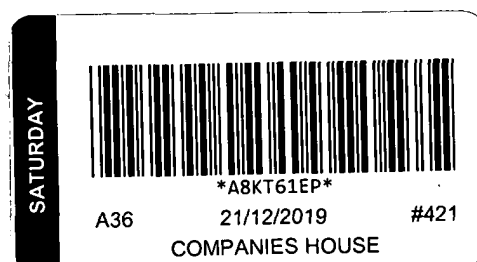


**Space 2 Be Me Ltd**  
**(A company limited by guarantee)**

**Unaudited**

**Trustees' Report and Financial Statements**

**For the Year Ended 31 March 2019**



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**Space 2 Be Me Ltd**  
**(A company limited by guarantee)**

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**Space 2 Be Me Ltd**  
**(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 2019**

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**Trustees**

J. Crosby (resigned 22 January 2019)  
A.J. Franklin  
M.L. Pember  
D. Dobson (resigned 28 March 2019)  
K. Webb  
M. Tatton

**Company registered number**

07324545

**Charity registered number**

1140764

**Registered office**

Howard de Walden Centre  
Bluett Street  
Maidstone  
Kent  
ME14 2UG

**Accountants**

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

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## **Space 2 Be Me Ltd**

**(A company limited by guarantee)**

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### **Trustees' Report**

**For the year ended 31 March 2019**

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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 2019. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

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

### **Objectives and activities**

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.

This year the Trustees and staff of Space 2 Be Me Ltd examined work undertaken in the 2 year strategy and business plan which came to an end in March 2018 and began to identify priorities and ideas moving forward. A workshop with staff and trustees in September 2018 was the start of developing a new phase for Space 2 Be Me.

Priorities identified for the year ended March 2019 included:

- Continuing to deliver our core offer of family events, support groups and provision of information to families
- Ensuring the continuation of our clubs offering to ensure there is a club in place for every age group up to age 25
- Looking after our members better and developing our membership offering as well as strengthening awareness of Space 2 Be Me in Tunbridge Wells and Tonbridge and Malling
- Offering a Family Support service in Maidstone and West Kent including regular drop ins, coffee mornings and one to one support where required.
- Delivering training and for parents of children with additional needs including the Cygnet programme
- Winding down the Independent Support programme delivered with our Consortium partners until it came to an end in the summer of 2018
- Enhancing online presence via improvements to the website and social media; developing our marketing capabilities
- Broadening and diversifying our funding base, to include more grant funding, donations from individuals, community fundraising and corporate partners.

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## Space 2 Be Me Ltd

(A company limited by guarantee)

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### Trustees' Report For the year ended 31 March 2019

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#### 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.

#### *Volunteers*

Over the 2018-19 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, and this year we have continued to benefit from the support of young volunteers who have helped us both in the office and in our clubs.

We have begun to work on a volunteer strategy, in particular developing the input from service users who are available and want to become more involved, and plan to develop this area in the near future.

#### Achievements and Performance

##### *Review of activities*

**Delivery of core offer:** Our work with other parent-led charities in the Consortium Totius has continued, largely focused on the consistent core offer across Kent of family events and support groups for parents of disabled children up to age of 18. This funding has decreased over the years, but KCC provided us with a two-year strategic grant agreement last year to deliver family events and support groups: this was due to come to an end on March 2020 but has now been extended for one further year. Space 2 Be Me Ltd receives funding to deliver this work across West Kent. We exceeded our targets with 10 family events and 63 family support sessions and support groups. Family activities this year included the ever-popular Adventure Kidz exclusive soft play sessions, bowling sessions, a boat trip, a family day at Kent Life and exclusive hire of the Polar Adventure at Maidstone Leisure Centre. Our family activities continue to be very popular with a total of 816 attendees at our events throughout the year.

**Maintaining and developing our clubs offer:** This year has been one of consolidation following a period of rapid development and expansion. Space 2 Be Me clubs had previously increased rapidly in both number of clubs available as well as attendance both in Maidstone and in Tonbridge we introduced a new club for younger children called Starships. This meant we are offering opportunities for children with additional needs from birth to 25 in both locations. Most clubs run on a monthly basis, although a couple in Tonbridge for older children are running monthly but we feel it would be good to increase this capacity in the near future.

Current club offerings are:

- Dance Stars in Maidstone (two weekly sessions, all ages)
- Rockets Maidstone (for children aged 6-10 and siblings)
- Comets Maidstone (for 10-12s)
- Galaxy Maidstone (for 13-17s)
- Universe Maidstone and Universe Tonbridge (for 18-25s)
- Starships Tonbridge (for 6-12s)
- Stokers Tonbridge (for 13-18s)
- Sams Maidstone and Sams Tonbridge stay and play for pre-school children and their parents

Young people and parents are regularly asked and surveyed about what they want in the future and are therefore included in planning activities. We have continued to work with the older young people to develop and prepare for further education or employment opportunities.

**Offering Holiday Activities:** Space 2 Be Me Time offers an opportunity for children to partake in familiar activities and parents have a period of respite knowing that their child is in a safe and supported environment. We try to run Space 2 Be Me Time in Tonbridge and Maidstone throughout the various school holidays.

**Increasing membership and presence across West Kent:** Our membership this year increased to 227 at year end compared to 204 in 2018 and 154 in 2017. Thanks to funding from The National Lottery Awards for All we have been able to develop how we look after and communicate with our members. We also had a major push in raising awareness in particular in West

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## Space 2 Be Me Ltd

(A company limited by guarantee)

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### Trustees' Report

For the year ended 31 March 2019

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Kent with delivering presentations to key professionals, parent groups, schools and other organisations. This push in marketing and membership services is something that will continue into the next year.

**Delivering Family Support Work across a wider area:** Our family support service has continued to thrive with coverage in Maidstone, Tonbridge and Tunbridge Wells through regular coffee mornings, drop in opportunities and one to one support. We also trained staff to deliver the Cygnet autism awareness which we are licenced to deliver via Barnardo's. Space 2 Be Me was able to deliver two 6 week training programmes for parents who have children with autism during the year, one of which was in collaboration with the local authority, and we opened a waiting list of parents seeking this support from us. We would like to deliver a course in West Kent where we have not yet managed to reach and we know there is demand.

**Independent Support Programme:** This joint Totius project came to an end in July 2018, which was an extension of a project which Space 2 Be Me and its partners had delivered for several years, helping parents transfer from a Statement of Special Educational Needs to an Education Health and Care Plan (EHCP). There remains high demand for providing educational advice to families. Many children have inadequate EHC plans and there is still a need to support their parents to ensure they have a plan that fulfils their needs.

**Kent Parents and Carers Together (Kent PACT):** Space 2 Be Me is leading a new project with support from its consortium partners to help facilitate the development of a new parent carer forum for Kent following the closure of the previous organisation. From March 2019 recruitment has begun of volunteer parents to help set up a forum which will represent views of fellow parents in Kent on a strategic level. Many required improvements have been identified by Ofsted and the CQC in their joint Local Area SEND inspection in January 2019, which emphasised the urgent requirement by law for parental input into service design in education and health. Space 2 Be Me will be employing a part time coordinator to facilitate the forum and will manage the grant which is managed by Contact a Family for the Department for Education.

**Enhance online presence:** In the last couple of years, the name change, rebranding and enhancement of Space 2 Be Me's presence online has been significant. Including the development of our website. Work continues to boost online presence, utilising social media and online booking facilities, all of which have been well received by our members. Facebook in particular remains very popular and our reach has steadily grown to 974 likes (compared to 724 in March 2018).

**Broadening the Funding Base:** We continued to apply to grant making trusts during the year and were successful in securing both short term project grants as well as enjoying multi-year grants that continued this year. Our grant income has grown over the past 3 years from £17,434 in 2017, to £51,833 in 2018 and £65,718 this year. However, with reduced statutory and contract income available we are now looking to develop longer term support via multiple-year funding bids where possible to be complemented by increasing income from community and corporate funding streams.

### Financial review

The Statement of Financial Position "SOFA" shows the Charity's total incoming resources for the year was £123,964 (2018: £139,465). Total resources expended amounts to £129,289 (2018: £139,750). The SOFA therefore reveals net outgoing resources of £5,325.

### Financial position

The Charity held fund balances at 31 March 2019 of £42,626. These funds included restricted funds of £34,230 and unrestricted funds of £8,396.

The reduced unrestricted income, partly as a result of reduced contract income and large donations, has resulted in an expenditure from the designated fund which the Trustees aim to maintain at around 3 months working salary costs, i.e. £20,000. Increasing unrestricted reserves is a priority for 2019-20.

Restricted income has increased significantly from £17,434 in 2017, £51,883 in 2018 to £65,718 in 2019, directly funding our projects and charitable activities.

### Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Trustees are seeking a strategy of diversifying income streams, reviewing costs and are endeavouring to undertake regular assessments of the financial stability of the charity which is, currently, largely dependent on fundraising and grants for its income. For this reason Trustees continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**Trustees' Report**  
**For the year ended 31 March 2019**

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**Principal risks and uncertainties**

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 and monitored at regular board meetings.

**Financial Risk Management Objectives and Policies**

The main financial risks arising from the charity's 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.

**Reserves policy**

The Directors have agreed to designate funds to cover staff costs in case the charity needs to be closed. Based on average staff expenditure over the last financial year this means that £20,000 has been designated as a contingency fund. Where this has fallen low at the year end the Trustees are determined that this will be back to £20,000 by the end of the year and are implementing a strategy to enable this goal.

**Principal funding**

There are several principal sources of funding for the organisation, most notably a KCC Disabled Children's services grant which is in place and has been extended to March 2021 which is received as unrestricted income. The Independent Support contract which has been running since 2014 ended on 31<sup>st</sup> July 2018.

Aside from contracts, Space 2 Be Me is in the middle of multiple year grants from Children in Need for some of its Maidstone clubs, which it is currently seeking to extend, and Henry Smith in support of its Maidstone Family Support Service. New grants this year include the National Lottery Awards for All for marketing and membership development, the People's Postcode Trust in support of employability work with young people and supporting parents, and several grants via the Kent Community Foundation. In addition, Space 2 Be Me is the lead Totius partner and fund holder for facilitating the establishment of a new parent carer forum for Kent, Kent PACT, and is employing resources in order to facilitate this project.

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**Space 2 Be Me Ltd**

**(A company limited by guarantee)**

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**Trustees' Report**  
**For the year ended 31 March 2019**

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**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 23 July 2010 and was registered as a charity on 10 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 (resigned as Chair 29 March 2018 and as Trustee on 22 January 2019)

Michelle Tatton (appointed as Chair 29 March 2018)

Amanda Jane Franklin

Martin Laurence Pember (Treasurer)

Deborah Dobson (resigned as a Trustee on 28 March 2019)

Kevin Webb

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 AGM of the charitable company was on 28<sup>th</sup> March 2019. 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 in addition to the appointed officer positions of 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 (25 hours a week), an Admin and Finance Worker (15 hours a week), Children and Young Person Development Worker (31 hours a week), 1 Family Support Worker in West Kent (14 hours) and Space 2 Be Me is currently recruiting a Family Support Worker for Maidstone to work similar hours. Space 2 Be Me is also in the process of recruiting a Membership and Marketing Coordinator for 8 hours per week. In addition to these salaried staff, quality sessional staff are 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.



**Trustees' Report**

**For the year ended 31 March 2019**

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**Plans for future periods**

Our two-year strategy came to an end in March 2018 and during the current year we have been revisiting the business plan and starting to pull a longer-term strategy into place. It has been a period of internal change and consolidation following rapid change and significant growth, not least absorbing a sister charity based in West Kent, some major contract projects coming to an end and significant new projects beginning. There has also been a change in management with a six-month period of handover to December 2018 as new Manager, Fiona Pender replaced outgoing Director, Claire Haffenden.

Space 2 Be Me started its strategic planning for the future with a SWOT Analysis and planning session including input from all Trustees and staff in September 2018. Since then there has been a great deal of thought and discussion around how to build on existing and previous business plans to create a vision for future activities, a diversified fundraising strategy and to develop an impact measurement framework. This is a major focus for the next financial year.

Space 2 Be Me has been in the process of reviewing costs, developing robust forecasts and fine tuning its fundraising strategy and will continue to do so throughout the forthcoming year at regular Trustee meetings. To enable this, Space 2 Be Me will be migrating its financial processes to a cloud-based system which will provide greater accuracy and efficiency of analysis. Addressing the income balance is a priority.

Building on the success of developing trust and foundation support over the previous two years, work has been done on mapping out the requirements and costs of all 16 of the charity's current projects and we have built into our plans members' requests for piloting some of our work in Tunbridge Wells. Some large bids for family support and youth group projects were in progress by the year end for multi-year funding which would, if successful, bring security and sustainability to the larger part of our projects.

Other project funding sources are being researched, reviewed and pursued including those that might support Space 2 Be Me in developing its strategy and assessing its impact so that it can inform its next business plan with an independent assessment.

The Trustees and management have also been developing a strategy to pursue alternative revenue streams, in particular to boost unrestricted income levels – such as developing community fundraising, corporate support, regular donations and registering for gift aid to help boost donations coming in.

In the last quarter of the year there was some success with this strategy, having secured support from a number of local organisations such as Rotary clubs and we have been nominated as Charity of the Year by three companies which will bear fruit during the next financial year. We have also been helping to plan and support a third-party celebrity football fundraising event associated with a local Waitrose distribution centre which it is hoped will raise around £10,000 to be split between two charities, of which Space 2 Be Me is one. Space 2 Be Me aims to develop its volunteer base, and in particular a Fundraising Committee to which we hope to attract volunteers from among our members and the community at large to help us develop alternative revenue streams as well as utilising internal resources and expertise.

Beside our fundraising strategy, there remain some obvious areas to include in our plans, namely:

- Continuing to deliver our core services including clubs, family support work, family activities and outings, and training for parents
- Seeking feedback from both parents and children on our work so that we ensure we are delivering the most relevant activities to them and adapting to meet needs
- Improving our profile, particularly within the Tunbridge Wells and Tonbridge and Malling districts
- Transitioning from the end of the Independent Support contract towards a new way of delivering a combined education and family advice service and working alongside our consortium partners to ensure consistency across a wider area
- To help facilitate the establishment of Kent PACT so that parents have a voice in public service design and delivery for their children.

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.

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**Space 2 Be Me Ltd****(A company limited by guarantee)**

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**Trustees' Report****For the year ended 31 March 2019**

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**Trustees' Responsibilities Statement**

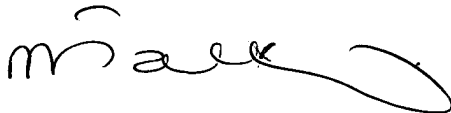
The Trustees (who are also directors of Space 2 Be Me Ltd for the purposes of Company Law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practices).

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 adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees, on 17/12/2019 and signed on their behalf by:



**M Tatton**  
Chair of Trustees



**M L Pember**  
Treasurer

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**Space 2 Be Me Ltd**  
(A company limited by guarantee)

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**Independent Examiner's Report  
For the Year Ended 31 March 2019**

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**Independent Examiner's Report to the Trustees of Space 2 Be Me Ltd (the 'company')**

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 March 2019.

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

**Responsibilities and Basis of Report**

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

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

**Independent Examiner's Statement**

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

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

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

Signed:



Allan Hickie BSc FCA

Dated:

20 December 2019

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

**Space 2 Be Me Ltd**  
**(A company limited by guarantee)**

**Statement of Financial Activities incorporating Income and Expenditure Account**  
**For the Year Ended 31 March 2019**

	Note	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
<b>Income from:</b>					
Donations and legacies	2	6,153	-	6,153	19,042
Charitable activities	3	48,478	65,718	114,196	116,436
Other trading activities	4	3,611	-	3,611	3,986
Investments	5	4	-	4	1
<b>Total income</b>		<b>58,246</b>	<b>65,718</b>	<b>123,964</b>	<b>139,465</b>
<b>Expenditure on:</b>					
Raising funds	4	2,419	-	2,419	4,536
Charitable activities	6	72,374	54,496	126,870	135,214
<b>Total expenditure</b>	10	<b>74,793</b>	<b>54,496</b>	<b>129,289</b>	<b>139,750</b>
<b>Net income / (expenditure) before other recognised gains and losses</b>		<b>(16,547)</b>	<b>11,222</b>	<b>(5,325)</b>	<b>(285)</b>
<b>Net movement in funds</b>		<b>(16,547)</b>	<b>11,222</b>	<b>(5,325)</b>	<b>(285)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	14	25,033	22,918	47,951	48,236
<b>Total funds carried forward</b>		<b>8,486</b>	<b>34,140</b>	<b>42,626</b>	<b>47,951</b>

The notes on pages 12 to 20 form part of these financial statements.

**Space 2 Be Me Ltd**  
**(A company limited by guarantee)**  
**Registered number: 07324545**

**Balance Sheet**  
**As at 31 March 2019**

	Note	£	2019 £	£	2018 £
<b>Current assets</b>					
Cash at bank and in hand		45,109		50,183	
<b>Creditors: amounts falling due within one year</b>	13	(2,483)		(2,232)	
<b>Net current assets</b>			42,626		47,951
<b>Net assets</b>			42,626		47,951
<b>Charity Funds</b>					
Restricted funds	14		34,140		22,918
Unrestricted funds	14		8,486		25,033
<b>Total funds</b>			42,626		47,951

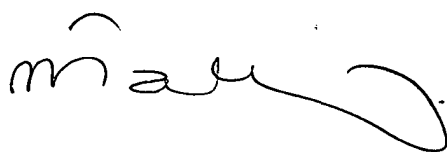
The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

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

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

The financial statements were approved and authorised for issue by the Trustees on 17/12/2019 and signed on their behalf, by:

M. Tatton



M.L. Pember



The notes on pages 12 to 20 form part of these financial statements.

**Notes to the Financial Statements**  
**For the Year Ended 31 March 2019**

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**1. Accounting Policies**

**1.1 Basis of preparation of financial statements**

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

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.

**1.2 Company status**

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 £10 per member of the company.

**1.3 Income**

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

**1.4 Expenditure**

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

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

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

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

**1.5 Financial instruments**

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

**1.6 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.

Notes to the Financial Statements  
For the Year Ended 31 March 2019

1. Accounting Policies (continued)

1.7 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.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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.

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

2. Income from donations and legacies

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Donations	6,153	-	6,153	19,042
<i>Analysis of funds for 2018</i>	17,042	2,000	19,042	

3. Analysis of income from charitable activities by type of income

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Contract income	20,639	-	20,639	36,815
Grant income	22,015	65,718	87,733	75,363
Membership and club income	5,824	-	5,824	3,884
Other income	-	-	-	374
	48,478	65,718	114,196	116,436
<i>Analysis of funds for 2018</i>	66,603	49,833	116,436	

Notes to the Financial Statements  
For the Year Ended 31 March 2019

4. Trading activities

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
<b>Charity trading income</b>				
Event income	3,611	-	3,611	3,986
<b>Fundraising trading expenses</b>				
Event expenditure	2,419	-	2,419	4,536
Net income/(expenditure) from trading activities	1,192	-	1,192	(550)

5. Investment income

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Investment income	4	-	4	1
<i>Analysis of funds for 2018</i>	1	-	1	

6. Analysis of expenditure on charitable activities

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Provide and support the provision of services for disabled children and their families in Maidstone	72,374	54,496	126,870	135,214
<i>Analysis of expenditure for 2018</i>	103,739	31,475	135,214	

7. Analysis of expenditure by activities

	Activities undertaken directly 2019 £	Support costs 2019 £	Total 2019 £	Total 2018 £
Provide and support the provision of services for disabled children and their families in Maidstone	104,085	22,785	126,870	135,214
<i>Analysis of expenditure for 2018</i>	102,877	32,337	135,214	



**Space 2 Be Me Ltd**  
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**Notes to the Financial Statements**  
**For the Year Ended 31 March 2019**

**8. Direct costs**

	<b>Total 2019 £</b>	<i>Total 2018 £</i>
Temporary and other staff costs	12,900	11,648
Membership costs	1,613	613
Event costs	4,372	1,692
Venue hire	3,308	1,820
Wages and salaries	70,399	78,861
National insurance	5,174	4,254
Pension cost	6,319	3,989
	<u>104,085</u>	<u>102,877</u>
<i>Analysis of 2018 total</i>	<u>102,877</u>	

**9. Support costs**

	<b>Total 2019 £</b>	<i>Total 2018 £</i>
Maintenance of premises and equipment	1,805	3,393
Rent and rates	7,355	6,045
Insurance	483	454
Technology costs	2,428	3,029
Advertising	-	9,876
Accountancy and payroll	211	597
Legal and professional	523	678
Governance costs	1,248	1,200
Charitable payments	-	320
Other support costs	8,732	6,745
	<u>22,785</u>	<u>32,337</u>
<i>Analysis of 2018 total</i>	<u>32,337</u>	

£1,248 (2018 - £1200) included within the table above in respect of the independent examination.

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**Notes to the Financial Statements**  
**For the Year Ended 31 March 2019**

**10. Analysis of Expenditure by expenditure type**

	<b>Staff costs 2019 £</b>	<b>Other costs 2019 £</b>	<b>Total 2019 £</b>	<b>Total 2018 £</b>
Expenditure on fundraising trading	-	2,419	2,419	4,536
<b>Costs of raising funds</b>	<b>-</b>	<b>2,419</b>	<b>2,419</b>	<b>4,536</b>
Provide and support the provision of services for disabled children and their families in Maidstone	81,892	44,978	126,870	135,214
	81,892	47,397	129,289	139,750
<i>Analysis of type for 2018</i>	<i>87,104</i>	<i>52,646</i>	<i>139,750</i>	

**11. Net income/(expenditure)**

This is stated after charging:

	<b>2019 £</b>	<b>2018 £</b>
Independent examination costs (gross of irrecoverable VAT)	1,248	1,200

During the year, no Trustees received any remuneration (2018 - £NIL).  
During the year, no Trustees received any benefits in kind (2018 - £NIL).  
During the year, no Trustees received any reimbursement of expenses (2018 - £NIL).

**12. Staff costs**

Staff costs were as follows:

	<b>2019 £</b>	<b>2018 £</b>
Wages and salaries	70,399	78,861
Social security costs	5,174	4,254
Pension costs	6,319	3,989
	<b>81,892</b>	<b>87,104</b>

The average number of persons employed by the company during the year was as follows:

	<b>2019 No.</b>	<b>2018 No.</b>
Administration and support	13	11

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

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**Notes to the Financial Statements**  
**For the Year Ended 31 March 2019**

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

	2019 £	2018 £
Other taxation and social security	1,235	1,032
Accruals	1,248	1,200
	<u>2,483</u>	<u>2,232</u>

**14. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2018 £	Income £	Expenditure £	Balance at 31 March 2019 £
<b>Designated funds</b>				
Contingency fund	20,000	-	-	20,000
<b>General funds</b>				
Unrestricted funds	5,033	58,246	(74,793)	(11,514)
Total Unrestricted funds	<u>25,033</u>	<u>58,246</u>	<u>(74,793)</u>	<u>8,486</u>
<b>Restricted funds</b>				
Kent Community Foundation	-	4,500	-	4,500
Golding Homes	-	800	(591)	209
Children in need	2,347	9,982	(10,149)	2,180
Henry Smith	7,298	9,750	(9,504)	7,544
St. James Place	5,003	-	(5,003)	-
Awards for all	-	9,936	(3,907)	6,029
Space Youth	1,927	-	(1,644)	283
KCF Gatwick	2,833	-	(2,833)	-
KCF Employability	2,745	-	(2,745)	-
KCC Councilors grant	710	-	(710)	-
Kent PACT	-	15,000	(7,038)	7,962
Peoples Postcode	-	6,400	(2,228)	4,172
Lawson Trust	-	3,500	(2,913)	587
KCF CYP	-	4,100	(3,426)	674
Other restricted	55	1,750	(1,805)	-
	<u>22,918</u>	<u>65,718</u>	<u>(54,496)</u>	<u>34,140</u>
Total of funds	<u>47,951</u>	<u>123,964</u>	<u>(129,289)</u>	<u>42,626</u>

Notes to the Financial Statements  
For the Year Ended 31 March 2019

14. Statement of funds (continued)

The restricted and designated funds are explained below:

**Designated funds:**

- Contingency fund:- Funds designated to cover expected employment related costs upon winding up.

**Restricted funds:**

- Kent PACT:- Space 2 Be Me is the lead charity facilitating the establishment of a new parent carer forum for Kent, enabling parents to feed into design of services for their children.
- Kent Community Foundation:- Grant towards the costs of a Family Support Worker.
- Children in need:- Grant towards costs of youth groups in Maidstone.
- Henry Smith:- Grant towards the costs of a Family Support worker
- St. James Place:- Grant towards the costs of holiday activity sessions and associated costs for young people aged 5 to 18.
- Awards for all:- Big lottery fund grant for rebranding of the organisation, including the development of a new website and publicity materials.
- Space Youth:- Ringfenced funding for youth activities in West Kent
- KCF Gatwick:- Grant towards the costs of family support services and delivery of a Cygnet course in West Kent to families of children with autism.
- KCF Employability:- Grant towards the costs of an employability project for young people with additional needs
- KCC Councilors grant:- Grant towards the costs of work in Maidstone.
- Peoples Postcode Trust:- Grant towards the costs of the employability project with young adults with additional needs, including a workshop-mini conference for parents and young people exploring options.
- Lawson Trust:- To cover the costs of our family support worker in West Kent, working with families of children with additional needs.
- KCF CYP:- Grant towards the costs of the young adult 'Universe' club, including work on employability and life skills.

Statement of funds - prior year

	Balance at 1 April 2017 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2018 £
<b>Designated funds</b>					
Contingency fund	30,000	-	-	(10,000)	20,000
Hot Foot Plus Trust	3,204	-	(381)	(2,823)	-
	<u>33,204</u>	<u>-</u>	<u>(381)</u>	<u>(12,823)</u>	<u>20,000</u>
<b>General funds</b>					
Unrestricted funds	10,014	87,632	(107,894)	15,281	5,033
Total Unrestricted funds	<u>43,218</u>	<u>87,632</u>	<u>(108,275)</u>	<u>2,458</u>	<u>25,033</u>

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**Notes to the Financial Statements**  
**For the Year Ended 31 March 2019**

**14. Statement of funds (continued)**

**Restricted funds**

KCC Early Help	1,832	-	(21)	(1,811)	-
Kent Community Foundation	2,866	-	(2,491)	(375)	-
Golding Homes	320	880	(880)	(320)	-
Children in need	-	9,871	(7,524)	-	2,347
Henry Smith	-	9,750	(2,452)	-	7,298
St. James Place	-	8,059	(3,056)	-	5,003
Awards for all	-	9,589	(9,637)	48	-
Space Youth	-	2,000	(73)	-	1,927
KCF Gatwick	-	5,299	(2,466)	-	2,833
KCF Employability	-	4,075	(1,330)	-	2,745
KCC Councilors grant	-	1,340	(630)	-	710
Other restricted	-	970	(915)	-	55
	<u>5,018</u>	<u>51,833</u>	<u>(31,475)</u>	<u>(2,458)</u>	<u>22,918</u>
Total of funds	<u>48,236</u>	<u>139,465</u>	<u>(139,750)</u>	<u>-</u>	<u>47,951</u>

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

**Analysis of net assets between funds - current year**

	<b>Unrestricted funds 2019 £</b>	<b>Restricted funds 2019 £</b>	<b>Total funds 2019 £</b>
Current assets	10,969	34,140	45,109
Creditors due within one year	(2,483)	-	(2,483)
	<u>8,486</u>	<u>34,140</u>	<u>42,626</u>

**Analysis of net assets between funds - prior year**

	<b>Unrestricted funds 2018 £</b>	<b>Restricted funds 2018 £</b>	<b>Total funds 2018 £</b>
Current assets	27,265	22,918	50,183
Creditors due within one year	(2,232)	-	(2,232)
	<u>25,033</u>	<u>22,918</u>	<u>47,951</u>

**16. Pension commitments**

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund. No contributions were payable to the fund at the balance sheet date.

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**Notes to the Financial Statements**  
**For the Year Ended 31 March 2019**

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**17. Operating lease commitments**

At 31 March 2019 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Amounts payable:</b>		
Within 1 year	-	4,635
	<u>          </u>	<u>          </u>

The charity now occupies premises under an informal arrangement with their landlord following the expiry of the lease on 31 December 2018. The arrangement is currently under review but since no formal lease is in place there is no legal commitment to record above. Based on current monthly payments the charity anticipates paying £6,180 in the year ending 31 March 2020.

**18. Related party transactions**

There have been no related party transactions in the reporting period.