

SPACE 2 BE ME LTD
(FORMERLY M4S – MAIDSTONE SPECIAL NEEDS SUPPORT SERVICE)
ACCOUNTS FOR THE YEAR
ENDED 31 MARCH 2017

Company number: 07324545
Charity number: 1140764

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SPACE 2 BE ME LTD

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SPACE 2 BE ME LTD**REFERENCE AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2017**

Directors and Trustees	J Crosby A J Franklin M L Pember D Dobson K Webb
Registered Office	Howard de Walden Centre Bluett Street Maidstone Kent ME14 2UG
Charity number	1140764
Company number	07324545
Independent Examiner	McBrides Accountants LLP Nexus House 2 Cray Road Sidcup, Kent DA14 5DA
Bank	HSBC 1-5 Week Street Maidstone Kent ME14 1QW

SPACE 2 BE ME LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

The trustees of Space 2 Be Me Ltd present their report as Trustees and Directors together with the financial statements for the year ended 31 March 2017 as required by Charity and Company regulations and legislation.

Structure, Governance and Management

Introduction

Space 2 Be Me Ltd is registered as a charity with the Charity Commission in England and Wales (Charity Registration No. 1140764) and as a company limited by guarantee (Company Registration No. 07324545) and is governed by its Memorandum and Articles of Association.

Space 2 Be Me Ltd was incorporated as a company limited by guarantee on 23rd July 2010 and was registered as a charity on 10th March 2011. It is a parent driven members organisation that recognises that the experiences and knowledge parents bring should be valued and used as the building block for service development and provision for disabled children and their families in Maidstone.

The Trustees

The trustees who served the charity during the year were as follows:

Janet Crosby
Amanda Jane Franklin
Martin Laurence Pember
Deborah Dobson (appointed 19th May 2016)
Kevin Webb (appointed 23rd March 2017)
Peter Edward Ananicz (resigned 19th May 2016)
Janette Kerry Larkin (resigned 19th January 2017)

All trustees give of their time freely and no trustee remuneration was paid in the year.

Appointment of Trustees

The Board of Trustees must comprise between at least 50% and 70% of parents of disabled children and young people. However the charitable company recognises that a range of skills is required within the Board if the charity is to develop and two non-parent trustees with professional business and finance backgrounds continue to bring an active and positive contribution to the organisation.

Trustees are nominated and selected by Directors at the Annual General Meeting. A third of the Trustees retire in rotation at the Annual General Meeting but can stand for re-election. The fourth AGM of the charitable company was on 19th November 2015. The articles of Association require a minimum of 3 trustees and a maximum of 12.

Structure and Decisions

Staff in the charity report to the Manager who is responsible for the day to day operation of the organisation. The Board meet typically bi monthly with individual trustees in addition to the appointed officer positions of Chair, Vice-Chair and Treasurer leading on specific areas of work. These include having a named safeguarding lead for both children and vulnerable adults, a lead for Policies and Procedures and a Quality lead. Existing Policies and Procedures of the charity are reviewed regularly and amended to reflect current best practice with additional policies added as required to reflect the growing operations of the charity.

The staff team at the year end comprised the Manager (26 hours a week), an Admin and Finance Worker (15 hours a week), 2 25 hour IS Workers and 3 Family Support Workers (one 12 hours and two 22 hours a week). In addition to these salaried staff, quality sessional staff are also employed to help offer support to allow children and young people to access activities and/or where additional staff are required to ensure quality delivery.

SPACE 2 BE ME LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

Risk

The Trustees conduct regular assessments of the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that appropriate controls are in place to mitigate our exposure to major risks. These include a financial controls policy; which is reviewed at least every two years and a designated financial reserve; which is reviewed annually.

Financial Risk Management Objectives and Policies

The main financial risks arising from the charities activities are credit, liquidity, fraud and price risk.

Price Risk

The charitable company is not subject to any price risk.

Credit Risk

The charitable company does not hold any material balance sheet positions with regards to donations receivable and so does not consider credit risk a material risk.

Liquidity Risk

The charitable company does not hold any material day to day liabilities on its balance sheet and always tries to settle any amounts owed to its creditors within the period of credit given of 30 days.

Cash Flow Risk

The charitable company prepares monthly management accounts and reports to its Trustees on a bi-monthly basis. The board of trustees approves the management accounts and signs off the year end accounts. In addition the Treasurer regularly visits the office to review financial transactions and offer support to staff. The charitable company understands its cash flow requirements and its policy is to maintain sufficient funds in a liquid form at all times to ensure that the charitable company can meet its liabilities as they fall due. The charitable company is reliant on grants and donations but these have been consistent in prior years and does not lead to any immediate concern on the level of donations received.

Public Benefit

The Trustees have regard to the Charity Commission's guidance on public benefit. The objectives of the charitable company are the support and provision of services for disabled and special needs children. The level of public benefit is demonstrated by the support provided.

Objectives and activities

Space 2 Be Me Ltd's object as set out in its Articles of Association is to provide or otherwise support the provision of services for disabled and special needs children and young people and their family members where the child is on the roll of a school and/or lives in Maidstone or the surrounding areas and is up to and including 25 years of age.

Strategic vision

Space 2 Be Me Ltd's strategic vision is to support disabled children and young people and those with special needs to have the same life opportunities as their non-disabled peers, both educationally and socially and for their parents and families to feel supported, empowered and valued. This is achieved through 4 key objectives:

- Providing comprehensive information, advice and signposting to ensure families can make informed choices and access services that meet their needs.
- Offering a range of formal and informal support and social opportunities for parents and disabled children and young people.
- Working to ensure future services are parent driven and responsive to the needs of families and disabled children and young people by speaking up for what families tell us they need and representing them to key partners.
- Working to ensure that disabled children are able to access universal provision where desired in a safe and supported manner and in doing so feel included and valued.

SPACE 2 BE ME LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

Strategic vision (continued)

This year the Trustees and staff of Space 2 Be Me Ltd worked together to create a 2 year strategy and business plan for the period April 2016 to March 2018. This plan was in line with the confirmed KCC funding period of 2 years. Members also fed into the plans via a questionnaire and a planning event held in December 2015.

Priorities identified in the two year plan included:

- Continuing to offer our core offer of family events, support groups and provision of information to families
- Increase our clubs offering to ensure there is a club in place for every age group up to age 25
- Increasing membership and making Space 2 Be Me Ltd more visible in Tunbridge Wells and Tonbridge and Malling
- Increase Family Support hours and work better with other consortium partners to deliver a consistent family support service across a wider area
- Implement a more focussed training and workshop programme
- Continue to run the Independent Support programme
- Enhance online presence via improvements to the website and social media
- Broaden our funding base, to include more grant funding and donations from individuals

Volunteers

Over the 2016-17 financial year the organisation has benefitted from the input of a number of volunteers, in addition to that of the trustees (who also act as volunteers). The input of all volunteers is highly valued. We have a regular volunteer from a local school who supports us on admin and a fundraising committee initially set up to plan our 5th Birthday fundraiser in May 2016. We have also benefitted from a number of "ad-hoc" volunteers who have supported us at fundraising and family events throughout the year.

Achievements and Performance***Going concern***

After making appropriate enquiries, the Trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis can be found in the accounting policies.

Review of activities

We worked hard to achieve the targets we set ourselves within our business plan, this is how we managed to progress against our priorities:

Delivery of core offer: We have worked as part of the KDCPDC Consortium for the past few years to deliver a consistent core offer across Kent of family events and support groups for parents of disabled children up to age 18. This funding has decreased over the years, but KCC provided us with a strategic grant agreement this year for two years to deliver at least 10 family events and 18 support groups. Space 2 Be Me Ltd receives funding to deliver this work across West Kent. We exceeded our targets, with 12 family events and 30 support groups.

Late in 2015 we received funding from a local charity that had closed (Hot Foot Plus Trust), this funding was ring fenced to delivery of activities and most of it was carried forward to this financial year. We have used this funding to offer trips further afield to families (London and Chessington World of Adventures), but also to develop holiday respite activities (see clubs below). Our family activities have been very popular, we have had a total of 634 attendees at our events throughout the year.

Increasing Clubs offer: At the beginning of this financial year we were offering a weekly dance club, two youth groups (one for 10-12s and one for 13-17s) and a music group. As well as our ongoing fortnightly Sams Saturday morning stay and play club for 0-5s. The music club finished in May, due to a lack of interest from members, but we have managed to fill our two gaps with an after school club for children aged 6-10 and a social group for young people aged 18-25. By the end of the financial year all of our youth groups had moved from a monthly session to fortnightly.

SPACE 2 BE ME LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

Review of activities (continued)

Our clubs are very popular, the 6-10s grew very quickly and includes siblings as well as children with a disability. The 10-12s and 13-17s regularly run to capacity and one young member has emerged as a spokesperson, who is now reporting to the Board and actively planning new activities for the clubs. The 18-25s club is our least popular group, we are working on advertising this more widely and attracting more participants.

Increasing membership and presence across West Kent: Our membership this year increased from 125 to 154; the increased number of clubs and Family Support Work have had a positive effect on our membership numbers, but we know there are still many families we aren't reaching and will endeavor to increase our membership further next year.

We have been in discussion with SPACE; a charity that we previously partnered with to cover the Tunbridge Wells and Tonbridge & Malling districts. SPACE are looking to close their charity, so we plan to take on their youth groups in Tonbridge in the next financial year. With the closure of SPACE there is very little provision in West Kent outside of Maidstone, so with this in mind we set up a new Sams group in Tonbridge, which mirrors our Maidstone group. This has proven to be so popular we have moved from monthly to fortnightly sessions. We now have an average of 8 attendees coming to this group, which is an ideal number.

In a bid to reach more families in hard to reach areas of Maidstone we successfully bid for funding to deliver a programme of 4 sensory workshops in the Fusion café in Park Wood. We will continue to work with Fusion in the next financial year to deliver outreach activities, due to the success of these sessions.

Delivering Family Support Work across a wider area: This service has been overwhelmed with demand, so we applied for funding for an additional Family Support Worker from Kent Community Foundation. This was a joint post between Space 2 Be Me Ltd and Includes Us 2 (a partner charity that works in South Kent). The bid was successful, so we recruited an additional Family Support Worker in November. Trustees also released some funding for a 12 hour term time only Family Support Worker post to cover tonbridge & Malling and Tunbridge Wells. This post was also filled in November and we are now delivering 47 hours of Family Support Work every week.

Focused Training programme: We worked with our partner charities in the KDCPDC consortium to put together an application for funding to deliver the Cygnet training programme across Kent. We, along with 4 Us 2 (East Kent) were successful in a bid to the KCC Early Years Fund and now have two trained Cygnet trainers who are able to deliver this Barnardo's accredited autism awareness course to parents. This year we ran two 6 week courses, helping 17 families.

Independent Support Programme: Along with our partner charities in the KDCPDC Consortium we bid for and received further funding from the Council for Disabled Children to deliver our Independent Support Work, supporting parents through the process of moving from a statement to an Educational and Health Care Plan. We worked with more than 75 parents and young people on this project.

Enhance online presence: This year we focused on our Facebook page and increased our likes from 373 at the beginning of the year to 531 by the end of the year. More regular posts have attracted followers and importantly has spread the word of our work to a wider audience. We had planned to improve our website, however towards the end of the year Trustees made the decision to change the charity's name. It was decided that a funding application would be submitted during the next financial year to fund the name change and a new website. The name has since been changed to Space 2 Be Me Ltd.

Broadening the Funding Base: This year we have made a start on approaching more Trusts and Foundations for funding and we are starting to see this strategy succeed. We also held a 5th Birthday fundraising party in May 2016 in an attempt to reach individual donors. Whilst this was a successful event we didn't reach the donors we had hoped to, so adopted a different approach at the end of the financial year, seeking donors who wished to give us a regular donation.

Financial review*Income*

The Charity's total incoming resources for the year ended 31 March 2017 totalled £94,391 (2016: £129,199).

Expenditure

Resources expended totalled £141,432 (2016: £105,695).

SPACE 2 BE ME LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

Principal funding

There are two principal sources of funding for the organisation. The Independent Support contract; which Space 2 Be Me Ltd managed and dispersed on behalf of the Parent's Consortium and the KCC Disabled Children's services contract; which continued to 30th September 2015 and was subsequently replaced by a grant. We have a grant agreement in place to 31st March 2018; providing us with some much needed core funding, all be it at a reduced rate.

Aside from contracts; we have been successful in securing donations from Charitable Trusts and small local community groups. This year funding from these sources enabled us to set up a number of new initiatives.

Reserves policy

The Directors have agreed that a reserve policy equivalent to 3 months operating costs is an appropriate level of reserve for a charitable company of the size of Space 2 Be Me Ltd. This more than covers any contractual obligations that might need to be met in an uncertain financial environment. This reserve level has now been achieved and is held in a designated fund.

Reserves at the end of the year were £48,236 (2016: £95,277).

Future Plans

Our two year strategy will continue into the next financial year and we will enter a new planning phase in November 2017. Our plans include:

Delivery of core offer: More of the same; 12 events a year for families and support groups across Maidstone, Tonbridge & Malling and Tunbridge Wells. We are particularly keen to work with others to deliver these activities including our KDCPDC partner charities and other local partners, particularly local children's centres and special schools.

Increasing Clubs offer: During this financial year we have achieved our target in terms of numbers of clubs in Maidstone, because we are now offering a club for every age group. In the future we will seek to increase the activities offered within the clubs and offer projects that our young members request. We are working with our youth representative to develop an employability project for disabled young people in the next financial year.

We have also commenced discussion with SPACE to take over their Stokers Youth Group and Unity Young person's group in the next financial year; both of which are based in Tonbridge. Once we understand the need in the Tonbridge area we will seek to add at least one more youth club to benefit young people in this area.

Increasing membership and presence across West Kent: We will continue to advertise our work across our widened area and hope that by introducing more activities and clubs we will attract more members.

Delivering Family Support Work across a wider area: Having recruited and inducted two new members of staff we will look to embed the Family Support Work service over the next year and trial new modes of delivery.

Focussed Training programme: We will offer more Cygnet courses in the next year as well as a wider training programme for families, to be delivered by our Family Support Work team.

Independent Support Programme: This project is likely to come to a close by 31st March 2018; as all families should have transitioned from statements to Education and Health Care Plans. We will work with up to 100 families and young people on this project in the next year.

Enhance online presence: As mentioned above we have changed our name to Space 2 Be Me Ltd and as part of this name change we will be implementing a new website and online identity.

Broadening the funding base: in 2017/18 we will be applying to more grantmaking trusts and we will be implementing gift aid to ensure we are maximizing on our donations.

By continuing to deliver in these priority areas the Board of Trustees is confident that Space 2 Be Me Ltd will continue to provide services for families of disabled children and young people that offer public benefit and meet our charitable objectives and vision.

SPACE 2 BE ME LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

Statement of Trustees' Responsibilities

The Trustees (who are also directors of Space 2 Be Me Ltd for the purposes of Company Law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practices).

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 Trust at the year end and of the incoming resources and application of resources of the Trust for that year. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice ("SORP");
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in operation.


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 which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Trust 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 information of which the charitable company's independent examiner is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

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

Signed on behalf of the charity's trustees:


J Crosby
Trustee


M L Pember
Trustee

Approved by the trustees on 30.11.17

SPACE 2 BE ME LTD

INDEPENDENT EXAMINER'S REPORT

I report on the financial statements for the year ended 31 March 2017 set out of pages 9 to 16.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in this 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 charity and the charity's members as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of the trustees and examiner

The charity's Trustees (who are also the directors of Space 2 Be Me Ltd for the purposes of company law) are responsible for the preparation of financial statements. 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. 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 financial statements 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 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 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:

- a) 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 to 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 Charities have not been met; or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.


A Warren, FCA

For and on behalf of McBrides Accountants LLP, Nexus House, 2 Cray Road, Kent, DA14 5DA

Date: 6/12/17

SPACE 2 BE ME LTD

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2017
(Including the Income and Expenditure Account)

	Notes	Unrestricted Fund 2017 £	Restricted Fund 2017 £	Total Funds 2017 £	Total Funds 2016 £
INCOME					
Income from charitable activities					
Grants and funding	2	60,214	17,434	77,648	106,974
Hot Foot Plus Trust		-	-	-	12,174
Other trading activities					
Donations and events	3	13,830	-	13,830	8,966
Earned income		2,910	-	2,910	1,060
Income from investments					
Bank Interest		3	-	3	25
Total income		76,957	17,434	94,391	129,199
EXPENDITURE					
Expenditure on charitable activities	4	121,708	19,724	141,432	105,695
Total expenses		121,708	19,724	141,432	105,695
NET MOVEMENT IN FUNDS		(44,751)	(2,290)	(47,041)	23,504
Funds brought forward		87,969	7,308	95,277	71,773
Funds carried forward		43,218	5,018	48,236	95,277

All the above results are derived from continuing activities. There are no other gains or losses other than those shown above.

The notes set out on pages 11 to 16 form part of these accounts.

SPACE 2 BE ME LTD
(Company number: 07324545)

BALANCE SHEET AS AT 31 MARCH 2017

	Notes	Funds 2017 £	Funds 2017 £	Funds 2016 £
CURRENT ASSETS				
Debtors	10	-		34,382
Cash at bank and in hand		<u>50,426</u>		<u>60,895</u>
		50,426		95,277
CREDITORS: Amounts falling due within one year	11	<u>2,190</u>		<u>-</u>
NET CURRENT ASSETS			48,236	95,277
NET ASSETS			<u>48,236</u>	<u>95,277</u>
FUND BALANCES				
General unrestricted fund	12		10,014	50,942
Designated funds	12		33,204	37,027
Restricted fund	12		5,018	7,308
			<u>48,236</u>	<u>95,277</u>

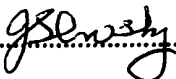
For the year ended 31 March 2017, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

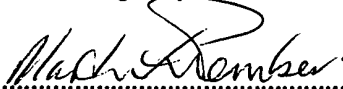
The members have not required the charitable company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Board of Trustees on 30.11.17 and signed by:


.....
J Crosby
Trustee


.....
M L Pember
Trustee

The notes set out on pages 11 to 16 form part of these accounts.

SPACE 2 BE ME LTD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), and applicable regulations. The financial statements are prepared to the nearest £1.

Space 2 Be Me Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are the first financial statements prepared under FRS102. In preparing the financial statements, the Trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102 the restatement of comparative classifications was required. The policies applied under the entity's previous accounting framework are not materially different to FRS102 consequently implementation of FRS102 has not impacted on funds nor profit or loss. The transition date was 1 April 2015. Refer to the transition note for an explanation of the transactions.

The following are the accounting policies which have been applied in dealing with material items:-

a) Going concern:

It is the opinion of the Trustees that the use of the going concern basis of accounting is appropriate because:

- there is no material uncertainties relating to events or conditions that may cast significant doubt about the ability of the charitable company to continue as a going concern:
- there is reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future.

b) Funds structure:

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed.

Further details of each fund are disclosed in the notes.

c) Incoming resources:

Donated income and grants receivable are taken into account when received by the charity.

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations are recognised when they have been communicated is received in writing with notification of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting year.

Interest on funds held on deposit is included upon notification of the interest paid or payable by the Bank.

d) Resources expended:

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure, including irrecoverable VAT, is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities. For more information on this allocation refer to note (f) below.

e) Irrecoverable VAT:

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

SPACE 2 BE ME LTD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES (continued)

f) Allocation of support and governance costs:

Support costs have been differentiated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs relating to Trustee meetings.

g) Charitable activities:

The expenditure on charitable activities includes grants made, governance costs and an apportionment of support costs as shown in note 4.

Reserves

The regular, unrestricted income is sufficient to cover the day to day running of the charity, whilst the expenditure relating to specific projects are covered through restricted funds.

The agreed reserve policy for 2017 was to have a reserve equivalent to 3 months operating costs. Based on the risk profile of the income and expenditure, this was deemed an appropriate amount to cover any sudden increases in expenditure, or decreases in income.

Any unrestricted funds held over and above this are regularly monitored with the intention of using them to forward the charity's objectives.

The reserve policy is regularly assessed by the trustees for appropriateness.

h) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition.

j) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at transaction value.

k) Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement as financial assets or financial liabilities. The charitable company only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value.

l) Key judgements and estimations

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

SPACE 2 BE ME LTD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

2. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Fund 2017 £	Restricted Fund 2017 £	Total Funds 2017 £	Total Funds 2016 £
Kent County Council Disabled Children's Service	25,000	-	25,000	31,563
Kent County Council Early Help	-	11,770	11,770	-
Kent Community Foundation	-	4,914	4,914	-
Parent Consortium Independent Support Contract	33,395	-	33,395	62,273
Grant Whitehead Monkton	-	-	-	1,900
Grant Help a Maidstone Child	400	-	400	500
KCC Capital Equipment Grant	-	-	-	2,818
Awards for All	-	-	-	6,960
Golding Homes	-	750	750	960
Club payments	1,931	-	1,931	-
	60,726	17,434	78,160	106,974

3. OTHER TRADING ACTIVITIES

	Unrestricted Fund 2017 £	Restricted Fund 2017 £	Total Funds 2017 £	Total Funds 2016 £
Family Contributions at events	7,649	-	7,649	3,625
Parent membership	955	-	955	550
Misc Donations	5,226	-	5,226	4,791
	13,830	-	13,830	8,966

4. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Fund 2017 £	Restricted Fund 2017 £	Total Funds 2017 £	Total Funds 2016 £
Salaries (including tax and NI)	79,928	7,371	87,299	74,080
DBS	53	79	132	128
Staff expenses/petrol	4,302	126	4,428	3,257
Rent	5,796	-	5,796	5,578
Insurance	446	-	446	397
Office/IT costs	6,092	55	6,147	4,159
Phone and internet	2,473	-	2,473	2,376
Event costs	4,502	791	5,293	6,660
Equipment	4,090	729	4,819	4,966
Professional charges	720	-	720	290
Training	709	220	929	177
Hot Foot Plus Trust	7,311	-	7,311	147
Awards for All (Excluding salaries)	-	3,679	3,679	1,102
Golding Homes (Excluding salaries)	-	186	186	478
Whitehead Monkton	-	-	-	1,900
Kent County Council Early Help (Excluding salaries)	-	6,488	6,488	-
Club costs	723	-	723	-
Other costs	616	-	616	-
Bank Charges	40	-	40	-
Pensions	3,907	-	3,907	-
	121,708	19,724	141,432	105,695

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

5. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE

	Staff costs 2017 £	Other costs 2017 £	Total 2017 £	Total 2016 £
Charitable activities	92,135	49,297	141,432	105,695

6. PRIOR YEAR STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Fund 2016 £	Restricted Fund 2016 £	Total Funds 2016 £
INCOME			
Income from charitable activities	107,470	11,678	119,148
Other trading activities	10,026	-	10,026
Income from investments	25	-	25
TOTAL INCOME	117,521	11,678	129,199
EXPENDITURE			
Expenditure on charitable activities	99,875	5,820	105,695
TOTAL EXPENDITURE	99,875	5,820	105,695
Net movement in funds	17,646	5,858	23,504

7. STAFF COSTS

Staff costs were as follows:

	2017 £	2016 £
Wages and salaries	87,299	74,080
Recruitment and training	929	177
Pension costs	3,907	-
	92,135	74,257

No employee earned over £60,000 (including taxable benefits but excluding employer pension contributions) during the year.

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

	2017	2016
Administration and support	10	7

8. TRANSACTIONS WITH TRUSTEES

The trustees all give freely of their time and expertise without any form of remuneration or other benefit in cash or kind.
During the year no trustee received any remuneration or expenses.

9. FEES FOR EXAMINATION OF ACCOUNTS

	2017 £	2016 £
Independent examiners fees for reporting on the accounts	500	-
	500	-

SPACE 2 BE ME LTD

15.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

10. DEBTORS

	2017 £	2016 £
Parents Consortium IS Contract	-	34,832
Other debtors	-	47
	<u>-</u>	<u>34,879</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Social security costs	940	-
Accountancy	1,250	-
	<u>2,190</u>	<u>-</u>

12. FUNDS

Statement of funds

	Bought forward £	Incoming Resources £	Outgoing Resources £	Transfer £	Carried forward £
Undesignated funds					
General funds	50,942	76,957	(112,885)	(5,000)	10,014
Designated Funds					
3 months operating costs	25,000	-	-	5,000	30,000
Hot Foot Plus Trust	12,027	-	(8,823)	-	3,204
	<u>37,027</u>	<u>-</u>	<u>(8,823)</u>	<u>-</u>	<u>33,204</u>
Restricted income fund					
Fun Kidz	1,450	-	(1,450)	-	-
Awards for All	5,858	-	(5,858)	-	-
Kent County Council Early Help	-	11,770	(9,938)	-	1,832
Kent Community Foundation	-	4,914	(2,048)	-	2,866
Golding Homes	-	750	(430)	-	320
	<u>7,308</u>	<u>17,434</u>	<u>(19,724)</u>	<u>-</u>	<u>5,018</u>
	<u>95,277</u>	<u>94,391</u>	<u>(141,432)</u>	<u>-</u>	<u>48,236</u>

13. FINANCIAL INSTRUMENTS

Categorisation of financial instruments

	2017 £	2016 £
Financial assets that are debt instruments measured at amortised cost	-	34,879
Financial liabilities measured at amortised cost	-	-

14. TAXATION

Space 2 Be Me Ltd is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

15. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.

16. MEMBERS' LIABILITY

The charity is a registered company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charitable company in the event of winding up.

17. ULTIMATE CONTROLLING PARTY

In the opinion of the Trustees there is no ultimate controlling party of the charity.

18. TRANSITION TO FRS 102

The charity has adopted FRS 102 for the first time. This has resulted in no significant transitional adjustments