

MEDWAY PUZZLES

(No: 1192687)

**INDEPENDENT EXAMINATION AND
FINANCIAL STATEMENTS OF THE**

CHARITABLE INCORPORATED ORGANISATION

FOR THE PERIOD ENDED 31 MARCH 2024

MEDWAY PUZZLES

CONTENTS

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



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Medway Puzzles

On accounts for the
period ended

31/03/2024

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 **31/03/2024**.

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:

10/1/25

Name:

Peter Acott

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

FCCA

Address:

10 Littlebourne Road, Maidstone, Kent, ME14 5QP



MEDWAY PUZZLES

1192687

Receipts and payments accounts

CC16a

For the period
from

01/04/2023

To

31/03/2024

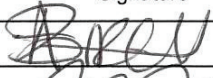
Section A Receipts and payments

	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					
Donations	32,815	-	-	32,815	38,245
Grant income	25,000	28,828	-	53,828	36,238
Workshop income	-	-	-	-	-
Refunds - activities and events	-	690	-	690	34
Funds held prior to charity registration	-	-	-	-	-
Sub total (Gross income for AR)	57,815	29,518	-	87,333	74,517
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	57,815	29,518	-	87,333	74,517
A3 Payments					
Activities and Events	3,231	29,518	-	32,749	34,827
Equipment	14,076	-	-	14,076	7,780
Staff wages	7,138	-	-	7,138	6,444
Subcontracted labour	-	-	-	-	1,248
Travel costs	3,272	-	-	3,272	-
Food	6,517	-	-	6,517	4,186
Room Hire and Utilities	6,872	-	-	6,872	6,448
Insurance	391	-	-	391	630
Phone and Internet	1,990	-	-	1,990	854
Stationery	1,842	-	-	1,842	1,191
Clothing	1,058	-	-	1,058	1,796
Staff Training	1,176	-	-	1,176	2,158
Fundraising Costs	5,599	-	-	5,599	2,748
Consultancy	1,753	-	-	1,753	1,946
Legal and professional	-	-	-	-	240
Repairs and renewals	-	-	-	-	356
Refunded event donations	-	-	-	-	90
Sundry	125	-	-	125	413
Sub total	55,040	29,518	-	84,557	73,356
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	55,040	29,518	-	84,557	73,356
Net of receipts/(payments)	2,775	-	-	2,775	1,161
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	3,936	-	-	3,936	2,775
Cash funds this year end	6,711	-	-	6,711	3,936

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	Cash at bank	6,711	-	-
		-	-	-
	Total cash funds	6,711	-	-
	(agree balances with receipts and payments account(s))			
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	10-01-25
	Paul Harper	10-01-25



Trustees' Annual Report for the period

Period start date Period end date
From 01 04 2023 To 31 03 2024

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	Whole Period	Fellow trustees
2	Paul Harper	Trustee	Whole Period	Fellow trustees
3	Maxi Card	Trustee	Whole Period	Fellow trustees
4	Tracy Rea	Trustee	Whole Period	Fellow trustees
5	Nicola Leahy	Trustee	Whole Period	Fellow trustees
6	Angela Glover	Trustee	Whole Period	Fellow trustees
7				
8				
9				
10				
11				
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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods
(eg. appointed by, elected by)

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 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)

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).

- 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.

Summary of the main achievements of the charity during the year**Our Achievements for 2023-2024:**

- We continued our 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 10,000 interactions with members through 1-1 support, events and sporting activities
- We increased our activities in the school holidays which included coach trips to Legoland and Southend enabling us to get members out with support.
- We managed to arrange a Christmas party for 180 members and a panto trip for 350 members (just under half the theatre)
- We had successful funding throughout the year –
 1. 8328 – Phillip and Connie for Activities
 2. 4000 – KCF for Core costs/Activities
 3. 25000 – Postcode Lottery core costs/activities/Sports
 4. 3500 – Test Bed (New Activities– Towards activities
 5. 5000 – KCF - Core Costs
 6. 8000 – Henry Smith - Core Costs

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)

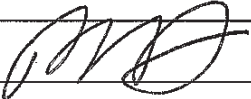
You **may choose** to include additional information, where relevant about:

- 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

Signature(s)		
Full name(s)	Amanda Birch	Paul Harper
Position (e.g. Secretary, Chair, etc.)	Chair	Trustee
Date	10/01/25	10/01/25