Manager who is responsible for the day-to-day operation of the organisation. The Board meet typically bi-monthly with individual Trustees in addition to the appointed officer positions of Chair and Treasurer leading on specific areas of work. These include having a named Safeguarding Lead for children and vulnerable adults. Existing Policies and Procedures of the Charity are reviewed regularly and amended to reflect current best practice with additional policies added as required to reflect the growing operations of the Charity.

At the end of March 2023, Space 2 Be Me employed a Manager (30 hours a week), a Finance and Operations Coordinator (15 hours a week), a Marketing and Communications Coordinator (16 hours a week), a Children and Young People Coordinator for Maidstone and Dance Stars (15 hours a week), a Children and Young People Coordinator for Tonbridge (10 hours a week) a Children and Young People Coordinator for SAMs (6 hours a week); and four Family Support Workers - Maidstone (15 hours), Tonbridge & Malling (15 hours), Tunbridge Wells (10 hours) and remote/virtual (10 hours). In addition to these salaried staff, a growing team of sessional staff and volunteers help to run clubs and events for children and young people, support parents and help in the office.

**Plans for future periods**

Having undergone the strategic review in 2021-22, many of the plans and ideas identified as part of that process were put into practice in 2022-23. What became clear halfway through the year was that Space 2 Be Me was in a good financial position with an almost ideal funding position; many of these funds were coming to an end at the end of 2022-23 so funding was a priority moving into the new year in 2023-24. The top priorities identified were:

- Space 2 Be Me aim to continue to deliver all our established activities including clubs, family support work, family events and training for parents, planning flexible delivery and reviewing activities regularly. We will aim to develop our activities in Tunbridge Wells and seek to replicate the structure in place in the other two districts.
- To maintain financial stability, keep reviewing the fundraising landscape, seek new funding and revenue opportunities and partnerships with likeminded organisations; to implement our fundraising strategy. We continue to seek medium to long term trust funding, explore alternative avenues of opportunity such as digital or virtual fundraising, seek regular donations, and to enhance our community fundraising engagement. We plan to mobilise fundraising volunteers from among membership and others in our local communities to help raise funds.
- We aim to embrace hybrid delivery and remain agile enough to respond to changing scenarios, while listening closely to feedback from our beneficiaries.



**SPACE 2 BE ME LIMITED**  
**(A company limited by guarantee)**

**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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- To develop and secure a future family support service integrating one-to-one support, drop ins and support groups; to develop its parent training offer, including but not limited to Cygnet and webinars. Space 2 Be Me will work hard to reach parents in each district, strengthening presence in less traditional strongholds such as Tunbridge Wells.
- To seek feedback from parents and children on our work to ensure we are delivering the most relevant activities to them. Once such area is outdoor activities and forest schools which had been trialled in 2022-23 will be further pursued in 2023-4.
- To continue to develop a framework within which we can measure our impact across the organisation.
- To raise our profile, particularly in West Kent, exploring opportunities to expand clubs and other activities in Tunbridge Wells in particular.
- To continue to grow our membership base as we reach more families.
- To develop and enhance our volunteer strategy in all areas of our activities and in relation to specific projects.
- To continue to review and adapt back office and reporting functions within the Charity with an agile hybrid working structure for staff and delivery for projects where possible.

By continuing to deliver in these priority areas the Board of Trustees is confident that Space 2 Be Me Limited will continue to provide services for families of disabled children and young people that offer public benefit and meet our charitable objectives and vision.

**Trustees' Responsibilities Statement**

The Trustees (who are also directors of Space 2 Be Me Limited for the purposes of company law) are responsible for preparing the Trustees' 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. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they 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 these 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;
- make judgments and accounting 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 operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

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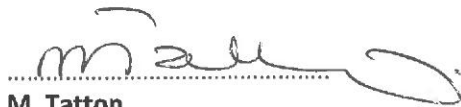
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

In preparing this report, the Trustees have taken advantage of the small companies' exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 21<sup>st</sup> December 2023 and signed on their behalf by:



**M. Tatton**  
Chair



**M. L. Pember**  
Treasurer

## **INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF SPACE 2 BE ME LIMITED FOR THE YEAR ENDED 31 MARCH 2023**

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I report to the charity's trustees on my examination of the accounts of Space 2 Be Me Limited for the year ended 31 March 2023, which comprise the Statement of Financial Activities (including Income and Expenditure Account), the Balance Sheet and the related Notes.

### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145(5) (b) of the 2011 Act. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Jonathan Healey FCA**  
**Lindeyer Francis Ferguson Limited**  
North House  
198 High Street  
Tonbridge  
Kent TN9 1BE

Date: 22 December 2023

**SPACE 2 BE ME LIMITED**  
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**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	As restated Total funds 2022 £
	Note				
<b>Income from:</b>					
Donations and legacies	3	26,413	105,158	131,571	98,268
Charitable activities	4	16,681	1,250	17,931	10,712
Other trading activities		12,627	-	12,627	2,628
Investments		67	-	67	-
<b>Total income</b>		<b>55,788</b>	<b>106,408</b>	<b>162,196</b>	<b>111,608</b>
<b>Expenditure on:</b>					
Raising funds		285	-	285	323
Charitable activities	5	55,125	102,648	157,773	120,402
<b>Total expenditure</b>		<b>55,410</b>	<b>102,648</b>	<b>158,058</b>	<b>120,725</b>
<b>Net income / (expenditure)</b>		<b>378</b>	<b>3,760</b>	<b>4,138</b>	<b>( 9,117)</b>
Transfers between funds		5	( 5)	-	-
Transfer of activity	14	-	-	-	( 11,091)
<b>Net movement in funds</b>		<b>383</b>	<b>3,755</b>	<b>4,138</b>	<b>( 20,208)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		19,264	33,725	52,989	73,197
<b>Total funds carried forward</b>		<b>19,647</b>	<b>37,480</b>	<b>57,127</b>	<b>52,989</b>



**SPACE 2 BE ME LIMITED**  
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**BALANCE SHEET**  
**AS AT 31 MARCH 2023**

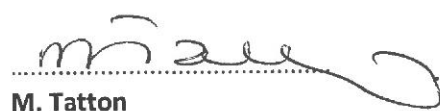
	Note	£	2023 £	£	2022 £
<b>Fixed assets</b>					
Tangible assets			2,464		3,437
<b>Current assets</b>					
Debtors		625		2,279	
Cash at bank and in hand		57,846		50,074	
		<u>58,471</u>		<u>52,353</u>	
<b>Creditors: amounts falling due within one year</b>		<u>( 3,808)</u>		<u>( 2,801)</u>	
<b>Net current assets</b>			54,663		49,552
<b>Total net assets</b>			<u>57,127</u>		<u>52,989</u>
<b>Represented by the funds of the charity:</b>					
Unrestricted funds			19,647		19,264
Restricted funds			37,480		33,725
			<u>57,127</u>		<u>52,989</u>

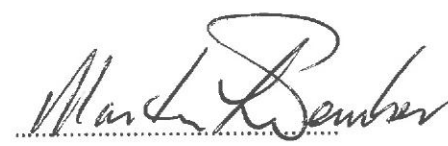
The charity's financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the trustees on 21 December 2023 and signed on their behalf by:

  
M. Tatton  
Chair

  
M. L. Pember  
Treasurer

Company number: 07324545

**SPACE 2 BE ME LIMITED**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**1 Status**

The charity is a private company limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is Howard de Walden Youth Centre, Bluett Street, Maidstone, Kent ME14 2UG.

**2 Accounting policies**

**Basis of preparation of the financial statements**

The financial statements have been prepared in accordance with 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 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Space 2 Be Me Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements are prepared in pounds sterling, which is the functional currency of the charity, and rounded to the nearest £1.

The Trustees have assessed that there are no significant doubts over the charity's ability to continue as a going concern. As a result, the financial statements have been prepared on a going concern basis.

**Income**

Income from grants and donations is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Where grants are received in response to a proposal including a budgeted timescale, such that the timescale for the expenditure is implicit in the grant agreement, the income is recognised in accordance with that timescale.

Income from charitable activities is recognised over the period to which the income relates. For contracts, income is recognised to the extent that the contractual services have been supplied. For performance-related grants, income is recognised to the extent that performance-related criteria have been met.

**SPACE 2 BE ME LIMITED**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**2 Accounting policies continued**

**Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. All expenditure is inclusive of irrecoverable VAT.

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

**Tangible fixed assets and depreciation**

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures, fittings and equipment	10% on cost
Computer equipment	33.3% on cost

**Pensions**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**SPACE 2 BE ME LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**2 Accounting policies continued**

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds can only be used for the 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.

**3 Income from donations and legacies**

	2023	As restated 2022
	£	£
Donations	30,303	7,486
Grants	101,268	90,782
	<u>131,571</u>	<u>98,268</u>

The comparative figures include £65,781 of restricted income.

**4 Income from charitable activities**

	2023	As restated 2022
	£	£
<b>Activity:</b> <i>Provision of services for disabled children and their families in Maidstone</i>		
Contractual income	8,852	3,531
Performance-related grants	1,250	1,250
Clubs and events	6,279	2,226
Other income	1,550	3,705
	<u>17,931</u>	<u>10,712</u>

In the preceding period, restricted income from charitable activities was £67,031.



**SPACE 2 BE ME LIMITED**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**5 Expenditure on charitable activities**

	2023	2022
	£	£
<i><b>Activity:</b> Provision of services for disabled children and their families in Maidstone</i>		
Direct costs:		
Staff costs	57,946	37,661
Recruitment, travel and agency costs	3,177	2,640
Clubs and events costs	18,120	1,965
Other direct costs	8,873	8,329
Support costs:		
Staff costs	44,487	41,014
Premises and general office costs	14,082	10,994
Insurance	1,751	552
IT costs	1,954	2,209
Accountancy and payroll	501	409
Other support costs	3,029	5,107
Depreciation	2,353	2,088
Governance costs:		
Independent examination	1,500	1,800
Legal and professional fees	-	5,634
	<u>157,773</u>	<u>120,402</u>

In the preceding period, expenditure on charitable activities from restricted funds was £75,667.

**6 Net income / (expenditure)**

	2023	2022
	£	£
This is stated after charging:		
Depreciation	2,353	2,088
Independent examination	<u>1,500</u>	<u>1,800</u>

**SPACE 2 BE ME LIMITED**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**7 Staff costs**

	2023 £	2022 £
Wages and salaries (incl social security costs)	97,946	76,395
Pension costs	4,487	2,280
	<u>102,433</u>	<u>78,675</u>

The average number of persons employed by the charity was 21 (2022: 16).

No employee received remuneration amounting to more than £60,000 in either year.

**8 Tangible fixed assets**

	Fixtures, fittings & equipment £	Computer equipment £	Total £
<b>Cost</b>			
Brought forward	402	6,144	6,546
Additions	-	1,379	1,379
	<u>402</u>	<u>7,523</u>	<u>7,925</u>
Carried forward	402	7,523	7,925
<b>Depreciation</b>			
Brought forward	122	2,987	3,109
Charge for the year	40	2,312	2,352
	<u>162</u>	<u>5,299</u>	<u>5,461</u>
Carried forward	162	5,299	5,461
<b>Net book value</b>			
At 31 March 2023	<u>240</u>	<u>2,224</u>	<u>2,464</u>
At 31 March 2022	<u>280</u>	<u>3,157</u>	<u>3,437</u>

**SPACE 2 BE ME LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**9 Debtors**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Accrued income	625	2,279
	<u>625</u>	<u>2,279</u>

**10 Creditors: amounts falling due within one year**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Other creditors	173	-
Other tax and social security	406	989
Accruals	3,229	1,812
	<u>3,808</u>	<u>2,801</u>

**SPACE 2 BE ME LIMITED**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**10 Statement of movements on funds - current year**

	1 April 2022 £	Income £	Expenditure £	Transfers £	31 March 2023 £
General fund	( 4,173)	55,788	( 53,058)	( 1,374)	( 2,817)
Designated funds:					
Contingency fund	20,000	-	-	-	20,000
Fixed asset fund	3,437	-	( 2,352)	1,379	2,464
<b>Total unrestricted funds</b>	<b>19,264</b>	<b>55,788</b>	<b>( 55,410)</b>	<b>5</b>	<b>19,647</b>
BBC Children in Need	3,098	9,984	( 10,151)	-	2,931
KCC Early Help Preventative	5,909	14,083	( 13,914)	-	6,078
KCC Covid Recovery	932	-	( 932)	-	-
KCC Reconnect	2,718	6,716	( 9,434)	-	-
KCC Short Breaks	-	18,106	( 17,569)	-	537
Kent Community Foundation	3,559	1,295	( 4,849)	( 5)	-
Kent Sport	541	1,250	( 1,791)	-	-
NL Reaching Communities Partnership Grant	16,968	26,890	( 29,188)	-	14,670
Maidstone Borough Council Resilience Fund	-	5,000	( 3,802)	-	1,198
Tesco - Groundwork	-	1,110	( 1,480)	-	( 370)
Places Foundation	-	5,000	( 5,000)	-	-
Souter Charitable Trust	-	2,000	-	-	2,000
NL Awards for All	-	9,974	( 3,608)	-	6,366
Cobtree Cobtree Charitable Tru:	-	5,000	( 930)	-	4,070
<b>Total restricted funds</b>	<b>33,725</b>	<b>106,408</b>	<b>( 102,648)</b>	<b>( 5)</b>	<b>37,480</b>
<b>Total funds</b>	<b>52,989</b>	<b>162,196</b>	<b>( 158,058)</b>	<b>-</b>	<b>57,127</b>

The designated contingency fund is to cover expected employment related costs upon winding up.

Restricted funds: activity grants are received for the charity's work, including youth groups, events and holiday activities, family support work, workshops, training and miscellaneous support for parents and children.

Space 2 Be Me benefitted from various funders via Kent Community Foundation during 2022-23 including Wards Charitable Fund, Glenn & Phyllida Earle Fund Charitable Fund, Frank Brake Community Fund, Polebrook Fund and Charles Burnett III Memorial Fund.

**SPACE 2 BE ME LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**11 Statement of movements on funds - prior year**

	1 April 2021 £	Income £	Expenditure £	Transfers £	31 March 2022 £
General fund	5,311	44,577	( 54,061)	-	( 4,173)
Designated funds:					
Contingency fund	20,000	-	-	-	20,000
Fixed asset fund	5,525	-	( 2,088)	-	3,437
<b>Total unrestricted funds</b>	<b>30,836</b>	<b>44,577</b>	<b>( 56,149)</b>	<b>-</b>	<b>19,264</b>
BBC Children in Need	4,131	9,954	( 10,987)		3,098
Comic Relief	1	2,000	( 2,001)		-
KCC Early Help Preventative	11,338	4,500	( 9,929)		5,909
Involve	150	-	( 150)		-
KCC CMG Starships	123	-	( 123)		-
KCC Covid Recovery	-	1,000	( 68)		932
KCC PACT	11,913	( 246)	( 11,667)		-
KCC Reconnect Maidstone & Tunbridge Wells	-	6,748	( 4,030)		2,718
Kent Community Foundation	14	15,720	( 12,175)		3,559
Kent Sport	2,033	1,250	( 2,742)		541
National Lottery	12,658	26,105	( 21,795)		16,968
<b>Total restricted funds</b>	<b>42,361</b>	<b>67,031</b>	<b>( 75,667)</b>	<b>-</b>	<b>33,725</b>
<b>Total funds</b>	<b>73,197</b>	<b>111,608</b>	<b>( 131,816)</b>	<b>-</b>	<b>52,989</b>

**SPACE 2 BE ME LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**12 Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>Current year:</b>			
Tangible fixed assets	2,464	-	2,464
Net current assets	17,183	37,480	54,663
	<u>19,647</u>	<u>37,480</u>	<u>57,127</u>
<b>Prior year:</b>			
Tangible fixed assets	3,437	-	3,437
Net current assets	15,827	33,725	49,552
	<u>19,264</u>	<u>33,725</u>	<u>52,989</u>

**13 Related party transactions**

The key management personnel are considered to be the Board of Trustees and the Manager of the Charity.

During the year, no Trustees received any remuneration, reimbursed expenses or other benefits (2022: None).

The total employee benefits paid in respect of the key management personnel was £31,788 (2022: £27,677).

**14 Transfer of activity**

During the previous accounting period, the charity transferred funding amounting to £11,091 to Kent Parent and Carers Together, a newly formed charity whose activities had previously been a project of Space 2 Be Me Limited.

**15 Prior year adjustment**

During the course of the preparation of the charity's financial statements for the year ended 31 March 2023, a full review of the Charity's grant agreements was undertaken. As a result of this, grant income amounting to £90,782 was moved to donations and legacies from Income from Charitable Activities in order to better represent the nature of the Charity's grant income.