

CC
Company No: 2045986
Charity Registered No: 295143

MAIDSTONE COMMUNITY SUPPORT CENTRE
(a Company Limited by Guarantee)

UNAUDITED REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

MAIDSTONE COMMUNITY SUPPORT CENTRE

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

Page

1 - 5	Report of the Board of Directors
6	Independent Examiner's Report
7	Statement of Financial Activities
8	Balance Sheet
9 – 15	Notes to the Accounts

MAIDSTONE COMMUNITY SUPPORT CENTRE

1

REPORT OF THE BOARD OF DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2014

The Board of Directors presents its report and accounts for the year ended 31 March 2014.

1. Reference and Administrative Information

Charity Name: Maidstone Community Support Centre

Charity Registration Number: 295143

Company Registration Number: 02045986

Honorary President D.C. Brand O.B.E.

Honorary Chair M. Evans

Honorary Deputy Chair B. Overton

Finance Director T. Jones

Directors and Trustees

The Trustees are Directors for the purposes of Company Law.
The following served as directors and trustees during the year:

Mike Evans
Bridget Overton M.B.E. (resigned 25 March 2014)
Trevor Jones
Raymond Harris
Geoffrey Wilkinson (resigned 23 July 2013)
Peter Cox
Martin Pilbeam (resigned 14 January 2014)
Andrew Hanscomb (appointed 6 June 2013)

REPORT OF THE BOARD OF DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2014

1. Reference and Administrative Information (Continued)

Company Secretary	Keith Morris (appointed 6 June 2013) Andrew Hanscomb (resigned 6 June 2013)
Centre Manager	Keith Morris
Registered Office and Operational Address	39-48 Marsham Street Maidstone Kent ME14 1HH
Independent Examiner	David Williams F.C.A. Dendy Neville Limited Chartered Accountants 3-4 Bower Terrace Tonbridge Road Maidstone Kent ME16 8RY
Bankers	CAF Bank Limited 25 Kings Hill Avenue West Malling Kent ME19 4JQ

2. Objectives and Activities

Policy Statement and Principal Activity

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.

REPORT OF THE BOARD OF DIRECTORS (Continued)

FOR THE YEAR ENDED 31 MARCH 2014

3. Review of Activities, Achievements and Performance

The Centre reviews its aim, objectives and activities each year. This review looks at what has been achieved and the outcomes of the work of the previous 12 months as well as at the success of activities undertaken and the benefits they have brought to the community. The outcome of the review also helps us ensure our aim, objectives and activities remain focused on our stated purpose. Reference is made to the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and when planning our future activities the directors particularly consider how planned activities will contribute to the objectives they have set.

4. How the Centre's Activities deliver Public Benefit

The Centre's income is derived in the main from Licence fees in respect of provision of office accommodation and from the hire of its meeting and training room facilities to charities and other like-minded organisations. Additional income is generated by our office services to members and users of the building and through the provision of an in-house telephony and broadband service. 2013-14 saw the refurbishment of a large part of the ground floor area to introduce a café (kitchen and dining room) and associated upgraded toilets by The Cafe at Marsham Street Limited. The facility is used primarily as a training Centre for adults with a learning disability. Further plans are in hand to upgrade the entrance to the Centre and to introduce a Garden Project on land to the rear. 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 2014-15.

The Centre currently employs 6 staff at the time of signing this report.

5. Financial Review

Reserves Policy and Review of Financial Position

The directors have reviewed the Centre's need for reserves in line with guidance issued by the Charity Commission and their own assessment of the risks and opportunities faced by the Centre. Unrestricted funds are needed to provide revenue or capital funds at short notice to meet new patterns of demand and to ensure continuous operation for current and future occupants and users of the Centre.

As part of its annual reserve review, the Board has decided to ring fence a sum of £40,000 for use as an instantly available fund for use in case of circumstances creating non availability of the Centre's facilities.

Principal Financial Management Policies

The directors' principal financial management policies are in respect of managing reserves and managing risk. These are as described in the previous and following paragraphs.

REPORT OF THE BOARD OF DIRECTORS (Continued)

FOR THE YEAR ENDED 31 MARCH 2014

5. Financial Review (continued)

Investment Policy

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 2013 – 2014 the board resolved to invest £15,000 in Kent Savers, the local Credit Union. This deposit is then loaned or reinvested for community benefit.

Risk Management

The directors 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.

6. Structure, Governance and Management

Legal and Administrative Details

Maidstone Community Support Centre is a registered charity, no. 295143. It was incorporated on 12 August 1986 company registration no. 02045986.

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.

Governing Document

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are each required to contribute an amount not exceeding £1.

Management

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

Recruitment and Appointment of New Directors and 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.

REPORT OF THE BOARD OF DIRECTORS (Continued)

FOR THE YEAR ENDED 31 MARCH 2014

6. Structure, Governance and Management (continued)

Principle Risks and Uncertainties

This year's financial performance has continued in the previously established pattern. The Centre has maintained its 100% level of occupancy of its available office space with no rent payment issues, together with a growing utilisation of its "for hire" space.

This is an excellent performance against a background of an increase in space becoming available, and of funding cuts to the charitable sector, demonstrating the value for money element of the Centre's offering.

The Board is aware of the approaching milestone of loan repayment completion and is actively engaged in reviewing its financial approach to this event.

7. Grants and donations

A donation was made to the company of £7,797 to assist with start-up costs after incorporation. The Cafe at Marsham Street Limited is a wholly owned subsidiary which has been set up to provide adults with a learning disability the opportunity to develop their skills in a fully equipped and safe environment.

8. Directors' Responsibilities

The directors have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, particularly that in respect of their public benefit statement.

The above report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The Report of the Board of Directors was approved by the Board on
on its behalf by:

17 June 2014 and signed



.....
M Evans
Honorary Chair

Registered Office
39-48 Marsham Street,
Maidstone,
Kent ME14 1HH.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MAIDSTONE COMMUNITY SUPPORT CENTRE

I report on the accounts of the charity for the year ended 31 March 2014, which are set out on pages 7 to 15.

Respective Responsibilities of the Trustees and the Independent Examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- to state whether any particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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 the seeking of explanations from you as 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.

Independent Examiner's Statement

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

- which gives me reasonable cause to believe that, in any material respect, the requirements
 - (a) to keep accounting records in accordance with s386 of the Companies Act 2006; and
 - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005)have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Williams F.C.A.

Dendy Neville Limited
Chartered Accountants
3-4 Bower Terrace,
Tonbridge Road,
Maidstone,
Kent ME16 8RY

Date: 17.6.14

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)**FOR THE YEAR ENDED 31 MARCH 2014**

	Unrestricted Funds	Restricted Funds	2014 Total Funds	2013 Total Funds
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Notes				
INCOMING RESOURCES				
Incoming resources from generated funds:				
<i>Voluntary income</i>				
Donations and grants	-	-	-	-
<i>Investment income</i>				
Bank interest	76	-	76	128
Incoming resources from charitable activities to further the charity's objectives:				
Licence fees & session income	290,973	-	290,973	297,108
Neighbour Outreach	-	-	-	2
TOTAL INCOMING RESOURCES 2	<u>291,049</u>	<u>-</u>	<u>291,049</u>	<u>297,238</u>
CHARITABLE RESOURCES EXPENDED				
Costs of charitable activities:				
Expenditure on operation of property	246,449	6,321	252,770	268,199
Grants and donations	7,797	-	7,797	10,000
Leisure Learning project	-	-	-	-
Neighbour Outreach	-	-	-	1,709
Governance costs	2,050	-	2,050	1,950
TOTAL RESOURCES EXPENDED 3	<u>256,296</u>	<u>6,321</u>	<u>262,617</u>	<u>281,858</u>
NET INCOME FOR THE YEAR	34,753	(6,321)	28,432	15,380
Fund balances brought forward at 1 April 2013	378,916	227,705	606,621	591,241
Fund transfers	-	-	-	-
Fund balances carried forward at 31 March 2014	<u>413,669</u>	<u>221,384</u>	<u>635,053</u>	<u>606,621</u>

The company has no recognised gains or losses other than the surplus for the above financial years.

None of the company's activities were acquired or discontinued during the above two financial years.

BALANCE SHEET

AS AT 31 MARCH 2014

	Notes	2014		2013	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	5		591,342		601,900
Investments	6		1		-
CURRENT ASSETS					
Debtors	7	38,178		12,137	
Cash at Bank		48,883		79,858	
		<u>87,061</u>		<u>91,995</u>	
Amounts falling due within one year	8	43,351		64,462	
		<u>43,710</u>		<u>27,533</u>	
NET CURRENT ASSETS					
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>635,053</u>		<u>629,433</u>
CREDITORS					
Amounts falling due after one year	9		-		22,812
NET ASSETS			<u>635,053</u>		<u>606,621</u>
Represented by:					
UNRESTRICTED FUNDS	12		413,669		378,916
RESTRICTED FUNDS	13		221,384		227,705
	14		<u>635,053</u>		<u>606,621</u>

For the financial year ended 31 March 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- (i) The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476:
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board of Directors for issue on 17th June 2014

M. Evans

M. EVANS
Director

Company Number: 02045986

T. Jones

T. JONES
Director

Registered Charity: 295143

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

1 ACCOUNTING POLICIES

a) Basis of Accounting

The accounts have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice), the Companies Act 2006 and the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in 2005.

b) Income

Licence fees, interest and other income are accounted for using the accruals basis.

Grant income is recognised when evidence of entitlement is received and the criteria of certainty and measurability are met.

c) Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates.

- Costs of charitable activities comprise the costs incurred by the charity in maintaining and operating the property and the costs of projects to support the community. It is considered that all such costs are direct costs and there are no indirect costs of a support nature.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiner's fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. All costs are considered to relate directly to a particular activity and no costs are apportioned.

d) Fixed assets and depreciation

Fixed asset additions are shown at cost.

Depreciation is provided to write down the cost of each asset to its estimated residual value over its expected useful life. Impairment reviews of fixed assets are regularly carried out. Depreciation is calculated at the following annual rates:

Freehold buildings and improvements:	2% per annum straight line.
Equipment, fixtures and fittings:	15% and 25% per annum on written down value.

Freehold land is not depreciated. Freehold land is estimated by the directors to comprise 50% of the total cost of freehold land and buildings.

Grants received relating to the cost of the freehold buildings and improvements and items of equipment are included as restricted funds. Depreciation charged on the associated assets is charged to the restricted fund.

e) Format of the Financial Statements

The company is a registered charity. In the opinion of the directors, the format adopted gives a true and fair view as required by the Companies Act 2006.

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2014

1 ACCOUNTING POLICIES (continued)

f) Fund accounting

The Capital Grants restricted fund is in respect of capital grants received for the purchase and improvement of the freehold buildings and purchase of items of equipment together with revenue grants received for specific purposes. 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 incurred is also similarly charged as an expense.

All other items of income and expenditure are in the unrestricted fund.

g) Pensions

The pension costs charged in the financial statements represent the costs payable by the company in the year.

h) Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease term.

i) Group accounts

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.

2. INCOME

Income, as shown in the Statement of Financial Activities, arises wholly in the U.K.

3. TOTAL RESOURCES EXPENDED

All expenditure was incurred in carrying out the company's principal activity. It is considered that there are no costs of a support nature.

	Staff Costs	Depreciation	Other Costs	Total 2014	Total 2013
	£	£	£	£	£
Direct charitable purposes	115,487	21,357	123,723	260,567	279,908
Governance costs	-	-	2,050	2,050	1,950
Total resources expended	115,487	21,357	125,773	262,617	281,858

Staff costs are further analysed as follows:

	Unrestricted Funds	Restricted Funds	Total 2014	Total 2013
	£	£	£	£
Wages and salaries	104,770	-	104,770	86,464
Social security costs	8,091	-	8,091	7,012
Pension costs	1,210	-	1,210	1,324
Training and recruitment costs	1,416	-	1,416	1,981
	115,487	-	115,487	96,781

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2014

3. TOTAL RESOURCES EXPENDED (continued)

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2014	2013
	Number	Number
Operation and maintenance of property	5	4
	<u>5</u>	<u>4</u>

The company employed an average of 6 actual members of staff during the year (2013: 6).

The charity operates a defined contribution pension scheme for its employees. No amounts are owed to the pension scheme at the year end. No employee received emoluments of more than £60,000.

Other costs are further analysed as follows:

	<u>2014</u>	<u>2013</u>
	£	£
Premises costs	81,547	108,803
Centre Manager's Fees (see note 16)	3,894	13,585
Insurance	5,750	5,750
Independent examiner's fees in respect of:		
- external scrutiny	2,050	1,950
- accountancy fees	2,407	2,343
Interest payable on bank loan	945	1,783
Grants and donations	7,797	10,000
Miscellaneous	21,383	18,468
Less: Governance costs	(2,050)	(1,950)
	<u>123,723</u>	<u>160,732</u>

Grants and donations are further analysed as follows:

	<u>2014</u>	<u>2013</u>
	£	£
Donation to The Cafe at Marsham Street	7,797	-
Donation to Foodbank Project	-	10,000
	<u>7,797</u>	<u>10,000</u>

No trustee or persons connected with them received any remuneration during the year (2013: £nil).

Payments of expenses to trustees or persons connected with them during the year amounted to £nil (2013: £nil).

Included within insurance is an estimated amount of £500 in respect of directors' and trustees' liability insurance (2013: £500).

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2014

4. TAX ON INCOMING RESOURCES

As a registered charity the company claims exemption from corporation tax.

No charge to corporation tax arises on the results for the year. No provision or potential provision is required for deferred taxation.

5. TANGIBLE FIXED ASSETS

	<u>Freehold Property</u> £	<u>Property Improvements</u> £	<u>Fixtures, Fittings and Equipment</u> £	<u>Total</u> £
Cost				
At 1 April 2013	221,765	433,550	114,331	769,646
Additions	-	8,760	2,613	11,373
Disposals	-	-	(1,706)	(1,706)
At 31 March 2014	<u>221,765</u>	<u>442,310</u>	<u>115,238</u>	<u>779,313</u>
Depreciation				
At 1 April 2013	29,937	82,324	55,485	167,746
Charge for the year	2,218	8,802	10,337	21,357
Disposals	-	-	(1,132)	(1,132)
At 31 March 2014	<u>32,155</u>	<u>91,126</u>	<u>64,690</u>	<u>187,971</u>
Net Book Value				
At 31 March 2014	<u>189,610</u>	<u>351,184</u>	<u>50,548</u>	<u>591,342</u>
At 31 March 2013	<u>191,828</u>	<u>351,226</u>	<u>58,846</u>	<u>601,900</u>

All fixed assets are used for direct charitable purposes.

An independent valuation of the freehold property which was undertaken by Bishop Whitehead Chartered Surveyors in September 2012 has valued the freehold interest at £1,000,000. The directors have decided that the accounts will not be amended for this valuation.

6. INVESTMENTS

	<u>Shares in Group Undertakings</u> £	<u>Total</u> £
Cost		
At 1 April 2013	-	-
Additions	1	1
Disposals	-	-
At 31 March 2014	<u>1</u>	<u>1</u>

NOTES TO THE ACCOUNTS (continued)FOR THE YEAR ENDED 31 MARCH 2014**6. INVESTMENTS (continued)**

During the year the company acquired the entire share capital of The Cafe at Marsham Street Limited on subscription at par. The Cafe at Marsham Street Limited is a company registered in England & Wales and the principal activity of the company is to provide adults with a learning disability the opportunity to develop their skills in a fully equipped and safe environment.

The Cafe at Marsham Street Limited was incorporated on 7 October 2013 and will prepare its first accounts for the period ending 31 March 2015.

7. DEBTORS	2014	2013
	£	£
Trade Debtors	14,539	10,844
Prepayments	1,567	1,293
Amounts due from subsidiary undertaking	22,072	-
	<u>38,178</u>	<u>12,137</u>

These amounts are all due within one year.

8. CREDITORS	2014	2013
Amounts falling due within one year	£	£
Bank loan	22,822	43,231
Trade Creditors	2,388	3,302
Taxation and Social Security	2,034	1,506
Other Creditors	4,951	5,220
Accruals	11,156	11,203
	<u>43,351</u>	<u>64,462</u>

The bank loan is secured on the property.

9. CREDITORS	2014	2013
Amounts falling due after one year	£	£
Bank loan – (due 2-5 years)	-	22,812
	<u>-</u>	<u>22,812</u>

The bank loan is secured on the property.

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2014

10. PENSION COSTS

The company operates a defined contribution pension scheme. The assets of the 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.

	2014 £	2013 £
Contributions payable by the company for the year	<u>1,210</u>	<u>1,324</u>

11. MEMBERS' GUARANTEES

Each Member has undertaken to contribute a maximum of £1 in the event of the winding-up of the company.

Total Maximum Guarantees at 31 March 2014	<u>£24</u>
---	------------

12. UNRESTRICTED FUNDS

	Total £
At 1 April 2013	378,916
Incoming resources	291,049
Outgoing resources	(256,296)
Transfers	-
At 31 March 2014	<u>413,669</u>

13. RESTRICTED FUNDS

The restricted funds brought forward are in respect of capital grants received for the purchase and improvement of the freehold buildings and items of equipment less the associated depreciation of those assets and also revenue grants received for specific purposes less the associated expenditure.

	At 1 April 2013 £	Incoming Resources £	Depreciation and Expenses for Year £	Transfers (to)/from Unrestricted Fund £	At 31 March 2014 £
Capital grants	227,705	-	(6,321)	-	221,384
	<u>227,705</u>	<u>-</u>	<u>(6,321)</u>	<u>-</u>	<u>221,384</u>

NOTES TO THE ACCOUNTS (continued)FOR THE YEAR ENDED 31 MARCH 2014**14. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total £
Tangible fixed assets	369,958	221,384	591,342
Investments	1	-	1
Debtors	38,178	-	38,178
Cash at bank	48,883	-	48,883
Creditors	(43,351)	-	(43,351)
	<u>413,669</u>	<u>221,384</u>	<u>635,053</u>

15. FINANCIAL COMMITMENTS

At 31 March 2014 the company was committed to making the following payments under non-cancellable operating leases in the year to 31 March 2015:

	2014 £	2013 £
Operating leases which expire:		
Between two and five years	4,945	5,381
	<u>4,945</u>	<u>5,381</u>

16. RELATED PARTY TRANSACTIONS

Following the unexpected resignation of Richard Swainston as Centre Manager during the year ended 31 March 2013, the Directors awarded the contract to manage the Centre on an interim basis, until a permanent appointment could be made, to A J Hanscomb Limited, a company in which Andrew Hanscomb (who had resigned as a director of Maidstone Community Support Centre at the time the decision was made) is a director. The Directors felt this was in the best interests of the charitable company as Mr Hanscomb had the required knowledge to be able to take on the work at short notice. A total of £3,894 (2013: £13,585) was paid to A J Hanscomb Limited during the year. After appointment of a new centre manager during the year A J Hanscomb Limited ceased this appointment on 5 June 2013 and Andrew Hanscomb was appointed as a director on 6 June 2013.

During the year the company made a donation of £7,797 (2013: £nil) to its subsidiary company, The Cafe at Marsham Street Limited to assist with the start-up costs incurred by the company. As at 31 March 2014 there was an amount due from The Cafe at Marsham Street Limited of £22,072 (2013: £nil). The company also charged The Café at Marsham Street Limited £2,693 (2013: £nil) in respect of kitchen and room hire.

During the year the company charged rent to Voluntary Action Maidstone of £32,772 (2013: £31,823) and Kent Domestic Abuse Support and Help of £6,066 (2013: £7,320) both charities whom Trevor Jones, a director and trustee of the company, was also a trustee.

INCOME & EXPENDITURE ACCOUNT (UNRESTRICTED FUNDS ONLY)**FOR THE YEAR ENDED 31 MARCH 2014**

	£	2014 £	£	2013 £
INCOME				
Licence fees receivable	160,599		155,312	
Car parking	18,018		17,453	
Storage	9,261		9,424	
Sessional fees	89,988		103,672	
Telephony and broadband	7,857		7,351	
Refreshments	1,646		1,101	
Copier and copying charges	2,436		2,482	
Sundry income	1,168		313	
	290,973		297,108	
Interest receivable	76		128	
		291,049		297,236
REVENUE EXPENDITURE				
Donations		7,797		10,000
Staff costs	115,487		96,182	
Centre Management Fees	3,894		13,585	
Water, sewerage and waste	7,416		7,068	
Light and heat	23,183		26,230	
Repairs and maintenance	24,807		51,324	
Property management and cleaning	26,142		23,964	
Coffee Shop	-		217	
		200,929		218,570
Insurance	5,750		5,750	
Accountancy and payroll charges	4,457		4,293	
Legal and professional fees	1,692		1,307	
Telephone	6,516		5,415	
Office expenses and training	2,476		3,076	
Photocopier costs	5,113		5,429	
Bank charges and interest	-		1	
Loan interest	945		1,783	
		26,949		27,054
General expenses	4,903		2,459	
Depreciation	15,036		15,221	
Obsolete fixed assets written off	574		450	
Bad debts	108		74	
		20,621		18,204
		256,296		273,828
OPERATING SURPLUS FOR THE YEAR				
		34,753		23,408
Balance brought forward		378,916		353,027
Fund transfers		-		2,481
BALANCE CARRIED FORWARD				
		413,669		378,916

MAIDSTONE COMMUNITY SUPPORT CENTRE

17

INCOME & EXPENDITURE ACCOUNT (RESTRICTED FUNDS ONLY)

FOR THE YEAR ENDED 31 MARCH 2014

	Capital grants	Total 2014
	£	£
Income	-	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>
Expenditure		
Depreciation	6,321	6,321
	<hr/>	<hr/>
	6,321	6,321
	<hr/>	<hr/>
Operating deficit for the year	(6,321)	(6,321)
Balance brought forward	227,705	227,705
Transfer (to)/from unrestricted Funds	-	-
	<hr/>	<hr/>
	221,384	221,384
	<hr/> <hr/>	<hr/> <hr/>

