

Registered number: 07324545
Charity number: 1140764

Space 2 Be Me Limited
(A company limited by guarantee)

Unaudited

Trustees' Report and Financial Statements

For the year ended 31 March 2020

Space 2 Be Me Limited
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Reference and Administrative Details of the Charity, its Trustees and Advisers
For the year ended 31 March 2020

Trustees	M. Tatton, Chairman A. J. Franklin M. L. Pember K. Webb
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

Space 2 Be Me Ltd
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Trustees' Report
For the year ended 31 March 2020

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 2020. 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 March 2018).

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 have focused on diversifying the funding base and looking for opportunities to strengthen the strategies outlined in March 2019. 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 in both Maidstone and Tonbridge
- Complementing the clubs offering with regular school holiday clubs in Maidstone and Tonbridge
- Continue to offer a Family Support service in Maidstone and West Kent including regular drop ins, coffee mornings and one to one support where required.
- Delivery of Cygnet Autism awareness courses for parents, particularly running one in West Kent where demand has been indicated to us
- Looking after our members better and developing our membership offering
- Developing our marketing capabilities as well as strengthening awareness of Space 2 Be Me in Tunbridge Wells and Tonbridge and Malling
- Enhancing online presence via improvements to the website and social media
- Building up our reserves and bringing longer term stability by broadening and diversifying our funding base, to include donations from individuals, community fundraising and corporate partners as well as seeking multiple-year grant funding for projects where appropriate.

Activities towards the end of the year were impacted by the COVID-19 pandemic and subsequent lockdown, as outlined below.

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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 and the positive feedback we receive from those accessing our services.

Volunteers

Over the 2019-20 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 in the office, with research from home, in our clubs and at our fundraising activities.

We are developing a volunteer strategy, not least developing ties with service users who are available and want to become more involved. During the year we established a volunteer fundraising committee who have had many wonderful ideas and helped us raise funds and resources – unfortunately some of our plans were halted towards the end of the year but we hope to revive this initiative once it is possible to safely meet. We plan to develop our involvement with volunteers moving forwards and we are grateful for the extra support and fresh perspectives they provide.

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 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 which was due to come to an end in March 2020; however the grant was given a one year extension to March 2021 while KCC reviews its funding of disabled children services. The funding received by Space 2 Be Me Ltd is to deliver this work across West Kent.

We exceeded our targets with 10 family events and 61 support groups even though three support groups were cancelled towards the end of March 2020 as a result of the COVID-19 pandemic, which impacted our activities across the board. Prior to the Lockdown, family activities this year included the ever-popular Adventure Kidz exclusive soft play sessions, bowling sessions, an activity day at Lower Grange farm, a family day at Kent Life, a visit to Howletts Zoo, a visit to a local climbing centre and exclusive hire of the Polar Adventure and swimming pool at Maidstone Leisure Centre. During the summer 2019 we also planned two free family picnics, one in Maidstone and one with a parent group in Tunbridge Wells, although adverse weather caused us to cancel the latter. Our family activities continue to be very popular with a total of 547 attendees at our events throughout the year.

Maintaining and developing our clubs offer: This year followed a period of rapid development, expansion and change in the previous few years. Space 2 Be Me clubs had previously grown rapidly in terms of both number of clubs available as well as attendance in Maidstone and in Tonbridge, where we continued to build attendance at our new club for younger children, Starships, throughout 2019-20. We rebranded our former Stokers Club, a legacy activity from Space Charity following our merger in early 2020 as Cosmic Club. We continued to offer opportunities for children with additional needs from birth to 25 in both locations and started to consider expanding our clubs to Tunbridge Wells, having been approached by parents and local professionals there who expressed a need. We continue to seek funding for a pilot of a club in Tunbridge Wells as part of a strategy to expand our activities in the district.

The COVID-19 pandemic caused us to stop all face to face clubs in mid-March. However, we quickly adapted to holding "virtual clubs" at regular club times and sending messages to families in order to maintain contact with more than 50 young people and children during this period of heightened isolation. Our young adults' group in particular has really embraced virtual communications. The Trustees felt strongly that we needed to keep reaching to our families who might need our help and young people who might want to remain connected to us and each other.

In normal circumstances, most clubs run on a fortnightly basis, although a couple in Tonbridge for older children are running monthly. We have secured some funding in 2020-21 to boost and expand our Cosmic club in Tonbridge to fortnightly.

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Current Space 2 Be Me clubs are:

- Dance Stars in Maidstone (weekly, 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)
- Cosmic Club (formerly Stokers) Tonbridge (for 13-18s)
- Sams Maidstone and Sams Tonbridge – a stay and play session 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 and we have developed our monitoring and impact approach during the year, introducing new ways of engaging with and listening to our club attendees.

We have continued to work with the older young people to explore their aspirations, prepare them for further education or for employment opportunities by helping them to seek work experience and with general skills development. With support of Peoples Postcode Trust we ran a well-attended one day “employability” conference in Autumn 2019, which was very popular and informative to many people. We would like to hold another such event, subject to obtaining funding and current restrictions being lifted and intend to do lots of work on skills with our youth groups moving forward.

Offering Holiday Activities: “Space 2 Be Me Times” offer opportunities for children to partake in varied 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.

During the summer break in 2019, building works at the Howard de Walden Centre, our usual base in Maidstone, meant we structured our Space 2 Be Me times and family slightly differently and we used this an opportunity to move around Maidstone district holding activity clubs in other locations. Our Space 2 Be Me Times usually had a theme and included lego workshops, arts and crafts, physical activity / multisport days, cooking and baking and the ever popular “animal encounters”. With changes brought about since March 2019, these groups were unable to be run face to face. However, we have developed a virtual holiday offer, including challenges and activity kits, accompanied by live or recorded videos to do activities at home alongside familiar faces.

Increasing membership and presence across West Kent: Our membership this year increased to 244 at the year end compared to 227 in 2019, 204 in 2018 and 154 in 2017. Thanks to funding from The National Lottery Awards for All we have been continuing to develop how we look after and communicate with our members. We recruited a new part time Membership and Marketing Coordinator to the team who built on the previous year’s efforts of raising awareness, in particular in West Kent districts of Tonbridge and Tunbridge Wells.

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. In 2019, we recruited a new family support worker in Maidstone who has been working hard to reach new people in need of our help at different locations as well as regular drop ins.

During the 2019-20 we began the process of devising a new partnership project for our family support service with other parent led charities in order to offer a family support network across West, South and East Kent. Funding for this project was awarded by the National Lottery in April 2020 and the Family Support Partnership will be in operation from September 2020. This has brought a level of stability for the service and allowed us to strengthen our presence with the creation of a new part time Family Support post in Tunbridge Wells.

During 2019-20 we trained two additional members of staff at Space 2 Be Me to deliver Cygnet, the autism awareness programme devised and licensed by Barnados and planned to deliver two courses during the year, although the second one was unable to continue face-to-face in March 2020. We also obtained funding to acquire additional modules so we can hold courses for parents around Puberty and Siblings. We plan to begin delivering these in 2020-21 once restrictions are lifted. In the meantime, the core cygnet course has been adapted and we are offering a virtual delivery option. In early 2020 we supported Early Help in Cygnet delivery in Tunbridge Wells and we hope to help deliver one course alongside Early Help in Maidstone in 2020-21.

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Kent Parents and Carers Together (Kent PACT): Space 2 Be Me continues to support the new parent carer forum for parents and carers of disabled children across the county, called Kent PACT. Kent PACT now has more than 130 people signed up as members and now Kent PACT has a Steering Group which has been busy laying building blocks for further development and expansion. Three of our staff work on the project: one as a coordinator, one offering membership and marketing support while our Manager offers additional support where required. Between September 2019 and March 2020, Kent PACT attended 44 strategic meetings and we helped to develop a website, communications tools, marketing materials and are in the process of rebranding. Space 2 Be Me is continuing to support the forum in 2020-21, managing the Department for Education grant administered by Contact for the forum and employing staff to support parents and carers so that the forum can move towards becoming independent.

Enhance online presence: In the last few 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. We have been working hard on how we use Facebook, which remains very popular - our reach has grown significantly during the year, reaching 1,274 likes in March 2020 compared to 724 in March 2019. Facebook has proven to be an important way to reach our members during the COVID-19 pandemic and we have created closed groups for various activities, sharing relevant information and useful tips relating to both Space 2 Be Me and Kent PACT.

Broadening the Funding Base: During 2019-20 we continued to apply to grant making trusts and were successful in securing both short term project grants as well as applying for multiple year grants, nine of which were in the pipeline at the end of March 2020. Some of these have since come to fruition, including three-year funding from the National Lottery for the Family Support Partnership worth £286,126 over three years between the three partner charities as well as three-year continuation funding for our Maidstone clubs from Children in Need. We are also delighted to have secured three-year core funding grant from the Masonic Charitable Foundation. Our strategic grant from KCC was extended for another year and is due to expire in 2021.

We benefited from and thoroughly enjoyed a charity football match organised by a team of dedicated employee volunteers from Waitrose RDC in Aylesford which supported the event. This significantly boosted our community fundraising, the event raising over £10,000 to be split between Maidstone Mencap and Space 2 Be Me. We held several other fundraising events, including quizzes and attended a number of outreach events including attending the Tonbridge Christmas Carnival and several Christmas fairs. We believe the community fundraising has potential to not only raise much needed unrestricted funds but also significantly raises our profile in local communities. Plans for a follow up Football Match to benefit Space 2 Be Me and local child bereavement charity Slideway in June 2020 have been put on hold alongside a number of other events.

During the year, we boosted corporate fundraising, with a number of 'Charity of the Year' opportunities coming in, including Bearstead Golf Club, Go Ape at Leeds Castle and the Ladies section at Poulton Wood Golf Club in Tonbridge. We have had significant support by local Rotary Clubs and Lions clubs across all three districts, who we made an effort to connect with during the year. There have been several other donations from corporate donors and organisations, which all helped to bring our unrestricted income back up to near where we were aiming to be.

During 2019-20, Space 2 Be Me made its first gift aid submission backdating several years and has established systems to allow submissions moving forward.

Like many other charities, our plans for fundraising events and campaigns during 2020 have been affected adversely by the COVID-19 pandemic and we had to cancel a number of events and fundraising initiatives in March 2020, including a sponsored abseil event which had raised a lot of money. However, the Trustees and staff at Space 2 Be Me seek new and innovative ways to communicate with supporters and beneficiaries and raise much needed funds through trust funding, emergency funding opportunities, supporter appeals and we are exploring digital and virtual fundraising opportunities.

Financial review

The Statement of Financial Position "SOFA" shows the Charity's total incoming resources for the year was £97,226 (2019: £123,960). Total resources expended amounted to £103,925 (2019: £129,038). The SOFA therefore reveals net outgoing resources of £6,699 (2019: £5,325).

Financial position

The Charity held fund balances at 31 March 2020 of £35,927. These funds included restricted funds of £15,001 and unrestricted funds of £20,926.

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The Trustees aimed to boost the unrestricted income since March 2019 to restore the designated fund, which the Trustees aim to maintain at around 3 months working salary costs, £20,000. Increasing unrestricted reserves has been a priority for 2019-20 and the Space 2 Be Me has achieved this by the year end. Space 2 Be Me continue to undertake regular detailed forecasting and planning in order to retain the balance it has worked hard to achieve this year.

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 endeavour 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, they 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.

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.

The Trustees have been assessing risk of operations due to COVID-19 and to date staff continue to work remotely on the whole and deliver virtual activities. We are in the process of detailed risk assessment relating to a return to some groups and clubs in the autumn term, depending on government advice.

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.

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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.

Aside from contracts, Space 2 Be Me's multiple year grants from Children in Need, which came to an end in May 2020, was in place for the year 2019-20 covering many of the Maidstone youth clubs. Family support work in Maidstone continued to be supported by Henry Smith until beyond the end of the year. Also carried over from last year from Gatwick Foundation (via the Kent Community Foundation), The Lawson Endowment for Kent (direct), the People Postcode Trust.

New grants this year include the Mount Trust, Golding Vision, Cole Trust, Maidstone Leisure Trust, Whitehead Monckton Foundation, Cobtree Trust and the Masonic Charitable Trust as well as several funders via Kent Community Foundation including the Vanquis Foundation, the Polebrook Foundation, The Pettridge Fund and Lawson Endowment for Kent. Space 2 Be Me continues to facilitate the establishment of a parent carer forum for Kent, Kent PACT funded by a grant from the Department for Education managed by Contact.

At the end of the year there were nine significant bids in the pipeline, some of which have come to fruition including a three-year Family Support Partnership grant from the National Lottery, continuation funding from Children in Need for the Maidstone clubs mentioned above, two KCC Early Help Preventative Grants and a Comic Relief grant to support both SAMs clubs.

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:

Michelle Tatton (appointed as Chair 29 March 2018)
Amanda Jane Franklin
Martin Laurence Pember (Treasurer)
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 23rd January 2020. 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 and Treasurer leading on specific areas of work. These include having a named Safeguarding Lead for children and vulnerable adults. Existing Policies

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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), Membership and Marketing Coordinator for Kent PACT and Space 2 Be Me (15 hours a week), Children and Young Person Development Worker and PACT Coordinator (34.5 hours a week), two Family Support Workers - West Kent (14 hours) and Maidstone (15 hours). 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.

Plans for future periods

Space 2 Be Me has continued to review the previous business plan which steered the period of expansion and development and starting to pull a longer-term strategy into place although the last two years has been was one of consolidation and change. There has been a great deal of thought and discussion around how to build on existing and previous business plans to create a plan for future activities, a diversified fundraising strategy and development of an impact measurement framework. Key elements of the current strategy include:

- Establishment of greater sustainability for projects by pursuing where possible multiyear or year-long funding for key projects through trust fundraising or corporate sponsorship.
- Diversification of our funding base including
 - Exploring new revenue streams particularly in the light of the COVID-19 pandemic, which has changed the fundraising landscape in the medium to longer terms, meaning charities have to find alternative ways to raise funds, such as through virtual fundraising.
 - Once they are running again, to continue to build on successes in the community including large scale community fundraising events, sponsored events, community fair.
 - To maintain and develop our ties with local organisations and corporates, seeking charity sponsorship, 'Charity of the Year' opportunities or support through donations or volunteering.
 - Space 2 Be Me staff and Trustees will continue to keep abreast of current opportunities and regularly research prospect funding sources as well as maintain warm relationships with funders known to us.
 - To encourage and claim gift aid as an annual part of the revenue mix.
- Space 2 Be Me is now using a cloud based financial system and will be exploring other ways to streamline administrative and back office processes.
- Space 2 Be Me will continue to review overheads and costs on a regular basis as well as produce robust and regular forecasts and scenario planning.
- Space 2 Be Me will develop and enhance its volunteer recruitment and management strategy in all areas in particular within the Family Support Partnership and in fundraising and support roles for various functions and specific projects.
- Space 2 Be Me will continue where possible to deliver our core services including clubs, family support work, family activities and outings and training for parents, adapting as we can to the new normal in which we find ourselves while conducting regular and updated risk assessments.
- We will endeavour to seek 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 and will aim to develop a framework within which we can measure our impact.
- Space 2 Be Me will aim to improve our profile, particularly within the Tunbridge Wells and Tonbridge and Malling districts.
- Under the new Family Support Partnership project, Space 2 Be Me will work alongside our charity partners to ensure consistency across a wider area and within the Totius Consortium in pursuing our core activities. We will examine other partnership opportunities as they arise.
- To help facilitate and strengthen Kent PACT ensuring that parents have a voice in service design and delivery for their children and to help develop a robust forum that is able to stand alone.

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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.

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 and signed on their behalf by:



M Tatton
Chair of Trustees



M L Pember
Treasurer

Date: 11/12/2020

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Independent Examiner's Report
For the year ended 31 March 2020

Independent Examiner's Report to the Trustees of Space 2 Be Me Limited ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2020.

Responsibilities and Basis of Report

As the Trustees of the Charity (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 Charity 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 Charity'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 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 Charity 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.

This report is made solely to the Charity'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 Charity'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 Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:



A. Hickie

Dated:

7 January 2021

BSc FCA

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

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Statement of financial activities (incorporating income and expenditure account)
For the year ended 31 March 2020

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:					
Donations and legacies	3	8,262	1,305	9,567	6,153
Charitable activities		34,249	42,354	76,603	114,196
Other trading activities	5	11,050	-	11,050	3,611
Investments	6	6	-	6	4
Total income		53,567	43,659	97,226	123,964
Expenditure on:					
Raising funds	7	1,769	1,724	3,493	6,791
Charitable activities	8	39,513	60,919	100,432	122,498
Total expenditure		41,282	62,643	103,925	129,289
Net income/(expenditure)		12,285	(18,984)	(6,699)	(5,325)
Transfers between funds	16	175	(175)	-	-
Net movement in funds		12,460	(19,159)	(6,699)	(5,325)
Reconciliation of funds:					
Total funds brought forward		8,486	34,140	42,626	47,951
Total funds carried forward		20,946	14,981	35,927	42,626

The notes on pages 13 to 24 form part of these financial statements.

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Registered number: 07324545

Balance sheet
As at 31 March 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	13	360	-
Current assets			
Debtors	14	246	-
Cash at bank and in hand		37,658	45,109
		<u>37,904</u>	<u>45,109</u>
Creditors: amounts falling due within one year	15	(2,337)	(2,483)
Net current assets		<u>35,567</u>	<u>42,626</u>
Total net assets		<u><u>35,927</u></u>	<u><u>42,626</u></u>
Charity funds			
Restricted funds	16	14,981	34,140
Unrestricted funds	16	20,946	8,486
Total funds		<u><u>35,927</u></u>	<u><u>42,626</u></u>

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



M. Tatton
 (Chair of Trustees)



M. L. Pember

Date: 11/12/2020

The notes on pages 13 to 24 form part of these financial statements.

Space 2 Be Me Limited
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2020

1. General information

The charitable company is a private company limited by guarantee without share capital, incorporated in England and Wales, registration number 07324545. Its registered office is Howard De Walden Youth Centre, Bluett Street, Maidstone, Kent, ME14 2UG.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Space 2 Be Me Limited 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.

2.2 Going concern

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern.

The trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements. Shortly before the 31 March 2020 year end the COVID-19 pandemic struck and so the trustees have carefully considered the impact of COVID-19 on their assessment. The outbreak of COVID-19 has seen the country, and indeed the rest of the world, go through an unprecedented crisis.

There has been an impact on the charity's operations, which have been adapted to virtual delivery wherever possible and some limited face to face activities starting to take place from September in line with government guidance. However, a second national lockdown announced in early November has meant we are shelving further in person delivery of services temporarily until government guidance allows us to resume. The trustees are regularly reviewing the business model of the charity and seeking new funding agreements with funding bodies.

Whilst acknowledging the uncertainties that remain the trustees are confident that the charity is considered to have adequate resources to get through the crisis and a period of reduced operations. Care is an important area of the charity sector and it has become even more crucial during the pandemic. As a result, the government have provided resources to support the sector so that it can continue to deliver these services. There have been, and will continue to be, some additional costs, for example the purchase of PPE.

In conclusion of the above, the trustees have carefully considered whether the charity remains to be a going concern and have concluded that there is sufficient evidence for them to remain a going concern.

2.3 Income

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

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Space 2 Be Me Limited
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Notes to the financial statements
For the year ended 31 March 2020

2. Accounting policies (continued)

2.4 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. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

The estimated useful lives are as follows:

Office equipment	- 10 years
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The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

2.6 Financial instruments

The Charity 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.

2.7 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

Space 2 Be Me Limited
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Notes to the financial statements
For the year ended 31 March 2020

2. Accounting policies (continued)

2.8 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 Charity 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 Charity 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.

3. Income from donations and legacies

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations	8,262	1,305	9,567	6,153
<i>Analysis of 2019 total by fund</i>	6,153	-	6,153	

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

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Contract income	3,989	206	4,195	20,639
Grant income	25,750	41,902	67,652	87,733
Membership income	981	-	981	-
Club income	3,457	-	3,457	5,824
Other income	72	246	318	-
	34,249	42,354	76,603	114,196
<i>Analysis of 2019 total by fund</i>	48,478	65,718	114,196	

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Notes to the financial statements
For the year ended 31 March 2020

5. Income from other trading activities

Income from fundraising events

	Unrestricted funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Community fundraising	11,050	11,050	3,611
<i>Analysis of 2019 total by fund</i>	<u>3,611</u>	<u>3,611</u>	

6. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Bank interest	6	6	4
<i>Analysis of 2019 total by fund</i>	<u>4</u>	<u>4</u>	

7. Expenditure on raising funds

Fundraising trading expenses

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Community fundraising	1,769	1,724	3,493	6,791
<i>Analysis of 2019 total by fund</i>	<u>2,419</u>	<u>4,372</u>	<u>6,791</u>	

Space 2 Be Me Limited
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Notes to the financial statements
For the year ended 31 March 2020

8. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Provision of services for disabled children and their families in Maidstone	39,513	60,919	100,432	122,498
<i>Analysis of 2019 total by fund</i>	72,464	50,034	122,498	

Summary by expenditure type

	Staff costs 2020 £	Depreciation 2020 £	Other costs 2020 £	Total funds 2020 £	Total funds 2019 £
Provision of services for disabled children and their families in Maidstone	70,208	42	30,182	100,432	122,498
<i>Analysis of 2019 total</i>	81,892	-	40,606	122,498	

9. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £	Total funds 2019 £
Provision of services for disabled children and their families in Maidstone	79,950	20,482	100,432	122,498
<i>Analysis of 2019 total</i>	99,713	22,785	122,498	

Analysis of direct costs

Space 2 Be Me Limited
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Notes to the financial statements
For the year ended 31 March 2020

9. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	Total funds 2020 £	<i>Total funds 2019 £</i>
Staff costs	70,208	81,892
Staff and agency costs	4,185	-
Temporary and other staff costs	-	12,900
Venue hire	3,846	3,308
Membership costs	-	1,613
Club costs	894	-
Other direct costs	817	-
	<u>79,950</u>	<u>99,713</u>

Analysis of support costs

	Total funds 2020 £	<i>Total funds 2019 £</i>
Depreciation	42	-
Maintenance of premises	-	1,805
Rent and rates	7,425	7,355
Cleaning	497	-
Insurance	484	483
Technology costs	1,825	2,428
Accountancy and payroll	714	211
Legal and professional	1,990	523
Governance costs	1,320	1,248
Other support costs	6,185	8,732
	<u>20,482</u>	<u>22,785</u>

10. Independent examiner's remuneration

	2020 £	<i>2019 £</i>
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<u>1,320</u>	<u>1,248</u>

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Notes to the financial statements
For the year ended 31 March 2020

11. Staff costs

	2020	<i>2019</i>
	£	£
Wages and salaries	67,597	78,411
Social security costs	-	924
Contribution to defined contribution pension schemes	2,611	2,557
	<u>70,208</u>	<u>81,892</u>

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

	2020	<i>2019</i>
	No.	No.
Employees	12	13

No employee received benefits (excluding employer national insurance and pension costs) amounting to more than £60,000 in either year.

12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (*2019 - £NIL*).

During the year ended 31 March 2020, no Trustee expenses have been incurred (*2019 - £NIL*).

13. Tangible fixed assets

	Office equipment £
Cost or valuation	
Additions	402
At 31 March 2020	<u>402</u>
Depreciation	
Charge for the year	42
At 31 March 2020	<u>42</u>
Net book value	
At 31 March 2020	<u>360</u>
<i>At 31 March 2019</i>	<u>-</u>

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Notes to the financial statements
For the year ended 31 March 2020

14. Debtors

	2020	<i>2019</i>
	£	£
Due within one year		
Accrued income	246	-
	<u>246</u>	<u>-</u>

15. Creditors: Amounts falling due within one year

	2020	<i>2019</i>
	£	£
Other taxation and social security	547	1,235
Accruals	1,790	1,248
	<u>2,337</u>	<u>2,483</u>

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Notes to the financial statements
For the year ended 31 March 2020

16. Statement of funds

Statement of funds - current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Unrestricted funds					
Designated funds					
Designated fund	20,000	-	-	-	20,000
General funds					
Unrestricted funds	(11,514)	53,567	(41,240)	(227)	586
Fixed assets	-	-	(42)	402	360
	(11,514)	53,567	(41,282)	175	946
Total Unrestricted funds	8,486	53,567	(41,282)	175	20,946
Restricted funds					
KCF Gatwick	4,500	-	(4,500)	-	-
Golding Homes	209	-	(209)	-	-
Children In Need	2,180	10,000	(11,087)	-	1,093
Henry Smith	7,544	-	(6,004)	-	1,540
Award for all	6,029	-	(5,627)	(402)	-
Space Youth	283	-	(283)	-	-
Peoples Postcode	4,172	-	(4,172)	-	-
Lawson Trust	587	-	(587)	-	-
Kent PACT	7,962	9,598	(12,664)	(20)	4,876
KCF CYP	674	-	(674)	-	-
Cole Trust	-	500	(500)	-	-
Cobtree	-	3,000	(592)	-	2,408
KCF Lawson / Polebrook	-	4,976	(2,779)	-	2,197
Mount Trust	-	4,288	(4,288)	-	-
Maidstone Leisure Trust	-	800	(800)	-	-
KCC CMG Starships	-	500	(337)	-	163
KCF Vanquis / Pettridge	-	6,286	(3,701)	-	2,585
Whitehouse Monckton	-	1,000	(881)	-	119
Other restricted	-	2,711	(2,958)	247	-
	34,140	43,659	(62,643)	(175)	14,981
Total of funds	42,626	97,226	(103,925)	-	35,927

Space 2 Be Me Limited
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Notes to the financial statements
For the year ended 31 March 2020

16. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2018</i>	<i>Income</i>	<i>Expenditure</i>	<i>Balance at 31 March 2019</i>
	£	£	£	£
Unrestricted funds				
Designated funds				
Designated fund	20,000	-	-	20,000
General funds				
Unrestricted funds	5,033	58,246	(74,793)	(11,514)
Total Unrestricted funds	25,033	58,246	(74,793)	8,486
Restricted funds				
KCF Gatwick	2,745	4,500	(2,745)	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
Award for all	-	9,936	(3,907)	6,029
Space Youth	1,927	-	(1,644)	283
Peoples Postcode	-	6,400	(2,228)	4,172
Lawson Trust	-	3,500	(2,913)	587
Kent PACT	-	15,000	(7,038)	7,962
KCF CYP	-	4,100	(3,426)	674
Other restricted	5,768	1,750	(7,518)	-
	20,085	65,718	(51,663)	34,140
Total of funds	45,118	123,964	(126,456)	42,626

Space 2 Be Me Limited
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Notes to the financial statements
For the year ended 31 March 2020

16. 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:

- **Activity grants:**
 Received for the Charity's Youth Groups and holiday activities, Family Support work, Workshops or Training for parents. Significant funders included Henry Smith, The Lawson Trust, People Postcode Trust, Golding Homes, Cobtree Charity Trust, Cole Trust, Maidstone Leisure Trust, Whitehouse Monckton Charitable Foundation and various grants via the Kent Community Foundation themed funds / specific funders including the Gatwick Foundation Fund, Vanquis Social Impact Fund & the Pettridge Fund, Lawson Endowment for Kent and the Polebrook Fund, as well as a number of small donations and grants for specific purposes. A significant grant was held for Kent PACT from the DfE.
- **Grants toward core costs:**
 Received towards specific administrative core functions and overheads at the charity including Awards for All and Mount Trust.

17. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	360	-	360
Current assets	22,453	15,451	37,904
Creditors due within one year	(1,867)	(470)	(2,337)
Total	20,946	14,981	35,927

Analysis of net assets between funds - prior period

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

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Notes to the financial statements
For the year ended 31 March 2020

18. Pension commitments

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

19. Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10 for the debts and liabilities contracted before he/she ceases to be a member.