

REGISTERED COMPANY NUMBER: 2672192 (England and Wales)
REGISTERED CHARITY NUMBER: 1009677

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS For The Year Ended 31 December 2008
FOR
MAIDSTONE MENCAP CHARITABLE TRUST LTD**

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

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MAIDSTONE MENCAP CHARITABLE TRUST LTD

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for the Year Ended 31 December 2008

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MAIDSTONE MENCAP CHARITABLE TRUST LTD

REPORT OF THE TRUSTEES

for the Year Ended 31 December 2008

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 2008. 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 (England and Wales)

Registered Charity number

1009677

Registered office

Cobtree Hall
Willington Street
Maidstone
Kent
ME15 8EB

Trustees

G Roughley
P Green
M Craske
J Proud
Ms S Foster
Mr. K Handley
Ms M Leeds
M Smith

Company Secretary

H Callaghan

Auditors

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

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.

MAIDSTONE MENCAP CHARITABLE TRUST LTD

REPORT OF THE TRUSTEES for the Year Ended 31 December 2008

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

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

The charity trustees have balanced income against expenditure and maintained all the programmes operated and met its objectives. The charity lost considerable funds in the year as a result of the banking crisis but hopes to maintain its programmes for 2009.

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. The stated policy of the charity has been that it aims to hold 6 months expenditure plus £50,000 as net current assets. As a result of the banking crisis the charity has lost much of its reserves (see Significant Activities) above and it will therefore need to change its policy in the near future. The trustees are confident however that the charity will have sufficient funds to continue to support its planned activities and remain a very solvent charity

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 Maidstone River 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.

MAIDSTONE MENCAP CHARITABLE TRUST LTD

REPORT OF THE TRUSTEES

for the Year Ended 31 December 2008

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.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the trustees are aware, there is no relevant information (as defined by Section 234ZA of the Companies Act 1985) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

AUDITORS

The auditors, Calcutt Matthews, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD:

.....
Trustee

Date: 30/03/09

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

We have audited the financial statements of Maidstone Mencap Charitable Trust Ltd for the year ended 31 December 2008 on pages six to twelve. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the charitable company's members, 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 page 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.

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

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 2008 and of its incoming resources and application of resources, including its income and expenditure 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.

Calc P Matthews

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

Date: *30/08/09*

MAIDSTONE MENCAP CHARITABLE TRUST LTD

STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2008

	Notes	Unrestricted funds £	Restricted funds £	31.12.08 Total funds £	31.12.07 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	63,244	-	63,244	92,030
Activities for generating funds	3	27,591	-	27,591	22,298
Investment income	4	8,341	-	8,341	9,588
Total incoming resources		99,176	-	99,176	123,916
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs	5	10,287	-	10,287	7,980
Charitable activities	6				
Community support		24,924	-	24,924	27,332
Playschool		30,926	-	30,926	33,107
Holiday Club and Gateway		22,806	-	22,806	21,393
Governance costs	8	680	-	680	930
Other resources expended		169,452	-	169,452	-
Total resources expended		259,075	-	259,075	90,742
NET INCOMING/(OUTGOING) RESOURCES		(159,899)	-	(159,899)	33,174
RECONCILIATION OF FUNDS					
Total funds brought forward		351,604	2,250	353,854	320,680
TOTAL FUNDS CARRIED FORWARD		191,705	2,250	193,955	353,854

The notes form part of these financial statements

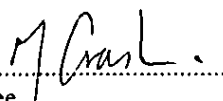
MAIDSTONE MENCAP CHARITABLE TRUST LTD

BALANCE SHEET
At 31 December 2008

	Notes	Unrestricted funds £	Restricted funds £	31.12.08 Total funds £	31.12.07 Total funds £
FIXED ASSETS					
Tangible assets	13	121,484	-	121,484	130,090
CURRENT ASSETS					
Debtors: amounts falling due within one year	14	1,827	-	1,827	-
Cash at bank and in hand		75,231	2,250	77,481	224,768
		<u>77,058</u>	<u>2,250</u>	<u>79,308</u>	<u>224,768</u>
CREDITORS					
Amounts falling due within one year	15	(6,837)	-	(6,837)	(1,004)
NET CURRENT ASSETS		<u>70,221</u>	<u>2,250</u>	<u>72,471</u>	<u>223,764</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>191,705</u>	<u>2,250</u>	<u>193,955</u>	<u>353,854</u>
NET ASSETS		<u>191,705</u>	<u>2,250</u>	<u>193,955</u>	<u>353,854</u>
FUNDS	16				
Unrestricted funds				191,705	351,604
Restricted funds				<u>2,250</u>	<u>2,250</u>
TOTAL FUNDS				<u>193,955</u>	<u>353,854</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 2007).

The financial statements were approved by the Board of Trustees on 30/03/09 and were signed on its behalf by:


Trustee

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 2007), the Companies Act 1985 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.

Allocation and apportionment of costs

No charge to support costs is made to the play school. Other activities absorb support costs on the basis of use.

Tangible fixed assets

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

Treatment of exceptional items
(Nick to provide)

MAIDSTONE MENCAP CHARITABLE TRUST LTD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the Year Ended 31 December 2008

2. VOLUNTARY INCOME

	31.12.08	31.12.07
	£	£
Donations	19,720	28,471
Subscriptions	1,122	1,025
Holiday Club	16,757	15,663
Playschool net income	15,000	19,222
Jr Gateway	9,192	7,176
Legacies	1,453	20,473
	<u>63,244</u>	<u>92,030</u>

3. ACTIVITIES FOR GENERATING FUNDS

	31.12.08	31.12.07
	£	£
Fundraising events	22,396	17,204
Monthly draw	1,204	897
Net proceeds from Xmas cards	2,454	2,464
Lettings	1,537	1,733
	<u>27,591</u>	<u>22,298</u>

4. INVESTMENT INCOME

	31.12.08	31.12.07
	£	£
Deposit account interest	<u>8,341</u>	<u>9,588</u>

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

	31.12.08	31.12.07
	£	£
Fundraising activities	5,013	3,875
Support costs	5,274	4,105
	<u>10,287</u>	<u>7,980</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 7)	Totals
	£	£	£
Community support	21,233	3,691	24,924
Playschool	30,926	-	30,926
Holiday Club and Gateway	22,806	-	22,806
	<u>74,965</u>	<u>3,691</u>	<u>78,656</u>

MAIDSTONE MENCAP CHARITABLE TRUST LTD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the Year Ended 31 December 2008

7. SUPPORT COSTS

	Management £	Finance £	Totals £
Fundraising costs	5,274	-	5,274
Community support	3,191	500	3,691
	<u>8,465</u>	<u>500</u>	<u>8,965</u>

8. GOVERNANCE COSTS

	31.12.08 £	31.12.07 £
Audit	650	635
Legal fees	30	295
	<u>680</u>	<u>930</u>

9. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.12.08 £	31.12.07 £
Depreciation - owned assets	<u>8,606</u>	<u>8,684</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2008 nor for the year ended 31 December 2007.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 December 2008 nor for the year ended 31 December 2007.

11. STAFF COSTS

	31.12.08 £	31.12.07 £
Wages and salaries	<u>26,290</u>	<u>28,706</u>

12. EXCEPTIONAL ITEMS

On 8 October 2008 administrators were appointed to Kaupthing Singer & Friedlander Ltd with which the charity had deposited £169,452. The trustees immediately lodged a claim with the Financial Services Compensation Scheme.

In March 2009 the charity sought an opinion on the recoverability of these funds with a senior qualified accountant in the Charity Commission. The advice that has been given at this time is that the charity should write off this bank balance and re-instate at a later date if some funds are recovered. No accrual should be made for interest.

MAIDSTONE MENCAP CHARITABLE TRUST LTD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the Year Ended 31 December 2008

13. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Fixtures and fittings £	Motor vehicles £	Totals £
COST					
At 1 January 2008 and 31 December 2008	39,420	104,048	16,441	6,000	165,909
DEPRECIATION					
At 1 January 2008	-	16,328	13,491	6,000	35,819
Charge for year	-	8,164	442	-	8,606
At 31 December 2008	-	24,492	13,933	6,000	44,425
NET BOOK VALUE					
At 31 December 2008	39,420	79,556	2,508	-	121,484
At 31 December 2007	39,420	87,720	2,950	-	130,090

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.08 £	31.12.07 £
Other debtors	1,827	-

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.08 £	31.12.07 £
Bank loans and overdrafts	2,250	-
Trade creditors	3,727	-
Accrued expenses	860	1,004
	6,837	1,004

16. MOVEMENT IN FUNDS

	At 1.1.08 £	Net movement in funds £	At 31.12.08 £
Unrestricted funds			
General fund	345,143	(159,899)	185,244
Jr Gateway	6,461	-	6,461
	351,604	(159,899)	191,705
Restricted funds			
The Maintenance Fund	2,250	-	2,250
TOTAL FUNDS	353,854	(159,899)	193,955

MAIDSTONE MENCAP CHARITABLE TRUST LTD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the Year Ended 31 December 2008

16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	99,176	(259,075)	(159,899)
TOTAL FUNDS	<u>99,176</u>	<u>(259,075)</u>	<u>(159,899)</u>

MAIDSTONE MENCAP CHARITABLE TRUST LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2008

	31.12.08 £	31.12.07 £
INCOMING RESOURCES		
Voluntary income		
Donations	19,720	28,471
Subscriptions	1,122	1,025
Holiday Club	16,757	15,663
Playschool net income	15,000	19,222
Jr Gateway	9,192	7,176
Legacies	1,453	20,473
	<u>63,244</u>	<u>92,030</u>
Activities for generating funds		
Fundraising events	22,396	17,204
Monthly draw	1,204	897
Net proceeds from Xmas cards	2,454	2,464
Lettings	1,537	1,733
	<u>27,591</u>	<u>22,298</u>
Investment income		
Deposit account interest	8,341	9,588
	<u>99,176</u>	<u>123,916</u>
Total incoming resources		
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Fundraising activities	5,013	3,875
Charitable activities		
Wages	23,374	26,663
Rates and water	191	227
Insurance	3,433	3,195
Light and heat	2,059	3,353
Telephone	601	570
Postage and stationery	1,182	1,616
Travel	999	774
Repairs and renewals	12,363	12,967
Holiday club expenditure	17,977	17,728
Monthly draw expenditure	350	250
Gateway expenditure	3,830	900
Playschool expenditure	-	2,415
Depreciation of tangible fixed assets	8,606	8,684
	<u>74,965</u>	<u>79,342</u>

This page does not form part of the statutory financial statements

MAIDSTONE MENCAP CHARITABLE TRUST LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 December 2008

	31.12.08 £	31.12.07 £
Governance costs		
Audit	650	635
Legal fees	30	295
	<u>680</u>	<u>930</u>
Other resources expended		
Exceptional items	169,452	-
Support costs		
Management		
Wages	2,916	2,043
Advertising	275	-
Sundries	5,274	4,105
	<u>8,465</u>	<u>6,148</u>
Finance		
Bank charges	500	447
	<u>500</u>	<u>447</u>
Total resources expended	259,075	90,742
	<u>259,075</u>	<u>90,742</u>
Net income/(expenditure)	<u>(159,899)</u>	<u>33,174</u>