



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2023 Period start date to 31st March 2024 Period end date

Charity name: Medway African and Caribbean Association

Charity registration number: 1179545

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document.	Para 1.17	To advance any charitable purpose for the benefit of the inhabitants of Kent and Medway, in particular, but not exclusively, persons of the African-Caribbean community, in particular advancing education and/or assisting in the provision of facilities for recreation and other leisure-time activities in the interests of social welfare with the object of improving the condition of life for said inhabitants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The main activities carried out during the year include the following: <ol style="list-style-type: none">1. Senior citizens activities2. Events, arts, heritage3. Work with young people4. Work with partners5. Fundraising6. Media7. MACA development8. Health and well being
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit.	Para 1.18	The trustees of MACA can confirm that we had had due regard to the guidance issued by the Charity Commission on public benefit We further confirm that all the activities undertaken are for public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making.	Para 1.38	NA MACA does not make any grants.
Policy on social investment including program related investment.	Para 1.38	NA MACA does not make any social investments.
Contribution made by volunteers.	Para 1.38	Volunteers make up a substantial contribution to the work of MACA.

		<p>All the trustees are volunteers, and all take part in the work of the charity.</p> <p>This includes applying for funding for the charity.</p> <p>Organising events and activities for the public.</p> <p>Attendance at partnership meetings</p> <p>Volunteers also work alongside the senior citizens coordinator to plan and facilitate the weekly senior citizens group.</p> <p>In addition, young people worked with our youth coordinator to plan and develop activities for young people.</p>
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>This past year we increased our range of activities and undertook preparations for the MACA 40th anniversary. We have seen an increase in people attending our regular sessions and events, and more young people engaging in our activities.</p> <p>Our achievements for the year include the following:</p> <p>1. Senior Citizens Activities</p> <p>The senior citizens programme continues to grow, with an increase in numbers attending the weekly drop-in and an expansion in the range of health and well-being activities.</p> <p>Some of the senior citizens took part in some oral history interviews as part of a production with "Icon Theatre" for their Ghost Ships production, they also supported young people from "Gulbenkian Theatre" who were working on a production of Windrush.</p> <p>Activities over the year included the annual trip to Margate, A visit to Canterbury and to see the Windrush play,</p> <p>visits from a range of speakers on health and well-being matters, as well as activities to help keep people active.</p> <p>MACA received funding to enable us to recruit an advocacy officer for a few months, supporting senior citizens with health and social care needs.</p> <p>There was a visit to Call the Midwife, paid for with grant funding from Phillip and Connie Foundation.</p>

		<p>Kent Police funded a dominoes tournament at the drop in which was enjoyed by all. The drop in continues to be coordinated by Marva Wilson-Harrison, who has continued to do the role as a volunteer when funding has ceased, Marva has also worked with the Chair to identify and apply for other sources of funding for activities.</p> <p>2. Events hosted and attended.</p> <p>During the period 2023-2024, we held the following events Windrush 75th Anniversary Service, at St Barnabas Church Gillingham. Nearly 100 people attended. Annual Young Black Achievers awards, at Kings School with a special Jaki Graham. We launched our NHS Blood and Organ donor campaign and Healthy Way programme. This project included a media campaign with videos made with volunteer blood donors, a social media campaign and poster campaign. We attended the Press Launch for the Call the Midwife tour at the Chatham Historic Dockyard. We attended and presented at the Creative Schools network. We attended the NHS Kent and Medway AGM, as well as consultation events on the Health and well-being strategy. The chair attended the National Black Police Association AGM in Cardiff and was nominated for community champion award. Attendance at this event was self-funded. We continued work with the NHS Kent and Medway and Public health on addressing health inequalities, taking part in the Medway Food partnership. We also had stalls at several local events including the Reed Partnership community event at Chatham Dockside Outlet, The Welcome to Medway event, City Hall event, as well as the signing of the Medway Civic charter. We hosted our first African and Caribbean cultural market at the Corn Exchange in Rochester, we had 12 stalls, and good attendance, such was the popularity of the event we organised one for Easter 2024.</p> <p>3. Work with young people</p> <p>Young people took part in the Annual Genfest event and hosted a dance workshop. We had funding to deliver Mixed Martial Arts, Dance, Windrush workshops, and</p>
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		<p>commenced work with the University of Kent to explore Diversity in the curriculum. The youth programme has been delivered under the leadership of Ola Owolabi, with support from young people of Young People United. Ola has also continued working with the young people on a voluntary basis when funding has ceased and worked with the Chair and young people to identify and apply for funding.</p> <p>We have had in kind support from Medway Council Youth Service, and Medway Council Culture team, also the Chatham Historic Dockyard and Mid Kent College. The Young people worked on several funding applications, and have also been working hard to reestablish themselves, and be more involved in MACA activities. They have taken on more leadership roles, including co-facilitating dance workshops, and taking part in media projects, and marketing.</p> <p>4. Work with partners</p> <p>MACA has continued to strengthen our relationships with local partners, including Medway Council, the chair and vice chair held quarterly meetings the Chief Executive of Medway Council, up until he retired. We have held meetings with the Chief Executive of the Chatham Historic Dockyard and the CDHT team, Medway Council Arts team, Public Health, Kent Police, Kent Fire and Rescue and NHS Kent and Medway Chair, as well as regular support from the Leader of Medway Council, the Mayor and Deputy Mayor and local councillors from all political parties.</p> <p>MACA is an active member of Creative Medway. We continue our work with schools, who have been experiencing incidents of racism.</p> <p>MACA is a member of Kent Police Independent Police Advisory Group (IPAG) and over the past year has been supporting members who continue to experience racism.</p> <p>The chair is also an Ambassador for the Chatham Historic Dockyard.</p> <p>The chair was also elected as one of the 5 inspirational women in Medway as part of the Cut of her Cloth project, and members of the drop-in contributed to a mural that is to be exhibited at a parade in July 2024.</p>
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		<p>5 Fundraising</p> <p>We have a small number of regular donors, and we are also participating in Medway Lottery. Annual funds from Medway Lottery are in the region of £400 for the financial year.</p> <p>During the period of this report, we received a grant from the NHS Blood and Organ donation project to launch a Blood and Organ donation campaign, targeting African and Caribbean communities. We received funding from Phillip and Connie Foundation, Arts Council England, National Lottery Community Fund, Asda and Coop, as well as regular donations and income from events.</p> <p>6 MACA in the news</p> <p>MACA continues to be a regular feature in the local media. BBC radio Kent, KM TV, ITV Meridian SE, BBC South East and Medway Messenger has regularly featured our work, and we have also sourced stories for them.</p> <p>ITV Meridian has covered stories about Windrush, as well as MACA events. The chair took part in BBC Points of View programme and takes part in regular interviews on a range of topics related to local and national issues, as well as MACA projects.</p> <p>The MACA website was refreshed during this period, with in kind support from Panoramic Design, who worked with the young people to refresh the design and content.</p> <p>Our social media followers have grown with nearly 3,000 followers across all of our social media and newsletter subscribers, having a regular media presence has helped to raise our profile, as well as regular social media engagement.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set.	Para 1.41	<p>We set the following objectives last year of which most of them have been achieved.</p> <p>Business plan</p> <p>We are continuing to work towards developing a costed business plan, and look at long term sustainable funding opportunities, and services that we can charge for.</p> <p>We have applied for funding to help us further develop the business plan.</p>
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		<p>Increase our fundraising activity: We have been successful in receiving funding for several projects, to enable us to deliver key activities during the year.</p> <p>These funds include</p> <ul style="list-style-type: none"> • Kent Community Foundation • Medway Council Culture Team and Youth Service, (cash and in Kind) • Public Health Medway • Ideas Test • University of Kent • Kings School Rochester • Mrs Baker Medway Theatre company • CVS Medway • Engaging Kent • Arts Council England • National Lottery Community Fund • Kent Police • Coop • Phillip and Connie Foundation <p>We also receive in kind funding from</p> <ul style="list-style-type: none"> • The Chatham Historic Dockyard • Medway Council Arts team and Youth service • The University of Kent • Public Health <p>Objectives for 2024-25:</p> <ol style="list-style-type: none"> 1. increase longer term sustainable funding. 2. Engage support to assist with funding and develop a funding strategy aligned with the business plan. <p>Volunteer recruitment We have managed to increase the number of volunteers, who have assisted with our activities throughout the year, and commenced a recruitment process for new trustees. We have developed a new volunteer recruitment pack.</p> <p>Trustee recruitment We also recruited 2 new trustees; however, one has since resigned in 2024. MACA reviewed and revised policies on safeguarding, financial controls, equality and diversity, risk assessments, GDPR, Reserves.</p>
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		Objectives 2024/25 Strengthen the infrastructure of MACA, which includes having in place staff to run MACA on a day-to-day basis, aligned with the business plan. Strengthen the working relationships between the board, project staff, young people and those who access MACA services. Succession planning for the board, to ensure that MACA is sustainable into the future.
Performance of fundraising activities against objectives set.	Para 1.41	We have been successful in our fundraising activities for projects we have delivered as well as secured other income streams from donations and Medway lottery and donations.
Other		We have made progress in strengthening and growing the skills of the board. We have increased engagement with schools, strategic partners, our offer to senior citizens and young people despite limited resources. We have increased our visibility online and in the media.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Balance carried forward. Closing balance 2022/23 £43,988.06 Income £101,428 Expenditure £78,826 Closing balance 30/3/2024 £66,592.32 The income for 2023-24 was a significant increase compared to 2022-23, the increase was mainly from grants received, we also saw an increase in payments for senior citizens although it should be noted that a lot of this income was to cover the costs of specific activities such as Margate and the Christmas meal, where there was no cost to MACA as fees covered the costs. We received income for the MACA market, which was used to cover the costs.
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		<p>There has been an increase in the number of small donations and grants unrestricted during the financial year.</p> <p>We previously banked with Barclays and now bank with Lloyds.</p> <p>We also have an online market place with Sum up which enables us to sell tickets for events and we have access to a card reader so we can take online payments at events.</p>
Statement explaining the policy for holding reserves stating why they are held.	Para 1.22	<p>MACA's reserve policy is to maintain a minimum level of reserves equivalent to two months of its average annual expenditure, unrestricted funds, based on the average expenditure the previous 3 financial years. This is based on an assessment of the risks and uncertainties that MACA faces, such as fluctuations in income, changes in demand for services, unexpected costs, and legal obligations. MACA's reserve policy also considers the availability of other sources of funding, such as restricted funds, designated funds, and loans. This figure is reviewed annually.</p> <p><u>Purpose of Reserves</u></p> <p>Reserves are essential for providing financial stability and flexibility to the organization. The primary purposes of reserves within MACA are:</p> <ul style="list-style-type: none"> a. Financial Stability: To safeguard the organization against unforeseen financial challenges, economic downturns, or unexpected expenses. b. Strategic Investments: To support the implementation of strategic initiatives and projects that align with MACA's mission and goals. c. Operational Continuity: To ensure the uninterrupted delivery of programs and services even in the face of funding fluctuations or short-term financial constraints. <p><u>Types of Reserves</u></p> <p>MACA recognises the need for different types of reserves to address various financial needs. The following are the key categories:</p> <ul style="list-style-type: none"> a. General Reserves: Unrestricted funds set aside to cover day-to-day operational

		<p>expenses, mitigate financial risks, and address unforeseen circumstances.</p> <p>b. Designated Reserves: Set aside for specific purposes, such as capital projects, program expansion, or other strategic initiatives, as determined by the Board of Trustees.</p> <p>c. Restricted Reserves: Funds earmarked for a particular project or purpose, in accordance with donor restrictions or specific fundraising campaigns.</p>
Amount of reserves held	Para 1.22	£66592.32
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	NA

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The majority of the funds received during the year derived from the following sources. Grants: this constituted over 80% of the income. The remaining income was from donations, and income from events.
Investment policy and objectives including any social investment policy adopted.	Para 1.46	NA
A description of the principal risks facing the charity	Para 1.46	MACA has developed its business plan and sustainability plan; we are working with partners to undertake a feasibility study to secure long term funding for our own building and our long-term objectives.
Other		

Structure, Governance and Management

Description of charity's trusts:		NA
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	CIO

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Individuals who wish to be a trustee need to submit a written application, the form of which is available on the MACA website.</p> <p>Applicants are then interviewed by existing trustee members which include the Chairperson, a board member, a representative of the senior citizens and young people's group.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees.	Para 1.51	<p>Safeguarding policy</p> <p>Data protection policy</p> <p>Privacy policy</p> <p>Trustee recruitment pack</p> <p>Financial controls procedure</p> <p>Reserves policy</p>
The charity's organisational structure and any wider network with which the charity works.	Para 1.51	<p>MACA has a board of trustees who are all volunteers.</p> <p>We engage staff on a self-employed basis when we receive funding for specific projects.</p> <p>Our strategic partners include Medway Council, Chatham Historic Dockyard Trust, Mid Kent College, The University of Kent, Medway CVS, Public Health Medway, Kent Police.</p>
Relationship with any related parties	Para 1.51	None
Other		

Reference and Administrative details

Charity name	Medway African and Caribbean Association
Other name the charity uses	MACA
Registered charity number	1179545
Charity's principal address	<p>CO</p> <p>The Sunlight Development Trust</p> <p>105 Richmond Rd</p> <p>Gillingham</p> <p>Kent</p> <p>ME7 1LX</p>

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Carol Stewart	Chairperson	2018-2023	MACA trustees
2	Patricia Gayle	Vice Chairperson	2018-2023	MACA trustees

3	Jane Brown	Treasurer	2023-2024	MACA trustees
7	Amanda Halpin	Trustee	2018-2023	MACA trustees
8	Wendell Henry	Trustee	2018-2023	MACA trustees
9	Patricia Cooper	Trustee	2018-2023	MACA trustees
10	Carol Valentine	Trustee	2020-2023	MACA Trustees
11	Michelle Mclarren	Trustee	2023-2024	MACA Trustees

Corporate trustees – names of the directors at the date the report was approved.

Director name		
NA		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
NA		

Funds held as custodian trustees on behalf of others.

Description of the assets held in this capacity.	NA
Name and objects of the charity on whose behalf the assets are held and how this fall within the custodian charity's objects.	NA
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NA

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

NA

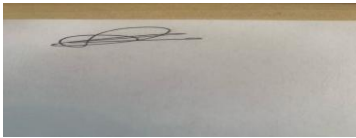

Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Dr Carol Stewart	Trish Gayle
Position (e.g. Secretary, Chair, etc)	Chairperson	Vice Chairperson

Date	22/1/2025
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CHARITY COMMISSION
FOR ENGLAND AND WALES

Medway African and Caribbean Association

1179545

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2023

To

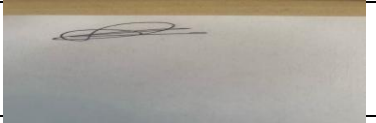

Period end date
31/03/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Arts Council England (restricted)		27,000	-	27,000	-
Active Kent					4,853
Youth Music					2,837
Kent Community Foundation Young People (Restricted)	-	7,000	-	7,000	10,000
Kent Community Foundation Jubilee grant					10,000
Medway Council Childrens services (restricted)		200		200	-
National Lottery Awards for All (Restricted)	-	10,000	-	10,000	-
Medway Council arts Grants		2,100	-	2,100	2,000
Senior citizens subscriptions	7,629		-	7,629	4,665
Donations, other grants and event receipts	15,671			15,565	13,582
Philip And Connie Phillips Grant Seniors Restricted		7,500		7,500	-
Paramount Sticks And Stones Restricted		1,000		1,000	-
Rush Musical Restricted To Pay Costs		578		578	-
Sport England					6,240
NHS Blood and organ project/healthy way Restricted	-	22,750	-	22,750	-
Sub total (Gross income for AR)	-	-	-	-	-
	23,301	78,128	-	101,322	54,177
A2 Asset and Investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	23,301	78,128	-	101,428	54,177
A3 Payments					
Active Kent/Sport England	-	7,065	-	7,065	-
Kent Community Foundation (Youth)	-	350	-	350	-
Senior Citizens	- 5,331	-	-	5,331	-
MACA Operational Costs	- 6,125	-	-	6,125	- 2,757
NHS BT Blood and Organ project /Healthy Way	-	19,467	-	19,467	-
project activites and events	- 12,674	-	-	12,674	- 21,121
National lottery and Arts Council	-	16,886	-	16,886	-
Phillip and Connie Seniors	-	7,804	-	7,804	-
Sticks and Stones	-	3,124	-	3,124	-
Sub total	- 24,130	- 54,696	-	- 78,826	- 23,878
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
CCXX R1 accounts (SS) Sub total	-	1	-	-	22/01/2025 -

Total payments	- 24,130	- 54,696	-	- 78,826	- 23,878
Net of receipts/(payments)	- 829	23,432	-	22,603	78,055
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	37,826	6,163	-		-
Cash funds this year end	36,997	29,595	-		

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank balance at 01/04/24	36,997	29,595	-
				-
		-		-
	Total cash funds (agree balances with receipts and payments account(s))	£36,890.00	29,595	-
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None	0	-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0	-	-
	minibus	Children in Need		
	ICT equipment and resources	Children in Need		
	music equipment	Youth Music		
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None		-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Carol Stewart	22/01/2025	
		Patricia Gayle	22/01/2025	

Funds carried forward from
22/23 plus other grants and
income
Used surplus from other
unrestricted funds)
Had funds carried forward from
Phillip and Connie grant 21-
22)

Used some of the Medway
Council grant



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Medway African and Caribbean Association

On accounts for the year
ended

31st March 2024

Charity no
(if any)

1179545

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

B R Pusser

Date:

13/01/2025

Name:

B R Pusser

Relevant professional
qualification(s) or body

ICPA 010 BRP

(if any):

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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