

**Registered Charity Number: 1140764**

**Company No: 07324545**

**M4S**  
**(A company limited by guarantee)**

**REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2013**



A09 \*A2J7YKS9\* 18/10/2013 #248  
COMPANIES HOUSE

M4S Company Number 07324545

Registered Charity Number 1140764

## **COMPANY INFORMATION**

COMPANY NUMBER 07324545

REGISTERED CHARITY 1140764

DIRECTORS AND TRUSTEES  
Mrs Janet Crosby  
Mrs Janette Larkin(resigned November 2012)  
Mrs Jane Clarke  
Mrs Debbie Altieri(resigned December 2012)  
Mrs Amanda Franklin  
Mr Peter Ananicz  
Mr Martin Pember  
Mr Geoff Ettridge (resigned April 2012)

REGISTERED OFFICE  
Five Acre Wood School  
Boughton Lane  
Maidstone  
Kent ME15 9QL

BANKERS  
HSBC  
1/5 Week Street  
Maidstone  
Kent ME14 1QW

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**M4S COMPANY NUMBER 07324545****REGISTERED CHARITY NUMBER 1140764****REPORT OF THE DIRECTORS**

The Directors, who are also the Trustees of the Charitable Company present their annual report with the financial statements for the year ended 31st March 2013, prepared in accordance with Statement 416 of the Companies Act 2006 and is also the Trustees report as required by Part VI of the Charities Act 1993.

**STATUS AND GOVERNANCE**

M4S was incorporated as a company limited by guarantee on 23rd July 2010 and was registered as a charity on 10th March 2011. M4S is a parent driven members organisation that recognises that the experiences and knowledge parents bring should be valued and used as the building block for service development and provision for disabled children and their families in Maidstone. Therefore the Board of Trustees must comprise between at least 50% and 70% of parents of disabled children and young people. However the charitable company recognises that a range of skills is required within the Board if the charity is to develop and during this operating year, two non-parent trustees with professional business and social care backgrounds continued to bring an active and positive contribution to the organisation.

Trustees are nominated and selected by directors at the Annual General Meeting. A third of the trustees retire in rotation at the Annual General Meeting but can stand for re-election. The second AGM of the charitable company was held on 16<sup>th</sup> April 2013 and therefore full details will be covered in next year's report. However it is worth noting that all current directors at end year stood for re-election and were re-appointed, with a further director being appointed giving a Board number of 6 for year 2013-14. The articles of Association require a minimum of 3 trustees and a maximum of 12.

Staff in the charity report to the Manager who is responsible for the day to day operation of the company. The manager reports direct to the Board. The Board meet typically 6 weekly with individual trustees in addition to the appointed officer positions of chair, vice-chair and treasurer leading on specific areas of work. These include having a named safeguarding lead for both children and vulnerable adults, a lead for Policies and Procedures and a Quality lead. Existing Policies and Procedures of the charity were reviewed and amended to reflect current best practice with additional policies added to reflect the growing operations of the charity. These were approved by the Board in September 2012.

The Strategy and three year business plan for 2012-15 was approved by the Board in April 2012. Although the M4S Board is responsible for the strategy and business plan of the organisation, service developments must be underpinned by the expressed needs of parents of disabled children and young people and the disabled children and young people themselves if the parent driven ethos of the charity is to be maintained. Hence opportunities to gather views through feedback at events and consultations continues on an ongoing basis and operational plans developed accordingly to be responsive to members expressed needs

The staff team at end March 2013 comprised the manager, a part time information and admin worker and a part-time access to child care worker. The child care worker's contract came to an end on 31<sup>st</sup> March 2013 due to the expected end of time limited project specific funding.

### **PURPOSE AND ACTIVITIES**

M4S recognised that the proposed legislative changes arising from the Governments 2011 Support and Aspiration green paper and being formed into the Children's and Families Bill which would aim to streamline services for children with Special Educational needs and/or Disabilities up to age 25 might mean that the families we currently support might look to M4S for continued support beyond the age of 19. The existing Articles of Association were therefore amended to reflect this change. These changes were given prior written consent by the Charity Commission and were supported by members at an extraordinary meeting on 18<sup>th</sup> September 2012. The amended document was then registered by Companies House on receipt of the signed resolution confirming this accepted change.

M4S's object as set out in these updated Articles of Association is to provide or otherwise support the provision of services for disabled and special needs children and young people and their family members where the child is on the roll of a school and/or lives in Maidstone or the surrounding areas and is up to and including 25 years of age

Thus, M4S's strategic vision is to support disabled children and young people and those with special needs to have the same life opportunities as their non-disabled peers, both educationally and socially and for their parents and families to feel supported, empowered and valued. This is achieved through 4 key objectives

- Providing comprehensive information, advice and signposting through a Single point of Access information hub to ensure families can make informed choices and access services that meet their needs.
- Offering a range of formal and informal support and social opportunities for parents and disabled children and young people.
- Working to ensure future services are parent driven and responsive to the needs of families and disabled children and young people by speaking up for what families tell us they need and representing them to key partners.

- Working to ensure that disabled children are able to access universal provision where desired in a safe and supported manner and in doing so feel included and valued.

Over 2012-13 M4S membership continued to grow as more families heard of the local charity and therefore came to us for information and advice and social support. This growth stemmed from our reputation spreading through word of mouth with parents sharing positive experiences and through significant networking and promotion of the organisation by the staff team. At year end membership stood at 109 families. The demographic of the M4S membership also changed with around 50% of families using the service having children in Specialist School, and around 45% of children being supported in mainstream school. 6 families (5%) choose to home school their children.

Key to successful delivery of the first objective of provision of information through a Single Point of Access is comprehensive information on what is available to families locally through other providers as well as M4S. A more comprehensive newsletter produced quarterly, an improved website and active use of facebook as an interactive communication forum were all further developed over this year to meet this aim. In addition, and to further partnership working in a resource limited environment, M4S continued to bring together a consortium of local disabled children service providers to share information and identify gaps in services. Through this information gathering forum we provide a calendar of activities for families and children to access and produce detailed information on our website. This information resource continues to expand as we work with more providers in universal settings to adapt their provision to welcome disabled children and young people in a fully inclusive way.

As identified in last year's statement the family events offered continue to be a cornerstone of the formal and informal support and social opportunities from which individual disabled children, parents, siblings and whole families all benefit. However family feedback also identified the need for more specialist activities for disabled children and young people to allow them to participate in activities in a safe supported environment but without their parents present. Hence over 2012-13 we also developed some services that allowed this to happen, always mindful of the need for robust risk assessment to ensure staff delivering such activities had the skill set required. A number of key successes over the year are listed below.

- 13 family events were held over the period with total attendance over the events being 820 people-294 disabled children, 158 siblings and 368 adults, 354 more individuals attending over year 2011-12 a growth of 75%. These events allowed the children to experience different social and sports opportunities not experienced previously which improved children's socialisation skills and allowed parents to obtain peer support. For many families these events ensured they could see their children have fun in a non-judgmental environment, leading to increased self-

esteem and confidence. At all events feedback was gathered-overwhelmingly positive –to inform planning for future events. This output and demonstrated outcomes more than met our funder's requirements.

- 4 activity sessions for unaccompanied disabled children were also offered to give the children structured fun activities to try new things and parents a small respite break. 36 disabled children and 2 siblings benefitted from these. 2 music workshops offered by Rhythmix were particularly valued and developed into further partnership working
- In partnership with Rhythmix, a Kent based specialist music charity we ran a 10 week activity block 'Music and Friendship' for young people 10-14 with social interaction and communication difficulties between January and March. This was highly successful and as a model has allowed us to secure further funding from a new funding source that will allow more sessions to be offered over 2013-14 in both music and other creative arts.
- Again working in partnership, our joint youth club for 11-18 year olds with mild-moderate learning difficulties and /or those on the Autistic spectrum-FunZone was launched in June 2012. This club, delivered by our partner VAWK who have county wide delivery experience continues to grow with new young people joining. We have agreed with VAWK that we will jointly maintain this club until at least the end of financial year 2013-14.
- Building on earlier research work into child care availability, the child care worker identified a desire for quality child care in the home to allow parents to have a break from their caring role and/or for an extra pair of hands to assist within the whole family. The "babysitter plus" was developed - offering disability training to a group of individuals who were interested in working with disabled children. Following training, quality assurance and ensuring data protection requirements were met, a list of reputable sitters was developed which several parents have accessed. M4S acts as an intermediary, not an employer but this service gives some parents who do not access a Direct Payment access to suitable child care.
- The early years work also identified that whilst Children's Centres should be a source of support for families with children with special needs under 5, many families did not use this resource. Again working in partnership, we developed a specialist 'stay and play session' at Sunshine Children's centre and offered sessions from October 2012-February 2013. It was hoped that this session would act as a stepping stone and encourage families to use the other services that are available at the centres
- Growing membership from mainstream school provision has evidenced that the proactive networking by the manager in schools has been successful. Representation on the local Children's Centres Advisory Board and the Maidstone's local Children's Trust board and other strategic forums has also ensured M4S's reputation has grown and the needs of disabled children are fully considered by providers of universal services, including the need to upskill their workforce to accept disabled

children into their settings. Partnership work with Health and Specialist school provision also continues.

## **BUSINESS REVIEW AND PLANS FOR THE FUTURE**

The Charity's total incoming resources for the year ended 31st March 2012 totalled £65,193.99 (2012: £56,763.57) Resources expended totalled £59,935.53 (2012: £41,926.00). The fund balance at 31st March 2013 was £43,772.42 (2012: £38,513.96).

The increase in incoming resources reflects the organisation's success in securing donations from small Charitable Trusts and community groups including a Local Independent School that has allowed us to deliver services in addition to those required by our main funder Kent County Council under our Service Level Agreement. Income from Kent County Council was unchanged over this financial year.

Resources expended were significantly higher due to staff costs being incurred for the full operating year (against part year in 2011-12) and event costs of more than double previous year as we offered more activities and opportunities to disabled children and their families. Core operational costs continued to be monitored carefully to ensure the organisation operated in a low cost but quality assured manner. Given the robust cash balance at year end the trustees took this opportunity to further build their reserves in line with their stated reserve policy, to set aside 3 months operating costs by 31st March 2014. Reserves at 31<sup>st</sup> March 2013 equate to 2 months operating costs.

Over the next financial year we will continue to build our reputation locally and grow our membership to ensure families with disabled children receive the information, support and services which allow all family members to live fulfilled lives. A key strategic priority will be looking to diversify funding streams to reduce our financial exposure to Kent County Council. Kent County Council have a declared strategy to award contracts for future service provision through competitive tender and we must ensure we are well placed to bid for such monies in a way that will optimise the likelihood of success to secure the charity's long term future. This will include consideration of joint delivery, once service specification details are produced by Kent County Council. At a time of reduced statutory funding, identifying and securing funds from a variety of sources will be essential. Other priorities include

- Maintaining our family events that provide opportunities that families with a non-disabled child take for granted and that break down isolation, using both parent and child feedback to inform the type of events we offer is a key service. Evidence from families shows this is highly valued
- Offering a wider range of activities that disabled children and young people can access without their parents, both through M4S direct service delivery and through working in partnership with others
- Maintaining our FunZone Youth club in partnership with VAWK

- Ensuring that our work continues to be parent driven and responsive to identified needs by consulting both formally and informally with members and other parents.
- Responding to parental requests for information workshops on topics identified by families that would be useful, for example how to manage behaviour that challenges and the transition process
- Ensuring our website and quarterly newsletter remains informative and current to ensure families have access to comprehensive information in a range of formats
- Building on our partnership work with other agencies so families are made aware of our services
- Developing further our work with universal providers to ensure better access and support for disabled and SN children in mainstream leisure and sport opportunities
- Evaluating the need to continue with the sitter service given the dedicated funding stream has ended
- Researching the need for improved services for the 16-25 year age group and piloting possible services based on such research
- Continuing to facilitate the local consortium to ensure resources are used effectively , to minimise duplication of services and make services more 'joined up'
- Seeking funding for our project work from a range of funding streams to diversify our funding to ensure sustainability
- Developing a fundraising sub-group to build on parental engagement
- Encouraging new parents to consider becoming a Parent Trustee
- Keeping abreast with changing Special Educational Needs and Disabled (SEND) legislation and societal changes to ensure M4S remains relevant and valued

By continuing to deliver in these priority areas the Board of trustees is confident that M4S will continue to provide services for families of disabled children and young people that offer public benefit and meet our charitable objectives and vision.

## **VOLUNTEERS**

Over 2012-13 financial year the organisation has benefitted from the input of a number of volunteers, in addition to that of the trustees who also act as volunteers. The input of all volunteers is highly valued.

## **RESERVES POLICY**

The directors have agreed that a reserve policy equivalent to 3 months operating costs is an appropriate level of reserve for a charitable company of the size of M4S. This more than covers any contractual obligations that might need to be met in an uncertain financial environment. The business plan sets out a strategy that will provide this level of funds by end March 2014 This year's restricted reserves fund stands at 2 months



#### **TAX STATUS**

The company is required to make a corporation tax return for 2012-13, such return to be submitted by 31<sup>st</sup> March 2014

#### **SMALL COMPANY EXEMPTIONS**

This report has been prepared in accordance with the provisions applicable to the companies subject to the small companies regime in Part 15 of the Companies Act 2006

Approved by the Directors and signed on their behalf by



JANET CROSBY  
Chair

10.09.13

Date 10<sup>th</sup> September 2013

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF M4S: CHARITY NUMBER 1140764  
For the year ended 31st March 2012 as set out on pages 12, 13, 14 and 15 and carried out  
under section 145 of the Charities Act 2011.

The charity's trustees are responsible for the preparation of the accounts. The charity's  
trustees consider that an audit is not required for this year under section 144 of the  
Charities Act 2011 (the Charities Act) and that an independent examination is needed

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity  
Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

My examination was carried out in accordance with general Directions given by the Charity  
Commission. An examination includes a review of the accounting records kept by the  
charity and a comparison of the accounts presented with those records. It also includes  
consideration of any unusual items or disclosures in the accounts, and seeking explanations  
from the trustees concerning any such matters. The procedures undertaken do not provide  
all the evidence that would be required in an audit, and consequently no opinion is given as  
to whether the accounts present a 'true and fair' view and the report is limited to those  
matters set out in the statement below.

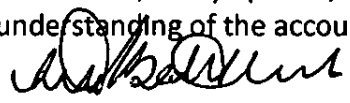
In connection with my examination, no matter has come to my attention

1 which gives me reasonable cause to believe that in, any material respect, the  
requirements.

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the  
accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper  
understanding of the accounts to be reached

  
.....

Peter Bodycombe  
FCIB

Date 26/9/13 .....

21 Georgian Drive  
Coxheath  
Maidstone  
Kent ME17 4QT

## **Accounts for year ended March 31st 2013**

### **Accounting Policies**

The accounts have been prepared in accordance with the General Directions of the Charity Commissioners using the receipts and payment basis.

Income is recognised when received by and on behalf of the charity and expenditure when it is irrevocably paid.

M4S COMPANY NUMBER 07324545

M4S Charity Number 1140764

**STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 31 MARCH 2013****INCOME AND EXPENDITURE**

	NOTES	Year ended 31 March 2013	Year ended 31 March 2012
		£	£
<b><u>Incoming Resources</u></b>			
Incoming resources from Charitable activities	2	58906 00	55,110.00
Activities for generating funds	3	6261 10	1641 30
Investment income –bank interest from deposit account		25 89	12 27
<b>TOTAL INCOMING RESOURCES</b>		<b>65,193.99</b>	<b>56,763.57</b>
<b><u>Resources Expended</u></b>			
Charitable Activities	4	59,935 53	41,926 00
Net incoming resources for the year (Net movement in funds)		5258 46	14,836 58
Reconciliation of Funds		43,772 42	38,513 96

There are no recognised gains or losses passing through the statement of financial activities.

All incoming resources and resources expended derive from continuing activities.

M4S COMPANY NUMBER 07324545

M4S CHARITY NUMBER 1140764

**BALANCE SHEET AT 31st MARCH 2013**


	Notes	2013	2012
Current assets		£	£
Cash at bank		43,772.42	38,513.96
Creditors	5	0	0
Net Current assets		43,772.42	38,513.96
Net Assets/Funds		43,772.42	38,513.96
Funds employed			
Unrestricted Funds	6	36,423.46	33,165.00
Restricted Funds	7	7,348.96	5,348.96
TOTAL FUNDS		43,772.42	38,513.96

For the year ending 31st March 2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Directors on and were signed on its behalf by



JANET CROSBY, CHAIR

10.9.13

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

### 1. ACCOUNTING POLICIES

#### a. Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities

#### b. Compliance with accounting standards

The accounts have been prepared in accordance with applicable accounting standards

#### c. Incoming resources

All income is included in the Statement of Financial Activities and any unspent balances, after the appropriate allocation of management and support costs are retained as General Funds for on-going activity

#### d. 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 the particular restricted purposes within the charitable objectives. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose

### 2. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2013 £	2012 £
Kent County Council Disabled Children's services funding	45,847 00	43,620 0
Kent County Council D-catch funding	11,759 00	11,490 0
Joint project contribution ex Voluntary Action Within Kent	1300 00	

### 3. ACTIVITIES FOR GENERATING FUNDS

Family contributions at events	2979 10	1063 80
Parent membership	490 00	
Donation from Sutton Valence School	1500 00	
Donation from Coutts Charitable Foundation	500 00	
Donation from World Custard Pie Committee	200 00	
Miscellaneous donations	593 00	377 50
Donation from Maidstone Riverside Rotary Club	0	200 00

### 4. CHARITABLE ACTIVITIES

Salaries(incl tax and NI)	44,609 17	29,335 41
CRB	36 00	203 00
Staff expenses/petrol	1002 83	313 75
Rent	2021 10	1,964 70
Insurance	765 66	780 12
Printing, advertising and postage	1819 62	3,203 87
Phone and internet	629 21	193 34
Event costs	7999 74	3,478 74
Equipment	140 68	956 64
Website	123 49	709 60
Professional charges(payroll)	177 00	135 00
Stationery, office incidentals and miscellaneous	611 03	652 82

TOTAL	59935 53	41,926 99
<b>5. CREDITORS</b>		
	2013	2012
	£	£
Amounts falling within one year	0	0
<b>6. UNRESTRICTED FUNDS</b>		
General Funds to be used for charitable activity	36,423 46	33,165 00
<b>7 RESTRICTED FUNDS</b>	7,348 96	5348 96

The Restricted fund represents the trustee's commitment to reserves allocation in line with the size of the charity. The trustees are committed to holding 3 months operating costs by the end of 3 year full operation. This current allocation represents 2 months operating costs.