

REPORT OF THE TRUSTEES AND
AUDITED FINANCIAL STATEMENTS For The Year Ended 31 December 2006
FOR
MAIDSTONE MENCAP CHARITABLE TRUST LTD

TUESDAY



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11/12/2007
COMPANIES HOUSE

Calcutt Matthews
Chartered Accountants and Registered Auditors
2nd Floor Cardine House
30 North Street
Ashford
Kent
TN24 8JR

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for the Year Ended 31 December 2006

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MAIDSTONE MENCAP CHARITABLE TRUST LTD

REPORT OF THE TRUSTEES for the Year Ended 31 December 2006

The trustees who are also directors of the charity for the purposes of the Companies Act 1985, present their report with the financial statements of the charity for the year ended 31 December 2006. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

2672192

Registered Charity number

1009677

Registered office

Cobtree Hall
School Lane
Willington Street
Maidstone
Kent
ME15 8EB

Trustees

Vacant

Chair

Mr M Craske

Vice-Chair

Mrs S Foster

Mr P Green

Mr K Handley

Mrs M Leeds

Mrs J Millen

Mrs J Proud

Mr G Roughley

Mr M Smith

Company Secretary

H Callaghan

Auditors

Calcutt Matthews
Chartered Accountants and Registered Auditors
2nd Floor Cardine House
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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 1985.

Recruitment and appointment of new trustees

The charity actively pursues opportunities to recruit new trustees from amongst the volunteers and their families as and when members of the existing trustee board need to stand down. New trustees need to be nominated by two existing board members in order to ensure they are of good character and ability.

Induction and training of new trustees

New trustees are encouraged to read guidance issued by MENCAP, The Charity Commission and Companies House on appointment. Where they have specific duties they will shadow the trustees with this role until they are confident they can take over.

Periodically external advisors will provide training. Calcutt Matthews are due to be represented at a Spring meeting to explain aspects of the new Charities Act for instance.

Organisational structure

The charity comprises a board of trustees and a team of volunteers divided up by those that assist running the playschool and those involved with assisting others in the community and those involved with fundraising.

Wider network

Maidstone MENCAP is part of MENCAP England 123 Golden Lane London EC1Y 0RT

Related parties

The charity works with the local authority, schools and other charities in raising funds.

REPORT OF THE TRUSTEES
for the Year Ended 31 December 2006

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error

OBJECTIVES AND ACTIVITIES

Objectives and aims

MENCAP is the UK's leading learning disability charity

Maidstone MENCAP seeks to assist those with learning disability in the community by providing a specialist playschool to children and providing community support and activities for the adult disabled

Significant activities

During the year the charity has raised £60,000, which added to amounts already raised, has enabled the purchase and installation of a lift at Cobtree Hall up to the facilities on the 1st floor. This is a major achievement and the trustees would like to thank all who have donated and fund raised for their help

Volunteers

The trustees would like to thank the many volunteers who have given so much of their time to assist the charity

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The trustees are delighted with the growth of the charity and the level of assistance provided in the year

FINANCIAL REVIEW

Reserves policy

The charity needs to hold significant cash funds to provide for uninsured unforeseen costs on Cobtree Hall. As a result it aims to hold 6 months expenditure plus £50,000 as net current assets. This objective has been achieved in 2005 and 2006

Principal funding sources

The charity receives regular donations from local organisations but also has a very active fundraising arm and this year in addition to the summer fair has organised many events including a very successful spring ball and entry at the Bewl Water Festival dragon boat race

FUTURE DEVELOPMENTS

The charity wants to bring its working premises up to date and increase the level of assistance given to those in the community

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and 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 business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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

AUDITORS

The auditors, Calcutt Matthews, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985

MAIDSTONE MENCAP CHARITABLE TRUST LTD

REPORT OF THE TRUSTEES
for the Year Ended 31 December 2006

ON BEHALF OF THE BOARD

A handwritten signature in black ink, appearing to read 'M. Graw', is written over the printed name 'M. Graw'.

Trustee

26 March 2007

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF MAIDSTONE MENCAP CHARITABLE TRUST LTD

We have audited the financial statements of Maidstone Mencap Charitable Trust Ltd for the year ended 31 December 2006 on pages five to ten. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2005).

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out on pages one to three.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Report of the Trustees is consistent with the financial statements.

In addition, we report to you if, in our opinion, the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error.

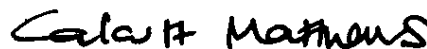
In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

We have undertaken the audit with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available to Small Entities, in the circumstances set out in note to the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31 December 2006 and of its deficit for the year then ended,
- the financial statements have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the Report of the Trustees is consistent with the financial statements.



Calcutt Matthews
Chartered Accountants and Registered Auditors
2nd Floor Cardine House
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Ashford
Kent
TN24 8JR

27 March 2007

STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2006

	Notes	Unrestricted funds £	Restricted funds £	31.12 06 Total funds £	31 12 05 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	68,996	51,806	120,802	97,324
Activities for generating funds	3	45,737	-	45,737	30,001
Investment income	4	6,870	-	6,870	3,458
Total incoming resources		121,603	51,806	173,409	130,783
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading cost of goods sold and other costs	5	3,423	-	3,423	4,205
Charitable activities					
Community Support	6	29,217	-	29,217	11,016
Playschool		25,904	-	25,904	25,608
Holiday Club and Gateway		13,444	-	13,444	10,578
Governance costs	7	774	-	774	3,094
Total resources expended		72,762	-	72,762	54,501
NET INCOMING RESOURCES before transfers					
		48,841	51,806	100,647	76,282
Gross transfers between funds	14	60,046	(60,046)	-	-
Net incoming/(outgoing) resources		108,887	(8,240)	100,647	76,282
RECONCILIATION OF FUNDS					
Total funds brought forward		204,158	16,087	220,245	143,963
TOTAL FUNDS CARRIED FORWARD		313,045	7,847	320,892	220,245

MAIDSTONE MENCAP CHARITABLE TRUST LTD

BALANCE SHEET
At 31 December 2006

	Notes	Unrestricted funds £	Restricted funds £	31 12.06 Total funds £	31 12 05 Total funds £
FIXED ASSETS					
Tangible assets	11	118,869	-	118,869	46,002
CURRENT ASSETS					
Debtors amounts falling due within one year	12	-	-	-	306
Cash at bank and in hand		194,968	21,684	216,652	175,396
CREDITORS					
Amounts falling due within one year	13	(1,004)	(13,837)	(14,841)	(1,459)
NET CURRENT ASSETS		<u>193,964</u>	<u>7,847</u>	<u>201,811</u>	<u>174,243</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>312,833</u>	<u>7,847</u>	<u>320,680</u>	<u>220,245</u>
NET ASSETS		<u>312,833</u>	<u>7,847</u>	<u>320,680</u>	<u>220,245</u>
FUNDS					
Unrestricted funds				312,833	204,158
Restricted funds				<u>7,847</u>	<u>16,087</u>
TOTAL FUNDS				<u>320,680</u>	<u>220,245</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2005)

The financial statements were approved by the Board of Trustees on 26 March 2007 and were signed on its behalf by



Trustee

NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31 December 2006

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2005) and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its useful economic life

Improvements to property	-10% on cost
Fixtures and fittings	-15% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for 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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

The Jr Gateway fund is a fund designated by the charity to record balances in this activity.

The Maintenance fund is a restricted fund that was set up to ensure emergency repairs can be carried out using this approved money

The Lift fund is a restricted fund that has been set up as an appeal to raise funds to build a lift to give access to the 1st floor of Cobtree Hall

2. VOLUNTARY INCOME

	31 12 06	31 12 05
	£	£
Donations	65,215	11,949
Subscriptions	1,285	467
Holiday Club	15,693	7,025
Playschool net income	16,604	20,000
Jr Gateway	3,717	5,216
Legacies	16,508	41,667
Maidstone Borough Council	<u>1,780</u>	<u>11,000</u>
	<u>120,802</u>	<u>97,324</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the Year Ended 31 December 2006

3. ACTIVITIES FOR GENERATING FUNDS

	31 12 06	31 12 05
	£	£
Fundraising events	39,779	22,218
Monthly draw	969	1,017
Net proceeds from Xmas cards	2,598	4,256
Lettings	<u>2,391</u>	<u>2,510</u>
	<u>45,737</u>	<u>30,001</u>

4. INVESTMENT INCOME

	31 12 06	31 12 05
	£	£
Deposit account interest	<u>6,870</u>	<u>3,458</u>

5. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	31.12 06	31 12 05
	£	£
Support costs	<u>3,423</u>	<u>4,205</u>

6. BREAKDOWN OF COSTS OF CHARITABLE ACTIVITIES

	Direct costs	Support costs	Total
	£	£	£
Fundraising costs	212	-	212
Community support	25,808	3,409	29,217
Playschool	25,904	-	25,904
Holiday Club and Gateway	<u>13,444</u>	<u>-</u>	<u>13,444</u>
	<u>65,368</u>	<u>3,409</u>	<u>68,777</u>

7. GOVERNANCE COSTS

	31 12 06	31 12 05
	£	£
Accountancy	500	500
Legal fees	<u>274</u>	<u>2,594</u>
	<u>774</u>	<u>3,094</u>

8. SUPPORT COSTS

	Management	Finance	Information technology	Totals
	£	£	£	£
Fundraising costs	275	-	3,148	3,423
Community support	<u>3,234</u>	<u>175</u>	<u>-</u>	<u>3,409</u>
	<u>3,509</u>	<u>175</u>	<u>3,148</u>	<u>6,832</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the Year Ended 31 December 2006

9. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

	31 12 06	31 12 05
	£	£
Depreciation - owned assets	<u>8,776</u>	<u>1,021</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ending 31 December 2006 nor for the year ended 31 December 2005.

Trustees' Expenses

There were no trustees' expenses paid for the year ending 31 December 2006 nor for the year ended 31 December 2005

11. TANGIBLE FIXED ASSETS

	Freehold property	Improvements to property	Fixtures and fittings	Motor vehicles	Totals
	£	£	£	£	£
COST					
At 1 January 2006	39,420	2,500	16,441	6,000	64,361
Additions	-	<u>81,643</u>	-	-	<u>81,643</u>
At 31 December 2006	<u>39,420</u>	<u>84,143</u>	<u>16,441</u>	<u>6,000</u>	<u>146,004</u>
DEPRECIATION					
At 1 January 2006	-	-	12,359	6,000	18,359
Charge for year	-	<u>8,164</u>	<u>612</u>	-	<u>8,776</u>
At 31 December 2006	-	<u>8,164</u>	<u>12,971</u>	<u>6,000</u>	<u>27,135</u>
NET BOOK VALUE					
At 31 December 2006	<u>39,420</u>	<u>75,979</u>	<u>3,470</u>	-	<u>118,869</u>
At 31 December 2005	<u>39,420</u>	<u>2,500</u>	<u>4,082</u>	-	<u>46,002</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 12 06	31.12.05
	£	£
Amounts falling due after more than one year		
Prepayments	<u>-</u>	<u>306</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 12 06	31 12 05
	£	£
Bank loans and overdrafts	13,837	-
Accrued expenses	<u>1,004</u>	<u>1,459</u>
	<u>14,841</u>	<u>1,459</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the Year Ended 31 December 2006

14. MOVEMENT IN FUNDS

	At 1 1 06 £	Net movement in funds £	Transfers between funds £	At 31 12 06 £
Unrestricted funds				
General fund	204,158	48,629	53,585	306,372
Jr Gateway	-	-	6,461	6,461
	204,158	48,629	60,046	312,833
Restricted funds				
The KHOCA	13,837	-	(13,837)	-
The Maintenance Fund	2,250	-	-	2,250
The Lift Fund	-	51,806	(46,209)	5,597
	16,087	51,806	(60,046)	7,847
TOTAL FUNDS	<u>220,245</u>	<u>100,435</u>	<u>-</u>	<u>320,680</u>

Net movement in funds, included in the above are as follows

	Incoming Resources £	Resources Expended £	Movement in funds £
Unrestricted funds			
General fund	121,603	(72,974)	48,629
Restricted funds			
The Lift Fund	51,806	-	51,806
TOTAL FUNDS	<u>173,409</u>	<u>(72,974)</u>	<u>100,435</u>