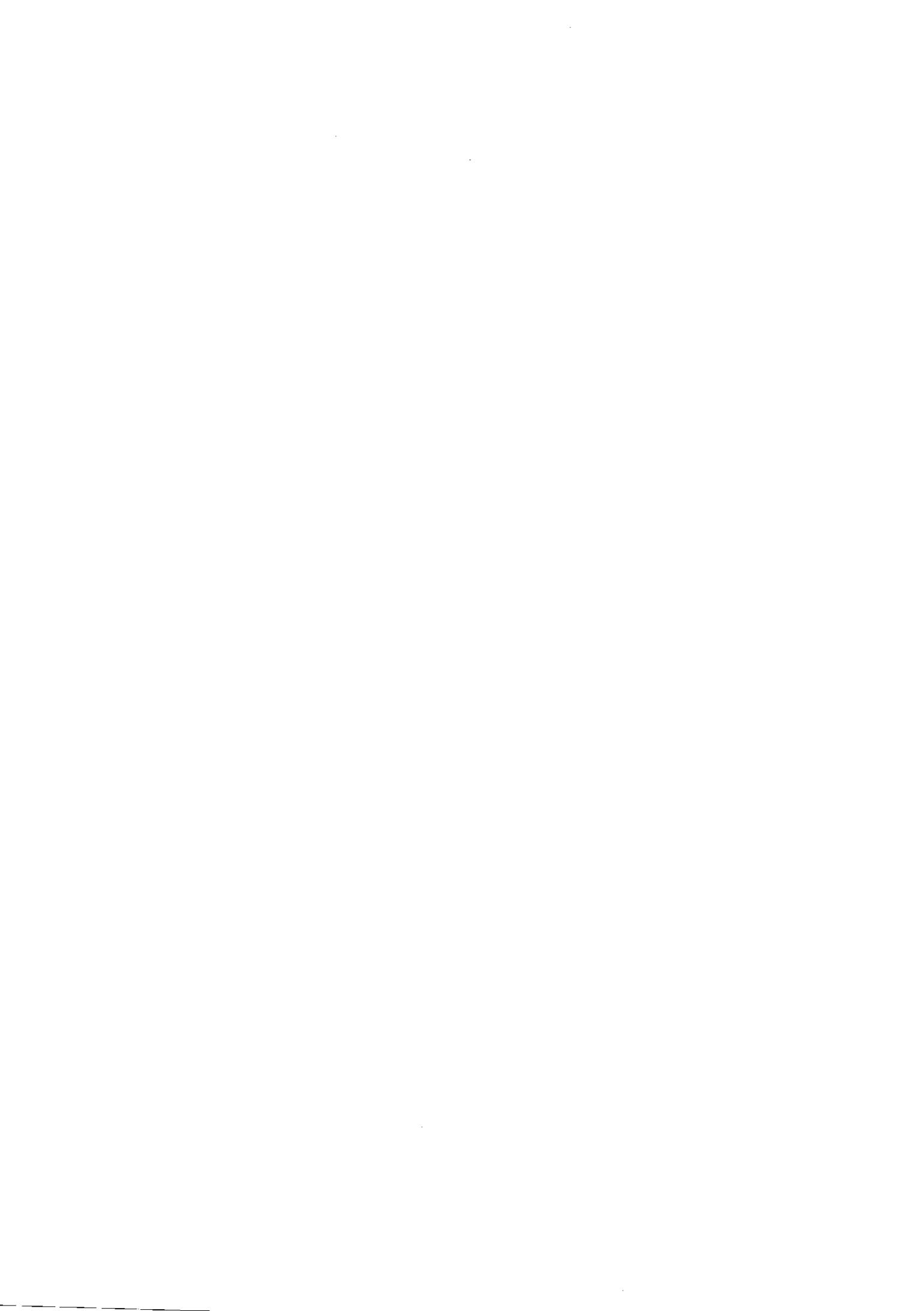


Company number 6546586  
Charity number 1124014

**The Make A Difference Trust**  
**(Limited by Guarantee)**

**Report and Financial Statements**  
**for the year ended 30 April 2018**

**Breckman & Company Ltd**  
**Chartered Certified Accountants**  
**49 South Molton Street**  
**London W1K 5LH**



# The Make A Difference Trust

(Limited by Guarantee)

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## **The Make A Difference Trust**

**(Limited by Guarantee)**

### **Reference and Administrative Details**

#### **Constitution**

The charitable company is a private company limited by guarantee registered in EW - England and Wales, company number 6546586 incorporated under the Companies Act and its governing document is its Memorandum and Articles of Association. The company is a registered charity, number 1124014.

#### **Directors and trustees**

The directors of the charitable company (The Make A Difference Trust) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

Policies and procedures adopted for the induction and training of trustees are ongoing and incorporated indirectly into the regular trustees meetings.

The trustees during the year and since the year end, were :

John Forni  
Simon Grigg  
Patrick Holzen  
Danielle Soderkent        appointed 9 January 2018  
Maggie Korde  
Richard Le Cocq  
Christian Pankhurst  
Fiona Tranter (Chair)

#### **Secretary**

John Forni

#### **Executive Producer**

David Pearson

#### **Administration manager**

Jeremy Ellis

#### **Independent Examiners**

Breckman & Company Ltd, Chartered Certified Accountants, 49 South Molton Street, London W1K 5LH.

#### **Bankers**

HSBC Bank plc, 16 King Street, Covent Garden, London WC2E 8JF.

#### **Solicitors**

Covington & Burling LLP, 265 Strand, Covent Garden, London WC2R 1BH.

#### **Registered office and operation address**

Unit 7, City Business Centre, Lower Road, London SE16 2XB.

## **The Make A Difference Trust**

**(Limited by Guarantee)**

### **Trustees' Report**

The Trustees present their annual report together with the financial statements of the charity for the year ended 30 April 2018 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The reference and administrative details set out on page 1 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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).

### **HISTORICAL BACKGROUND**

While created in 2008 as a new entity, the history of The Make A Difference Trust lies in the group of volunteers who initially founded and worked to create *West End Cares* (Established in February 1990), and more recently *Theatrecares*, under the aegis of *Crusaid*. In 2008, the decision was made to separate from *Crusaid* and to establish a separately constituted structure to fulfil the revised vision and mission determined by that same group of volunteers.

### **PRINCIPAL ACTIVITY / PURPOSE**

The Make A Difference Trust has been created to support and educate 'individuals in need' living with long-term conditions who are in need of help during times of financial difficulty. In particular, this activity looks to support people working or who have worked within the theatre and entertainment community, with a particular focus on people living with HIV. We also provide organisations working within the HIV sector with grants.

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

The Make A Difference Trust is a company limited by guarantee (Company Registration Number 06546586) and therefore has no share capital. The company was registered as a charity with the Charity Commission on 12 May 2008 (Charity Number 1124014) and is based at Unit 7 City Business Centre, Lower Road, London SE16 2XB, which is also the charity's registered office.

#### Governing Document

The Make A Difference Trust was incorporated on 27 March 2008 and is governed by its Memorandum and Articles of Association. The governing body of The Trust is its board of trustees, who are also directors for the purposes of company law.

Trustees who served during the year were:

John Forni  
Rev. Simon Grigg  
Patrick Holzen  
Maggie Korde  
Richard Le Cocq  
Christian Pankhurst  
Danielle Soderkent  
Fiona Tranter (Chair)

## **The Make A Difference Trust**

**(Limited by Guarantee)**

### **Trustees' Report**

#### Board of Trustees (The Make A Difference Trust)

The Trust's governing board, which currently constitutes 8 trustees, meets at least six times a year to agree MADT's overall policy and direction in all areas of its work. This includes determining Trust's mission statement, charitable aims, objectives, fundraising assessment together with specific priorities in terms of types of grant and geographical locations in any given year. During the period under review the board was expanded to fill gaps in skills sets.

The day to day management of the charitable output during the period under review was managed by the Chair, Melanie Tranter. During the year under review, an Executive Producer/General Manager, David Pearson was appointed as a consultant to oversee all events and productions hosted by the charity with clear guidelines and Key Performance Indicators set for expanding our event portfolio and hence increasing our revenue accordingly. His contract started on 12 June 2017.

The Board of Trustees and support committee's give their time and expertise voluntarily and receive no remuneration or any other emoluments from MADT.

#### Staff

Mr Jeremy Ellis was appointed as Office Administrator and commenced on 27 June 2016.

Mr David Pearson was appointed on a consultancy basis as Executive Producer and commenced on 12 June 2017.

#### Volunteers

Volunteers continue to play a vital part in supporting the fundraising and charitable activities of The Trust. In addition to the Board of Trustees and various advice committees, the pool of volunteers is regularly called upon to support office administration and fundraising activities.

Volunteers allow The Make A Difference Trust to extend the skills base available to it beyond that of its staff and Trustees.

During 2017-18, the Charity and its trading subsidiary have benefitted from the skills and contribution of over 1,000 volunteers.

## **OBJECTIVES AND ACTIVITIES**

Our values and charitable objectives are defined by the charity's belief that the entertainment industry and its supporters should have a dedicated and targeted sexual health support charity to provide education, awareness, support, care and a public voice. We believe communities and individuals, when given the right support, can change their own lives and in turn create a better civil society for all.

#### Objectives

The overall objectives of the charitable trust, as defined in the mission and vision statements, are:

#### Mission

Building on a legacy of over 25 years of fundraising by the theatre industry, The Make A Difference Trust raises funds for HIV and AIDS projects that build awareness and provide care, support and education in the UK and Sub Saharan Africa.

## The Make A Difference Trust

(Limited by Guarantee)

### Trustees' Report

#### Vision

A World in which people living with HIV and AIDS are treated with respect and can lead healthy lives.

A World where those who fundraise for us - namely the entertainment community - are supported when faced with an HIV diagnosis and need guidance and support living with HIV.

The Make A Difference Trust's charitable objectives are:

To relieve sickness and poverty, and to preserve health, in particular, but without limitation, providing assistance to those who suffer from Human Immune Deficiency Virus ('HIV'), and Acquired Immune Deficiency Syndrome ('AIDS').

The Trust aims:

1. To be transparent and accountable.
2. To be effective and responsive.
3. To achieve a positive impact.
4. To become a recognised fundraising, awareness and support service within the theatrical arts across the UK.
5. To work in partnership with a wide range of stakeholders.

#### Activities

In pursuing its objectives, the Trust's current activities fall in to three main areas;

- 1a. Grant Making: The direct charitable activities consist of Grant making activity in the form of:
  - UK Projects tackling issues of care, support, education and awareness on a national remit.
  - International Projects tackling care, support ,education and awareness with a Southern Africa focus.
- 1b. Service Provision:
  - Education and awareness projects in schools (Are you Positive?).
  - Peer to Peer Support - a new service offering one-to-one and group support for people in the theatre industry living with HIV.
2. Fundraising and Communications activities.
3. Management and Governance activities.

### **STATEMENT OF PUBLIC BENEFIT**

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

These have particularly been noted in the current research and internal assessment of the charities outputs and whilst identifying the needs of its beneficiaries as a part of the onward growth of the charities work & its community impact.

The Make A Difference Trust continues to keep the need for positive impacts and greater public benefit at the core of all its activities.

## **The Make A Difference Trust**

**(Limited by Guarantee)**

### **Trustees' Report**

The Trust continued its task of assessing, reviewing and restructuring the activity and output of the charity. The Make A Difference Trust continues to gauge industry opinion about its services as well as to speak to HIV sector stakeholders to identify what its most appropriate response should be in the current environment, and to ensure continued full purchase and ownership from the community the charity looks to serve.

The Trust focused on its ACT NOW! Program that was developed and introduced in 2014.

The aim of the ACT NOW! Program is to provide targeted sexual health education and prevention strategies on a national scale to the growing entertainment industry. The project provided the tools for prevention and HIV testing with onward social supports.

The period under review saw the continued development of "Are You Positive?" project. Are You Positive? is an Education Through Theatre programme that explores young people's views on HIV and AIDS, raising awareness of the disease and how to protect themselves from contracting it. The performance is aimed at young people aged 14 years and upwards and works with class sized groups. The 30 minute performance of the play; Are You Positive? is based on 3 true stories written by Professor Larry W Heimgartner and incorporates the latest UK and International HIV statistics. The new assessment tool was reviewed and showed very positive results. Following the January strategy meeting it was decided to offer the project to Drama Schools to better reflect our fundraising base.

In addition to the Are You Positive Project, we have partnered with Positively UK to introduce a Peer Mentoring programme (Peer to Peer) aimed at providing counselling and support to those people newly diagnosed or living with HIV in the theatre community.

It is the intention of the charity to introduce self-testing kits to the theatre community and monitoring during the next phase of the Act Now programme.

There was a marked increase in the grants made to our partners. The Trust has continued with its development and delivery of educational and orphan care services internationally and once again this has seen the highest growth rate for supporters to The Trust's work; young people from resource poor communities have been enabled to receive services including counseling, education, food security and social learning skills through The Trust's overseas support since 2008.

The Make A Difference Trust continues to be very proud of its placement in the entertainment industry and overall in the voluntary sector. The board considers that part of the Trust's charitable output is bringing together the theatre community at events, whether as production members or audience members, to fulfil the need of a shared and active community. This follows a desire expressed by our supporters within the theatre community.

A further challenge has been to manage the exponential growth of the charity in areas of brand, public awareness and industry response to ensure a long-term program of enhanced social return on investment for the industry and our supporters.

## The Make A Difference Trust

(Limited by Guarantee)

### Trustees' Report

#### ACHIEVEMENTS AND PERFORMANCE

The challenge of any organisation, which historically is known as a grant maker is to ensure that both those who support its work and the community it looks to serve feel ownership and agreement with any changes in process and output being made.

#### 1. GRANT MAKING & SERVICE PROVISION

In line with the ethos of The Trust, it was decided to target the use of charitable funds in a way in which was felt to make the greatest impact. For this reason, the decision was made to continue with grant making program during the assessment and review period, and to direct funds towards the development and implementation of the services outlined. The priorities remained threefold: Need for HIV testing, Education & Awareness, and practical supports.

##### UK Grants

The Trust made four grants to UK partners during the reported period.

<b>National Long Term Survivor Group</b>	Residential Weekends for People Living With HIV	£5,000
<b>Children's HIV Association (CHIVA)</b>	Freedom To Be	£40,000
<b>Crescent Support Group</b>	Extended Counselling Service	£12,680
<b>Waverly Care</b>	Child and Family Project	£15,000
<b>TOTAL UK Grants</b>		<b>£72,680</b>

##### UK Services

###### *ACT NOW! – Are You Positive? Program*

Following the review of the script and HIV training for all actors involved in the project, a small tour was launched. A new assessment tool was also trialed. A larger tour will take place in 2019 subject to board review and approval. A regular review will take place each year to ensure facts and statistics are up to date.

West End Cares Fund has been launched with the following initiatives:

- Peer to Peer support service.
- Self-Testing Initiative. Launch date planned for early 2019.

##### INTERNATIONAL Grants

We continued to support those in need in Sub-Saharan Africa by granting to the following worthy charities:

<b>UBUNTU</b>	After School Programme	£20,000
<b>Heidelberg Street People's Centre</b>	Orphan care and support	£11,655
<b>Sentebale</b>	Saturday Club and Residential Camps	£15,000
<b>TOTAL UK Grants</b>		<b>£46,655</b>

## **The Make A Difference Trust**

**(Limited by Guarantee)**

### **Trustees' Report**

#### Monitoring and Evaluation

In line with best practice and following guidance set out by professional bodies such as AIDS Funders Forum and IOF, a proportionate percentage of time and costs are allocated to impact monitoring and evaluation of programs supported. These form an internal report to educate and direct the trustees, as well as a feedback to grantees to support their onward development.

## **2. FUNDRAISING AND COMMUNICATIONS**

Like all charities and businesses, The Make A Difference Trust operates in a very challenging and competitive economic environment. Because the trust raises a substantial amount of funds through theatrical events it has found there has been little or no fall in income from these events.

The charity derives income from both donated and earned income sources. At its current stage of development, and with limited resources, the Trust acknowledges that its streams of income are limited. The majority of its income is brought in through event delivery and community engagement projects, with the World AIDS Day Bucket Appeal being the most significant 'non-event' income line.

It is the intention of the charity to continue to focus on event fundraising in light of charity fatigue and competition from other worthy causes for donations and funds.

### **FUNDRAISING**

#### **Donated Income**

##### World Aids Day Bucket Collection Appeal

The largest single appeal by The Trust was its World AIDS Day Theatre Bucket Collections Appeal, which raised £73,728 (2017: £85,378.00), a decrease of 14%, proving that there is a growing charity fatigue for simple giving.

The Trust continues to gratefully acknowledge the continued support of all Theatre Owners, Theatre Management and Staff, Producers, Casts, Backstage Staff, Volunteers and Theatregoers for their generous support of this year's Appeal. The Trust continues to be mindful of, and deeply concerned about, that, although it was the original creator of the first Theatre Bucket Collections (through West End Cares and Theatrecares), that there are an ever increasing number of Theatre Bucket Collections taking place, and this highlights the need to constantly assess and develop the way in which the Appeal engages its support and is delivered.

The Trust continues to be indebted to *Broadway Cares / Equity Fights AIDS*, for the support and advice that Tom Viola (Executive Director) and all the staff at *Broadway Cares* continue to provide to The Make A Difference Trust, its staff and supporters.

The Trust acknowledges the importance of 'community fundraising' as a vital tool in its fundraising portfolio.

The Make A Difference Trust will look to develop and grow its portfolio of donated income streams over the next few years, and has identified the importance of schools and universities in this goal. As well as raising funds, these establishments are vital in the education and raising awareness about HIV & AIDS at grass roots level, with a particular focus on the development of fundraising income streams alongside the Are You Positive? Program.

## **The Make A Difference Trust**

**(Limited by Guarantee)**

### **Trustees' Report**

#### *Earned Income*

The *earned income* is generated as a result of the fundraising events produced by TheatreMAD brand. The trust continues to concentrate on building & maintaining the profile of the TheatreMAD brand, before looking to establish the other brands.

In 2017/18, the Trusts events raised £141,460 from fundraising events produced by TheatreMAD, including: *West End Bares and Stripathon* (Sept. 2017) - £89,876 and *A West End Christmas* (Dec 2017) - £12,989. *Late Night Cabarets (throughout the year)* - £3,452; *A Mad Drag Night* (Aug 2017) - £11,779 and the exciting reintroduction of *West End Eurovision* (April 2018) - £72,500.

In addition to the funds raised from these events, they continue to play a vital role in building the profile of the charity, and provide a platform from which to communicate about the work that the Charity does in educating, caring and supporting the community about HIV and AIDS. This is an immeasurable benefit. The events also continue to build the sense of community within our main support group.

The Trust gratefully acknowledges the invaluable in-kind support of its fundraising activities from a wide range of individual & corporate supporters as well as a strong & growing team of dedicated volunteers.

#### **COMMUNICATIONS**

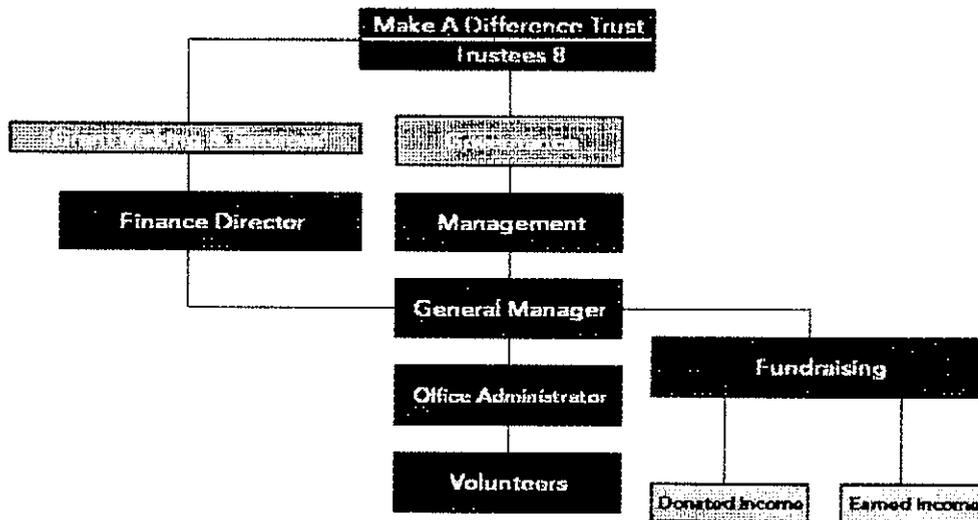
The Make A Difference Trust continues to look for ways to build up support and awareness of The Trust and its fundraising family. This has been assisted in a large part due to an increase in the use of social networking, including Facebook & Twitter, in addition to the newsletters and 'targeted advertising'. These platforms have greatly increased the charity's ability to inform supporters & donors about our fundraising activities and the impact of our work.

The website has been redesigned and refocused to improve charitable awareness and social messaging in to the promotion and delivery of events and other communications.

**The Make A Difference Trust**  
**(Limited by Guarantee)**  
**Trustees' Report**

**3. GOVERNANCE AND STRUCTURE**

The current management structure is shown below:



**FINANCIAL REVIEW, INVESTMENT AND RESERVES POLICY**

Investment Policy

The company currently has no investments.

Reserves Policy

In order to ensure that sufficient funds are held at all times to enable the charity to meet its commitments, and to take advantage of fundraising opportunities as a going concern, the Trustees have an objective of retaining an amount of general reserves equal to six months of the normal unrestricted expenditure of the charity plus an amount to permit the staging of a significant fundraising event.

Risk Assessment

The management of risk is an integral part of the charity's operational management and a series of systems operate to identify & mitigate risk. The Board of Trustees and Director's regularly review the risks faced by the charity.

Expenditure

The total support and governance expenditure in the year was £101,083 (2017: £88,197), in line with budgeted expenditure. The main reason for the increase of £12,886 in expenditure was due to the increase in professional fees, consultancy fees and staffing costs. This increase in costs was completely offset by the successful reintroduction of West End Eurovision which generated a net profit of £39,747. A new event is planned for 2018/2019 which will further offset this increase in costs.

## The Make A Difference Trust

(Limited by Guarantee)

### Trustees' Report

All costs were reviewed during the period under review and costs savings made where-ever possible.

Costs on production were controlled with regular budget meetings held with the production and event teams to promote transparency and awareness with a detailed review post event.

There were no exceptional or extraordinary expenses for the year.

#### Balance Sheet

The Net Assets on the Balance Sheet are £167,891 (2017: £162,707). These are represented in reserves as general unrestricted funds.

### FUTURE PLANS AND ACTIVITIES

Over the next three years, the Theatre MAD Trust will focus on the following priorities.

- **Development of ACT Now: Are You Positive?** is to be offered to drama schools within the Greater London area with the intention of extending it throughout the U.K.
- **Peer to Peer Support programme:** rolled out during 2017 the programme will continue and be monitored in the coming years.
- **Emergency and Disaster Response:** August 2017 saw the soft launch of the emergency and disaster response and our emergency support for members of the theatre community in dire need. This project will continue for the foreseeable future and be monitored by the Trustees.
- **Community Events:** We will look to share our event fund raising experience knowledge and resources with theatre community wishing to raise funds through an event. Community has always been the key to MAD. Under the TheatreMAD banner and with support from our office we can come together as a community to make an event happen and make a difference to those in need.
- **Research:** To research the need to develop support system for specific problems facing aging members of the theatre community who are HIV positive.
- **Self-Testing Kits:** Soft launch of self-testing kits for members of the theatre community is intended for January 2019.
- **UK Partners:** Continue to increase our working partnerships within the United Kingdom. We will identify further HIV AIDS project to partner.
- **Sub-Saharan Africa Partners:** Continue to work with our partners in Sub Saharan Africa to raise awareness, provide education, care, support to those living with HIV and AIDS.

**The Make A Difference Trust**

**(Limited by Guarantee)**

**Trustees' Report**

**Small Company Exemptions**

This report is prepared in accordance with the provisions of the Companies Act 2006 relating to small companies.

This report was approved by the Board of Trustees on 6 December 2018 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'Melanie Grant', is written over the printed name 'Fiona Tranter (Chair)'. The signature is fluid and cursive.

**Fiona Tranter (Chair)  
Trustee**

**Independent Examiner's Report to the Trustees  
of The Make A Difference Trust**

I report on the accounts of the charity for the year ended 30 April 2018, which are set out on pages 13 to 23.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act; and
- 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the 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 matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Kevin Beale FCCA  
Breckman & Company Ltd  
Chartered Certified Accountants**

49 South Molton Street  
London W1K 5LH

6 December 2018

The Make A Difference Trust

(Limited by Guarantee)

Statement of Financial Activities (including Income and Expenditure Account)  
for the year ended 30 April 2018

	Notes	Unrestricted funds	2018 Total	Unrestricted funds	2017 Total
		£	£	£	£
<b>Income and endowments from:</b>					
Donations and legacies - page 14	2	154,415	154,415	134,924	134,924
Charitable activities					
Earned income - page 14		146,662	146,662	328	328
Other trading activities					
Commercial trading operations - page 14		7,971	7,971	815	815
Investments		6	6	8	8
<b>Total</b>		<u>309,054</u>	<u>309,054</u>	<u>136,075</u>	<u>136,075</u>
<b>Expenditure on:</b>					
Raising funds:					
Fundraising		4,279	4,279	9,720	9,720
Charitable activities:					
Project costs - page 15		299,591	299,591	167,567	167,567
<b>Total</b>		<u>303,870</u>	<u>303,870</u>	<u>177,287</u>	<u>177,287</u>
<b>Net movement in funds:</b>					
<b>Net income/(expenditure)</b>	3	5,184	5,184	(41,212)	(41,212)
<b>Reconciliation of funds:</b>					
<b>Total funds brought forward</b>		162,707	162,707	203,919	203,919
<b>Total funds carried forward</b>	13	<u>167,891</u>	<u>167,891</u>	<u>162,707</u>	<u>162,707</u>

The notes on pages 18 to 23 form an integral part of these financial statements.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

**The Make A Difference Trust**

**(Limited by Guarantee)**

**Year ended 30 April 2018**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Income from donations and legacies</b>		
<b>Donations</b>		
Donations/Gift Aid	154,415	134,924
	<u>154,415</u>	<u>134,924</u>
<b>Income from charitable activities</b>		
<b>Earned income</b>		
Merchandise/programme/other sales	5,202	328
Ticket sales	141,460	-
	<u>146,662</u>	<u>328</u>
<b>Income from other trading activities</b>		
<b>Commercial trading operations</b>		
Raffle tickets	55	145
Charity shop	452	670
Sponsorship	7,464	-
	<u>7,971</u>	<u>815</u>

**The Make A Difference Trust**

**(Limited by Guarantee)**

**Year ended 30 April 2018**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Expenditure on charitable activities</b>		
<b>Project costs</b>		
Grants payable	119,335	79,370
Other direct costs	79,173	-
	<u>198,508</u>	<u>79,370</u>
Support and governance costs - page 16	101,083	88,197
	<u>299,591</u>	<u>167,567</u>

**The Make A Difference Trust**

**(Limited by Guarantee)**

**Year ended 30 April 2018**

	2018		2017	
	£	£	£	£
<b>Support and governance costs</b>				
<b>Support costs</b>				
<b>Office overheads</b>				
Rent/rates	21,930		22,293	
Insurance	1,994		2,038	
Premises costs/cleaning	1,127		870	
Depreciation of fixtures/fittings/equipment	1,422		751	
	<u>          </u>	26,473	<u>          </u>	25,952
<b>Administration costs</b>				
Salary costs	18,888		16,147	
Fees	36,668		21,778	
Staff pension costs	204		97	
Travel/transport	81		355	
Entertaining	481		468	
Printing/postage/stationery	314		3,705	
Office costs	2,477		1,113	
Subscriptions/licences	904		291	
Computer/website	4,014		11,537	
Sundries	1,261		432	
	<u>          </u>	65,292	<u>          </u>	55,923
<b>Professional/financial</b>				
Bookkeeping	5,403		2,522	
Legal/professional	13		13	
Bank charges	302		187	
	<u>          </u>	5,718	<u>          </u>	2,722
		<u>97,483</u>		<u>84,597</u>
<b>Governance costs</b>				
Accountancy	3,600		3,600	
	<u>          </u>	3,600	<u>          </u>	3,600
		<u>101,083</u>		<u>88,197</u>
		<u>          </u>		<u>          </u>

**The Make A Difference Trust**

(Limited by Guarantee)

**Balance Sheet  
30 April 2018**

		2018		2017	
Notes	£	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	<b>8</b>		2,632		4,054
Investments	<b>9</b>		35,066		35,053
			37,698		39,107
<b>Current assets</b>					
Debtors	<b>10</b>	30,986		9,204	
Cash at bank and in hand		106,677		119,996	
		137,663		129,200	
<b>Liabilities</b>					
Creditors: amounts falling due within one year	<b>11</b>	(7,470)		(5,600)	
			130,193		123,600
<b>Net current assets</b>			130,193		123,600
<b>Total assets less current liabilities</b>			167,891		162,707
<b>The funds of the charity:</b>					
Unrestricted funds	<b>13</b>		167,891		162,707
<b>Total charity funds</b>			167,891		162,707

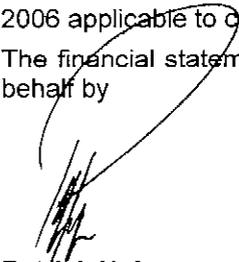
For the year ending 30 April 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the provisions of the Companies Act 2006 applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 6 December 2018 and signed on its behalf by



**Patrick Holzen**  
Trustee

The notes on pages 18 to 23 form an integral part of these financial statements.

# The Make A Difference Trust

(Limited by Guarantee)

## Notes to the Financial Statements for the year ended 30 April 2018

### 1. Accounting policies

#### 1.1. Basis of preparing the 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)) and the Companies Act 2006.

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

#### 1.2. Incoming resources

All incoming resources are included in the Statement of Financial Activities when:

- the charity is legally entitled to the funds
- any performance conditions attached to the income have been met or are fully within the control of the charity
- there is sufficient certainty that receipt of the income is considered probable
- the amount can be reliably measured

##### - Donations and legacies

Grants/donations are recognised in incoming resources in the year in which they are receivable, except as follows:

- when donors specify that grants/donations given to the charity must be used in future accounting periods, the income is deferred until those periods
- when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the preconditions for use are met.

##### - Charitable activities

Earned income - income from sales and sundry other earned income is included in incoming resources in the period in which the relevant activity takes place.

Project specific funding - when donors specify that donations and grants are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

##### - Investment income

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

## **The Make A Difference Trust**

**(Limited by Guarantee)**

### **Notes to the Financial Statements for the year ended 30 April 2018**

#### **1.3. Expenditure**

All expenditure is included on an accruals basis inclusive of any VAT which cannot be recovered and is recognised when:

- there is a legal or constructive obligation to make a payment
- it is probable that settlement will be required
- the amount of the obligation can be measured reliably

##### **- Costs of raising funds**

Costs incurred in attracting donations, and those incurred in trading activities that raise funds.

##### **- Charitable activities**

Grants payable and other direct costs - costs incurred in productions and projects during the year.

##### **- Support costs**

The administrative and overhead costs associated with running the office from which the company operates as well as governance costs. Support costs are wholly attributable to production and project costs.

##### **- Governance costs**

Costs associated with the constitutional and statutory requirements of the charity.

#### **1.4. Fund accounting**

Funds held by the charity are:

- Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

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

#### **1.5. Tangible fixed assets and depreciation**

Individual fixed assets costing £1,000 or more are capitalised at cost.

Depreciation is provided at annual rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures/fittings/equipment - 25% / 33% straight line method

#### **1.6. Investments**

Fixed asset investments are stated at cost less provision for diminution in value.

#### **1.7. Debtors**

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

#### **1.8. Cash at bank and in hand**

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

## The Make A Difference Trust

(Limited by Guarantee)

### Notes to the Financial Statements for the year ended 30 April 2018

#### 1.9. Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### 1.10. Pensions

The company operates a defined contribution scheme for the benefit of its employees. Contributions payable are recognised as expenditure when due.

#### 1.11. 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.

#### 1.12. Significant Accounting Estimates and Judgements

In determining the carrying amounts of certain assets and liabilities, the charity makes assumptions of the effects of uncertain future events on those assets and liabilities at the balance sheet date. The charity's estimates and assumptions are based on historical experience and expectation of future events and are reviewed annually.

## 2. Incoming resources

The total incoming resources for the year have been derived from the principal activity undertaken wholly in the UK.

## 3. Net income/(expenditure) for the year is stated after charging:

	2018 £	2017 £
Depreciation of tangible fixed assets	1,422	751
Independent examiners' remuneration - independent examination	3,600	3,600
	<u>3,600</u>	<u>3,600</u>

## 4. Trustees' emoluments and reimbursed expenses

The trustees received no remuneration during the year: (2017 - £nil).

The aggregated amount reimbursed to trustees during the year was £nil (2017 - £nil).

**The Make A Difference Trust**

**(Limited by Guarantee)**

**Notes to the Financial Statements  
for the year ended 30 April 2018**

<b>5. Staff costs and numbers</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Staff costs</b>		
Salaries and wages	18,888	16,147
Pension costs	204	97
	<u>19,092</u>	<u>16,244</u>

No employee earned £60,000 or more during the year (2017 - nil).

The key management personnel of the charity comprise the Trustees and the Senior Management Team. The total employee benefits of the key management personnel of the charity were £19,092 (2017 - £14,445).

**Staff numbers**

The average numbers of employees (including casual and part time staff) during the year was made up as follows:

	<b>2018</b>	<b>2017</b>
	<b>Number</b>	<b>Number</b>
Support	<u>1</u>	<u>1</u>

**6. Pension costs**

The company operates a defined contribution pension scheme in respect of its employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £204 (2017 - £97).

**7. Corporation Taxation**

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**The Make A Difference Trust**

(Limited by Guarantee)

**Notes to the Financial Statements  
for the year ended 30 April 2018**

8. Fixed assets - tangible assets	Fixtures/ fittings/ equipment £
<b>Cost</b>	
1 May 2017 /	
30 April 2018	4,805
<b>Depreciation</b>	
1 May 2017	751
Charge for year	1,422
30 April 2018	2,173
<b>Net book values</b>	
30 April 2018	2,632
30 April 2017	4,054

**9. Fixed Asset Investments**

Shares in group undertaking - at cost £1.

The company owns 100% of the share capital of Make A Difference Enterprises Limited, which is registered in EW - England and Wales, registered number 06315172.

The principal activity of Make A Difference Enterprises Limited is events organising and fundraising. The total capital and reserves at the balance sheet date were £(31,309), and the result for the year ended 30 April 2018 was £(1,351).

10. Debtors	2018 £	2017 £
Trade debtors	5,771	-
Other debtors	18,803	3,731
Prepayments	6,412	5,473
	30,986	9,204
	30,986	9,204

**The Make A Difference Trust**

**(Limited by Guarantee)**

**Notes to the Financial Statements  
for the year ended 30 April 2018**

<b>11. Creditors: amounts falling due within one year</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade creditors	1,195	1,605
Other taxation/social security	365	285
Other creditors	68	97
Accruals	5,842	3,613
	<u>7,470</u>	<u>5,600</u>

**12. Limited by guarantee**

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum, not exceeding £1, to the company should it be wound up. At 30 April 2018 there were 8 members.

<b>13. Unrestricted funds</b>	<b>Brought forward</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Carried forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General fund	<u>162,707</u>	<u>309,054</u>	<u>(303,870)</u>	<u>167,891</u>

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

	<b>General funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
Fund balances at 30 April 2018 are represented by:		
Tangible assets	2,632	2,632
Investments	35,066	35,066
Net current assets	<u>130,193</u>	<u>130,193</u>
	<u>167,891</u>	<u>167,891</u>

**15. Related party transactions**

During the year the company had no related party transactions that required disclosure.