

**MEDWAY PUZZLES**

**(No: 1192687)**

**INDEPENDENT EXAMINATION AND  
FINANCIAL STATEMENTS OF THE**

**CHARITABLE INCORPORATED ORGANISATION**

**FOR THE PERIOD ENDED 31 MARCH 2022**

# **MEDWAY PUZZLES**

## **CONTENTS**

- Independent examiners report
- Receipts & payments
- Statement of assets & liabilities
- Trustees' annual report



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Medway Puzzles

**On accounts for the  
period ended**

31/03/2022

**Charity no  
(if any)**

1192687

**Set out on pages**

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended **31/03/2022**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**

**Date:**

18-01-23

**Name:**

Peter Acott

**Relevant professional  
qualification(s) or body  
(if any):**

FCCA

**Address:**

SHPD Accountants, 10 Littlebourne Road, Maidstone, Kent, ME14 5QP



MEDWAY PUZZLES

1192687

## Receipts and payments accounts

CC16a

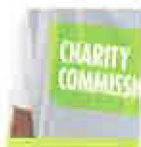
For the period from 07/12/2020 To 31/03/2022

### Section A Receipts and payments

|                                                       | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                        |                                      |                                     |                                 |                               |
| Donations                                             | 46,917                                 | -                                    | -                                   | 46,917                          | -                             |
| Grant income                                          | 7,600                                  | 42,000                               | -                                   | 49,600                          | -                             |
| Workshop income                                       | 100                                    | -                                    | -                                   | 100                             | -                             |
| Refunds - activities and events                       | -                                      | 3,598                                | -                                   | 3,598                           | -                             |
| Funds held prior to charity registration              | 6,775                                  | -                                    | -                                   | 6,775                           | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>61,392</b>                          | <b>45,598</b>                        | <b>-</b>                            | <b>106,990</b>                  | <b>-</b>                      |
| <b>A2 Asset and investment sales, (see table).</b>    |                                        |                                      |                                     |                                 |                               |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>61,392</b>                          | <b>45,598</b>                        | <b>-</b>                            | <b>106,990</b>                  | <b>-</b>                      |
| <b>A3 Payments</b>                                    |                                        |                                      |                                     |                                 |                               |
| Activities and Events                                 | 11,783                                 | 29,882                               | -                                   | 41,665                          | -                             |
| Equipment                                             | -                                      | 15,716                               | -                                   | 15,716                          | -                             |
| Subcontracted labour                                  | 10,080                                 | -                                    | -                                   | 10,080                          | -                             |
| Food                                                  | 3,525                                  | -                                    | -                                   | 3,525                           | -                             |
| Room Hire                                             | 9,275                                  | -                                    | -                                   | 9,275                           | -                             |
| Insurance                                             | 1,328                                  | -                                    | -                                   | 1,328                           | -                             |
| Phone and Internet                                    | 266                                    | -                                    | -                                   | 266                             | -                             |
| Stationery                                            | 1,614                                  | -                                    | -                                   | 1,614                           | -                             |
| Clothing                                              | 2,084                                  | -                                    | -                                   | 2,084                           | -                             |
| Staff Training                                        | 1,414                                  | -                                    | -                                   | 1,414                           | -                             |
| Training (s/users)                                    | 448                                    | -                                    | -                                   | 448                             | -                             |
| Food Vouchers                                         | 800                                    | -                                    | -                                   | 800                             | -                             |
| 50-50 Lottery Draw                                    | 810                                    | -                                    | -                                   | 810                             | -                             |
| Parking                                               | 324                                    | -                                    | -                                   | 324                             | -                             |
| Fundraising Costs                                     | 3,880                                  | -                                    | -                                   | 3,880                           | -                             |
| Consultancy                                           | 7,600                                  | -                                    | -                                   | 7,600                           | -                             |
| Refunded event donations                              | 1,605                                  | -                                    | -                                   | 1,605                           | -                             |
| Service dog & related costs                           | 1,455                                  | -                                    | -                                   | 1,455                           | -                             |
| Sundry                                                | 326                                    | -                                    | -                                   | 326                             | -                             |
| <b>Sub total</b>                                      | <b>58,617</b>                          | <b>45,598</b>                        | <b>-</b>                            | <b>104,215</b>                  | <b>-</b>                      |
| <b>A4 Asset and investment purchases, (see table)</b> |                                        |                                      |                                     |                                 |                               |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>58,617</b>                          | <b>45,598</b>                        | <b>-</b>                            | <b>104,215</b>                  | <b>-</b>                      |
| <b>Net of receipts/(payments)</b>                     | <b>2,775</b>                           | <b>-</b>                             | <b>-</b>                            | <b>2,775</b>                    | <b>-</b>                      |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Cash funds this year end</b>                       | <b>2,775</b>                           | <b>-</b>                             | <b>-</b>                            | <b>2,775</b>                    | <b>-</b>                      |

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

| Categories                                                  | Details                                                                             | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds                                               | Cash at bank                                                                        | 2,775                              | -                                | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
|                                                             | <b>Total cash funds</b>                                                             | 2,775                              | -                                | -                               |
|                                                             | (agree balances with receipts and payments account(s))                              |                                    |                                  |                                 |
|                                                             |                                                                                     | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
| B2 Other monetary assets                                    | Details                                                                             | -                                  | -                                | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
|                                                             |                                                                                     |                                    |                                  |                                 |
| B3 Investment assets                                        | Details                                                                             | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                             |                                                                                     |                                    | -                                |                                 |
|                                                             |                                                                                     |                                    | -                                |                                 |
| B4 Assets retained for the charity's own use                | Details                                                                             | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
| B5 Liabilities                                              | Details                                                                             | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|                                                             |                                                                                     |                                    | -                                |                                 |
|                                                             |                                                                                     |                                    | -                                |                                 |
| Signed by one or two trustees on behalf of all the trustees | Signature                                                                           | Print Name                         | Date of approval                 |                                 |
|                                                             |  | Amanda Birch                       | 18-01-23                         |                                 |
|                                                             |  | Paul Harper                        | 18-01-23                         |                                 |



# Trustees' Annual Report for the period

Period start date  
 From 07 12 2020 To 31 03 2022  
 Period end date

## Section A Reference and administration details

Charity name Medway Puzzles

Other names charity is known by

Registered charity number (if any) 1192687

Charity's principal address 5A New Road Avenue

Chatham

Kent

Postcode ME4 6BB

### 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  | Amanda Birch     | Chair           | From 17/11/22                     | Fellow trustees                                               |
| 2  | Paul Harper      | Trustee         | Whole Period                      | Fellow trustees                                               |
| 3  | Louise Harper    | Trustee         | Whole Period                      | Fellow trustees                                               |
| 4  | Maxi Card        | Trustee         | Whole Period                      | Fellow trustees                                               |
| 5  | Abby Dewberry    | Trustee         | Whole Period                      | Fellow trustees                                               |
| 6  | Tracy Read       | Trustee         | Whole Period                      | Fellow trustees                                               |
| 7  | Karen Gillingham | Trustee         | To - 1/03/22                      | Fellow trustees                                               |
| 8  | Robert Rose      | Trustee         | To - 31/03/22                     | Fellow trustees                                               |
| 9  | Nicola Leahy     | Trustee         | From 17/11/22                     | Fellow trustees                                               |
| 10 | Angela Glover    | Trustee         | From 17/11/22                     | Fellow trustees                                               |
| 11 | Tracey Rea       | Trustee         | From 17/11/22                     | Fellow trustees                                               |
| 12 |                  |                 |                                   |                                                               |
| 13 |                  |                 |                                   |                                                               |
| 14 |                  |                 |                                   |                                                               |
| 15 |                  |                 |                                   |                                                               |
| 16 |                  |                 |                                   |                                                               |
| 17 |                  |                 |                                   |                                                               |
| 18 |                  |                 |                                   |                                                               |
| 19 |                  |                 |                                   |                                                               |
| 20 |                  |                 |                                   |                                                               |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

## Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|                                |                                            |
|--------------------------------|--------------------------------------------|
| Type of governing document     | Constitution                               |
| How the charity is constituted | Charitable Incorporated Organisation (CIO) |
| Trustee selection methods      | Appointed by existing trustees             |

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

|  |
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|  |
|--|

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The object of Puzzles is to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society for the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of one or more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment; poor educational or skills

**Summary of the main achievements of the charity during the year****Our Achievements for 2021-22:**

- We successfully agreed a partnership with Chatham Town to train on a Monday night with all age groups with the view to apply to join the Kent Disability Football league at all age levels ,
- We had over 6000 interactions with members through 1-1 support, events and sporting activities
- We increased our activities in the school holidays which included coach trips to Chessington (2 coaches), Margate, Brighton, Colchester Zoo, Paradise wildlife park and London enabling us to get members out with support.
- We managed to arrange a Christmas party for 160 members and a panto trip for 340 members (just under half the theatre)
- Move to a new office to meet the growing needs of our members offering 1-1 support, telephone service, employability needs and general advice.
- We had successful funding throughout the year –  
KCF/involving Medway in April £2500 The project that reached out to our members stuck in isolation.  
July -Awards for all gave us £10000 for vital equipment and towards events  
August/September – KCF gave us £7000 towards core costs  
October – Foyle Foundation gave us £5000 towards core costs  
January KCF/KCC awarded us a grant to overview the way the charity is run and how we could improve things. This included a lengthy report which has made us more efficient.

attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards; crime (either as a victim of crime or as an offender rehabilitating into society).

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- Puzzles provides weekly activities for autistic children, adults, their families, those that suspect or waiting a diagnosis of ASD plus other disabilities. These Activities are run on a Friday night where possible hiring the whole venue
- Puzzles provides a range of services to the local community including weekly activities, advice sessions, volunteering, volunteer training opportunities and work experience for children and adults with Autism, learning disabilities and other disabilities. We encourage wider learning opportunities through engaging members with basic skills support to improve the development of participants softer skills such as confidence and motivation to enable them to feel less isolated and engage in activities within their community
  - Puzzles to provide support to our disabled members who want to compete in sport. This includes football in the Kent disability football league at all age levels.
- Puzzles also supports children and adults with Autism, learning disabilities and other disabilities in activities to help reduce social isolation, helping them to engage in work placements, recreation, training activities and volunteering opportunities to help them lead more active lives
- More importantly, Puzzles is a place for people to come to feel valued, supported, understood and to be able to share their knowledge, life skills and to meet new people
- Puzzles also provides volunteer opportunities for local residents (training provided) and a place for service users and their families to come and chat to other people about their about their issues they may be facing. Social isolation is a real problem in Medway, Swale, Gravesham and Maidstone, but by providing outreach support we are able to overcome isolation, lack of confidence and the lack of understanding

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Section E****Financial review****Brief statement of the charity's policy on reserves**

The CIO's policy is to maintain a reserves level equivalent to 6-12 months of operational expenditure, enabling the charity to continue meeting its objectives.

**Details of any funds materially in deficit**

n/a

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Section F****Other optional information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

|                                               |                                                                                     |                                                                                       |
|-----------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Signature(s)</b>                           |  |  |
| <b>Full name(s)</b>                           | Amanda Birch                                                                        | Paul Harper                                                                           |
| <b>Position (e.g. Secretary, Chair, etc.)</b> | Chair                                                                               | Trustee                                                                               |
| <b>Date</b>                                   | 18/01/23                                                                            | 18/01/23                                                                              |