



ANNUAL
REPORT
19/20



With huge thanks to our supporters, without whom none of this would be possible.



The Vanquis Social
Impact Fund
(Kent and Medway)





CONTENTS

Objects, Vision, Mission and Aims	4
Ensuring our Activities Achieve our Objects and Benefit the Public	5
Achievements	5
Challenges	8
Membership	8
Projects	9
Volunteers	14
Covid – 19 Impact	14
Finance	15
Receipts and Payments	16
Independent Examiners Report	18
Legal and Administrative Information	20
Declaration	21

Trustees' Annual Report

The Trustees have pleasure in presenting the Trustees' Report, Receipts and Payments Accounts and the Independent Examiner's Report.

Objects of the Charity

The Objects of 21 Together are as specified in the charity's Constitution (dated January 2016), and remain unchanged, and are as follows:

To relieve the needs of people with Down's syndrome living in Kent and their families / carers through the provision of training, support, education and practical advice and by such other means as the Trustees may determine.

To advance the education of the public, and in particular, the parents and carers of people with Down's syndrome and professionals involved in their care and education, in the specific needs and abilities of people with Down's syndrome.

Vision Statement

Everyone has the right to live their lives to the fullest of their potential, regardless of disability or disadvantage.

Mission

Supporting children and young people with Down's syndrome and their families, to access the right support to live full and vibrant lives.

Aims

- Enable people with Down's syndrome to be fully included in society by giving them access to the early intervention and skills needed to achieve the best possible outcomes in their lives.
- Educate families and professionals to enable them to provide the best possible support for people with Down's syndrome.
- Support families through peer networks, parent support groups and online forums.
- Advocate and build awareness of the achievements of people with Down's syndrome. Recognising the positive impact of our community on the wider world is key in promoting true inclusion and cohesion.
- Promote raised expectations of what is possible within our community and the wider community.

Ensuring our Activities Achieve our Objects and Benefit the Public

The Trustees ensure that all activities undertaken by the charity both meet the charity's objectives and are led by the charity's members and their needs. Co-production and community engagement when designing services are highly valued by the Trustees and by all members of the team. All new initiatives, schedules of events and project ideas are discussed at Trustee level to ensure that they are in line with our Objects and will help us achieve our aims.

We are committed to continually working in a cycle of feedback and reform, so that community engagement sees significant and timely impacts of change. We believe that it is not enough just to listen, we have to share what impact the community's feedback has had, and how we use the information to plan for the future. The Trustees and staff have paid due regard to the Charity Commission's guidance on public benefit when planning all services and ensure the services delivered are in line with our Objects and Mission Statement.

Achievements

Awards

We are pleased to have been named ***“Charity of the Year”*** at the Wards Children's Charity Awards, in November 2019, and we are very grateful for the additional financial support Wards have chosen to give us to support our work with young adults. This award is particularly meaningful to us as it was voted for by the public. Members nominated us with heartwarming entries, we have some short excerpts below:

“21 Together have been a lifeline for us and for many families throughout Kent. They provide a whole range of support and services to people with Down's syndrome and their families. Raising a child with Down's syndrome can be challenging and at times lonely. 21 Together's ambition for the DS community and the companionship their events foster make that journey easier.”

“They have been amazing in offering advice and support to me on dealing with issues to do with the condition. As well as running courses they hold monthly coffee mornings which are great because it is a chance to meet up with other parents whose children also have Down's syndrome.”

“Not only supports but also provides love and care, training courses and very importantly awareness. Also promotes inclusion and helps all achieve aspirations.”

“21 Together have been a lifeline, providing training, support and advocacy where there is otherwise none, in my particular part of the Kent postcode lottery. Recent bowel and bladder training highlighted issues which led to a diagnosis of a 90% obstructed bowel and we are now waiting for surgery. My son had lost weight from aged 3.5 and weighed the same as a 2-year-

old, had this continued much longer it would have become critical. They have developed a communications development training session for my son, every other Saturday, which has really helped him develop relationships with other children where he otherwise wouldn't even try. They have provided training for Makaton, numeracy, wills and trusts, learning profile of children with Down's syndrome and many more. They deserve recognition for their work and the tangible positive changes they have fostered in my little boy's life."

21 Together were one of the forty Kent charities who have received the coveted KM Charity Mark award to honour our work in the community. The presentations were part of the KM Charity Team's annual free forum to support good causes in the key areas of finance, employment law, publicity, and fundraising.

First Full year of Circle Groups and Covid Response

We are proud to report that our Circle Group Project has been a huge success with resounding support from service-users and carers alike. We are particularly proud of our swift and decisive response to Covid- 19 which saw staff take groups online without missing a session. The sessions became even more vital, providing social contact and peer support during a time when the vast majority of our members had no social contact outside their own home. Sadly, this isolation has been the experience of many families across the UK with a disabled child during the Covid-19 pandemic. The Disabled Children's Partnership published research in June 2020 (relating to the previous months of lockdown) and found 76% of families with a disabled child who did receive support before lockdown, had had all support withdrawn during the Coronavirus pandemic. Further, the report noted that half of parents whose children had been receiving crucial therapies or other extra support had seen this stop. 86% of families said lockdown has had a negative impact on their disabled children's learning and communication. The majority (70%) of parents whose children with disabilities were eligible for a school place had not taken them up; mainly because of concerns about their children's health or because the right provision was not available. By ensuring that the support provided by 21 Together for our community and the opportunities for social connection never faltered, we ensured that our young people got the best possible impact in these challenging times even if other services that they rely upon were withdrawn or reduced. We have proudly carried on providing our service to the best of our abilities and this has often provided a lifeline to isolated families.

One parent said of our online sessions during lockdown:

"These sessions have really helped R during lockdown. They have provided the opportunity for her to chat with her friends and share how she is feeling. Having Karen there to facilitate this has been fantastic and means she can explore how she is feeling in a safe and supportive manner. Thank you so much."***

Another parent said:

“This circle group is something that K looks forward to. It helps her to feel ‘herself’ in a world in which she is different. She gains confidence and a renewed sense of self which is invaluable.”***

The jump to online working for staff was tough as their experience is in face-to-face intervention and not in tech-based approaches. Staff had to quickly learn new skills and work together to ensure the continuity of support for our members, whilst also ensuring that the support remained safe for our young people and staff. New policies, policy updates, training and new approaches had to be quickly and meticulously turned around by the team and reviewed by the Trustees and we are pleased to say we used March 2020 so effectively that we maintained all services except for our holiday camps and celebration events. During February and March 2020, the Trustees met regularly and ensured that we had a clear response plan to protect services and protect our community.

Fundraising

Over the years we have had many fundraising events where our members with Down’s syndrome have been fully involved and have played a key part in the event, however this year we were delighted to have completed our first fundraising activity with young adults with Down’s syndrome leading from the front. Two young adults joined our Dragon Boat team and did us proud out on the water! It must be said that whilst we didn’t achieve much in terms of placings (we came last), we did achieve something so much more important. We saw young people with Down’s syndrome, and the additional challenges that entails, taking back control, and leading the whole team to support their peers. George (21) captained the boat and did an excellent job at motivating us when the going got tough.



Challenges

With the number of staff growing and those staff all being very part time, management and supervision of those part time staff has been a challenge. Finding space and time to ensure our staff feel supported and valued is important to us, but this can be difficult with all staff that deliver interventions directly working at the weekend and only for approx. 25 days a year each. This type of staffing, whilst harder to manage and support, is necessary and justified. We need highly qualified and highly trained support staff who have experience working with children with SEN and have experience of delivering interventions but they tend to be people who already have weekday roles (often in education) and are working with us in addition to their usual weekday working hours. We have worked hard to ensure that we have the right people in post, but management and communication across teams can be challenging.

To facilitate this way of working, the charity manager has taken on more weekend and evening hours and we have also been more proactive in planning team meetings and planning sessions at times to suit the team. In a way, Covid-19 has pushed us to change our working patterns and we have found a new way of working that we will seek to continue in the future. Our staff often travel some distance to come into the office and by using video conferencing for team meetings, training and discussion we have found we can share views and practice more regularly; it is easier for staff and saves everyone time. Using a flexible approach ensures we maintain excellent communication across the team and staff feel their opinions and feedback are valued.

Another challenge has been balancing expectations of services with the reality of funding. The charity has always taken a very professional approach to our service provision which, we suspect, can give the impression that the charity does not need financial support from the public and specifically from our members. We put in place a “Did you Know” campaign to ensure the community at large, and specifically our members, understand what we do and where their money is being spent. Transparency is particularly important to us, so we are working hard to ensure the community is fully informed about how their financial support impacts our children and families and how critical their financial support will be in ensuring the longevity of the services we can provide.

Membership

21 Together has moved away from having formal ‘members’ and now looks at ‘unique users’ and ‘service users’. To date, we have not charged members for membership to ensure equal access for all. This has however led to a high proportion of inactive members, populated in the main by those friends or family members that became members of the charity to show support but didn’t access any of our services.

To ensure we have a clear representation of who the charity supports, so we can ensure we

understand the data and evaluate services, we now record not only the number of people accessing services, but also the unique users of the charity as a whole. A unique user is a person who has accessed at least one (often many more) services. The number of service users represents the number of people who are accessing that particular service.

We supported 217 individuals (unique users) this year. 115 of those were people with Down's syndrome and their direct families, 44 were lone professionals and we also supported 28 establishments (schools, health trusts etc.). This is a significant increase on last year, but we will need to wait until next year (20/21) to be able to make direct comparisons due to changes in the way we are recording our interactions.

Moving forward we are considering introducing a level of paid membership that would provide additional perks such as early access to events and courses, as well as clothing and merchandise. We are committed to keeping our general membership free so everyone can access services regardless of financial position.

Finally, throughout this year, we have continued to support families pursuant to our Financial Support Policy which enables families to apply for financial support to access our services. This is a critical part of the support that the charity provides to ensure that our services are available to everyone within our community, irrespective of means.

Projects

We run a wide range of projects addressing the many different needs of our community. Each project is threaded into our mission and we have represented all our wider projects within the context of our mission in a visual representation on page 12.

Our **Communication for Life** project continues to provide communication groups, circle groups and holiday camps, which all focus on building the communication skills you need for real life. This can range from specialised speech therapy, through to social communication and friendship support. We have seen a big rise in the number of our service users who are now accessing AAC (alternative assisted communication) technology and we have identified this as an area of training for staff. This year the project has been funded through a mixture of small grants and unrestricted funds set aside by the Trustees. We are pleased to announce that from April 2020 – April 2023, Children in Need will be supporting this whole project, giving us stability and space to start building a longer-term future and looking at other projects.

Education for Life, which is made up of training, early intervention and our awareness program, is really starting to take shape. Training has, once again, been a real strength of the charity and we have been using regular feedback from our members to plan how training will be delivered and

what areas we should be covering. This year we delivered sessions on a range of subjects from 'Toileting for Children with Down's syndrome' to 'Wills and Trusts.' Here is some of the feedback we received on our courses this year:

"This is the second training course we've attended with 21 Together. The advice and support we receive is invaluable and addresses many of our concerns"

"With no experience of special needs children we really are incredibly grateful to the charity for everything they do for us"

"This was the course I've been waiting for. I feel that I now have information that will change my family's life for the better"

"Really great course – I wish Donna could move in with us! Such a wealth of information!"

"Another very useful course from 21 Together – informative with practical strategies"

"In a world full of stresses, cut backs, parental demands, children struggling for all different reasons, it is so reassuring having a charity such as 21 Together enabling parents to access courses with such valuable information and content helping us to assist our children develop in the best way they can which can help them in their everyday lives in their environments, with their peers, siblings, friends and family. Thank you for continuing to support your members, families and children"

We are pleased to say that our small grant from The National Lottery continues to help us fund this training program up until April 2021. We will be able to continue to work with the community to provide the courses and training they need to best support the children and young people in their care.

Early years intervention plans have been more complex to get up and running than first thought and we struggled to get allocated funding for this. The interest in the plans from the community was so strong that the Trustees decided to again fund the set-up and trial service from unrestricted reserves to ensure that our pre-school members weren't losing out on their much-needed intervention while we tried to source external funding. We felt that we could also use the trial to add more detail to our service plan in order to better approach potential funders for support moving forward. The intended project (face to face provision in small groups) was due to launch in April 2020 and all the preparations and training had taken place for this. Unfortunately, Covid – 19 meant that these sessions had to be cancelled, but we have replaced the intended provision with a new Early Years project which still launched in April 2020. This saw the production and publication of 'video banks', produced by specialist teachers and speech therapists, which can be accessed online by our

members thus allowing expert provision for our younger members directly in their own homes. This is now a project we are taking forward to next year (20/21) as it has been very well received by families and compliments our Objects and the needs of our community.

Awareness sessions continue to be popular with increased involvement from local health authorities and education bodies. We remain well connected with Canterbury Christ Church University, where we continue to provide guest training in several programmes within the Medical, Health and Social Care faculty. This year we expanded our remit to include providing training on the typical profile of a child/young person with Down's syndrome and designing new clinical services for people with Down's syndrome, within the Physiotherapy department. This awareness not only helps to ensure that the professionals of the future can best serve our community, but is also vital in promoting the profile of the charity to those future professionals who will hopefully signpost new families to us where appropriate.

Community Support remains a vital arm of our work. We are pleased to report that the Community Support Service has received a three year grant from the Colyer Fergusson Charitable Trust starting in April 2020, and that grant follows on from the grant from Lawson Endowment which enabled us to run our trial service which finished in March 2020. Having this new three year support from the Colyer Fergusson Charitable Trust allows us to really drive the service forward and look at how we can provide the best impacts for the community. It has also allowed us to start looking at common themes or issues within our community, which feeds into our community awareness campaigns and in deciding services for the future.

Our Family Support Groups have remained well attended with 47 individuals (unique users) accessing the sessions a total of 63 times over the year. We have worked with those attending and after reviewing feedback we have split the service into two smaller arms. We now have a "Play and Stay" session for those with children who are five and under or expectant parents. We then have a "Well Being" session open to all parents. This allows us to tailor the support families need and allows more free discussion without the concerns around discussing sensitive, difficult issues around expectant parents or young families. We can then ensure the speakers and support available to those with young children, is specifically tailored to them. This new approach has been welcomed and we will be moving it forward into 2020/2021 and reviewing further.

Events have been impacted by Covid-19 with our big March 21st World Down's Syndrome Day event, as well some of our big fundraising events, having to be cancelled. Other events such as the Dragonboat Racing Day were a big success with the team raising a fantastic £3446 for the charity.

21 Together - Project Structure 2020

Everyone has the right to live their lives to the fullest of their potential, regardless of disability or disadvantage.

Communication
For Life

Education For Life

Community
Support and
Awareness

Communication
Groups

Circle Groups

Holiday Camps

Early
Intervention
Sessions

Training

Awareness

Community
Support Service

Family Support
Sessions

Events

Breakdown of service-users March 2019 – March 2020

This specifies how many people are using our services, including hours provided where applicable.

SERVICE TYPE	USER TYPE	TOTAL
Unique users Unique people who used one or more services within the charity.	All	217
	Families	145
	Professionals	44
	Establishments	28
Courses Users are individuals that attended one or more courses. Places refer to the number of places on courses that were taken up.	Users	110
	Total Parent Places	116
	Total Professional Places	57
	Total Places	173
	Hours provided	51
Family Support Groups Users are individuals that attended one or more sessions. Places refer to the number of places on sessions that were taken up.	Users	47
	Total Parents/Carers Places	68
	Total Children Places	68
Community Support Service Users are individuals that accessed the service. Sessions refer to the number of contacts that were provided through the service.	Users	13
	Total Sessions	61
	Hours provided	67.75
Awareness Sessions	Total Attendees	269
	Hours provided	14.75
Communication for Life Users are individuals that attended one or more groups. Places refer to the number of places on all groups that were taken up.	Users	44
	Total Places	60

Volunteers

This year we worked with 10 volunteers, with most of those working directly with children and young people as part of our Communication for Life project. We have developed a volunteer role within the office team to help provide admin support and assist at regular events. We are very thankful for those volunteers working in the background to help build more efficient IT systems and help with building maintenance and equipment. We maintain our commitment to fully train our volunteers to ensure they are in the best position to support our children and young people. Through our Awareness program, we continue to build our close connection with Canterbury Christ Church University where we source most of our volunteers. This means that not only do we benefit from their support, but we are also able to build awareness and understanding in the wider community of professionals who will go on to support our community.

Covid - 19

This report covers the period of January 2020 – March 2020 so it is pertinent for us to mention our response to Covid-19 during that time. We were quick to act with producing and distributing to staff a full Covid action plan very early in the process. We are very aware that our service-users are often those with higher risk levels than the average person and are those who would be more deeply impacted than other groups.

We were also aware that we had some members of staff who would need attention to their needs in terms of health and family responsibilities. It was important to us to ensure all staff had a good understanding of the steps that we intended to take in as much detail as possible and covering different eventualities. Clearly, we had to adapt our planned response in line with the ever-evolving Government guidance, and we were quick to advise our staff as regards relevant new developments such as the introduction of the 'furlough' scheme. No furlough leave was however taken in this financial period.

We started planning for 'worst case' lock down early in the process as we were aware that the level of travel and our vulnerable service-user group meant it was likely we would need to act earlier and longer than other institutions like schools. This allowed us time to fully investigate online opportunities, update or develop policies to ensure safeguarding remained our highest priority and that we considered how the needs of our service-users would change during this time.

During the pandemic we have remained fully active with only our intensive holiday camps and some large group events, such as our World Down's Syndrome Day celebrations, being cancelled due to safety concerns. All other services remained active and we saw a surge in demand for our general information services and online support groups.

Finance

This is our first full year of moving to accounting software Xero. This is allowing us to better analyse our restricted and unrestricted funds moving forward. As agreed, and shown in the 18/19 report, we have spent some of our unrestricted reserves on launching new services and supporting our “Communication for Life” project. We are really pleased to report that grant funding to maintain these services is due to start in April 2020 from a variety of sources. Supporting the Communication for Life project in this way has meant that our reserves have fallen and currently stand at c£68,700. In accordance with our Reserve Policy dated Oct 2019, the Trustees have been made “aware” of the fall in reserves and have considered future spending and fundraising opportunities and recorded any plans in the minutes. Action is to be taken in accordance with those plans.

Due to Covid – 19 we expect a significant decrease in community, corporate and events for fundraising next year (20/21). However, we are looking at different avenues to secure funds and looking at financial planning to ensure the charity remains financially stable. We are confident we can navigate this financial change as we have several multi-year grant funds starting in April 2020. We will also be looking to increase our grant income to try and mitigate the temporary decrease in community and corporate funds. The O’Keefe Group continue to support us and are committed to the relationship moving forward.

Below are the net costs in this financial year for each overall project. The increase in core costs comes from big projects, like overhauling the website and IT systems to ensure they are fit for future purpose, and the setting up of new services without funding in place.

Bank Accounts Summary

21 Together

For Funds

From 1 Apr 2019 to 31 Mar 2020

Funds	Net Activity
Awareness	-£553.26
Communication for Life	-£22,459.79
Community Support Service	-£2,456.03
Core Costs	-£17,351.07
Early Years Full Project	-£42.57
Family Support Groups	-£1,673.93
Fundraising	£14,417.78
Sing and Sign	-£2,552.68
Training	£3,387.25
Total Bank Accounts	-£29,284.30



Receipts and payments accounts

CC16a

For the period from	01/04/2019	To	31/03/2020
---------------------	------------	----	------------

Section A Receipts and payments

	Unrestricted funds to the nearest £	Communication for Life to the nearest £	Core Costs to the nearest £	Training to the nearest £	Early Years Full Project	Community Support Service to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts									
Direct Public/Corporate Support	488	48					-	536	16,964
Virgin Money Giving		8,532					-	8,532	25,743
Training Income/Grant	488	740	8,500	9,020		3,500	-	22,248	15,235
Other Donations	1,525	10,192			2,930	2,081	-	16,728	6,230
Fund Raising Events	2,022			85			-	2,107	21,088
Speech Camps Grant/Revenue		2,208					-	2,208	3,315
Core Costs Income							-	-	5,000
Communication Groups		7,156					-	7,156	9,580
Circle Groups		4,428					-	4,428	10,186
Sub total (Gross income for AR)	4,523	33,304	8,500	9,105	2,930	5,581	-	63,943	113,341
A2 Asset and investment sales, (see table).									
	-	-	-	-	-	-	-	-	-
Sub total	-	-	-	-	-	-	-	-	-
Total receipts	4,523	33,304	8,500	9,105	2,930	5,581	-	63,943	113,341
A3 Payments									
Set up costs								-	-
Website costs	1,373	387	42	446				2,248	210
Summer Camp		4,224						4,224	6,852
General training costs	2,750	2,500		7,347				12,597	4,319
Staff training		2,103	486			787		3,376	2,453
Advertising	226	26	224	44				520	917
Cost of fundraising events	2,650	1,297	55					4,002	645
Venue Costs	3,561	2,166		1,720				7,447	9,761
Travel		54	183	15		902		1,154	-
Speech/Communication group costs		4,507						4,507	7,345
Rent		6,926	203		13	702		7,844	6,075
Office Costs		652	445					1,097	374
Insurance			426					426	299
Printing, postage and stationery	45		194		12	132		383	192
Computer Expenses								-	718
Wages	2,076	14,413	20,807	1,356	319	3,045		42,016	20,477
Trustee and Volunteer Expenses		114	21					135	531
Sundry Expenses	4	591	1,474		14			2,083	1,683
Accountancy Fees		1,344						1,344	1,010
Bank Charges			236					236	318
								-	-
								-	-
Sub total	12,685	41,304	24,796	10,928	358	5,568	-	95,639	64,179
A4 Asset and investment purchases, (see table)									
	-	-	-	-	-	-	-	-	-
Sub total	-	-	-	-	-	-	-	-	-
Total payments	12,685	41,304	24,796	10,928	358	5,568	-	95,639	64,179
Net of receipts/(payments)	- 8,162	- 8,000	- 16,296	- 1,823	2,572	13	-	- 31,696	49,162
A5 Transfers between funds									
A6 Cash funds last year end	76,943	8,000	16,934	11,350				113,227	-
Cash funds this year end	68,781	-	638	9,527	2,572	13	-	81,531	49,162

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CAF Bank	63,511	12,750	-
		-	-	-
		-	-	-
	Total cash funds	63,511	12,750	-
B2 Other monetary assets	Accounts Receivable	3,215	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Computer Equipment	Unrestricted	2,055	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

21 Together

**On accounts for the year
ended**

Year ending 31 March 2020

**Charity no
(if any)**

1163505

Set out on pages

1 and 2

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

24-6-20

Name:

Duncan Finn

**Relevant professional
qualification(s) or body
(if any):**

FCCA

Address:

1607 Wellington Way, Brooklands Business Park

Weybridge, Surrey

KT13 0TT

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

[Empty box for disclosure details]

Legal and Administrative Information

Charity Registration Number: 1165305

Trustees during reporting period:

Sarah Wildgoose (Chair)

Sinead Ainswoth (Treasurer)

Katerina Pollard

Donna Dodd (stepped down 11.02.2020)

Mike Tynan (stepped down 11.02.2020)

The Key Management Personnel are the Trustees and the Charity Manager:

Johanna Aiyathurai – Charity Manager

Registered Office & Operational Addresses:

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

Independent Examiner:

Duncan Finn, Aspreys Accountants Ltd, 1067 Wellington Way, Brooklands Business Park, Weybridge, Surrey, KT13 0TT

Banker:

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

Governance and Structure:

Type of governing document	Constitution dated 25 January 2016
How the charity is constituted	Foundation CIO
Trustee selection methods	Trustees are appointed by the existing Trustees

Declaration:

The Trustees confirm that they have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Signed on behalf of the Trustees:

<p style="text-align: center;"><i>Sarah Wildgoose</i></p> <p>Sarah Wildgoose – Chair</p>	<p style="text-align: center;">05.08.2020</p> <p>Date</p>
<p style="text-align: center;"><i>Sinead Ainsworth</i></p> <p>Sinead Ainsworth – Treasurer</p>	<p style="text-align: center;">11.08.2020</p> <p>Date</p>

For wet signature please see Charity Commission submission.