

MEDWAY PUZZLES

(No: 1192687)

**INDEPENDENT EXAMINATION AND
FINANCIAL STATEMENTS OF THE**

CHARITABLE INCORPORATED ORGANISATION

FOR THE YEAR ENDED 31 MARCH 2025

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

31/03/2025

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 **31/03/2025**.

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:

24 - 01 - 26

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

01/04/2024

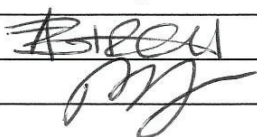
To

31/03/2025

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	16,871	-	-	16,871	32,815
Grant income	1,250	41,300	-	42,550	53,828
Workshop income	-	-	-	-	-
Refunds - activities and events	-	110	-	110	690
Sundry income	101	-	-	101	-
Sub total (Gross income for AR)	18,222	41,410	-	59,632	87,333
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	18,222	41,410	-	59,632	87,333
A3 Payments					
Activities and Events	-	20,130	-	20,130	32,749
Equipment	-	9,209	-	9,209	14,076
Staff wages	-	-	-	-	7,138
Subcontracted labour	-	-	-	-	-
Travel costs	1,265	2,815	-	4,080	3,272
Food	460	3,775	-	4,235	6,517
Room Hire and Utilities	445	5,481	-	5,926	6,872
Insurance	391	-	-	391	391
Phone and Internet	1,562	-	-	1,562	1,990
Stationery	1,319	-	-	1,319	1,842
Clothing	1,180	-	-	1,180	1,058
Staff Training	374	-	-	374	1,176
Fundraising Costs	4,170	-	-	4,170	5,599
Consultancy	1,630	-	-	1,630	1,753
Legal and professional	420	-	-	420	-
Repairs and renewals	-	-	-	-	-
Refunded event donations	-	-	-	-	-
Sundry	182	-	-	182	125
Sub total	13,398	41,410	-	54,808	84,557
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	13,398	41,410	-	54,808	84,557
Net of receipts/(payments)	4,824	-	-	4,824	2,775
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	6,711	-	-	6,711	3,936
Cash funds this year end	11,535	-	-	11,535	6,711

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 Account 1	65	-	-
	Bank Account 2	11,470	-	-
	Total cash funds	11,535	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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	24-01-26	
		Paul Harper	24-01-26	



Trustees' Annual Report for the period

Period start date
From 01 04 2024 To 31 03 2025
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 1 Maple Street

Sheerness

Kent

Postcode

ME12 1XH

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	01/04/24 – 11/10/24	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 of 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**Achievement Summary (April 2024 to March 2025)**

Between April 2024 and March 2025, Medway Puzzles continued to grow as a vital lifeline for autistic children, young people, adults, and their families across Medway and Kent. In response to increasing demand, the charity expanded both the reach and impact of its services, ensuring families felt supported, understood, and less isolated.

Throughout the year, Medway Puzzles delivered regular inclusive social activities, including weekly outings and school-holiday programmes. These activities created safe, welcoming spaces where members could build friendships, confidence, and independence, while significantly improving emotional wellbeing for participants and providing vital respite for parents and carers.

A cornerstone of the charity's work remained inclusive disability sport. In partnership with Chatham Town and the Kent Disability Football League, Medway Puzzles supported multiple football teams across a range of age groups, offering structured pathways into sport for children, young people, and adults with additional needs. This exceptional contribution to grassroots and inclusive football was recognised when Medway Puzzles won the Brian Moore Trophy at the Kent FA Grassroots Awards 2025.

Alongside social and sporting provision, Medway Puzzles strengthened its one-to-one outreach and family support, helping individuals to develop life skills, build confidence, access benefits, and engage more fully within their communities. Ongoing peer support for parents and carers helped reduce stress, prevent crisis situations, and improve overall family wellbeing.

The impact of this work received significant external recognition. In 2025, Medway Puzzles won the Kent Mental Health and Wellbeing Award, celebrating the charity's positive contribution to mental health, emotional resilience, and community wellbeing. The organisation was also named a finalist in the Kent Charity Awards 2025 for Disability Charity of the Year, further reflecting its growing reputation for excellence, inclusion, and innovation.

By March 2025, Medway Puzzles had supported hundreds of families, worked alongside over 40 dedicated volunteers, and laid strong foundations for future growth, including plans to expand services into new local hubs. The charity continues to play a crucial role in improving quality of life and ensuring that people with autism and additional needs are seen, heard, and valued.

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)

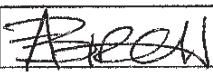
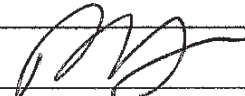
You may choose to include additional information, where relevant about:

- 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	24/01/26	24/01/26