

Our Ref: REFORMREST.JJ

**PRIVATE & CONFIDENTIAL**

Reform Restore Respect  
PB 005  
Easistore Self Storage Block 7  
Enterprise Way  
Edenbridge  
Sevenoaks  
Kent  
TN8 6HF

19 North Street  
Ashford  
Kent TN24 8LF

☎ 01233 623 300  
☎ 01233 623 400  
✉ enquiries@calcutt-m.co.uk  
🌐 www.calcutt-m.co.uk

Ladies and gentlemen,

**Commendation for high standards of Procedures adopted by the charity**

We have now concluded our audit and, by exception, we write to one or two individual organisations where we believe the standard of controls and procedures observed warrant particular merit.

We would like to include your charity in this category.

We would encourage the trustees to continue to maintain these high standards.

Kind regards,

Nick Hume  
Calcutt Matthews

**Profits Up. Tax Down.**

Chartered Accountants | Business Advisors | Registered Auditors

A member of the ICAEW Practice Assurance Scheme. Registered to carry on audit work by the institute of Chartered Accountants in England and Wales. A list of Directors is available for inspection at the above address. 'Calcutt Matthews' is the practicing name of Calcutt Matthews Limited. Registered in England No. 4279252.

ICAEW  
CHARTERED  
ACCOUNTANT



AI 2016  
GLOBAL  
ACCOUNTANCY  
AWARDS  
WINNER

Best Business Growth Accounting  
Firm - South East & Recognised  
Leader in Corporate Tax Planning



REGISTERED COMPANY NUMBER: 07960617 (England and Wales)  
REGISTERED CHARITY NUMBER: 1147138

REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017  
FOR

REFORM RESTORE RESPECT

Calcutt Matthews  
Chartered Accountants and Registered Auditors  
19 North Street  
Ashford  
Kent  
TN24 8LF

CONTENTS OF THE FINANCIAL STATEMENTS  
for the Year Ended 31 March 2017

---

	Page
Report of the Trustees	1 to 8
Statement of Trustees Responsibilities	9
Report of the Independent Auditors	10 to 11
Statement of Financial Activities	12
Balance Sheet	13 to 14
Notes to the Financial Statements	15 to 19
Detailed Statement of Financial Activities	20

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

07960617 (England and Wales)

##### **Registered Charity number**

1147138

##### **Registered office**

PB 005  
Easistore Self Storage Block 7  
Enterprise Way  
Edenbridge, Sevenoaks  
Kent  
TN8 6HF

##### **Trustees**

Mr J Moy Chair  
Retired Police Constable J Brooker Trustee  
Mr I Ross FRSA Treasurer  
Dr P G Green Trustee Resigned 24.10.16  
Ms H K McLachlan-Smith Trustee Appointed 26.04.16  
Resigned 25.10.16

##### **Company Secretary**

Mr F Appiah BA (Hons) FRSA

##### **Auditors**

Calcutt Matthews  
Chartered Accountants and Registered Auditors  
19 North Street  
Ashford  
Kent  
TN24 8LF

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The organisation is a charitable company, limited by guarantee, incorporated on February 22, 2012 and registered as a charity on May 04, 2012. 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 required to contribute an amount not exceeding £1.00 each.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Recruitment and appointment of new trustees**

The Directors of the company are also trustees for the purposes of charity law and, under the company's Articles, are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association, the members of the Board of Trustees are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

The charity's work focuses on young people, those who are already incarcerated in young offender units across the South East and those in the community who are engaged in antisocial behaviour of some kind or are deemed at risk of being so. For this reason, trustees have been sought from youth projects, those with skills in costing and budgeting projects and those with a direct interest in the general welfare of young people.

At March 31, 2017, the Board of Trustees comprised three members. In the last year, we have undertaken some changes to our board of trustees and management structure in line with our governing document, all agreed at our Annual General Meeting on December 09, 2016. Our former Treasurer, James Moy, has now become our new Chair. Our former Chair and now retired Police Constable, John Brooker has become our Vice Chair. Ian Ross, CEO of our sister charity, Outside Chance, has now become our Treasurer. Dr Peter Green, a former trustee, resigned from the board in late 2016 after two and a half years of service. With three experienced trustees in place, all of whom are able to regularly attend our trustees' meetings in Kent, we have no plans to expand our board further at this stage.

### **Induction and training of new trustees**

All existing trustees are already familiar with our work through their respective attendances at our workshops in various schools in the Kent County Districts - Maidstone, Dover, Thanet, Shepway, Canterbury, Ashford, Swale, Tonbridge and Malling, Sevenoaks, Swale, Tunbridge Wells, Gravesham and Medway. Whilst we are developing strong links in our geographical area of operation, we still offer our services across South East London to those schools which have taken our workshops over the past three years.

In line with good practice, new trustees are recruited by the Chief Executive in order to eliminate any possible accusations of collusion between board members. Trustees are sought with a view to what they can bring to the charity in terms of skills, abilities, empathy towards our cause and our wish to impact on the lives of young people. They are required to complete a Trustee Application Form in order that existing members can ascertain, from the applicant's responses, their suitability, or otherwise, to serve on our board.

Potential trustees are encouraged to take a 'hands on' approach to our work by attending our workshops in schools and Pupil Referral Units in advance of any final decision to join our board as this gives them a first-hand insight into what we are trying to achieve with young people. They are also invited to attend a Trustees' Meeting as a non-voting observer in order to determine whether they wish to make their final decision to join the board.

Copies of our latest Memorandum and Articles of Association, Business Plan, Annual Report, Schools Project Report, Projected Budget and a Trustee Application Form are given to trustee applicants at the time of our initial approach to them.

### **Organisational Structure**

Reform Restore Respect's Board of Trustees currently comprise five members who meet quarterly around each of the quarter days, ie March, July, October and December. In the case of the March meeting, this is usually deferred until late April in order that the trustees can study and discuss the charity's draft SOFA for the preceding financial year in advance of the audit of the accounts, which takes place in May of each year. In the case of the December meeting, this is usually brought forward to coincide with the charity's Annual General Meeting, which takes place in the first 10 days or so of December in each calendar year.

Day to day responsibilities for the provision of services, fundraising, implementation of policy and forward planning rest with the Chief Executive, assisted and supported by Outside Chance, a charity which provides Reform Restore respect with bookkeeping, payroll, accounts monitoring, fundraising advice, policies and procedures on a free of charge basis.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Related parties**

We work closely in an informal partnership with our sister charity, Outside Chance, whose geographical operational area is mainly West London. Ian Ross, CEO of Outside Chance is also a Trustee Director of Reform Restore Respect.

### **Risk Management**

The Board of Trustees has reviewed the major risks to which the charity is exposed. Where appropriate, systems and procedures have been established to mitigate the risks which the charity faces. In the case of service delivery, we have one trustee who could deputise for our Chief Executive in the case of illness.

Reform Restore Respect has a 'rolling' fundraising strategy in that potential sources of financial support are sought on a regular basis. In 2013, the Board of Trustees, fully supported by the Chief Executive, made the decision that the charity would not become overly dependent on any single funding stream, e.g public/statutory support, grant making trusts, corporate sponsorship or fees. This policy has served us well in that we have never been overly exposed to changes in local, regional or government policy with regard to contracts. This policy has been particularly advantageous over the past two years as government contracts and subsequent funding opportunities have greatly reduced.

Financial procedures are in place to minimise risk of fraud, both within and outside of the company. Procedures are in place to comply with health and safety of staff, board members and visitors.

Reform Restore Respect has Public & Products Liability insurance cover for £1,000,000, Employers Liability, which also covers volunteers, for £10,000,000, Trustess Indemnity cover for £100,000 and DAS Legal Expenses cover for £100,000. Also included in Reform Restore Respect Insurance Policy is Professional Indemnity cover for £100,000 and Entity Defence at £100,000.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and Aims**

#### **MISSION STATEMENT**

Our charity name, Reform Restore Respect, was carefully chosen as they are interrelated, coexist and echo our mission and crusade as a charity to benefit our communities and the public. Our ethos is:

1. Reform - we want to make a change and a real difference in the community for young people and also supporting services and practice of other professionals in the sector of education and youth work.
2. Restore - to help build confidence and self-esteem in our young people in order to establish their true inner-self, true identities, self-worth and purpose in life.
3. Respect - the final part of the journey, the crossroads when young people finally realise their self-worth, strengths, abilities, qualities, appreciation and respect for themselves, to desist from, and to reject, crime. At this point they realise that the purpose of life is a life of purpose.

Reform Restore Respect's objects and principal activities are to:

1. Intervene at the earliest opportunity in addressing the behaviour of young people in the community who are already engaged in antisocial behaviour, petty crime, carrying offensive weapon, substance misuse, bullying and/or gang culture or who are deemed 'at risk' of becoming so.
2. Intervene to reduce bullying amongst young people in local schools.
3. Identify young people who may become involved in crime in order to fund their substance misuse or may have offended, often under the influence of peers. The link between substance misuse and offending behaviour is well established. Our objective is to intervene at the earliest opportunity in addressing the substance misuse of young people in the community and/or schools.

Our main objectives and activities for the 2017-2018 year will continue to focus on:

1. Delivering early intervention workshops in primary and secondary schools across Kent, intervening in all areas of disruptive and antisocial behaviour, in itself, often an early identifiable pathway into petty offending and, inevitably, a criminal record and a custodial sentence, both of which will cause untold devastation to the lives of young people, often with consequences reaching far into their adult lives.
2. Delivering self-confidence and self-esteem building workshops surrounding anti-bullying and the increased prevalence of substance misuse amongst young people in general and new psychoactive substances (NPS) in particular, a growing trend, and also the consequences of using cannabis.

In doing so, our aims are to:

a) To educate vulnerable young people about the potential and power of their attitudes and actions. The charity aims to equip them with tools that will enable them to make empowering choices hence deterring them from anti-social behaviour and criminal activities.

b) To encourage vulnerable young people to set realistic and reachable goals, using some examples and testimonies of reformed low risk offenders and ex-gang members who have turned their lives around. We will be also using testimonies from successful business men/women to empower young people.

c) To contribute to reducing the number of entrants into the Criminal Justice System.

d) To identify vulnerable people at risk of substance misuse and make appropriate referrals for them to Addiction (formerly known as Kent Council on Alcohol), now offering services on drugs, alcohol and mental health services.

e) The vulnerable young people whom the project will target will include:

- Those excluded from school for fixed terms or permanently
- Those already in school or pupil referral units



## **OBJECTIVES AND ACTIVITIES**

### **Objectives and Aims**

- Those who are already involved in the criminal justice system- Gangs who are involved in disrupting their local communities
- Vulnerable young people whom others may influence through negative peer pressure
- Vulnerable young people who are dependent on drugs and alcohol or who may become so

f) Provide racism and diversity workshops to educate young people in schools and raise awareness that we are all equal and one human race and that no one should treat anyone unfairly or unequally.

g) Provide intensive, early intervention workshops aimed at stemming the flow of young people in the community who, without any intervention into their early disruptive behaviour, may well find themselves drawn into gangs, weapons-related incidents and petty crime and, in time, enter the UK criminal justice system and an overstretched prison population.

h) Continue to work with partnership organisations, both penal- and community-based, that can provide the post-release support and guidance to newly released offenders which we cannot.

### **Significant activities**

Our community and school projects continue to attract regular bookings and plaudits from the many venues where we are now viewed as part of their annual curriculum. Our range of workshops has expanded from the anti-crime module 'I Didn't Know That', mainly due to suggestions from teaching staff and the young people who attend them, to include bullying in all its forms, substance misuse, prison life, racism and diversity.

Our decision to relocate the charity's office to the home of the Chief Executive, at present, the charity's sole employee, and renting a PO Box correspondence address, has been hugely advantageous in a number of ways, not least to protect our Chief Executive's private home address, but also:

1. In not having to rent an office, we have saved considerably on our overheads, a decision which many of our funders have welcomed as a very responsible budgeting measure by our trustees.

2. We are delivering a much more cost-effective service, providing greater value for money with our funders' generous support.

Repeat bookings from South East London schools that are within a 30-40 mile radius of our Kent base are generated based on the success of previous workshops delivered in the venues in question.

We continue to develop working partnerships with voluntary and statutory sector support agencies in order to tackle the many challenges which face our young people today. There are 138 secondary schools and 526 primary schools in the Kent County Districts - Maidstone, Dover, Thanet, Shepway, Canterbury, Ashford, Swale, Tonsuring and Malling, Seventies, Swale, Tumbling Wells, Graves's and Medway - so we do not foresee a shortage of venues for our programmes.

## ACHIEVEMENT AND PERFORMANCE

### Charitable Activities

In the April 2016 to March 2017 period of support, 4,881 young people attended our schools project, over-achieving our original projection of 2,000 young people per year, a +144% uplift against forecast.

1. Our fifth anniversary as a charity fell on February 22, 2017 and, at the time of writing, 16,598 young people have attended our workshops over the full five years in question, delivering 379 workshop and visiting 164 venues in that time which, we believe, is a commendable achievement for a small charity operating on a part-time basis.

2. As we review our progress during the period covering April 2016 to March 2017, the sharp rise in outputs for workshop sessions delivered and venues visited is almost wholly due to the Kent Police Crime Commissioner enabling our access to a considerable number of secondary schools coupled with BBC Radio Kent publicity of our programme. In all, we visited 39 venues and delivered 49 workshop sessions during the period of your support.

3. We are extremely fortunate in that we have very little 'competition' in the Kent area and its close community means that our profile is considerably raised as a result. We are often approached by local media for comment on crime issues relating to the Kent area, particularly in light of our CEO's past. We have also been able to undertake more workshops in the past year due to a change in employment of our CEO which has enabled him to devote more time to RRR's workload and draw on its services. That availability will reduce in the 2017-2018 school year as our CEO's full-time workload increases and local council cutbacks may reduce the availability of schools to take our workshops. However, we are confident of meeting our minimum 2,000 attendee annual projection. We shall monitor this closely from September 2017.

4. In November 2016, we were invited to Kent Community Safety Partnership Annual conference in Ashford for the first time, to make a keynote speech about 'Safeguarding Against The Spread of City Supergangs, County Lines and Drug Dealing'. The presentation was well received with Martin Adams, Assistant Director Community Safety, subsequently writing:

*"Please could I take this opportunity to pass on our sincere thanks to you on behalf of the Kent Community Safety Partnership for your contribution at our annual conference, 'Drugs-Addiction, Treatment and the Journey Ahead in Kent and Medway', which took place on 10 November.*

*Your presentation was really well received, and all of the contributors' presentations generated some interesting debate amongst the delegates who attended. We all learned a great deal, as well as being able to consult on our thoughts regarding the Kent Drug and Alcohol Strategy.*

*As previously discussed, the Partnership would like to make a voluntary contribution to your charity of £250 and if you could please send an invoice for this amount addressed to myself at the above location, I will ensure that this payment is arranged.*

*Many thanks once again, Francis, for your time and commitment to supporting this event  
- it was very much appreciated by all."*

5. Our first bid to The Tudor Trust for £60,000 core funding over 5 years towards the delivery of workshops to 2,000 local primary and secondary schools students and young people per year was successful. The Tudor Trust's third year grant of £12,000, which ended in March 2017, not only hugely assisted us in leveraging in additional pockets of local funding but also provided us with a strong platform for organic growth.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable Activities**

6. In January 2017, our 1-year £3,000 grant from Kent Community Foundation lapsed and we were delighted to report back to the board and panel of Kent Grassroots Fund for the period year of November 2015 to January 2017. Thanks to their generous one year grant of £3,000 which we used towards partial salary cost for 12 months. The Kent Grassroots Fund grant not only hugely helped us to build capacity to reach more young people across the county of Kent to further establish our work but, also enabled us to deliver more workshops in schools and community early intervention workshops to reach more than 3,500+ young people in Kent at a very modest 'unit cost'.

7. In February 2017, our 1-year £2,500 grant from Sevenoaks District Council lapsed and we were delighted to report back to the Council's Community Safety Partnership Manager. The Sevenoaks District Council Community Safety Partnership £2,500 grant helped us to build capacity to reach more than 700+ young people within the Sevenoaks District at a very modest 'unit cost'.

8. The £500 grant received from Tonbridge and Malling Borough Council Community Safety Partnership lapsed at the end of March 2017. We were pleased to deliver our early intervention anti-crime workshop at Hugh Christie School, Hayesbrook School and Aylesford School Sports College with the £500 grant.

9. Our schools' workshop fees and donations generated unrestricted funds of nearly £2,084 between April 2016 and March 2017 to bolster our general reserves.

10. We are extremely grateful for the very generous donation of £30 which the charity received from a parent of a student from Bennetts Memorial school in Tunbridge Wells.

11. In the April 2016 to March 2017 period, in terms of income, voluntary donations, workshop fees, grants and fundraising activities outlined above, Reform Restore Respect secured a total of £14,864.00.

12. At the time of writing, we are currently waiting for a payment of £3,750 unrestricted schools' workshop fees from Kent's Police and Crime Commissioner which will fall and carry forward into the 2017-2018 financial year.

Whilst future fundraising success is not guaranteed, we are extremely hopeful of continued support since we clearly offer a highly commended and value for money service with an exceptionally low 'unit cost' per attendee. We are also encouraged by the increasing recognition of local authorities in the cost effectiveness of early intervention measures addressing behavioural issues.

In terms of awards and accolades, in October 2013, the Charity was awarded with the 'National Redemption and Justice Inspirational Award 2013' voted as the winner by a public vote. The Charity subsequently won other awards in November 2013 and November 2014 for Kent Heart of The Community Awards again by public vote. On 19th June 2015, Sevenoaks District Council Community Safety Partnership nominated the Charity for the North-West Kent Crime Prevention Panel Safety Awards 2015, where we gained a certificate in recognition of our outstanding effort in enhancing community safety in Sevenoaks and a certificate for the Charity Project of the Year in the Sevenoaks District Council Community & Voluntary Awards 2015. The charity's brand is well respected in Kent County Council Schools who are the majority subscribers of our services for school students in the Kent County.

## **FINANCIAL REVIEW**

### **Reserves Policy**

In line with good practice, we aim to hold a minimum of four months overheads in reserve, approximately £6,000. We continue to bolster our reserves from the partial fees generated by our schools-based programme.

## **FINANCIAL REVIEW**

### **Principal Funding Sources**

With regard to funding, we have been extremely fortunate in two main respects - the 5-year, £60,000 support which we secured from The Tudor Trust, our largest funder and our deliberate under dependence on local and regional government funding. In diversifying our funding streams, we have taken responsible steps to ensure, as far as is possible, the financial and ongoing viability of the charity. Our trustees and our CEO have no plans to change their fundraising strategy in this respect.

### **Investment Policy and Objectives**

Other than our funds in our Barclays Community Account, it is the general policy of the charity not to engage in any activities which might be deemed as speculative in any way such as 'Payment By Results'. The trustees have no plans to alter this policy. With regard to our potential engagement with the private sector in delivering specific parts of 'Payment By Results' employment contracts, we have advised those who have approached us that we cannot engage in 'PBR' arrangements, a position which they have accepted, without question. Should we engage in these contracts at some time, we shall invoice for our services on a monthly basis.

### **PUBLIC BENEFIT**

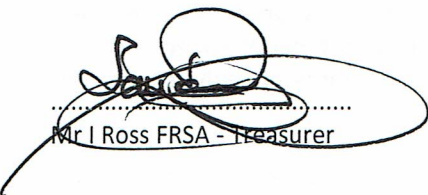
The Board of Trustees of Reform Restore Respect confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to The Charity Commission's general guidance on Public Benefit.

Earlier paragraphs of this report set out the purpose and objectives of Reform Restore Respect, outline our core beliefs, the focus of our work and how we ensure that our work delivered, and continues to deliver, our aims and identify our beneficiaries. The trustees are satisfied that the aims and objectives of the charity meet the Public Benefit requirement and that the charity's activities are fully in support of those aims.

### **AUDITORS**

The auditors, Calcutt Matthews, will be proposed for re-appointment at the forthcoming Annual General Meeting in December 2015.

Approved by order of the board of trustees on 22<sup>nd</sup> May 2017 and signed on its behalf by:



.....  
Mr I Ross FRSA - Treasurer

STATEMENT OF TRUSTEES RESPONSIBILITIES  
for the Year Ended 31 March 2017

---

The trustees (who are also the directors of Reform Restore Respect for the purposes of company law) are responsible for preparing the Report of the Trustees 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 which 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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

We have audited the financial statements of Reform Restore Respect for the year ended 31 March 2017 on pages twelve to nineteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page nine, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

*Calcutt Matthews*

Calcutt Matthews  
Chartered Accountants and Registered Auditors  
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
19 North Street  
Ashford  
Kent  
TN24 8LF

Date: *22 May 2017*

STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2017

	Notes	Unrestricted fund £	Restricted fund £	31.3.17 Total funds £	31.3.16 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	14,365	500	14,865	20,140
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Workshops	3	200	17,113	17,313	15,567
Governance costs	4	-	4,698	4,698	4,175
<b>Total resources expended</b>		<u>200</u>	<u>21,811</u>	<u>22,011</u>	<u>19,742</u>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>					
		14,165	(21,311)	(7,146)	398
<b>Gross transfers between funds</b>	10	<u>(21,311)</u>	<u>21,311</u>	<u>-</u>	<u>-</u>
<b>Net incoming/(outgoing) resources</b>		(7,146)	-	(7,146)	398
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>12,829</u>	<u>-</u>	<u>12,829</u>	<u>12,431</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>5,683</u>	<u>-</u>	<u>5,683</u>	<u>12,829</u>



BALANCE SHEET  
At 31 March 2017

	Not es	Unrestricted fund £	Restricted fund £	31.3.17 Total funds £	31.3.16 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	432	-	432	648
<b>CURRENT ASSETS</b>					
Cash at bank		6,822	-	6,822	13,705
<b>CREDITORS</b>					
Amounts falling due within one year	9	(1,571)	-	(1,571)	(1,524)
<b>NET CURRENT ASSETS</b>		<u>5,251</u>	<u>-</u>	<u>5,251</u>	<u>12,181</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>5,683</u>	<u>-</u>	<u>5,683</u>	<u>12,829</u>
<b>NET ASSETS</b>		<u><u>5,683</u></u>	<u><u>-</u></u>	<u><u>5,683</u></u>	<u><u>12,829</u></u>
<b>FUNDS</b>	10				
Unrestricted funds				5,683	12,829
Restricted funds				-	-
<b>TOTAL FUNDS</b>				<u><u>5,683</u></u>	<u><u>12,829</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 144 of the Charities Act 2011.

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

The financial statements were approved by the Board of Trustees on 22<sup>nd</sup> May 2017 and were signed on its behalf by:

  
.....  
Mr I Ross FRSA - Treasurer

## 1. ACCOUNTING POLICIES

### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

### **Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2017**2. VOLUNTARY INCOME**

	31.3.17	31.3.16
	£	£
Donations	280	-
Grants	12,500	17,500
Fees	<u>2,085</u>	<u>2,640</u>
	<u>14,865</u>	<u>20,140</u>

Grants received, included in the above, are as follows:

	31.3.17	31.3.16
	£	£
Kent Community Foundation	-	3,000
Sevenoaks District Council	-	2,500
The Tudor Trust	12,000	12,000
Tonbridge & Malling Borough Cl.	<u>500</u>	<u>-</u>
	<u>12,500</u>	<u>17,500</u>

**3. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Totals
	£	£
Workshops	<u>17,313</u>	<u>17,313</u>

**4. GOVERNANCE COSTS**

	31.3.17	31.3.16
	£	£
Trustees' expenses	437	144
Computer Expenses	211	115
Accountancy	1,620	1,524
Subscriptions	161	258
Premises	237	-
Motor Expenses	685	682
Insurance	60	368
Telephone	728	790
Postage and Printing	210	78
Sundries	133	-
Depreciation	<u>216</u>	<u>216</u>
	<u>4,698</u>	<u>4,175</u>

**5. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	31.3.17	31.3.16
	£	£
Depreciation - owned assets	<u>216</u>	<u>216</u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

**Trustees' expenses**

	31.3.17	31.3.16
	£	£
Trustees' expenses	<u>437</u>	<u>144</u>

**7. STAFF COSTS**

	31.3.17	31.3.16
	£	£
Wages and salaries	12,000	10,750
Other pension costs	<u>3,600</u>	<u>2,800</u>
	<u>15,600</u>	<u>13,550</u>

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

	31.3.17	31.3.16
	<u>1</u>	<u>1</u>

No employees received emoluments in excess of £60,000.

**8. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b>	
At 1 April 2016 and 31 March 2017	<u>1,080</u>
<b>DEPRECIATION</b>	
At 1 April 2016	432
Charge for year	<u>216</u>
At 31 March 2017	<u>648</u>
<b>NET BOOK VALUE</b>	
At 31 March 2017	<u>432</u>
At 31 March 2016	<u>648</u>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.17 £	31.3.16 £
Trade creditors	<u>1,571</u>	<u>1,524</u>

**10. MOVEMENT IN FUNDS**

	At 1.4.16 £	Net movement in funds £	Transfers between funds £	At 31.3.17 £
<b>Unrestricted funds</b>				
General fund	12,829	14,165	(21,311)	5,683
<b>Restricted funds</b>				
Schools Project	-	(21,311)	21,311	-
<b>TOTAL FUNDS</b>	<u>12,829</u>	<u>(7,146)</u>	<u>-</u>	<u>5,683</u>

**10. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	14,365	(200)	14,165
<b>Restricted funds</b>			
Schools Project	500	(21,811)	(21,311)
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>14,865</u>	<u>(22,011)</u>	<u>(7,146)</u>

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2017

	31.3.17 £	31.3.16 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	280	-
Grants	12,500	17,500
Fees	<u>2,085</u>	<u>2,640</u>
	<u>14,865</u>	<u>20,140</u>
<b>Total incoming resources</b>	14,865	20,140
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Wages	12,000	10,750
Pensions	3,600	2,800
Travel	1,513	1,017
Donations & Sponsorships	<u>200</u>	<u>1,000</u>
	17,313	15,567
<b>Governance costs</b>		
Trustees' expenses	437	144
Computer Expenses	211	115
Accountancy	1,620	1,524
Subscriptions	161	258
Premises	237	-
Motor Expenses	685	682
Insurance	60	368
Telephone	728	790
Postage and Printing	210	78
Sundries	133	-
Computer equipment	<u>216</u>	<u>216</u>
	<u>4,698</u>	<u>4,175</u>
<b>Total resources expended</b>	22,011	19,742
	_____	_____
<b>Net (expenditure)/income</b>	<u>(7,146)</u>	<u>398</u>