

**Maidstone Community Support Centre**  
(A company limited by guarantee)

**Unaudited**

**Trustees' Report and Financial Statements**

**For the year ended 31 March 2016**

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**Maidstone Community Support Centre**  
**(A company limited by guarantee)**

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**Maidstone Community Support Centre**  
**(A company limited by guarantee)**

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**Reference and Administrative Details of the Company, its Trustees and Advisers**  
**For the year ended 31 March 2016**

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**Trustees**

Peter Cox, Chair  
Raymond Harris, Vice Chair  
Mike Evans (resigned 16 February 2016)  
Trevor Jones  
Andrew Hanscomb (deceased 10 April 2016)  
Dorothy Phillips (appointed 21 July 2015)  
Barry Snashall, Finance Director (appointed 21 July 2015)  
Sandie Turner (appointed 21 July 2015)  
Andrew Wilson (resigned 31 December 2015)

**Company registered number**

02045986

**Charity registered number**

295143

**Registered office**

39 - 48 Marsham Street, Maidstone, ME14 1HH

**Company secretary**

R.J. Taberer

**Chief executive officer**

R.J. Taberer

**Independent examiner**

Allan Hickie BSc FCA, UHY Hacker Young, Thames House, Roman Square, Sittingbourne, Kent, ME10 4BJ

**Bankers**

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

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## **Maidstone Community Support Centre (A company limited by guarantee)**

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### **Trustees' Report For the year ended 31 March 2016**

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#### **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.

##### **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.

##### **HOW THE CENTRE'S ACTIVITIES DELIVER 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 telephony, broadband service.

2013-14 saw the establishment of The Cafe at Marsham Street Limited. The cafe facility is used primarily as a training centre for adults with a learning disability. A garden project has been created on land at the back of the building to grow produce for use in the cafe, and further plans are in hand to upgrade communal facilities within the Centre.

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 2016-17.

The Centre currently employs 7 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.

#### **FINANCIAL REVIEW**

##### **Reserves Policy and Review of Financial Position**

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

##### **Principal Financial Management Policies**

The directors' principal financial management policies are in respect of managing reserves and managing risk. These are described in previous and following paragraphs. 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 Profit and Loss Account than would previously have been the case. This new approach has a zero cash effect and, over time, a zero operating margin effect.

##### **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.

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**Maidstone Community Support Centre**  
**(A company limited by guarantee)**

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**Trustees' Report (continued)**  
**For the year ended 31 March 2016**

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**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 Chief Executive 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.

**Principle 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. No new risks have been noted.

**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.

This report was approved by the trustees on 19 July 2016 and signed on their behalf by:

**Peter Cox, Honorary Chair**

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**Maidstone Community Support Centre**  
**(A company limited by guarantee)**

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**Independent Examiner's Report**  
**For the year ended 31 March 2016**

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

I report on the financial statements of the company for the year ended 31 March 2016 which are set out on pages 5 to 13.

This report is made solely to the company's trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. 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.

**Respective Responsibilities of Trustees and Examiner**

The trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. The company'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 company is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether 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 company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking 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 financial statements 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:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements 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**  
**(A company limited by guarantee)**

**Statement of Financial Activities**  
**(Incorporating Income and Expenditure Account)**  
**For the year ended 31 March 2016**

|   | Note | Unrestricted<br>funds<br>2016<br>£ | Restricted<br>funds<br>2016<br>£ | Total<br>funds<br>2016<br>£ | Total<br>funds<br>2015<br>£ |
|---|------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Incoming resources</b>   |      |                                    |                                  |                             |                             |
| Incoming resources from generated funds:  |      |                                    |                                  |                             |                             |
| Donation towards defibrillator  | 2    | -                                  | -                                | -                           | 250                         |
| Grant income from Kent County Council   | 2    | -                                  | 4,000                            | 4,000                       | 2,630                       |
| Investment income   | 3    | 101                                | -                                | 101                         | 71                          |
| Incoming resources from charitable activities:                                      |      |                                    |                                  |                             |                             |
| Licence fees and session income   | 4    | 298,109                            | -                                | 298,109                     | 290,973                     |
| Other incoming resources from charitable activities                                 |      | 1,891                              | -                                | 1,891                       | 7,136                       |
| <b>Total incoming resources</b>   |      | <b>300,101</b>                     | <b>4,000</b>                     | <b>304,101</b>              | <b>301,060</b>              |
| <b>Resources expended</b>   |      |                                    |                                  |                             |                             |
| Charitable activities:  |      |                                    |                                  |                             |                             |
| Direct costs  | 5    | 208,862                            | -                                | 208,862                     | 244,090                     |
| Support costs   | 6    | 46,357                             | 4,382                            | 50,739                      | 50,454                      |
| <b>Total resources expended</b>   | 7    | <b>255,219</b>                     | <b>4,382</b>                     | <b>259,601</b>              | <b>294,544</b>              |
| <b>Movement in total funds for the year - Net income/(expenditure) for the year</b> |      | <b>44,882</b>                      | <b>(382)</b>                     | <b>44,500</b>               | <b>6,516</b>                |
| <i>Total funds at 1 April 2015</i>  |      | <i>421,288</i>                     | <i>220,281</i>                   | <i>641,569</i>              | <i>635,053</i>              |
| <b>Total funds at 31 March 2016</b>   |      | <b>466,170</b>                     | <b>219,899</b>                   | <b>686,069</b>              | <b>641,569</b>              |

The notes on pages 7 to 13 form part of these financial statements.

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

**Balance Sheet**  
**As at 31 March 2016**

|   | Note | £        | 2016<br>£      | £             | 2015<br>£      |
|---|------|----------|----------------|---------------|----------------|
| <b>Fixed assets</b>                                   |      |          |                |               |                |
| Tangible assets                                       | 10   |          | 562,593        |               | 575,971        |
| Investments   | 11   |          | 1              |               | 1              |
|   |      |          | <u>562,594</u> |               | <u>575,972</u> |
| <b>Current assets</b>                                 |      |          |                |               |                |
| Debtors   | 12   | 73,338   |                | 28,764        |                |
| Cash at bank and in hand                              |      | 64,235   |                | 62,440        |                |
|   |      |          | <u>137,573</u> | <u>91,204</u> |                |
| <b>Creditors:</b> amounts falling due within one year | 13   | (14,098) |                | (25,607)      |                |
| <b>Net current assets</b>                             |      |          | <u>123,475</u> |               | <u>65,597</u>  |
| <b>Total assets less current liabilities</b>          |      |          | <u>686,069</u> |               | <u>641,569</u> |
| <b>Charity funds</b>                                  |      |          |                |               |                |
| Restricted funds                                      | 14   |          | 219,899        |               | 220,281        |
| Unrestricted funds                                    | 14   |          | 466,170        |               | 421,288        |
| <b>Total funds</b>                                    |      |          | <u>686,069</u> |               | <u>641,569</u> |

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 for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2016 and of its net incoming resources for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the trustees on 19 July 2016 and signed on their behalf, by:

**Peter Cox, Honorary Chair**

**Barry Snashall, Finance Director**

The notes on pages 7 to 13 form part of these financial statements.



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**Maidstone Community Support Centre**  
**(A company limited by guarantee)**

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**Notes to the Financial Statements**  
**For the year ended 31 March 2016**

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**1. Accounting Policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

**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 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.

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

Investment income, gains and losses are allocated to the appropriate fund.

**1.4 Incoming resources**

All incoming resources are included in the Statement of financial activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

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.

**1.5 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.

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

**Maidstone Community Support Centre**  
**(A company limited by guarantee)**

**Notes to the Financial Statements**  
**For the year ended 31 March 2016**

**1. Accounting Policies (continued)**

**1.6 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. 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 |

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, freehold improvements and items of equipment are included as restricted funds. Depreciation charged on the associated assets is charged to the restricted fund.

**1.7 Investments**

Investments held as fixed assets are shown at cost less provision for impairment.

**1.8 Operating leases**

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

**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.

**2. Voluntary income**

|                                       | <b>Unrestricted<br/>funds<br/>2016<br/>£</b> | <b>Restricted<br/>funds<br/>2016<br/>£</b> | <b>Total<br/>funds<br/>2016<br/>£</b> | <i>Total<br/>funds<br/>2015<br/>£</i> |
|---------------------------------------|--|--|---------------------------------------|---------------------------------------|
| Donation towards defibrillator        | -  | -  | -                                     | 250                                   |
| Grant income from Kent County Council | -  | 4,000                                      | 4,000                                 | 2,630                                 |
|                                       | <hr/>  | <hr/>                                      | <hr/>                                 | <hr/>                                 |
| Voluntary income                      | -  | 4,000                                      | 4,000                                 | 2,880                                 |
|                                       | <hr/> <hr/>                                  | <hr/> <hr/>                                | <hr/> <hr/>                           | <hr/> <hr/>                           |

**3. Investment income**

|                   | <b>Unrestricted<br/>funds<br/>2016<br/>£</b> | <b>Restricted<br/>funds<br/>2016<br/>£</b> | <b>Total<br/>funds<br/>2016<br/>£</b> | <i>Total<br/>funds<br/>2015<br/>£</i> |
|-------------------|--|--|---------------------------------------|---------------------------------------|
| Investment income | 101  | -  | 101                                   | 71                                    |
|                   | <hr/> <hr/>                                  | <hr/> <hr/>                                | <hr/> <hr/>                           | <hr/> <hr/>                           |

**Maidstone Community Support Centre**  
**(A company limited by guarantee)**

**Notes to the Financial Statements**  
**For the year ended 31 March 2016**

**4. Incoming resources from charitable activities**

|                                 | <b>Unrestricted<br/>funds<br/>2016<br/>£</b> | <b>Restricted<br/>funds<br/>2016<br/>£</b> | <b>Total<br/>funds<br/>2016<br/>£</b> | <i>Total<br/>funds<br/>2015<br/>£</i> |
|---------------------------------|--|--|---------------------------------------|---------------------------------------|
| License fees and session income | 300,000                                      | -  | 300,000                               | 298,109                               |

**5. Direct costs**

|                                  | <b>2016<br/>£</b> | <i>Total<br/>2015<br/>£</i> |
|----------------------------------|-------------------|-----------------------------|
| Donations                        | 500               | -                           |
| Water, sewerage and waste        | 5,899             | 7,459                       |
| Light and heat                   | 22,379            | 21,883                      |
| Repairs and maintenance          | 23,140            | 50,680                      |
| Property management and cleaning | 21,426            | 20,127                      |
| Training and recruitment         | 205               | 1,074                       |
| Wages and salaries               | 123,195           | 130,215                     |
| National insurance               | 10,222            | 9,964                       |
| Pension cost                     | 1,896             | 2,688                       |
|                                  | <u>208,862</u>    | <u>244,090</u>              |

**6. Support costs**

|                                 | <b>2016<br/>£</b> | <i>Total<br/>2015<br/>£</i> |
|---------------------------------|-------------------|-----------------------------|
| Insurance                       | 5,391             | 5,553                       |
| Accountancy and payroll charges | 4,479             | 4,564                       |
| Telephone                       | 7,474             | 8,192                       |
| Office expenses and training    | 3,224             | 2,885                       |
| Photocopier costs               | 6,775             | 5,549                       |
| Bank charges and interest       | -                 | 2                           |
| Loan interest                   | -                 | 128                         |
| General expenses                | 3,953             | 3,452                       |
| Bad debts                       | 80                | -                           |
| Depreciation                    | 19,363            | 20,129                      |
|                                 | <u>50,739</u>     | <u>50,454</u>               |

**7. Analysis of resources expended by expenditure type**

|                            | <b>Staff costs<br/>2016<br/>£</b> | <b>Depreciation<br/>2016<br/>£</b> | <b>Other costs<br/>2016<br/>£</b> | <b>Total<br/>2016<br/>£</b> | <i>Total<br/>2015<br/>£</i> |
|----------------------------|-----------------------------------|------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Direct charitable purposes | 135,313                           | 19,363                             | 104,925                           | 259,601                     | 294,544                     |

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**Maidstone Community Support Centre**  
**(A company limited by guarantee)**

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**Notes to the Financial Statements**  
**For the year ended 31 March 2016**

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**8. Net incoming / (outgoing) resources**

This is stated after charging:

|  | <b>2016</b>       | <i>2015</i>       |
|--|-------------------|-------------------|
|  | <b>£</b>          | <b>£</b>          |
| Depreciation of tangible fixed assets: |                   |                   |
| - owned by the charity                 | 19,363            | <i>20,130</i>     |
| Pension costs                          | 1,896             | <i>2,688</i>      |
|  | <u>          </u> | <u>          </u> |

During the year, no trustees received any remuneration (2015 - £NIL).

During the year, no trustees received any benefits in kind (2015 - £NIL).

During the year, no trustees received any reimbursement of expenses (2015 - £NIL).

**9. Staff costs**

Staff costs were as follows:

|                       | <b>2016</b>       | <i>2015</i>       |
|-----------------------|-------------------|-------------------|
|                       | <b>£</b>          | <b>£</b>          |
| Wages and salaries    | 123,195           | <i>130,215</i>    |
| Social security costs | 10,222            | <i>9,964</i>      |
| Pension costs         | 1,896             | <i>2,688</i>      |
|                       | <u>          </u> | <u>          </u> |
|                       | <u>135,313</u>    | <u>142,867</u>    |

The average monthly number of employees during the year was as follows:

|                                       | <b>2016</b>       | <i>2015</i>       |
|---------------------------------------|-------------------|-------------------|
|                                       | <b>No.</b>        | <b>No.</b>        |
| Operation and maintenance of property | <u>          </u> | <u>          </u> |
|                                       | <u>6</u>          | <u>5</u>          |

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

**Maidstone Community Support Centre**  
**(A company limited by guarantee)**

**Notes to the Financial Statements**  
**For the year ended 31 March 2016**

**10. Tangible fixed assets**

|                         | Freehold<br>property<br>£ | Fixtures and<br>fittings<br>£ | Property<br>improvements<br>£ | Total<br>£     |
|-------------------------|---------------------------|-------------------------------|-------------------------------|----------------|
| <b>Cost</b>             |                           |                               |                               |                |
| At 1 April 2015         | 221,765                   | 119,997                       | 442,309                       | 784,071        |
| Additions               | -                         | 5,985                         | -                             | 5,985          |
| At 31 March 2016        | <u>221,765</u>            | <u>125,982</u>                | <u>442,309</u>                | <u>790,056</u> |
| <b>Depreciation</b>     |                           |                               |                               |                |
| At 1 April 2015         | 34,373                    | 73,754                        | 99,973                        | 208,100        |
| Charge for the year     | 2,218                     | 8,299                         | 8,846                         | 19,363         |
| At 31 March 2016        | <u>36,591</u>             | <u>82,053</u>                 | <u>108,819</u>                | <u>227,463</u> |
| <b>Net book value</b>   |                           |                               |                               |                |
| At 31 March 2016        | <u>185,174</u>            | <u>43,929</u>                 | <u>333,490</u>                | <u>562,593</u> |
| <i>At 31 March 2015</i> | <u>187,392</u>            | <u>46,243</u>                 | <u>342,336</u>                | <u>575,971</u> |

**11. Fixed asset investments**

|                                   | Shares in group<br>undertakings<br>£ |
|-----------------------------------|--------------------------------------|
| At 1 April 2015 and 31 March 2016 | <u>1</u>                             |

**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 2016 can not be determined at this time because the company's financial year is in the process of being extended, pending the application to form a new charitable company which will take over the activities, assets and liabilities of The Cafe at Marsham Street Limited in due course.

The directors believe that the aggregate of share capital and reserves for the previous year ended 31 March 2015 remain a reasonable estimate of the current position, and these, along with the result for the year, were as follows:

| Name                               | Aggregate of share<br>capital and reserves<br>£ | Profit/(loss)<br>£ |
|------------------------------------|---|--------------------|
| The Cafe at Marsham Street Limited | <u>(15,087)</u>                                 | <u>(15,088)</u>    |

**Maidstone Community Support Centre**  
**(A company limited by guarantee)**

**Notes to the Financial Statements**  
**For the year ended 31 March 2016**

**12. Debtors**

|                                    | <b>2016</b>   | <i>2015</i>          |
|------------------------------------|---------------|----------------------|
|                                    | <b>£</b>      | <i>£</i>             |
| Trade debtors                      | 12,061        | <i>9,758</i>         |
| Amounts owed by group undertakings | 57,298        | <i>17,016</i>        |
| Prepayments and accrued income     | 3,979         | <i>1,990</i>         |
|                                    | <u>73,338</u> | <u><i>28,764</i></u> |

**13. Creditors:**  
**Amounts falling due within one year**

|                                    | <b>2016</b>   | <i>2015</i>          |
|------------------------------------|---------------|----------------------|
|                                    | <b>£</b>      | <i>£</i>             |
| Trade creditors                    | 4,901         | <i>1,840</i>         |
| Other taxation and social security | -             | <i>2,284</i>         |
| Other creditors                    | 1,511         | <i>943</i>           |
| Accruals and deferred income       | 7,686         | <i>20,540</i>        |
|                                    | <u>14,098</u> | <u><i>25,607</i></u> |

**14. Statement of funds**

|                           | <b>Brought Forward</b> | <b>Incoming resources</b> | <b>Resources Expended</b> | <b>Carried Forward</b> |
|---------------------------|------------------------|---------------------------|---------------------------|------------------------|
|                           | <b>£</b>               | <b>£</b>                  | <b>£</b>                  | <b>£</b>               |
| <b>Unrestricted funds</b> |                        |                           |                           |                        |
| General fund              | 421,288                | 300,101                   | (255,219)                 | 466,170                |
| <b>Restricted funds</b>   |                        |                           |                           |                        |
| Restricted fund           | 220,281                | 4,000                     | (4,382)                   | 219,899                |
| Total of funds            | <u>641,569</u>         | <u>304,101</u>            | <u>(259,601)</u>          | <u>686,069</u>         |

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

**Summary of funds**

|                  | <b>Brought Forward</b> | <b>Incoming resources</b> | <b>Resources Expended</b> | <b>Carried Forward</b> |
|------------------|------------------------|---------------------------|---------------------------|------------------------|
|                  | <b>£</b>               | <b>£</b>                  | <b>£</b>                  | <b>£</b>               |
| General funds    | 421,288                | 300,101                   | (255,219)                 | 466,170                |
| Restricted funds | 220,281                | 4,000                     | (4,382)                   | 219,899                |
|                  | <u>641,569</u>         | <u>304,101</u>            | <u>(259,601)</u>          | <u>686,069</u>         |

**Maidstone Community Support Centre**  
**(A company limited by guarantee)**

**Notes to the Financial Statements**  
**For the year ended 31 March 2016**

**15. Analysis of net assets between funds**

|                               | <b>Unrestricted<br/>funds<br/>2016<br/>£</b> | <b>Restricted<br/>funds<br/>2016<br/>£</b> | <b>Total<br/>funds<br/>2016<br/>£</b> | <i>Total<br/>funds<br/>2015<br/>£</i> |
|-------------------------------|--|--|---------------------------------------|---------------------------------------|
| Tangible fixed assets         | 343,194                                      | 219,399                                    | 562,593                               | 575,970                               |
| Fixed asset investments       | 1  | -  | 1                                     | 1                                     |
| Current assets                | 137,073                                      | 500  | 137,573                               | 91,205                                |
| Creditors due within one year | (14,098)                                     | -  | (14,098)                              | (25,607)                              |
|                               | <u>466,170</u>                               | <u>219,899</u>                             | <u>686,069</u>                        | <u>641,569</u>                        |

**16. 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.

**17. Operating lease commitments**

At 31 March 2016 the company had annual commitments under non-cancellable operating leases as follows:

| <b>Expiry date:</b>   | <b>2016<br/>£</b> | <i>2015<br/>£</i> |
|-----------------------|-------------------|-------------------|
| Between 2 and 5 years | 7,932             | 7,932             |
|                       | <u>7,932</u>      | <u>7,932</u>      |

**18. Related party transactions**

During the year the company made donations of £nil (2015: £nil) to its subsidiary company, The Cafe at Marsham Street Limited. The company charged The Cafe at Marsham Street Limited £9,586 (2015: £10,555) in respect of kitchen and room hire during the year. As at 31 March 2016 The Cafe at Marsham Street Limited owed the company £57,298 (2015: £17,016).

The company charged £40,372 (2015: £38,045) for rent and other services to Voluntary Action Maidstone, a charity that Trevor Jones, a trustee of the company, was also a trustee. At 31 March 2016 Voluntary Action Maidstone owed the company £nil.

The company charged rent of £4,965 to The Royal Society London, a charity that Peter Cox, CEO of the company, was also a trustee. At 31 March 2016 The Royal Society London owed the company £17 which was paid shortly after the year end.

The company charged rent of £6,839 to Rubicon Cares, a charity that Sandie Turner, a trustee of the company, was also a trustee. At 31 March 2016 Rubicon Cares owed the company £nil.

Maidstone Community Support Centre has provided a guarantee of £70,000 together with a first legal charge over the freehold building, 39-48 Marsham Street and its associated assets, as security in respect of a bank loan taken out by its subsidiary undertaking, The Cafe at Marsham Street Limited. This bank loan has been repaid since 31 March 2016.