

MAIDSTONE MENCAP CHARITABLE TRUST LIMITED

LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL

REPORT AND ACCOUNTS

YEAR ENDED 31ST DECEMBER 1997

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COMPANY NUMBER : 2672192

PRESIDENT	Mrs Pat Wilmshurst
VICE PRESIDENT	Sir John Stanley MP Miss Ann Widdecombe MP Mr Andrew Rowe MP Mrs Joan Lowe Mr Roy Nash
DIRECTORS	Mr Michael Graske (Chairman) Mrs Kathleen Avison (Vice Chairman) Mrs Rita Buss (Membership Secretary) Mr Peter Green Mr Roy Nash Mrs Jean Proud Mrs Mavis Springford Mrs Annette Worsnop Mrs Doris Milton
TREASURER	Mrs Kathleen Avison
SECRETARY	Mrs Sonia Foster
REGISTERED OFFICE	Cobtree Hall Willington Street Maidstone Kent ME15 8EB
REGISTERED CHARITY NUMBER	1009677
REGISTERED AUDITORS	Legg & Co. Registered Auditors St. George's House 103 Tonbridge Road Maidstone Kent ME16 8JN

**MAIDSTONE MENCAP CHARITABLE TRUST LTD,
ANNUAL REPORT 1997/8.**

CHAIRMAN'S REPORT

Over the year, we have been successful in continuing to provide good facilities to support the educational and recreational requirements of the mentally handicapped people of Maidstone. Playschool, the Holiday club and both the Junior and Senior Gateway clubs have prospered, being filled to capacity.

Our greatest resource is our people; the people who work to support playschool and the holiday club, the people who work to raise funds for our cause, and the people who sit on your Board. Many of us will fit into more than one of these categories. Without such people, the advances made by Maidstone MENCAP over the years could not have been achieved.

In addition, we have had financial support from many areas. We are grateful to all, but I must again mention in particular the Bridge Club, the Scottish Dancers, KHoCA, the Ridge Golf Club, all of the supporters of playschool and, not least, our own fund-raising committee. Your efforts are very much appreciated by the Board on behalf of the people we serve.

I would not wish to steal the thunder of the other reporters, but I will mention two events which, for me, have stood out over the year. Firstly, the inaugural Spring Fayre. What a glorious, sunny, happy family day it was! Secondly, the Auction of Promises which was such a financial success as well as being a brilliant evening. Such occasions will live in our memories for ever.

Cobtree Hall is an old building and is deteriorating accordingly. The President and Vice-presidents of our charity have addressed the problem by setting up a fund, naming it after Dr Letitia Allen who has been one of the Society's finest supports over many years. Moneys raised from the project will be used purely to maintain the building. Within the building we have upgraded our facilities by installing a light sensory unit, principally for our playschool children, and planning for the construction of a toilet for the use of disabled people.

I must report that we have suffered seriously from vandalism during the year. The playschool mini bus has been damaged. Kentish peg tiles have been stolen from the roof, and cars belonging to our supporters have been damaged in the vicinity of the building. To combat this threat, your Board are investigating ways in which we can make the building and its surrounds more secure, possibly by the introduction of a CCT system. We owe this to our supporters.

You will see from the annual accounts that we seem to be in a healthy financial position when compared to last year. I urge you not to be lulled into a false sense of security. Much of the excess is earmarked for equipment for the sensory unit and other projects. After inflation is taken into account, I think we have maintained our financial position over the year - but no more than that! This is an achievement of which we can be justly proud, but to merely stand still during 1998/9 will mean another year of hard work from us all.

MICHAEL CRASKE CHAIRMAN

DIRECTORS' REPORT

The directors submit their report and accounts for the year ended 31st December 1997.

PRINCIPAL ACTIVITY

The Company's principal activity is that of the generation by fund raising, donations and subscription to provide the care, treatment and education of mentally handicapped children and adults.

DIRECTORS

The company is limited by guarantee.

Directors of the Company during the year were as follows:

Mr M Craske
Mrs K Avison
Mrs R Buss
Mr B Farmer
Mr P Green
Mrs M Leeds
Mr R Nash
Mrs J Proud
Mrs M Springford
Mrs A Worsnop

No director has any beneficial interest in the company. All directors are members of the company and guarantee to contribute fl in event of a winding up.

FIXED ASSETS

Changes in the fixed assets during the year are set out in note 4 page 8 to the accounts.

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that period. In preparing those financial statements the directors 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 a going concern basis unless it is inappropriate to presume that the Company's business will continue.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the 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 Company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

DIRECTORS' REPORT CONTINUED

REVIEW OF OPERATIONS

The trust has continued to receive generous support by way of donations, and fund-raising has again supplemented income.

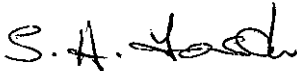
Funding has been provided for Playschool Staff and support given to the Holiday Club.

Audited Accounts will be presented to the Annual General Meeting to be held on 1998.

AUDITORS

In accordance with S384 of the Companies Act 1985 , a resolution for the re-appointment of Legg & Co. as Auditors of the Company will be proposed at the forthcoming Annual General Meeting.

By order of the Board



Mrs S Foster
Secretary

MAIDSTONE MENCAP CHARITABLE TRUST LIMITED

We have audited the financial statements on pages 4 to 9 which have been prepared under the historical cost convention and the accounting policies set out in the notes to the financial statements.

Respective responsibilities of Directors and Auditors

As described on page 2 the Company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit under s43 of the Charities Act 1993 and in accordance with regulations made under s44 of that Act, and in accordance with auditing standards issued by the Auditing Practices Board. An audit includes an examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements, and an assessment of whether the accounting policies are appropriate to the charity'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.

Opinion

In our opinion, the financial statements, give a true and fair view of the state of the Company's affairs at 31st December 1997 and of its incoming resources and application of resources, including its income and expenditure in the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

Legg & Co

LEGG & CO.
REGISTERED AUDITORS
ST. GEORGE'S HOUSE
103 TONBRIDGE ROAD
MAIDSTONE
KENT

20 March 1998

MAIDSTONE MENCAP CHARITABLE TRUST LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST DECEMBER 1997

Page 4

	Unrestricted Funds £	Restricted Funds £	Total Funds 1997 £	Total Funds 1996 £
Income and Expenditure				
<u>Incoming Resources</u>				
Donations	8,092	-	8,092	7,043
Playschool Net Income	-	10,378	10,378	2,873
Investment Income	2,956	-	2,956	3,174
Other Income	13,616	-	13,616	8,531
Total Incoming Resources	24,664	10,378	35,042	21,621
<u>Resources Expended</u>				
Direct Charitable Expenditure	20,170	-	20,170	22,466
Fundraising and Publicity	640	-	640	508
Management and Administration of the Charity	3,722	-	3,722	3,777
Total Resources Expended	24,532	-	24,532	26,751
Net Income/(Outgoing) resources before transfers	132	10,378	10,510	(5,130)
Transfers between funds	-	-	-	-
Net Movement in Funds	132	10,378	10,510	(5,130)
Balances brought forward at 1st January 1997	1,529	-	1,529	6,659
Balances carried forward at 31st December 1997	1,661	10,378	12,039	1,529

MAIDSTONE MENCAP CHARITABLE TRUST LIMITED
BALANCE SHEET
31ST DECEMBER 1997

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	<u>Notes</u>	<u>1997</u> <u>£</u>	<u>1996</u> <u>£</u>
FIXED ASSETS			
Tangible Assets	4	45,923	47,865
		<u>45,923</u>	<u>47,865</u>
CURRENT ASSETS			
Debtors	5	1,180	985
Cash at Bank and in Hand	6	77,945	65,907
		<u>79,125</u>	<u>66,892</u>
CURRENT LIABILITIES			
CREDITORS : Amounts falling due within one year	7	1,120	1,339
		<u>78,005</u>	<u>65,553</u>
NET CURRENT ASSETS		<u>123,928</u>	<u>113,418</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>123,928</u>	<u>113,418</u>
CAPITAL AND RESERVES			
Share Capital		-	-
General Reserve		111,889	111,889
Profit and Loss Account		12,039	1,529
		<u>123,928</u>	<u>113,418</u>

The directors have taken advantage of special exemptions conferred by Schedule 8 to the Companies Act 1985 applicable to small companies in the preparation of the accounts and have done so on the grounds that, in their opinion, the Company is entitled to those exemptions.

Signed on behalf of
the board of directors



Mr M Craske

Approved by the board of directors on 30 March 1998

MAIDSTONE MENCAP CHARITABLE TRUST LIMITED
BALANCE SHEET
31ST DECEMBER 1997

Page 6

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Signed on behalf of
the board of directors



Mr M Craske

Approved by the board of directors on 30 July 1998

1. ACCOUNTING POLICIES

Basis of accounting

The accounts have been prepared under the historical cost accounting convention.

Income

Income is generated by general fund raising, donations and subscriptions by the company in order to promote the care, treatment and education of mentally handicapped children and adults.

Tangible fixed assets

Depreciation has been charged at rates estimated to write off the cost of the assets over their economic working lives. The following rates have been applied :-

Freehold Property & Improvements	- Nil
Motor Vehicles	- 25 % on cost
Fixtures & Fittings	- 15 % Reducing balance method

2. SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES

	<u>1997</u>	<u>1996</u>
Surplus/(Deficit) on Ordinary activities is stated after charging :-		
Staff Costs	11,559	11,354
Auditor's Remuneration	587	262
Depreciation on Owned Assets	<u>1,942</u>	<u>2,020</u>

3. DIRECTORS

No director receives any emoluments from the Company.

MAIDSTONE MENCAP CHARITABLE TRUST LIMITED
NOTES TO THE ACCOUNTS
YEAR ENDED 31ST DECEMBER 1997

Page 8

4. TANGIBLE ASSETS

	<u>Freehold Property</u>	<u>Property Improve- ments</u>	<u>Motor Vehicle</u>	<u>Fixtures & Fittings</u>	<u>Total</u>
<u>Cost</u>					
At 1st January 1996	39,420	2,500	6,000	5,600	53,520
At 31st December 1997	<u>39,420</u>	<u>2,500</u>	<u>6,000</u>	<u>5,600</u>	<u>53,520</u>
<u>Depreciation</u>					
At 1st January 1996	-	-	3,000	2,655	5,655
Charge for year	-	-	1,500	442	1,942
At 31st December 1997	<u>-</u>	<u>-</u>	<u>4,500</u>	<u>3,097</u>	<u>7,597</u>
<u>Net Book Value</u>					
At 31st December 1997	<u>39,420</u>	<u>2,500</u>	<u>1,500</u>	<u>2,503</u>	<u>45,923</u>
At 31st December 1996	<u>39,420</u>	<u>2,500</u>	<u>3,000</u>	<u>2,945</u>	<u>47,865</u>

5. DEBTORS

	<u>1997</u>	<u>1996</u>
Prepayments	1,180	985
	<u>1,180</u>	<u>985</u>

6. CASH AT BANK AND IN HAND

	<u>1997</u>	<u>1996</u>
Current Account	4,387	4,954
Premier Interest Account	22,615	17,371
National Savings Income Bond	16,962	15,978
Lettings Account	180	997
Playschool Current Account	1,048	1,878
Playschool Interest Account	12,893	6,593
Alliance & Leicester Account	1,830	-
Save & Prosper 7.00%	18,000	18,000
Cash at Bank	<u>77,915</u>	<u>65,771</u>
Cash in Hand	30	136
	<u>77,945</u>	<u>65,907</u>

7. CREDITORS : Amounts falling due within one year

	<u>1997</u>	<u>1996</u>
Accruals	1,120	1,339
	<u>1,120</u>	<u>1,339</u>

Trade creditors represent amounts owed by the company to Mencap in respect of Christmas cards and gifts, payable during 1997.

8. CAPITAL COMMITMENTS AND CONTINGENT LIABILITIES

The directors consider that there were no liabilities under this heading at the Balance Sheet date requiring disclosure other than those created by normal trading operations.

9. MEMBERS GUARANTEES

The contributions undertaken by each member of the company in the event of the company being wound up is limited to fl.