

Maidstone Community Support Centre
(A company limited by guarantee)

Unaudited

Trustees' Report and Financial Statements

For the Year Ended 31 March 2018

Maidstone Community Support Centre
(A company limited by guarantee)

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Maidstone Community Support Centre
(A company limited by guarantee)

Reference and Administrative Details of the Company, its Trustees and Advisers
For the Year Ended 31 March 2018

Trustees

Peter Cox, Chair
Raymond Harris, Vice Chair
Tamandra Christmas
Trevor Jones
Dorothy Phillips
Barry Snashall, Finance Director
Sandra Turner
Fiona Marriner (appointed 26 September 2017)

Company registered number

02045986

Charity registered number

295143

Registered office

39 - 48 Marsham Street
Maidstone
ME14 1HH

Company secretary

Rowland Taberer

Chief executive officer

Rowland Taberer

Independent examiner

UHY Hacker Young
Chartered Accountants
Thames House
Roman Square
Sittingbourne
Kent
ME10 4BJ

Bankers

CAF Bank Limited
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

Maidstone Community Support Centre
(A company limited by guarantee)

Trustees' Report
For the Year Ended 31 March 2018

The trustees present their annual report together with the financial statements of the group and the company for the 1 April 2017 to 31 March 2018. The trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

a. Policies and objectives

Maidstone Community Support Centre was established to promote any charitable purpose for the benefit of the community in South East England and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness. The principal method of delivery of our charitable aims has been through the provision of affordable office and meeting space to charities and like minded organisations. These facilities and the infrastructure supporting them are provided on a mutually acceptable but cost effective basis. We further promote our charitable aims through the provision of a range of activities that support the community who are disadvantaged by social or health issues.

b. Main activities undertaken to further the charity's purposes for the public benefit

The Centre's income is derived in the main from licence fees from the provision of rented office accommodation and the sessional hire of its meeting and training room facilities to charities and other like-minded organisations. This year has seen a good increase of new organisations using our sessional facilities. Additional income is generated by our office services to members and users of the building and through the provision of an in-house telephone and broadband service.

By providing enhanced facilities to users of the Centre, we seek to further support our key stakeholders during difficult economic times. The Board of the Maidstone Community Support Centre thought it appropriate to increase all licence fees by no more than the rate of inflation for the year 2017-18.

The Centre currently employs 8 staff at the time of signing this report. We have taken on volunteer support to help the centre team cover annual leave and sickness.

Maidstone Community Support Centre continues to look at developing and growing its role as an important asset to the local community, and this year has seen the Centre working with the local college to support the centre with redecoration works.

Achievements and performance

a. Review of activities

Maidstone Community Support Centre (MCSC) reviews its aims and objectives each year. The review looks at what has been achieved and the outcomes from the work undertaken. Reference is made to the Charity Commission's guidance on public benefit when reviewing our aims and objectives. This helps the organisation's Directors ensure the planning of future activities contribute to the objectives they have set.

This past year saw MCSC celebrate its 30th anniversary as a charity. This was marked at a special AGM with a number of important guests including some of the original founders and members of staff.

Over the past year MCSC has invested heavily in the building by the upgrading of facilities. Communal kitchenettes and toilets on the first and second floors have now been redecorated and updated. MCSC recognises that there is always a need for maintenance and improvement, to create a better environment for both our members and visitors. MCSC is committed to spending money on improvements and repairs to the building, but all future works have to be prioritised in terms of need, because of increasingly tight budgets.

MCSC will continue to develop ways to maintain, improve and grow our organisation. To be seen locally as the organisation that provides first class support and affordable facilities to other charities and community groups.

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Trustees' Report (continued)
For the Year Ended 31 March 2018

b. Investment policy and performance

In the past most of the Centre's funds were required to be spent in the short term and funds were not available for long term investment. Recent years have seen a sensible increase in rental charges both for office space and sessional room hire. A determination to keep offices at 100% occupancy and increased marketing of dramatically improved facilities has seen a surplus year on year in recent times. The bulk of this surplus is earmarked for future works under the aforementioned maintenance and improvement plan and is invested in an interest bearing account. Given the current economic climate, options for secure investment opportunities are limited but the Board keeps this policy under constant review. In 2017 – 2018 the balance in Kent Savers, the local Credit Union, was £15,270. This deposit is loaned or reinvested for community benefit.

Financial review

a. Review of results for 2017/18

The financial results for 2017/18 shows a net deficit for the year of £18,023.

The main reason for the deficit is the write off of a £45,573 loan previously made to the charity's subsidiary undertaking. This loan had been made with the best of intentions to provide working capital to the subsidiary as it was established, but a series of unfortunate circumstances have resulted in the need to re-think the operation of subsidiary. The subsidiary began trading in early 2014; its activities were the operation of a café at the charity's Marsham Street premises. The café facility was used primarily as a training centre for adults with learning difficulties; the café supported adults by offering the opportunity to help with the running of the café whilst building confidence, developing skills and broadening opportunities. The café subsidiary was funded primarily through Kent County Council ("KCC") grants, supplemented by catering and special event sales from visitors to the café. Unfortunately KCC significantly reduced their offer of grant funding when the existing contract expired in December 2016 and despite lengthy negotiations the directors of the subsidiary had to make the difficult decision to cease the operation of the café because it was no longer financially viable. The subsidiary company still exists and is currently generating some income by hiring the kitchen equipment to a third party operator which continues to operate the café on a more commercial basis. During the 2017/18 year the trustees have concluded that there is no foreseeable means of recovering most of the outstanding loan and hence the decision was taken to write this off. A balance of £4,500 remains and the trustees expect this to be settled in full during 2018/19.

It it were not for the loan write off the financial result for 2017/18 would therefore have been a surplus of £27,550.

The main source of income was once again licence fees and session income from the rented office accommodation and the sessional hire of its meeting and training room facilities. Staff costs, followed by premises costs, form the greatest part of expended resources.

The result for the year split between funds is shown on the face of the Statement of Financial Activities, with the great majority of all income and expenditure during the year passing through general unrestricted funds. The net income on restricted funds for the year relates to donation from Tesco towards the radio station, whilst the expenditure on restricted funds for the year relates to depreciation of tangible fixed assets which sit within the restricted fund.

The trustees are pleased with the trading activities within the latter part of the year, achieving full occupancy, and are aware of the exceptional item distorting the financial statements.

b. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

c. Financial risk management objectives and policies

The trustees' principal financial management policies are in respect of managing reserves and managing risk. These are described in (c) and (d) below. Additionally a review of the capitalisation policy has resulted in a higher threshold for the capitalisation of buildings policy being imposed resulting in a higher amount of expenditure being written off direct to the Statement of Financial Activities than would previously have been the case. This new approach has a zero cash effect and, over time, a zero operating margin effect.

Maidstone Community Support Centre
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Trustees' Report (continued)
For the Year Ended 31 March 2018

d. Principal risks and uncertainties

This year's financial performance has continued in the previously established pattern with the continuing Government squeeze on public sector expenditure having some impact on our users. Against this background sufficient funds have been generated to maintain the building at the required level and to add some additional facilities needed to keep our offering at a competitive level. On an ongoing basis this approach should be supported by the completion of the major loan repayment.

The principal risk to the charity is that of user groups leaving the building and the resulting risk that, should it not be possible to replace any leavers in the short term, this would result in a decline in income.

e. Reserves policy

The trustees have reviewed the current financial position and any changes are detailed below. Additionally they have agreed to maintain the current reserves policy.

The charity endeavours to ensure sustainable reserves for future years. Detailed budgeting and financial reviews take place at regular intervals during the year. The organisations Trustees maintain a prudent approach to the current reserves.

Structure, governance and management

a. Constitution

The company is registered as a charitable company limited by guarantee (company registration no. 02045986) and was set up by a Memorandum of Association. It was incorporated on 12 August 1986. The Members of the company are the Licensees and such other persons or bodies corporate as are eligible for membership. Persons wishing to become members are required to make a formal application to the Council for consideration. Membership is not transferable

The company is constituted under a Memorandum of Association and is a registered charity, no. 295143.

b. Method of appointment or election of Trustees

Directors are appointed at the company's Annual General Meeting. Under the requirements of the Memorandum and Articles of Association directors are elected to serve for a period of up to three years after which they must apply for re-election at the Annual General Meeting.

c. Risk management

The trustees have established an annual procedure to review risks and set or confirm strategies and policies. Day to day management of risk policies and their effectiveness is carried out by the Chief Executive.

Members' liability

In the event of the company being wound up, members are each required to contribute an amount not exceeding £1. The Members of the company guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

Management

The Centre is managed by a Board of Trustees appointed by Members (Licensees of the offices) at the Annual General Meeting. The Centre employs a Chief Executive who reports, and is responsible to the Honorary Chair.

Maidstone Community Support Centre
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Trustees' Report (continued)
For the Year Ended 31 March 2018

Trustees' responsibilities statement

The trustees (who are also directors of Maidstone Community Support Centre for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

This report was approved by the trustees, on _____ and signed on their behalf by:

Peter Cox, Honorary Chair

Maidstone Community Support Centre
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Independent Examiner's Report
For the Year Ended 31 March 2018

Independent Examiner's Report to the Trustees of Maidstone Community Support Centre

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2018.

This report is made solely to the company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's trustees as a body, for my work or for this report.

Responsibilities and Basis of Report

As the trustees of the company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Dated:

Allan R. Hickie BSc FCA

UHY Hacker Young
Chartered Accountants
Thames House, Roman Square,
Sittingbourne,
Kent. ME10 4BJ

Maidstone Community Support Centre
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Statement of Financial Activities Incorporating Income and Expenditure Account
For the Year Ended 31 March 2018

| | Note | Unrestricted funds 2018 £ | Restricted funds 2018 £ | Total funds 2018 £ | Total funds 2017 £ |
|--|------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income from: | | | | | |
| Other donations | 2 | 620 | 2,000 | 2,620 | 272 |
| Charitable activities: | 3 | | | | |
| Licence fees and session income | | 304,628 | - | 304,628 | 305,884 |
| Other charitable activities | | 214 | - | 214 | - |
| Investments | 4 | 109 | - | 109 | 111 |
| Total income | | <u>305,571</u> | <u>2,000</u> | <u>307,571</u> | <u>306,267</u> |
| Expenditure on: | | | | | |
| Charitable activities: | | | | | |
| Direct costs | 5 | 227,913 | - | 227,913 | 214,209 |
| Support costs | 6 | 93,080 | 4,601 | 97,681 | 48,418 |
| Total expenditure | 7 | <u>320,993</u> | <u>4,601</u> | <u>325,594</u> | <u>262,627</u> |
| Transfers between Funds | 15 | 501 | (501) | - | - |
| Net income / (expenditure) before other recognised gains and losses | | (14,921) | (3,102) | (18,023) | 43,640 |
| Net movement in funds | | (14,921) | (3,102) | (18,023) | 43,640 |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | | 514,540 | 215,169 | 729,709 | 686,069 |
| Total funds carried forward | | <u><u>499,619</u></u> | <u><u>212,067</u></u> | <u><u>711,686</u></u> | <u><u>729,709</u></u> |

The notes on pages 9 to 17 form part of these financial statements.

Maidstone Community Support Centre
(A company limited by guarantee)
Registered number: 02045986

Balance Sheet
As at 31 March 2018

| | Note | £ | 2018 £ | £ | 2017 £ |
|---|------|----------------|----------------|----------------|----------------|
| Fixed assets | | | | | |
| Tangible assets | 11 | | 579,044 | | 569,983 |
| Investments | 12 | | 1 | | 1 |
| | | | <u>579,045</u> | | <u>569,984</u> |
| Current assets | | | | | |
| Debtors | 13 | 17,151 | | 67,659 | |
| Cash at bank and in hand | | 132,383 | | 103,649 | |
| | | <u>149,534</u> | | <u>171,308</u> | |
| Creditors: amounts falling due within one year | 14 | (16,893) | | (11,583) | |
| Net current assets | | | <u>132,641</u> | | <u>159,725</u> |
| Net assets | | | <u>711,686</u> | | <u>729,709</u> |
| Charity Funds | | | | | |
| Restricted funds | 15 | | 212,067 | | 215,169 |
| Unrestricted funds | 15 | | 499,619 | | 514,540 |
| Total funds | | | <u>711,686</u> | | <u>729,709</u> |

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the trustees on _____ and signed on their behalf, by:

Peter Cox, Honorary Chair

Barry Snashall, Finance Director

The notes on pages 9 to 17 form part of these financial statements.

Maidstone Community Support Centre
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Notes to the Financial Statements
For the Year Ended 31 March 2018

1. Accounting Policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK (FRS 102) and the Companies Act 2006.

Maidstone Community Support Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Company status and group accounts

The company is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

The financial statements present information about the company as an individual undertaking and not about its group. The company and its subsidiary undertakings comprise a small-sized group. The company has therefore taken advantage of the exemptions provided by section 399 of the Companies Act 2006 not to prepare group accounts.

1.3 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters.

1.5 Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

| | | |
|--|---|---|
| Freehold property and freehold property improvements | - | 2% per annum straight line on cost |
| Fixtures, fittings and equipment | - | 15 - 25% per annum reducing balance on written down value |

1.6 Investments

Investments in subsidiary undertakings are measured at cost less impairment.

1.7 Operating leases

Rentals under operating leases are charged to the Statement of financial activities incorporating income and expenditure account on a straight line basis over the lease term.

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Notes to the Financial Statements
For the Year Ended 31 March 2018

1. Accounting Policies (continued)

1.8 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.9 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.10 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2. Income from donations

| | Unrestricted funds 2018 £ | Restricted funds 2018 £ | Total funds 2018 £ | <i>Total funds 2017 £</i> |
|--|--|--|---------------------------------------|---------------------------------------|
| Donations | 620 | 2,000 | 2,620 | 272 |
| <i>Prior year donations split between funds:</i> | - | 272 | 272 | |

3. Income from charitable activities

| | Unrestricted funds 2018 £ | Restricted funds 2018 £ | Total funds 2018 £ | <i>Total funds 2017 £</i> |
|--|--|--|---------------------------------------|---------------------------------------|
| License fees and session income | 304,842 | - | 304,842 | 305,884 |
| <i>Prior year charitable income split between funds:</i> | 305,884 | - | 305,884 | |

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Notes to the Financial Statements
For the Year Ended 31 March 2018

4. Investment income

| | Unrestricted funds 2018 £ | Restricted funds 2018 £ | Total funds 2018 £ | <i>Total funds 2017 £</i> |
|--|--|--|---------------------------------------|---------------------------------------|
| Investment income | 109 | - | 109 | 111 |
| <i>Prior year investment income split between funds:</i> | 111 | - | 111 | |

5. Direct costs

| | Total 2018 £ | <i>Total 2017 £</i> |
|----------------------------------|-----------------------------|-----------------------------|
| Water, sewerage and waste | 6,045 | 7,147 |
| Light and heat | 22,697 | 20,635 |
| Repairs and maintenance | 32,360 | 19,117 |
| Property management and cleaning | 22,341 | 21,768 |
| Training and recruitment | 345 | 190 |
| Wages and salaries | 113,866 | 130,230 |
| National insurance | 26,037 | 9,848 |
| Pension cost | 4,222 | 5,274 |
| | <u>227,913</u> | <u>214,209</u> |
| <i>Total 2017</i> | <u>214,209</u> | |

6. Support costs

| | Total 2018 £ | <i>Total 2017 £</i> |
|---------------------------------|-----------------------------|-----------------------------|
| Insurance | 5,203 | 4,986 |
| Accountancy and payroll charges | 4,184 | 4,421 |
| Telephone | 8,475 | 8,308 |
| Office expenses and training | 5,036 | 3,353 |
| Photocopier costs | 5,297 | 4,712 |
| Bank charges and interest | 912 | 37 |
| General expenses | 4,162 | 3,085 |
| Bad debts | 45,573 | 190 |
| Depreciation | 18,839 | 19,326 |
| | <u>97,681</u> | <u>48,418</u> |
| <i>Total 2017</i> | <u>48,418</u> | |

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Notes to the Financial Statements
For the Year Ended 31 March 2018

7. Analysis of Expenditure by expenditure type

| | Staff costs | Depreciation | Other costs | Total | <i>Total</i> |
|----------------------------|--------------------|---------------------|--------------------|----------------|----------------|
| | 2018 | 2018 | 2018 | 2018 | <i>2017</i> |
| | £ | £ | £ | £ | £ |
| Direct charitable purposes | 144,125 | 18,839 | 162,630 | 325,594 | 262,627 |
| | <u>144,125</u> | <u>18,839</u> | <u>162,630</u> | <u>325,594</u> | <u>262,627</u> |
| <i>Total 2017</i> | <i>145,352</i> | <i>19,326</i> | <i>97,949</i> | <i>262,627</i> | |
| | <u>145,352</u> | <u>19,326</u> | <u>97,949</u> | <u>262,627</u> | |

In 2018, of the total resources expended for direct charitable purposes, £324,962 (2017: £257,897) was to unrestricted funds and £5,102 (2017: £4,730) was to restricted funds.

8. Net income/(expenditure)

This is stated after charging:

| | 2018 | <i>2017</i> |
|--|---------------|---------------|
| | £ | £ |
| Depreciation of tangible fixed assets: | | |
| - owned by the charity | 18,839 | 19,326 |
| Operating lease rentals | 5,418 | 7,932 |
| Pension costs | 4,222 | 5,274 |
| | <u>28,479</u> | <u>32,532</u> |

During the year, no trustees received any remuneration (2017 - £NIL).

During the year, no trustees received any benefits in kind (2017 - £NIL).

During the year, no trustees received any reimbursement of expenses (2017 - £NIL).

9. Independent Examiner's remuneration

The Independent Examiner's remuneration amounts to an Independent Examination fee of £3,100 (2017 - £3,010), and other services of £934 (2017 - £1,411) (all inclusive of non-recoverable VAT).

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Notes to the Financial Statements
For the Year Ended 31 March 2018

10. Staff costs

Staff costs were as follows:

| | 2018 | <i>2017</i> |
|-----------------------|----------------|-----------------------|
| | £ | £ |
| Wages and salaries | 113,866 | <i>130,230</i> |
| Social security costs | 26,037 | <i>9,848</i> |
| Pension costs | 4,222 | <i>5,274</i> |
| | <u>144,125</u> | <u><i>145,352</i></u> |

| | 2018 | <i>2017</i> |
|--|-------------|-------------|
| | No. | No. |
| The average number of persons employed by the company during the year was: | 8 | <i>8</i> |

No employee received remuneration amounting to more than £60,000 in either year.

Key management personnel received remuneration of £40,350 (2017: £39,140) during the year.

11. Tangible fixed assets

| | Freehold property | Fixtures and fittings | Property improvements | Total |
|-------------------------|--------------------------|------------------------------|------------------------------|-----------------------|
| | £ | £ | £ | £ |
| Cost | | | | |
| At 1 April 2017 | 221,765 | 127,144 | 467,863 | 816,772 |
| Additions | - | - | 27,900 | 27,900 |
| At 31 March 2018 | <u>221,765</u> | <u>127,144</u> | <u>495,763</u> | <u>844,672</u> |
| Depreciation | | | | |
| At 1 April 2017 | 38,809 | 89,804 | 118,176 | 246,789 |
| Charge for the year | 2,218 | 6,706 | 9,915 | 18,839 |
| At 31 March 2018 | <u>41,027</u> | <u>96,510</u> | <u>128,091</u> | <u>265,628</u> |
| Net book value | | | | |
| At 31 March 2018 | <u>180,738</u> | <u>30,634</u> | <u>367,672</u> | <u>579,044</u> |
| <i>At 31 March 2017</i> | <u><i>182,956</i></u> | <u><i>37,340</i></u> | <u><i>349,687</i></u> | <u><i>569,983</i></u> |

12. Fixed asset investments

| | Shares in group undertakings |
|-----------------------------------|-------------------------------------|
| | £ |
| At 1 April 2017 and 31 March 2018 | <u>1</u> |

Maidstone Community Support Centre
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Notes to the Financial Statements
For the Year Ended 31 March 2018

12. Fixed asset investments (continued)

Subsidiary undertakings

The following were subsidiary undertakings of the company:

| Name | Holding |
|------------------------------------|----------------|
| The Cafe at Marsham Street Limited | 100% |

The aggregate of the share capital and reserves as at 31 March 2018 and of the profit or loss for the year ended on that date for the subsidiary undertakings were as follows:

| Name | Aggregate of share capital and reserves £ | Profit/(loss) £ |
|------------------------------------|--|----------------------------|
| The Cafe at Marsham Street Limited | (576) | 48,488 |

13. Debtors

| | 2018 £ | 2017 £ |
|------------------------------------|-------------------|-------------------|
| Trade debtors | 11,361 | 9,733 |
| Amounts owed by group undertakings | 4,500 | 57,120 |
| Prepayments and accrued income | 1,290 | 806 |
| | <u>17,151</u> | <u>67,659</u> |

14. Creditors: Amounts falling due within one year

| | 2018 £ | 2017 £ |
|------------------------------------|-------------------|-------------------|
| Trade creditors | 2,580 | 2,085 |
| Other taxation and social security | 2,605 | 2,650 |
| Other creditors | 1,510 | 1,627 |
| Accruals and deferred income | 10,198 | 5,221 |
| | <u>16,893</u> | <u>11,583</u> |

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15. Statement of funds

Statement of funds - current year

| | Balance at 1 April 2017 £ | Income £ | Expenditure £ | Transfers in/out £ | Balance at 31 March 2018 £ |
|---------------------------|--|---------------------|--------------------------|-----------------------------------|---|
| Unrestricted funds | | | | | |
| General Funds | 514,540 | 305,571 | (320,993) | 501 | 499,619 |
| Restricted funds | | | | | |
| Restricted fund | 215,169 | 2,000 | (4,601) | (501) | 212,067 |
| Total of funds | <u>729,709</u> | <u>307,571</u> | <u>(325,594)</u> | <u>-</u> | <u>711,686</u> |

Statement of funds - prior year

| | <i>Balance at 1 April 2016 £</i> | <i>Income £</i> | <i>Expenditure £</i> | <i>Transfers in/out £</i> | <i>Balance at 31 March 2017 £</i> |
|-------------------------|--|---------------------|--------------------------|-----------------------------------|---|
| General Funds | 466,170 | 305,995 | (257,622) | (3) | 514,540 |
| Restricted funds | | | | | |
| Restricted fund | <u>219,899</u> | <u>272</u> | <u>(5,005)</u> | <u>3</u> | <u>215,169</u> |

The restricted fund is in respect of capital grants received for the purchase and improvement of freehold buildings and purchase of items and equipment together with revenue grants and donations received for specific purpose. In accordance with the accounting policy, depreciation on the assets concerned is charged as an expense of the restricted fund and the specific revenue expenditure is also similarly charged as an expense.

Summary of funds - current year

| | Balance at 1 April 2017 £ | Income £ | Expenditure £ | Transfers in/out £ | Balance at 31 March 2018 £ |
|------------------|--|---------------------|--------------------------|-----------------------------------|---|
| General funds | 514,540 | 305,571 | (320,993) | 501 | 499,619 |
| Restricted funds | 215,169 | 2,000 | (4,601) | (501) | 212,067 |
| | <u>729,709</u> | <u>307,571</u> | <u>(325,594)</u> | <u>-</u> | <u>711,686</u> |

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15. Statement of funds (continued)

Summary of funds - prior year

| | <i>Balance at 1 April 2016</i> | <i>Income</i> | <i>Expenditure</i> | <i>Transfers in/out</i> | <i>Balance at 31 March 2017</i> |
|------------------|------------------------------------|----------------|--------------------|-----------------------------|-------------------------------------|
| | £ | £ | £ | £ | £ |
| General funds | 466,170 | 305,995 | (257,622) | (3) | 514,540 |
| Restricted funds | 219,899 | 272 | (5,005) | 3 | 215,169 |
| | <u>686,069</u> | <u>306,267</u> | <u>(262,627)</u> | <u>-</u> | <u>729,709</u> |

16. Analysis of net assets between funds

Analysis of net assets between funds - current year

| | Unrestricted funds 2018 | Restricted funds 2018 | Total funds 2018 |
|-------------------------------|--|--------------------------------------|---------------------------------|
| | £ | £ | £ |
| Tangible fixed assets | 368,977 | 210,067 | 579,044 |
| Fixed asset investments | 1 | - | 1 |
| Current assets | 147,534 | 2,000 | 149,534 |
| Creditors due within one year | (16,893) | - | (16,893) |
| | <u>499,619</u> | <u>212,067</u> | <u>711,686</u> |

Analysis of net assets between funds - prior year

| | <i>Unrestricted funds 2017</i> | <i>Restricted funds 2017</i> | <i>Total funds 2017</i> |
|-------------------------------|--|----------------------------------|---------------------------------|
| | £ | £ | £ |
| Tangible fixed assets | 354,814 | 215,169 | 569,983 |
| Fixed asset investments | 1 | - | 1 |
| Current assets | 171,308 | - | 171,308 |
| Creditors due within one year | (11,583) | - | (11,583) |
| | <u>514,540</u> | <u>215,169</u> | <u>729,709</u> |

17. Pension commitments

The company operates a defined contribution pension scheme. The assets of the pension scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund.

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18. Operating lease commitments

At 31 March 2018 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

| | 2018 | <i>2017</i> |
|-------------------------|-------------|---------------------|
| | £ | £ |
| Amounts payable: | | |
| Within 1 year | 412 | <i>6,736</i> |
| Between 1 and 5 years | - | <i>1,236</i> |
| Total | <u>412</u> | <u><i>7,972</i></u> |

19. Related party transactions

During the year the company wrote off £45,573 from the loan owed by its subsidiary undertaking, The Cafe At Marsham Street Limited. This is shown within bad debts in support costs (note 6). As at 31 March 2018 The Cafe At Marsham Street Limited therefore owed the company £4,500 (2017: £57,120) and the trustees expect this remaining amount to be settled in full during 2018/19.

The company engaged in a number of other transactions with related parties, as noted below. Each of these transactions were at open market value or on terms equivalent to those that prevail in arm's length transactions.

The company charged rent of £3,316 (2017: £3,292) to Fernleigh Consulting, as firm where Peter Cox, a trustee of Maidstone Community Support Centre, is a consultant.. At 31 March 2018 Fernleigh Consulting owed £17 (2017: £nil) to the company.

The company charged rent of £7,265 (2017: £7,262) to Rubicon Cares, a charity that Sandra Turner, a trustee, and Rowland Taberer, the Chief Executive Officer, were also trustees of. At 31 March 2018 Rubicon Cares owed £81 (2017: was owed £12) to the company.

The company charged rent of £4,493 (2017: £5,619) to Topaz Community Limited, a charity that Rowland Taberer, the Chief Executive Officer, was also a trustee. At 31 March 2018 Topaz Community Limited owed £261 (2017: £316) to the company

The company made purchases of £1,350 (2017: £nil) from Barry Snashall, Finance Director and trustee.